

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on the 26 March 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/44/2023/24 **Apologies** Received from Cllr G Bell due to work commitments.
- FA/45/2023/24 **Declarations of Interest and requests for dispensations**
- Cllr M Shapland declared an Other Registerable Interest (ORI) in Minute Ref: FA/47/2024/25(f), as she is a member of the Church Parochial Council.
- Cllr M Shapland declared an ORI in Minute Ref: FA/47/2024/25(d), as she is the Council's representative on Ask for Jake.
- Cllr M Shapland declared an ORI in Minute Ref: FA/47/2023/24(l), as she is the Council's representative Braunton Twinning Organisation.
- Cllr D Spear declared an ORI in Minute Ref: FA/47/2023/24(b), as he is the Council's representative on the North Devon Environmental Trust.
- Cllr V Cann declared an ORI in Minute Ref: FA/47/2023/24(j), as she is the Council's representative on the Museum of British Surfing.
- Cllr T Kirby declared an ORI in Minute Ref: FA/47/2023/24(b), as he is the Council's representative on the North Devon Environmental Trust.
- Cllr T Kirby declared an ORI in Minute Ref: FA/47/2023/24(e), as he is the Council's representative on the Braunton Volunteers.
- Cllr T Kirby declared an ORI in Minute Ref: FA/47/2023/24(f), as he is a member of the Parochial Church Council.
- FA/46/2023/24 **Minutes of the Finance and Administration** Copies of the Minutes were circulated with the agenda.
RESOLVED: That the minutes of the Finance and

Committee Meeting held on 17 January 2024.

Administration Committee meeting held on 17 January 2024 be approved and signed as a correct record. (NC)

FA/47/2023/24

Financial Reports

- a. Members considered the Council's budget monitoring report from October 2023 to January 2024, attached as - **appendix one**.

RESOLVED: That it be recommended to the Full Council that the budget monitoring report from October 2023 to January 2024 be approved and noted.

(NC)

- b. Members considered the Council's bank transactions report from January and February 2024 attached as – **appendix two**.

RESOLVED: That it be recommended to the Full Council that the bank transactions report for January and February 2024 be approved and noted.

(NC)

- c. The Clerk at the meeting circulated the bank reconciliation up to the 29 February 2024, attached as – **appendix three**.

RESOLVED: That it be recommended to Full Council that the bank reconciliation up to 29 February 2024 be approved and noted.

(NC)

- d. 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 four** be approved and noted.

(NC)

- e. Members considered staff timesheets.

RESOLVED: That it be recommended to Full Council to approve the staff hours worked January and February 2024, attached as – **appendix five** circulated the Trial Balance Report.

(NC)

FA/48/2019/20

Parish Grants 2024/25

- a. Branton Rotary Club

RECOMMENDED: That a grant of £250 be made subject to the Branton Rotary Club providing a copy of their last audited accounts. (GPC, Localism Act 2011).

(5.1abs)

Cllr D Spear and Cllr T Kirby declared an ORI and left the meeting.

- b. North Devon Environmental Trust (NDET)

RECOMMENDED: That a grant of £1,250 be made.
(GPC, Localism Act 2011).

(NC)

Cllr D Spear and Cllr T Kirby rejoined the meeting.

c. Live Well in Braunton (LWIB)

RECOMMENDED: That the Council do not provide a grant for office space as this would be paid to the Parish Council. It was agreed that the Clerk to bring LWIB's request for a larger office to the next Full Council meeting for consideration.

(NC)

Cllr M Shapland declared an ORI and did not take part in the discussion or vote.

d. Ask for Jake

RECOMMENDED: That a grant of £550 be made.
(GPC, Localism Act 2011).

(3.2abs)

Cllr T Kirby declared an ORI and did not take part in the discussion or vote.

e. Braunton Volunteer Bureau

RECOMMENDED: That a grant of £750 be made.
(GPC, Localism Act 2011).

(NC)

Cllr T Kirby and Cllr M Shapland declared an ORI and did not take part in the discussion or vote.

f. Parochial Church Council

RECOMMENDED: That a grant of £2,000 be made
(GPC, Localism Act 2011).

(NC)

g. Friends of Braunton Library

RECOMMENDED: That a grant of £300 be made
(GPC, Localism Act 2011).

(NC)

h. Braunton Christmas Trees and Lights

RECOMMENDED: That a grant of £300 be made
(GPC, Localism Act 2011).

(5.1abs)

i. Braunton and District Museum and Information Centre

RECOMMENDED: That a grant of £200 be earmarked. (GPC, Localism Act 2011).

(NC)

Cllr V Cann declared an ORI and did not take part in the discussion or vote.

j. Museum of British Surfing

RECOMMENDED: That a grant of £1,000 be made (GPC, Localism Act 2011).

(NC)

k. Braunton Bowling Club

RECOMMENDED: That a grant of £400 be made. (GPC, Localism Act 2011).

(NC)

Cllr M Shapland declared an ORI and did not take part in the discussion or vote.

l. Braunton Twinning Organisation

RECOMMENDED: That a grant of £500 be made. (GPC, Localism Act 2011).

(NC)

FA/49/2023/24

Investment Strategy Policy

Members reviewed the Council's Investment Strategy Policy.

RECOMMENDED: That the Investment Strategy Policy attached as **appendix six** be approved and published on the Council's website.

(NC)

FA/50/2023/24

Aged Debtors/ Creditors

The Clerk explained that she had been unable to clear the aged debtors/creditors on Sage prior to the meeting.

RECOMMENDED: That the aged debtors/creditors reports be deferred until the April Full Council meeting.

(NC)

FA/51/2023/24

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/52/2023/24

Overdue Rents

The Clerk reported on the three tenants at the Work Hub who were in arrears with their rent.

One tenant had paid in full and their account had now been cleared. Another tenant had now vacated their office and agreed to pay off their arrears monthly until their account was clear. The final tenant had been experiencing personal issues but was keen to settle their account but had not yet set up a payment plan to clear their account.

RECOMMENDED: That Clerk continue to liaise directly with the individual tenants to recover their rent arrears to only pursue via the small claims court as a last resort.
(NC)

FA/53/2023/24 **Rent Review**

Members considered the rent review for Station House.

RECOMMENDED: That the Council accepts Turners' valuation and the annual rent be increase to £14,400 with immediate effect.
(NC)

The meeting closed at 3.35pm

Chair.....
(Cllr M Cann)

Date