

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on the 29 January 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/74/2024/25

Apologies

Received from:

Cllr E Spear – personal reasons

Cllr D Spear – personal reasons

Cllr G Bell – prior engagement

FA/75/2024/25

Declarations of Interest and requests for dispensations

There were none.

FA/75/2024/25

Minutes of the Finance and Administration Committee Meeting held on 17 January 2024.

Copies of the Minutes were circulated with the agenda.

RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 12 November 2024 be approved and signed as a correct record.

(NC)

FA/76/2024/25

Financial Reports

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

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

(NC)

- b. Members considered the Council's bank transactions report from October to December 2024 attached as – **appendix two**.

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

(NC)

- c. The Clerk at the meeting circulated the bank reconciliation up to the 31 December 2024, attached as – **appendix three**.

RESOLVED: That it be recommended to Full Council that the bank reconciliation up to 31 December 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 October to December 2024, attached as – **appendix five**

(NC)

FA/77/2024/25 **Discretions Policy**

The Clerk, prior to the meeting, circulated amongst members the Council's updated Employers Discretions Policy. As an employer in the Local Government Pension Scheme, the Council must formulate and publish a 'statement of policy' regarding the discretions that it has the power to exercise. The policy confirms how the Council will handle these discretions and any associated costs.

While there are numerous discretions in the regulations, only a few require the employer to have a written policy statement. This is because exercising these discretions could result in costs for the employer when enhancing the benefits received by the member The Local Government Pension Scheme (LGPS) is a statutory pension scheme so its rules are laid down under Act of Parliament. However, the scheme's regulations do allow an employer some flexibility to enhance members' benefits. These discretions typically involve early access to benefits or improving the benefits received by members.

RESOLVED: That

- a. it be recommended to full council that the Council's Employer Discretions Policy be approved and a copy submitted to Peninsula Pensions attached as – **appendix six**.
- b. The Council's Discretions Policy to be reviewed annually to ensure its relevance to the Council and its scheme members.

(NC)

FA/78/2024/25 **Relief Caretaker Job Pack**

The Clerk, prior to the meeting, circulated amongst members a Job Pack for the position of Relief Caretaker.

RESOLVED: To recommend to full council:

- Salary Grade SCP 2 – 3.
- Minium of 5 hours per week but additional hours as and when required.
- Job Description to include 'Any other duties as

directed by the Clerk’.

- Additional information to provide an explanation of what a typical week would include.
- The position to be advertised week commencing 17 February 2025 (including: EX33, indeed Job Search, Council website, social media and Council notice boards).
- Closing date for application 12 midday Friday 14 February 2025.
- Shortlisting to take place week commencing 17 March 2025.
- Interview panel to consist of Parish Clerk, Chairman of Council, Vice Chairman of Council and Chairman of the Finance and Administration Committee.
- Interviews to take place week commencing 24 March 2025.

The meeting closed at 2.40pm

Chair.....
(Cllr M Cann)

Date