

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on the 23 April 2025

Present

Cllrs M Cann in the Chair, V Cann, M Shapland and T Kirby.

T Lovell, Parish Clerk and RFO

1 member of the public.

FA/80/2024/25

Apologies

Received from:

Cllr E Spear – personal reasons

Cllr D Spear – personal reasons

FA/81/2024/25

Declarations of Interest and requests for Dispensations

There were none.

FA/82/2024/25

Minutes of the Finance and Administration Committee Meeting held on 29 January 2025.

Copies of the Minutes were circulated with the agenda.

RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 29 January 2025 be approved and signed as a correct record.

(NC)

FA/83/2024/25

Financial Reports

- a. Members considered the Council's budget monitoring report from January to March 2025, attached as - **appendix one**.

RESOLVED: That it be recommended to the Full Council that the budget monitoring report from January to March 2025 be approved and noted.

(NC)

- b. Members considered the Council's bank transactions report from January to March 2025 attached as – **appendix two**.

RESOLVED: That it be recommended to the Full Council that the bank transactions report for January to March 2025 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 staff timesheets.

RESOLVED: That it be recommended to Full Council to approve the staff hours worked January to March 2025, attached as – **appendix four**

(NC)

FA/84/2025/26 **Standing Orders and Direct Debits**

RESOLVED: That the Committee approve Yu Energy and Allstar being added to its list of Direct Debits.

(NC)

FA/85/2025/26 **Bank Reconciliation Year End 31 March 2025.**

RESOLVED: That the Committee recommends to Full Council that it approves the bank reconciliation year end 31 March 2025 attached as – **appendix five**. It be signed by the Chairman and Responsible Financial Officer.

(NC)

The meeting closed at 2.27pm

Chair.....
(Cllr M Cann)

Date