

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 6:00 pm on Monday, 23 July 2018

- Present** Cllrs D Spear in the Chair, E Spear, Mrs Chesters, Mrs Wellstead, Bunyard (part) and de Groot (part).
- FA/11/2018/19 **Apologies** Received and accepted from Cllr Bradford.
- FA/12/2018/19 **Declarations of Interest** There were none.
Cllr Bunyard joined the meeting.
- FA/13/2018/19 **Minutes** The minutes of the Finance and Administration Committee meeting held on 25 June 2018 be approved as a correct record and signed by the Chair. (NC)
- FA/09/2018/19 **Financial Reports**
- a. Members considered the Council's budget monitoring report attached as Appendix A.
RECOMMENDED: That the Council's budget monitoring report for July be noted. (NC)
Cllr de Groot joined the meeting.
- b. The Committee considered the Council's bank transactions for the period 26/06/2018 to 23/07/2018, attached as Appendix B.
RECOMMENDED: That the Committee approves the bank transactions during the period 26/06/2018 to 23/07/2018, as attached. (NC)
- c. The Committee considered staff salaries for May 2018, attached as appendix C.
RECOMMENDED: That the Committee approves staff salaries for July 2018. (NC)
- FA/10/2018/19 **Parish Council's Application for Online Banking** The Clerk updated members regarding progress made with the Council's application to apply for online banking.
RESOLVED: That
a. there be a minimum of 9 cllrs registered to have access to the Council's online banking.
b. the staff to be paid via online banking to begin with and the Council continues paying its suppliers by cheque for the time being. (NC)

The meeting closed at 6:30 pm

.....Chairman

Braunton Parish Council
Income Budget 2018/19 - Finance and Admin Meeting 23/07/18 Appendix A

Income to date	Predicted Income	
£60,141.00	£120,282.00	Precept
£5,094.00	£8,680.00	NDC Parish Grant
£1,730.50	£3,461.69	Council Tax Support Grant
£2,754.94	£12,000.00	Parish Hall Lettings
£3,928.95	£16,000.00	Rents
£11,130.19	£4,016.00	Grants
£7.09	£20.00	Interest
£84,786.67	£164,459.69	

Braunton Parish Council

Expenditure Budget 2018/19 - Finance and Admin Meeting 23/07/18 Appendix A

Expenditure to date	Budget	Remaining Budget	
£9,638.00	£5,000.00	-£4,638.00	General
£2,090.91	£4,000.00	£1,909.09	Election
£0.00	£275.00	£275.00	Chairman's Allowance
£179.78	£700.00	£520.22	Bakehouse Rates
£0.00	£0.00	£0.00	Public Conveniences
£0.00	£0.00	£0.00	Flood Resilience
£41,658.41	£94,409.69	£52,751.28	Staff Costs
£3,061.13	£8,000.00	£4,938.87	Parish Hall
£2,977.70	£12,800.00	£9,822.30	Parks & Gardens
£3,721.37	£4,000.00	£278.63	Property
£9,687.33	£35,275.00	£25,587.67	Finance & Admin
£73,014.63	£164,459.69	£91,445.06	

Expenditure to date	Budget	Remaining Budget	
£4,824.84	£16,000.00	£11,175.16	Rates
£0.00	£3,000.00	£3,000.00	Parkeon
£1,059.58	£2,500.00	£1,440.42	Loomis
£2,051.64	£8,000.00	£5,948.36	NDC
£0.00	£600.00	£600.00	Tickets
£78.01	£240.00	£161.99	SWWA
£8,014.07	£30,340.00	£22,325.93	
Income to date	Predicted Income		
£28,350.00	£112,000.00	Car Park Revenue	
£3,601.24	£5,700.00	Permits	
£31,951.24	£117,700.00		

Braunton Parish Council
Reserves Budget 2018/19 - Finance and Admin Meeting 23/07/18 Appendix A

Expenditure to date	Budget	Remaining Budget	
£1,000.00	£5,000.00	£4,000.00	Car Park Improvements
£6,300.00	£60,000.00	£53,700.00	sinking fund resurfacing
£0.00	£7,365.00	£7,365.00	Public Conveniences
£0.00	£3,200.00	£3,200.00	Stoney Bridge Depot
£0.00	£7,888.18	£7,888.18	Parish Hall roof
£0.00	£1,504.51	£1,504.51	Parish Hall Decoration
£2,416.07	£7,000.00	£4,583.93	Police Station General
£8,869.32	£17,738.64	£8,869.32	PWLB purchase of Police Station
£953.25	£2,600.00	£1,646.75	Dog Waste Bins Contract
£0.00	£2,000.00	£2,000.00	Improvement seats, litter bins
£632.08	£1,366.50	£734.42	Bakehouse Centre Building Maintenance
£364.23	£1,500.00	£1,135.77	Unmetered Lighting
£0.00	£5,000.00	£5,000.00	Energy efficiency measures
£71,699.15	£71,015.82	-£683.33	Work Hub
£924.13	£3,898.12	£2,973.99	Management of Poplar Trees
£1,157.67	£1,845.59	£687.92	Planting Improvements
£742.80	£5,000.00	£4,257.20	Improvements to play areas
£0.00	£1,000.00	£1,000.00	Management of himalayan balsam
£8,287.63	£10,000.00	£1,712.37	Maintain highway grass verges
£13,500.00	£13,500.00	£0.00	Grants
£1,354.99	£2,000.00	£645.01	IT, Admin, Training & Website
£13,130.31	£13,130.31	£0.00	Staff cost related to car park
£97.06	£1,000.00	£902.94	Flood Resilience
£295.42	£170.00	-£125.42	Diffusion tubes
£131,724.11	£244,722.67	£112,998.56	

Finance and Administration Committee Meeting 23 July 2018 – Appendix B

Braunton Parish Council		
Account Transfers		
Gen. Acc. 00898292 Wages Acc. 00898306 Car Park 00905701	Transfer for period: 25/06/2018 to 23/07/2018	
26/06/2018	£10,222.31	Car Park – General
10/06/2018	£3,515.38	Car Park – General
10/06/2018	£4,564.41	Car Park - Wages

Employee	w/c 02/07/18	w/c 09/07/18	w/c 16/07/18	w/c23/07 /18		Hours Worked	Contracted Hours
Staff Number 11	£361.26	£361.26	£361.26	£361.26	£1,445.04	165.25	162
Staff Number 16					£3,019.80	170	148
Staff Number 17	£424.00	£424.00	£424.00	£424.00	£1,696.00	158	160
Staff Number 19	£312.50	£312.20	£312.20	£312.20	£1,249.10	146	140
Staff Number 20					£581.39	60	60
Staff Number 22					£1,434.10	160	160
					£9,425.43		