

## **BRAUNTON PARISH COUNCIL**



### **Minutes of the Finance and Administration Committee meeting held on Thursday 25<sup>th</sup> February 2021 at 1:00 pm by video conference call.**

	<b><u>Present</u></b>	Cllrs: M Shapland in the Chair, E Spear and D Spear, A Bradford, G Bell and J Chesters.  Officers: T Lovell, Parish Clerk & RFO.
33/FA/2020/21	<b><u>Apologies</u></b>	None received
34/FA/2020/21	<b><u>Declarations of Interest</u></b>	Cllr G Bell declared a non Pecuniary interest in Min Ref: 37/FA/2020/21, as he is employed under the Nursing and Midwifery Council code.
35/FA/2020/21	<b><u>Minutes</u></b>	RESOLVED: To approve and sign as a correct record the Finance and Administration Committee minutes of the meeting held on the 18 <sup>th</sup> January 2021.  (3.3abs)  The Chairman proposed and it was unanimously agreed to bring agenda item 9 – Exclusion of Press and Public and agenda item 10 – Staff Matters, forward as some members needed to leave the meeting early.
36/FA/2020/21	<b><u>Part II</u></b>	It was resolved that under Section 1(1) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of confidential information.  (NC)  Cllr G Bell declared a non Pecuniary interest.
37/FA/2020/21	<b><u>Staff Matters</u></b>	Members considered a report and supporting documentation provided by the Clerk.  RESOLVED: That the meeting be adjourned for a period of 10 minutes to allow members to read the paperwork.  (NC)  The meeting reconvened at 1:15 pm.  Members considered the health issues affecting staff

number 17 and agreed that he was not fit to be at work.

RESOLVED: That

- a. staff number 17 to be signed off work sick due to his ill health condition.
- b. the Council offers to write a letter to his GP to help expedite the operations that he needs. The Council is hopeful that both operations can be scheduled to go ahead with minimal delay and that staff number 17 will be able to return to work after a planned period of recuperation.

(5.1abs)

Cllr G Bell abstained from voting as he is employed under the Nursing and Midwifery Council code.

38/FA/2020/21      **Re-admission of  
Press and  
Public**

RESOLVED: There being no further confidential business, to consider to readmit the press and public for the remainder of the meeting.

(NC)

39/FA/2020/21      **Financial  
Reports**

- a. Members considered the Council's budget monitoring report for 2020/21, circulated prior to the meeting, attached as Appendix A.

The Clerk had prepared a comparison of income and expenditure from 2019/20 and 2020/21, to consider the financial impact on the Council due to the Covid-19 Pandemic. During the Pandemic the Parish Hall bookings had decreased by 80% and car park income had decreased by 56%. Car Park Permits had increased by 93%. Overall the Council's income was down by 26%.

RESOLVED: That it be recommended to the full Council that the Budget Monitoring report be noted.

(NC)

- b. Members considered the Council's bank transactions for 27<sup>th</sup> October to 25<sup>th</sup> February 2021, circulated at the meeting, attached as Appendix B.

RESOLVED: That it be recommended to the full Council that the bank transactions for the period for 27<sup>th</sup> October 2020 to 25<sup>th</sup> February 2021 be approved.

(NC)

- c. The Clerk at the meeting circulated the bank reconciliation from the 1<sup>st</sup> October to 31<sup>st</sup> December 2020, attached as Appendix C.

RESOLVED: That it be recommended to full Council that the bank reconciliation from the 1st October to 31st December 2020 be approved and noted.

(NC)

40/FA/2020/21	<b><u>Financial Regulations</u></b>	<p>Members reviewed the Council’s Financial Regulations.</p> <p>RECOMMENDED: That the amendments be approved and adopted.</p> <p style="text-align: right;">(NC)</p>
41/FA/2020/21	<b><u>Standing Orders</u></b>	<p>Members reviewed the Councils Standing Orders.</p> <p>RECOMMENDED: That</p> <ul style="list-style-type: none"> <li>a. remove all masculine references throughout the document.</li> <li>b. SO12 – order of business to be <ul style="list-style-type: none"> <li>i. Receive apologies.</li> <li>ii. Receive Declarations of Interest.</li> <li>iii. Receive items for information not on the Agenda, which in the opinion of the Chairman should be brought to the attention of the Council.</li> <li>iv. Questions from members of the public.</li> <li>v. To consider any dispensations requests.</li> <li>vi. Approve and sign Minutes.</li> <li>vii. To receive and adopt the Minutes of committees and the recommendations contained therein.</li> <li>viii. Police Representation.</li> <li>ix. To receive report from Devon County Councillor.</li> <li>x. To receive report from North Devon District Councillors.</li> <li>xi. To receive report from representatives on outside bodies.</li> <li>xii. To deal with planning applications.</li> <li>xiii. To authorise the signing of orders for payment.</li> <li>xiv. To deal with business expressly required by statute to be done.</li> <li>xv. To dispose of business, if any, remaining from the last meeting (quorum).</li> <li>xvi. Any other business specified in the summons.</li> </ul> </li> <li>c. the Council adopts the amendments presented by Cllr A Bradford.</li> <li>d. that the Clerk to circulate the amended Standing Orders to members.</li> </ul>
42/FA/2020/21	<b><u>Asset Register</u></b>	<p>Members considered the Council’s Asset Registered circulated prior to the meeting.</p> <p>RECOMMENDED: That the Asset Register be noted and approved.</p> <p style="text-align: right;">(NC)</p>
43/FA/2020/21	<b><u>Aged Creditors</u></b>	<p>The Clerk updated members from its meeting held on the 26<sup>th</sup> October Minute Ref: FA/23/2020/21. All attempts by the Clerk to recover the aged creditors incurred prior to lockdown totalling £1,321.80 had been ignored.</p> <p>RECOMMENDED: That the Clerk be authorised to pursue the aged creditors via the small claims court.</p> <p style="text-align: right;">(NC)</p>

The meeting closed at 2:35 pm.

Signed by the Chair: .....

Date: .....