

## BRAUNTON PARISH COUNCIL



### Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 6pm on Wednesday 8 February 2023

<b><u>Present</u></b>	Cllrs M Shapland in the Chair, E Spear, D Spear and G Bell.  T Lovell, Parish Clerk and RFO  1 member of the public.
<b><u>Not in attendance</u></b>	Cllr D Relph, B Bunyard and J Chesters.
FA/21/2022/23	<b><u>Apologies</u></b> None received.
FA/22/2022/23	<b><u>Declarations of Interest and requests for dispensations</u></b> None received.
FA/23/2022/23	<b><u>Minutes of the Finance and Administration Committee Meeting held on 18 October 2022.</u></b> Copies of the Minutes were circulated with the agenda.  RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 18 October 2022 be approved and signed as a correct record. (NC)
FA/24/2022/23	<b><u>Financial Reports</u></b>  a. Members considered the Council's budget monitoring report from October to December 2022, circulated prior to the meeting, attached as Appendix A.  RESOLVED: That it be recommended to the full Council that the budget monitoring report from October to December 2022 be approved and noted.  b. Members considered the Council's bank transactions report from October to December 2022, circulated prior to meeting, attached as Appendix B.  RESOLVED: That it be recommended to the full Council that the bank transactions report from October to December 2022 be approved and noted.  c. The Clerk at the meeting circulated the bank reconciliation up to the 31 December 2022, attached as Appendix C.

RESOLVED: That it be recommended to full Council that the bank reconciliation up to 31 December 2022 be approved and noted.

- 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 D be approved and noted.

- e. Members considered the staff timesheets.

RESOLVED: That it be recommended to full Council to approve the staff hours worked from July – December 2022, attached as Appendix E.

(NC)

FA/25/2022/23 **Direct Debit Mandate**

RESOLVED: That Grenke Leasing Limited be added to the Council's Direct Debit Mandate.

(NC)

FA/26/2022/23 **Parish Council Credit**

Member considered a draft Use of Credit Card Policy, circulated prior to the meeting.

The Clerk explained the main points within the Policy.

- The credit card to be issued by the Parish Council's bank Lloyds.
- The Parish Clerk & Responsible Financial Officer (RFO) is the only Council employee to be issued a card in their name on behalf of the Council.
- The card to have a limit of £1,000 per purchase.
- No cash withdrawals are allowed from the credit card.
- No personal purchases are to be made using the credit card.
- Employees to sign an agreement which states they understand the conditions of issues.
- All transactions to be reconciled with receipts and signed by two councillors.
- Copies of signed statements to be retained for 7 years.

RESOLVED: That it be recommended to full Council that:

- a. the Use of Credit Card Policy be approved.
- b. the Clerk & RFO be authorised to obtain a credit card issued by Lloyds Bank in their name on behalf of the Council.

(NC)

FA/27/2022/23 **Purchase of Council Laptop**

Members considered a quote from Stradcom to purchase a brand new Acer TravelMate P2 15.6" 1366 x 768 (HD).

**Specification**

CPU: Core i5 1135G7 @ 2.4 GHz

OS: Windows 10 Pro 64-bit National Academic

RAM: 8 GB  
SSD: 256 GB  
Warranty: 1 Year

RESOLVED: That the Council recommends to full Council that the Clerk to purchase a laptop with the same or similar specification as above. The purchase be authorised from Stradcom or another competitive supplier using the credit card.

(NC)

FA/28/2022/23 **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/29/2022/23 **Rent Review**

RESOLVED: The Council appoints a surveyor as per the terms in the lease to carry out a rent review of Station House.

(NC)

FA/30/2022/23 **National Joint Council (NJC) Pay Scales 2022/23.**

RESOLVED: That the Council recommends to full Council that the NJC Pay Scales 2022/23 be implemented with immediate effect and back dated to the 1 April 2022.

(NC)

FA/31/2022/23 **Job Evaluation and Pay Review**

RESOLVED: That it be recommended to full Council that the Council appoints South West Councils to carry out job evaluations and design a pay structure for staff numbers 17, 19, 20, 22 and 23.

(NC)

FA/32/2022/23 **Appointment of Administrative Assistant**

RESOLVED: That it be recommended to full Council that:  
a. the Job Description for Administrative Assistant be approved.  
b. SWC to advise on a pay scale for the Post.  
c. The Clerk to advertise as soon as possible.  
d. Shortlisting and interviews to be carried out in accordance with Council policy.

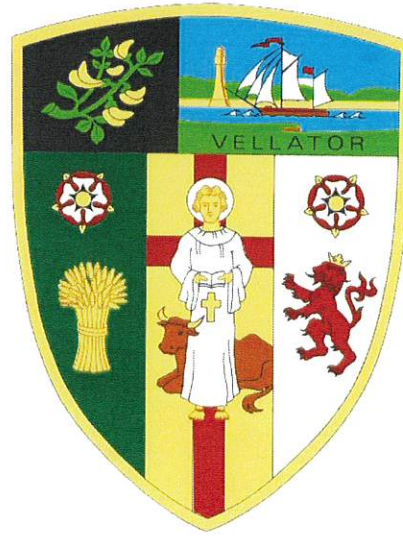
(NC)

The meeting closed at 7.05 pm

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

Date .....

Finance and Administration Committee Meeting 8 February 2023  
Braunton Parish Council Budget Monitoring September - December 2022/23 : Agenda Item 4a



**BRAUNTON PARISH COUNCIL**  
**BUDGET MONITORING**

Finance and Administration Committee Meeting 8 February 2023  
Braunton Parish Council Budget Monitoring September - December 2022/23 : Agenda Item 4a

<b>Income Budget Monitoring 2022/23</b>										
<b>INCOME</b>	<b>Revised Budget 2022/23</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Income to date</b>	<b>Remaining Budget</b>	
Precept	£163,801.00							£163,800.00	£1.00	Precept
Parish Hall Lettings	£12,000.00	£2,082.50	£1,444.71	£323.90				£8,165.90	£3,834.10	Parish Hall Lettings
Rents	£15,000.00	£3,125.00	£1,458.95	£44.60				£14,339.45	£660.55	Rents
Urban Grass DCC	£4,525.00		£4,266.00					£4,266.00	£259.00	Urban Grass DCC
Car Park Revenue	£160,000.00	£11,261.46	£12,697.74	£9,569.84				£121,444.96	£38,555.04	Car Park Revenue
Permit Income	£13,000.00	£125.42	£87.50	£70.00				£5,898.34	£7,101.66	Permit Income
Solar PV FIT	£2,700.00		£647.26	£137.40				£3,732.24	-£1,032.24	Solar PV FIT
Work Hub	£15,760.00	£1,082.20	£1,810.35	£597.60				£13,937.40	£1,822.60	Work Hub
Grants			£988.87	£1,157.72						
Interest	£3.00	£1.07	£2.68	£5.74				£10.69	-£7.69	Interest
<b>TOTAL</b>	<b>£386,789.00</b>	<b>£17,677.65</b>	<b>£23,404.06</b>	<b>£11,906.80</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£337,741.57</b>	<b>£49,047.43</b>	<b>TOTAL</b>

Finance and Administration Committee Meeting 8 February 2023  
Braunton Parish Council Budget Monitoring September - December 2022/23 : Agenda Item 4a

<b>Expenditure Budget Monitoring 2022/23</b>										
<b>Expenditure</b>	<b>Revised Budget 2022/23</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Expenditure to date</b>	<b>Remaining Budget</b>	
General	£10,000.00			£20.00				£351.79	£9,648.21	General
Election	£8,000.00							£0.00	£8,000.00	Election
Civic Duties	£550.00							£550.00	£0.00	Civic Duties
Bakehouse Rates	£750.00	£31.00	£31.00	£31.00				£279.76	£470.24	Bakehouse Rates
Flood Resilience	£1,700.00							£1,777.04	-£77.04	Flood Resilience
Parish Action Plan/Economic Plan	£3,500.00							£0.00	£3,500.00	Parish Action Plan/Economic Plan
Air Source Heat Pump (ASHP)	£12,214.00							£2,372.40	£9,841.60	Air Source Heat Pump (ASHP)
Staff Costs	£151,600.00	£10,912.30	£12,339.58	£11,574.08				£119,146.97	£32,453.03	Staff Costs
Parish Hall	£12,600.00	£2,393.30	£984.48	£1,104.85				£10,881.08	£1,718.92	Parish Hall
Parks & Gardens	£36,525.00	£1,714.95	£1,425.89	£3,985.48				£19,421.99	£17,103.01	Parks & Gardens
Property	£35,500.00	£1,545.50	£3,501.65	£1,574.99				£26,934.89	£8,565.11	Property
Finance & Admin	£56,550.00	£4,998.31	£8,283.71	£4,315.69				£37,059.66	£19,490.34	Finance & Admin
PWLB	£0.00							£0.00	£0.00	PWLB
Reserves	£15,000.00							£0.00	£15,000.00	Reserves
Car Park	£42,300.00	£1,934.60	£3,480.80	£6,616.36				£34,713.00	£7,587.00	Car Park
<b>Total</b>	<b>£386,789.00</b>	<b>£23,529.96</b>	<b>£30,047.11</b>	<b>£29,222.45</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£253,488.58</b>	<b>£133,300.42</b>	<b>Total</b>

Finance and Administration Committee Meeting 8 February 2023  
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<b>Parish Hall Budget Monitoring 2022/23</b>										
	<b>Revised Budget 2022/23</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Expenditure to date</b>	<b>Remaining Budget</b>	
Salaries	£13,700.00	£860.36	£1,047.26	£947.26				£7,185.95	£6,514.05	<b>Salaries</b>
General	£12,600.00	£2,393.30	£984.48	£1,104.85				£10,881.08	£1,718.92	<b>General</b>
<b>Total</b>	<b>£26,300.00</b>	<b>£3,253.66</b>	<b>£2,031.74</b>	<b>£2,052.11</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£18,067.03</b>	<b>£8,232.97</b>	

Finance and Administration Committee Meeting 8 February 2023  
Braunton Parish Council Budget Monitoring September - December 2022/23 : Agenda Item 4a

<b>Parks &amp; Gardens Committee Budget Monitoring 2022/23</b>										
	<b>Revised Budget 2022/23</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Expenditure to date</b>	<b>Remaining Budget</b>	
Salaries	£48,300.00	£3,551.59	£4,203.22	£3,798.22				£32,583.93	£15,716.07	Salaries
Contractors	£3,000.00							£941.88	£2,058.12	Contractors
Upgrade parish vehicle carbon neutral	£0.00							£0.00	£0.00	Upgrade parish vehicle carbon neutral
Carbon neutral Infrastructure	£0.00							£0.00	£0.00	Carbon neutral Infrastructure
General Maintenance	£16,000.00	£636.95	£1,425.89	£3,667.48				£10,682.73	£5,317.27	General Maintenance
Planting Improvements	£1,000.00							£0.00	£1,000.00	Planting Improvements
Improvements to Play Parks	£2,000.00							£5,519.18	£-3,519.18	Improvements to Play Parks
Maintenance Urban Grass Verges / Equipment	£4,525.00							£0.00	£4,525.00	Maintenance Urban Grass Verges / Equipment
Open Space Improvements	£5,000.00	£1,078.00		£318.00				£2,128.20	£2,871.80	Open Space Improvements
Management/planting of Council Trees	£5,000.00							£150.00	£4,850.00	Management/planting of Council Trees
<b>Total</b>	<b>£84,825.00</b>	<b>£5,266.54</b>	<b>£5,629.11</b>	<b>£7,783.70</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£52,005.92</b>	<b>£32,819.08</b>	<b>Total</b>



Finance and Administration Committee Meeting 8 February 2023  
Braunton Parish Council Budget Monitoring September - December 2022/23 : Agenda Item 4a

<b>Property Committee Budget Monitoring 2022/23</b>										
	<b>Revised Budget 2022/23</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Expenditure to date</b>	<b>Remaining Budget</b>	
Salaries	£20,600.00	£1,505.63	£1,832.71	£1,657.71				£14,148.73	£6,451.27	Salaries
Unmetered Utilities	£500.00							£570.38	-£70.38	Unmetered Utilities
Dog Bins	£3,500.00							£2,740.40	£759.60	Dog Bins
Property Maintenance	£15,000.00	£519.58	£375.70	£382.96				£9,063.56	£5,936.44	Property Maintenance
Bakehouse Centre Building Maintenance	£2,000.00		£924.59					£1,318.18	£681.82	Bakehouse Centre Building Maintenance
Braunton Community Work Hub	£12,000.00	£1,025.92	£2,201.36	£2,849.74				£14,900.08	-£2,900.08	Braunton Community Work Hub
Litterbins, dog waste bins & public seating	£1,500.00							£0.00	£1,500.00	Litterbins, dog waste bins & public seating
Property Security	£1,000.00							£0.00	£1,000.00	Property Security
Energy audit parish properties	£0.00							£0.00	£0.00	Energy audit parish properties
Solar P&D Machines	£0.00							£0.00	£0.00	Solar P&D Machines
Police Station	£0.00							£0.00	£0.00	Police Station
<b>Total</b>	<b>£56,100.00</b>	<b>£3,051.13</b>	<b>£5,334.36</b>	<b>£3,232.70</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£41,083.62</b>	<b>£15,016.38</b>	<b>Total</b>

Finance and Administration Committee Meeting 8 February 2023  
Braunton Parish Council Budget Monitoring September - December 2022/23 : Agenda Item 4a

<b>Finance &amp; Administration Committee Budget Monitoring 2022/23</b>										
	<b>Revised Budget 2022/23</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Expenditure to date</b>	<b>Remaining Budget</b>	
Admin Salaries	£69,000.00	£4,994.72	£5,256.39	£5,170.89				<b>£44,174.20</b>	<b>£24,825.80</b>	<b>Admin Salaries</b>
Insurance	£9,500.00		£4,144.08					<b>£8,692.08</b>	<b>£807.92</b>	<b>Insurance</b>
IT, Admin, website & Training	£11,550.00	£1,067.57	£786.28	£693.21				<b>£10,107.73</b>	<b>£1,442.27</b>	<b>IT, Admin, website &amp; Training</b>
Grants	£0.00							<b>£1,491.00</b>	<b>-£1,491.00</b>	<b>Grants</b>
Audit Fees	£3,000.00	£960.00		£474.00				<b>£1,890.00</b>	<b>£1,110.00</b>	<b>Audit Fees</b>
Pension Scheme	£32,500.00	£2,970.74	£3,354.10	£3,148.48				<b>£26,526.54</b>	<b>£5,973.46</b>	<b>Pension Scheme</b>
<b>Total</b>	<b>£125,550.00</b>	<b>£9,993.03</b>	<b>£13,540.85</b>	<b>£9,486.58</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£92,881.55</b>	<b>£32,668.45</b>	<b>Total</b>

Finance and Administration Committee Meeting 8 February 2023  
Braunton Parish Council Budget Monitoring September - December 2022/23 : Minute Ref: FA/24/2022/23(a)

<b>Budget Car Park Income Monitoring 2022/23</b>												
Income	Budget 2022/23	October	November	December	January	February	March	Expenditure to date	Remaining Budget	Income		
Car Park Revenue	£160,000.00	£11,261.46	£12,697.74	£9,569.84				£121,444.96	£38,555.04	Car Park Revenue		
Permits	£10,000.00	£125.42	£87.50	£70.00				£5,898.34	£4,101.66	Permits		
<b>Total</b>	<b>£170,000.00</b>	<b>£11,386.88</b>	<b>£12,785.24</b>	<b>£9,639.84</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£127,343.30</b>	<b>£42,656.70</b>	<b>Total</b>		
<b>Draft Budget Car Park Expenditure 2022/23</b>												
Expenditure	Budget 2022/23							Expenditure to date	Remaining Budget	Expenditure		
Rates	£18,500.00	£1,672.00	£1,672.00	£1,672.00				£15,043.70	£3,456.30	Rates		
Parkeon	£5,500.00		£608.50	£347.81				£5,867.57	-£367.57	Parkeon		
Loomis	£3,500.00							£1,156.68	£2,343.32	Loomis		
AIB	£0.00	£225.50	£233.10	£171.18				£2,011.40	-£2,011.40	AIB		
North Devon Council	£11,500.00		£967.20					£6,134.08	£5,365.92	North Devon Council		
Tickets	£3,000.00							£0.00	£3,000.00	Tickets		
SWWA	£300.00	£37.10						£74.20	£225.80	SWWA		
Expenditure		£320.45		£4,425.37								
<b>Total</b>	<b>£42,300.00</b>	<b>£1,934.60</b>	<b>£3,480.80</b>	<b>£6,616.36</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£34,713.00</b>	<b>£7,587.00</b>	<b>Total</b>		

**Finance and Administration Committee Meeting 8 February 2023 – Min. Ref FA/24/2022/23(b)**

<b>Braunton Parish Council</b>		
<b>Account Transfers</b>		
Gen. Acc. 00898292 Wages Acc. 00898306 Car Park 00905701	<b>Transfer for period: 01/10/22 to 31/12/22</b>	
10/10/22	£10,000	General – Wages
09/11/22	£10,000	General – Wages
09/11/22	£5,000	General – Wages
30/11/22	£10,000	General – Wages
13/12/22	£10,000	General – Wages

Signed Chair ..... Dated: .....

Signed Parish Clerk ..... Dated: .....

**BRAUNTON PARISH COUNCIL**  
**FINANCE ADMIN. COMMITTEE MEETING 8 FEBRUARY 2023 : MIN. REF. FA/24/2022/23(c)**

**Bank rec**      31/12/2022

	Bank	Uncleared	Cashbook	Per Sage	Difference
1200	59,716.62	0.00	<b>59,761.62</b>	59,761.62	<b>0.00</b>
1240	64,753.38	58.00	<b>64,811.38</b>	64,811.38	<b>0.00</b>
<b>Total</b>	<b>124,470.00</b>	<b>58.00</b>	<b><u>124,573.00</u></b>	<b>124,573.00</b>	

Signed ..... Dated .....  
Chair

Signed ..... Dated .....  
T Lovell, Parish Clerk and RFO

