

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on the 17 January 2024

- Present** Cllrs M Cann in the Chair, M Shapland, E Spear, D Spear, V Cann and T Kirby.
- T Lovell, Parish Clerk and RFO
- 1 member of the public.
- FA/36/2023/24 **Apologies** Received from Cllr G Bell due to work commitments.
- FA/37/2023/24 **Declarations of Interest and requests for Dispensations** None received.
- FA/38/2023/24 **Minutes of the Finance and Administration Committee Meeting held on 7 November 2023.** Copies of the Minutes were circulated with the agenda.
- RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 7 November 2023 be approved and signed as a correct record. (NC)
- FA/39/2023/24 **Financial Reports**
- a. Members considered the Council's bank transactions report from October to December 2023, attached as – **appendix one**.
- RESOLVED: That it be recommended to the full Council that the bank transactions report from October to December 2023 be approved and noted. (NC)
- b. The Clerk at the meeting circulated the bank reconciliation up to the 31 December 2023, attached as – **appendix two**.
- RESOLVED: That it be recommended to full Council that the bank reconciliation up to 31 December 2023 be approved and noted. (NC)
- c. The Clerk at the meeting circulated the Trial Balance Report.
- RESOLVED: That it be recommended to full Council that the Trail Balance Report, attached as -

appendix three be approved and noted. (NC)

d. Members considered the staff timesheets.

RESOLVED: That it be recommended to full Council to approve the staff hours worked from August to December 2023, attached as – **appendix four**. (NC)

FA/40/2023/24 **Parish Council Grants Policy** Members reviewed the Council's Grants Policy and agreed the revised Policy attached as – **appendix five**.

RESOLVED: That the

- a. Committee approves the Council's revised Grants Policy and Application Form.
- b. Council's Grants Application to open from mid-February and closing date is Friday 11 March 2024.
- c. The Finance and Administration Committee at its meeting on the 18 March to consider grant applications received.
- d. The Chairman to award successful grants at the Annual Parish Meeting on the 10 April 2024.

(NC)

FA/41/2023/24 **Exclusion of Press and Public – Part II** RESOLVED that, in view of the confidential nature of the business to be transacted, the following matters be taken in the absence of press and public (Public (Admissions to Meetings) Act 1960) as the items contain exempt information as defined by the Local Government Act 1972 Sch. 12a Pt(1). (NC)

FA/42/2023/24 **Overdue Rents** The Clerk reported that three of the Council's tenants at the Work Hub had overdue rents owed to the Council. All tenants had been contacted and would pay the outstanding debt within an agreed timeframe.

RESOLVED: That the Committee notes the overdue rents owed to the Council and the Clerk to keep members updated regarding repayment of the debts. (NC)

FA/43/2023/24 **Rent Review** Members considered the rent review for Station House. The Clerk reported the Turners had been appointed to provide a commercial valuation but had not been able to visit the property at the time of this meeting. (NC)

The meeting closed at 3.10pm

Chair.....
(Cllr M Cann)

Date