

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on Tuesday, 2 November 2021

- Present** Cllrs M Shapland in the Chair, E Spear, D Spear and A Bradford.
T Lovell, Parish Clerk and RFO
1 member of the public.
- FA/01/2021/22 **Apologies** Apologies were received and accepted from:
Cllr J Chesters – Indisposed.
Cllr G Bell – Work commitments
- FA/02/2021/22 **Declarations of Interest and requests for dispensations** There were none received
- FA/03/2021/22 **Minutes of the Finance and Administration Committee Meeting held on 19 July 2021.** Copies of the Minutes were circulated with the agenda.
RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 19 July 2021 be approved as a correct record. Cllr M Shapland duly signed the Minutes. (NC)
- FA/04/2021/22 **Financial Reports**
- a. Members considered the Council's bank transactions from 1st July to 30th September 2021.

With no votes to the contrary the bank reconciliation from the 1st April to 30th September 2021, attached as Appendix A, was agreed. (NC)
 - b. The Clerk explained that North Devon Council had amalgamated the Loomis accounts for Braunton Parish Council, Lynton and Lynmouth Town Council and Combe Martin Parish Council under one account. The unforeseen consequence of this was that all money collected would be paid to North Devon Council's bank account instead of the respective parish and town councils bank accounts. The error occurred on the 3rd August and was rectified by 15th September, which resulted in £23,750 being paid into North Devon Council's bank account. The funds were reimbursed to the Parish Council on the 4th October.

Members noted the Clerk's report.

- c. The Clerk had prior to the meeting circulated the bank reconciliation up to the 30th September, attached as Appendix B.

With no votes to the contrary it was recommended to full Council that the bank reconciliation up to 30th September be approved and noted.

(NC)

FA/05/2020/21 **Budget 2022/23** Members considered the draft budget circulated prior to the meeting.

With no votes to the contrary it was recommended to full Council that the Finance and Administration Committee budget 2022/23 be set at £139,025, attached as Appendix C.

(NC)

FA/06/2020/21 **Task Management Platform HR and Health Safety** Members considered both a Health & Safety and HR support service provided by Citation. Citation's base objective is protecting, you the employer, and making sure you are fully compliant.

With no votes to contrary it was unanimously agreed to enter into a two year agreement for the provision of the HR and a Health & Safety service. At a cost of £275 per annum.

FA/07/2020/21 **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/08/2020/21 **Staff Matters** The Clerk updated members regarding staff number 17's return to work following a period of sickness absence.

With no votes to the contrary members noted the Clerk's report and agreed to the reasonable adjustments being implemented to assist with staff number 17's safe return to work.

(NC)

The meeting closed at 3.25pm

Chair.....
(Cllr Mrs M Shapland)

Date