

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on the 4 October 2023

- Present** Cllrs M Cann in the Chair, M Shapland, E Spear, D Spear and V Cann.
T Lovell, Parish Clerk and RFO.
- FA/22/2023/24 **Apologies** Received from Cllr G Bell indisposed and Cllr T Kirby who is away.
- FA/23/2023/24 **Declarations of Interest and requests for Dispensations** None received.
- FA/24/2023/24 **Minutes of the Finance and Administration Committee Meeting held on 29 August 2023.** Copies of the Minutes were circulated with the agenda.
RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 29 August 2023 be approved and signed as a correct record. (NC)
- FA/25/2023/24 **Financial Reports**
- a. Members considered the Council's budget monitoring report from August to September 2023, attached as - **appendix one**.
RESOLVED: That it be recommended to the Full Council that the budget monitoring report from August to September 2023 be approved and noted. (NC)
- b. Members considered the Council's bank transactions report from August to September 2023, attached as – **appendix two**.
RESOLVED: That it be recommended to the Full Council that the bank transactions report from August to September 2023 be approved and noted. (NC)
- c. The Clerk at the meeting circulated the bank reconciliation up to the 30 September 2023, attached as – **appendix three**.
RESOLVED: That it be recommended to Full Council that the bank reconciliation up to 30 September 2023 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 the staff timesheets.

RESOLVED: That it be recommended to Full Council to approve the staff hours worked from July to August 2023, attached as – **appendix five**.

(NC)

FA/26/2023/24 **North Devon Council (NDC) Off Street Parking Order (OSPO)**

The Clerk advised that the Council must confirm any amendments to its OSPO for Caen and Chaloners Road car parks by 11 October. Based on the Council’s draft budget for 2024/25 that the Clerk had calculated there is a £141,000 deficit in next year’s budget. This did not include the Property Committee’s budget as they had not meet at the time of this meeting. Other significant costs in next year’s budget were the provision of public conveniences which the Council had agreed to take on from the 1 April 2024. The Clerk advised that the Council’s two main sources of income are its precept and car park revenue. This year the Council had increased its car park tariff by 10 pence across the board. This equated to a 14.2% increase for the first hour and 1.9% increase for up to 9 hours parking. To help reduce the draft budget deficit the Clerk proposed the following:

Tariff	2023/24	2024/25	% increase	£ increase
1 hour	£0.80	£0.90	12.50%	0.10
2 hours	£1.50	£1.70	13.33%	0.20
3 hours	£2.30	£2.60	13.04%	0.30
4 hours	£2.80	£3.20	14.29%	0.40
5 hours	£3.30	£3.70	12.12%	0.40
6 hours	£3.80	£4.20	10.53%	0.40
7 hours	£4.30	£4.80	11.63%	0.50
8 hours	£4.80	£5.30	10.42%	0.50
9 hours	£5.30	£6.00	13.21%	0.70

RECOMMENDED: To Full Council that:

- a. The Council increases its car park tariff for both Caen and Chaloners car parks as detailed above increases range from 10.4% to 14.2%.
 b. The 30 minutes for 30 pence to remain.

(NC)

FA/27/2023/24 **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/28/2023/24 **Station House** The Clerk had obtained a quotation from Underwood Wright Commercial Surveyors to carry out a commercial valuation at Station House. Their fee would be £600 + vat plus 7.5% of the agreed negotiated rent. Members were concerned that this would be a significant cost and requested that the Council obtain further quotations to bring back to the next meeting for consideration.

FA/29/2023/24 **Staff Provisions** The Clerk advised that the Council would need to appoint an Assistant Caretaker and Services Operative (to primarily service the public conveniences) with immediately effect. A second Services Operative would need to be appointed in April 2024 when the Council takes over the servicing of the public conveniences. The Council would also need a member of staff on stand-by outside of Council opening hours in the event that an incident occurs at the public conveniences.

RECOMMENDED: To Full Council that

- a. the Council’s existing staff be offered the stand-by hours subject to a change to their terms of employment.
- b. The Council appoints a part-time Assistant Caretaker and Services Operative with immediate effect.
- c. The Council appoints a part-time Services Operative from the 1st April 2024.
- d. The Clerk to include costs in next year’s budget 2024/25 for the additional staff levels required to carry out the functions of the Parish Council.

(NC)

The meeting closed at 2.30pm

Chair.....
(Cllr M Cann)

Date