

# BRAUNTON PARISH COUNCIL



## Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 6pm on Tuesday 18<sup>th</sup> October 2022

- Present** Cllrs M Shapland in the Chair, E Spear, D Spear, J Chesters (part) and G Bell.
- T Lovell, Parish Clerk and RFO
- 1 member of the public.
- Not in attendance** Cllr D Relph
- FA/11/2022/23 **Apologies** Apologies were received and accepted from:  
Cllr B Bunyard – work commitments.  
Cllr G Bell – family commitments.
- FA/12/2022/23 **Declarations of Interest and requests for dispensations** There were none received
- FA/13/2022/23 **Minutes of the Finance and Administration Committee Meeting held on 19<sup>th</sup> July 2022.** Copies of the Minutes were circulated with the agenda.  
RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 19<sup>th</sup> July 2022 be approved and signed as a correct record. (NC)
- FA/14/2022/23 **Request of Dispensation** The Clerk confirmed that she had received a request from Cllrs E Spear, D Spear, M Shapland, G Bell, J Chesters to enable discussion of the Council's budget and precept. The recommendation from the Clerk was that the request be accepted to enable participation in the setting of the Council budget and Precept for 2023/24. This was agreed unanimously.
- FA/15/2022/23 **Financial Reports** a. Budget monitoring report  
Members considered the Council's budget monitoring report for July to September 2022, circulated prior to the meeting, attached as Appendix A.  
RESOLVED: That it be recommended to the full Council that the budget monitoring report for July to September 2022 be approved and noted.

(NC)

b. Bank Transactions

Members considered the Council's bank transactions report for July to September 2022, circulated prior to meeting, attached as Appendix B.

RESOLVED: That it be recommended to the full Council that the bank transactions report for April to June 2022 be approved and noted.

(NC)

c. The Clerk had prior to the meeting circulated the bank reconciliation up to the 30 June 2022, attached as Appendix C.

RESOLVED: That it be recommended to full Council that the bank reconciliation up to 30 September 2022 be approved and noted.

(NC)

d. RESOLVED: That this item be deferred until the next Finance and Administration Committee meeting to enable the Clerk to produce the necessary report

(NC)

FA/16/2022/23 Direct Debit Mandate

RESOLVED: That the following payments be added to the Council's Direct Debit Mandate.

- Stradcom Ltd
- Edf Energy for the meter references, as follows:
  - S038011102200014295092
  - S035001102200014180815
  - S038011102200014180930
  - 9316678205S038012012200014180851
  - 4238502804
- Smartest Energy meter reference 2200031498200

(NC)

FA/17/2022/23 Draft Budget 2023/24

Members considered the draft Budget for 2023/24 prepared by the Responsible Financial Officer (Clerk) and circulated with the agenda.

Following discussion, the Council agreed that it did not want to increase the precept by 38%. The Council had carefully considered where it could make savings to ensure that the Council could carry out its services and rebuild its reserves following the Covid 19 Pandemic.

Members also considered how it could increase its commercial income to help balance the budget, including:

- Increasing parish hall lettings by 10%
- Increasing work hub rents by 25%

- Increase parking permits by 14%

RECOMMENDED: That

- The Council's budget for 2023/24 be set at £438,460, as detailed in Appendix D.
- The Precept be set at £182,572 which equates to a weekly increase of 12 pence for the Band D Equivalent based on the Council Tax Base for 2022/23.

(3.0.1abs)

FA/18/2022/23	<b>Exclusion of Press and Public – Part II</b>	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/19/2022/23	<b>Rent Review</b>	RESOLVED: That the Council increases the Caen Field annual rent by 20%.	(NC)
FA/20/2022/23	<b>Staff Pay Review</b>	RESOLVED: That <ol style="list-style-type: none"> <li>Staff numbers 17, 19, 20, 22 and 23 be awarded a 10% pay increase, back dated to the 23<sup>rd</sup> September 2022.</li> <li>Staff numbers 17, 19, 20, 22 and 23 be put on the National Joint Council Pay Scales and that their contracts of employment be changed to reflect the 'green book'. The Clerk to carry out a full review and report back to the next Finance and Administration Committee.</li> </ol>	(NC)

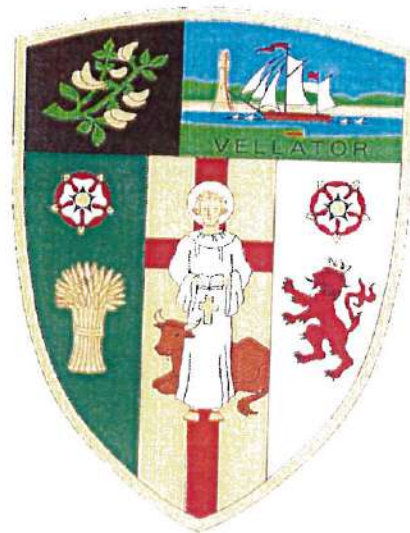
The meeting closed at 8.40 pm

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

Date .....

Finance and Administration Committee Meeting 18th October 2022  
Braunton Parish Council Budget Monitoring July - September 2022/23 : Min Ref: FA/15/2022/23(a)

APPENDIX A



# BRAUNTON PARISH COUNCIL

## BUDGET MONITORING

Finance and Administration Committee Meeting 18th October 2022  
Braunton Parish Council Budget Monitoring July - September 2022/23 : Min Ref: FA/15/2022/23(a)

<b>Income Budget Monitoring 2022/23</b>										
<b>INCOME</b>	<b>Revised Budget 2022/23</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Income to date</b>	<b>Remaining Budget</b>	
Precept	£163,801.00	£81,900.00								
Parish Hall Lettings	£12,000.00	£613.64	£588.20	£633.00	£655.20	£1,016.70	£808.05	£81,900.00	£163,800.00	£1.00
Rents	£15,000.00	£3,125.00	£341.45	£1,731.50	£3,230.00	£782.95	£500.00	£4,314.79	£7,685.21	Parish Hall Lettings
Urban Grass DCC	£4,525.00							£9,710.90	£5,289.10	Rents
Car Park Revenue	£160,000.00	£12,507.48	£12,062.21	£15,392.48	£14,104.37	£16,918.98	£16,930.40	£0.00	£4,525.00	Urban Grass DCC
Permit Income	£13,000.00	£4,515.84	£175.00	£332.50	£157.50		£434.58	£87,915.92	£72,084.08	Car Park Revenue
Solar PV FIT	£2,700.00	£1,041.39		£1,020.86		£633.86	£251.47	£5,615.42	£7,384.58	Permit Income
Work Hub	£15,760.00	£1,612.40	£2,037.60	£1,712.40	£1,549.40	£1,689.05	£1,846.40	£2,947.58	-£247.58	Solar PV FIT
Interest	£3.00	£0.19	£0.19	£0.21	£0.20	£0.21	£0.20	£10,447.25	£5,312.75	Work Hub
<b>TOTAL</b>	<b>£386,789.00</b>	<b>£105,315.94</b>	<b>£15,204.65</b>	<b>£20,822.95</b>	<b>£19,696.67</b>	<b>£21,041.75</b>	<b>£102,671.10</b>	<b>£284,753.06</b>	<b>£1.20</b>	<b>£1.80</b>
									£102,035.94	<b>TOTAL</b>

Finance and Administration Committee Meeting 18th October 2022  
Braunton Parish Council Budget Monitoring July - September 2022/23 : Min Ref: FA/15/2022/23(a)

<b>Expenditure Budget Monitoring 2022/23</b>										
<b>Expenditure</b>	<b>Revised Budget 2022/23</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Expenditure to date</b>	<b>Remaining Budget</b>	
General	£10,000.00	£75.00								
Election	£8,000.00					£256.79		£331.79	£9,668.21	General
								£0.00	£8,000.00	Election
Civic Duties	£550.00			£50.00	£500.00			£550.00	£0.00	Civic Duties
Bakehouse Rates	£750.00	£32.76	£30.00	£31.00	£31.00	£31.00	£31.00	£186.76	£563.24	Bakehouse Rates
Flood Resilience	£1,700.00				£15.24	£19.76	£1,742.04	£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					£2,372.40	£9,841.60	Air Source Heat Pump (ASHP)
Staff Costs	£151,600.00	£14,817.06	£13,942.40	£13,841.05	£13,128.52	£14,388.59	£14,203.39	£84,321.01	£67,278.99	Staff Costs
Parish Hall	£12,600.00	£1,014.70	£1,101.42	£382.50	£1,115.54	£1,119.08	£1,665.21	£6,398.45	£6,201.55	Parish Hall
Parks & Gardens	£36,525.00	£554.33	£654.32	£1,902.98	£1,596.95	£6,722.10	£864.99	£12,295.67	£24,229.33	Parks & Gardens
Property	£35,500.00	£1,975.77	£6,208.02	£3,270.55	£4,520.78	£1,712.76	£2,624.87	£20,312.75	£15,187.25	Property
Finance & Admin	£56,550.00	£3,434.77	£2,169.61	£807.38	£3,504.44	£8,781.66	£764.09	£19,461.95	£37,088.05	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	£3,007.46	£2,443.15	£4,675.88	£4,251.64	£4,517.98	£3,785.13	£22,681.24	£19,618.76	Car Park
<b>Total</b>	<b>£386,789.00</b>	<b>£24,911.85</b>	<b>£28,921.32</b>	<b>£24,961.34</b>	<b>£28,664.11</b>	<b>£37,549.72</b>	<b>£25,680.72</b>	<b>£170,689.06</b>	<b>£216,099.94</b>	<b>Total</b>

Finance and Administration Committee Meeting 18th October 2022  
Braunton Parish Council Budget Monitoring July - September 2022/23 : Min Ref: FA/15/2022/23(a)

<b>Parish Hall Budget Monitoring 2022/23</b>										
	<b>Revised Budget 2022/23</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Expenditure to date</b>	<b>Remaining Budget</b>	
Salaries	£13,700.00	£828.80	£538.10	£516.27	£645.27	£942.27	£860.36	<b>£4,331.07</b>	<b>£9,368.93</b>	<b>Salaries</b>
General	£12,600.00	£1,014.70	£1,101.42	£382.50	£1,115.54	£1,119.08	£1,665.21	<b>£6,398.45</b>	<b>£6,201.55</b>	<b>General</b>
<b>Total</b>	<b>£26,300.00</b>	<b>£1,843.50</b>	<b>£1,639.52</b>	<b>£898.77</b>	<b>£1,760.81</b>	<b>£2,061.35</b>	<b>£2,525.57</b>	<b>£10,729.52</b>	<b>£15,570.48</b>	

Finance and Administration Committee Meeting 18th October 2022  
Braunton Parish Council Budget Monitoring July - September 2022/23 : Min Ref: FA/15/2022/23(a)

<b>Parks &amp; Gardens Committee Budget Monitoring 2022/23</b>										
	Revised Budget 2022/23	April	May	June	July	August	September	Expenditure to date	Remaining Budget	
Salaries	£48,300.00	£3,507.04	£3,566.44	£3,566.99	£3,345.60	£3,359.59	£3,685.24	£21,030.90	£27,269.10	Salaries
Contractors	£3,000.00				£941.88			£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	£502.35	£504.32	£1,902.98	£655.07	£522.70	£864.99	£4,952.41	£11,047.59	General Maintenance
Planting Improvements	£1,000.00							£0.00	£1,000.00	Planting Improvements
Improvements to Play Parks	£2,000.00	£51.98				£5,467.20		£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					£732.20		£732.20	£4,267.80	Open Space Improvements
Management/planting of Council Trees	£5,000.00		£150.00					£150.00	£4,850.00	Management/planting of Council Trees
<b>Total</b>	<b>£84,825.00</b>	<b>£4,061.37</b>	<b>£4,220.76</b>	<b>£5,469.97</b>	<b>£4,942.55</b>	<b>£10,081.69</b>	<b>£4,550.23</b>	<b>£33,326.57</b>	<b>£51,498.43</b>	<b>Total</b>



Finance and Administration Committee Meeting 18th October 2022  
Braunton Parish Council Budget Monitoring July - September 2022/23 : Min Ref: FA/15/2022/23(a)

<b>Property Committee Budget Monitoring 2022/23</b>										
	Revised Budget 2022/23	April	May	June	July	August	September	Expenditure to date	Remaining Budget	
Salaries	£20,600.00	£1,505.63	£1,565.03	£1,565.03	£1,418.30	£1,474.26	£1,624.43	£9,152.68	£11,447.32	Salaries
Unmetered Utilities	£500.00				£570.38			£570.38	-£70.38	Unmetered Utilities
Dog Bins	£3,500.00		£967.20	£967.20	£806.00			£2,740.40	£759.60	Dog Bins
Property Maintenance	£15,000.00	£881.60	£3,940.32	£1,277.43	£750.72	£35.01	£900.24	£7,785.32	£7,214.68	Property Maintenance
Bakehouse Centre Building Maintenance	£2,000.00	£68.25				£325.34		£393.59	£1,606.41	Bakehouse Centre Building Maintenance
Braunton Community Work Hub	£12,000.00	£1,025.92	£1,300.50	£1,025.92	£2,393.68	£1,352.41	£1,724.63	£8,823.06	£3,176.94	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>£3,481.40</b>	<b>£7,773.05</b>	<b>£4,835.58</b>	<b>£5,939.08</b>	<b>£3,187.02</b>	<b>£4,249.30</b>	<b>£29,465.43</b>	<b>£26,634.57</b>	<b>Total</b>

Finance and Administration Committee Meeting 18th October 2022  
Braunton Parish Council Budget Monitoring July - September 2022/23 : Min Ref: FA/15/2022/23(a)

<b>Finance &amp; Administration Committee Budget Monitoring 2022/23</b>										
	<b>Revised Budget 2022/23</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Expenditure to date</b>	<b>Remaining Budget</b>	
Admin Salaries	£69,000.00	£4,558.45	£5,074.68	£5,075.23	£4,238.05	£4,811.07	£4,994.72	£28,752.20	£40,247.80	Admin Salaries
Insurance	£9,500.00					£4,548.00		£4,548.00	£4,952.00	Insurance
IT, Admin, website & Training	£11,550.00	£1,943.77	£1,713.81	£807.38	£895.69	£1,435.93	£764.09	£7,560.67	£3,989.33	IT, Admin, website & Training
Grants	£0.00	£1,491.00						£1,491.00	-£1,491.00	Grants
Audit Fees	£3,000.00		£456.00					£456.00	£2,544.00	Audit Fees
Pension Scheme	£32,500.00	£3,094.61	£2,763.91	£2,749.58	£2,608.75	£2,797.73	£3,038.64	£17,053.22	£15,446.78	Pension Scheme
<b>Total</b>	<b>£125,550.00</b>	<b>£11,087.83</b>	<b>£10,008.40</b>	<b>£8,632.19</b>	<b>£7,742.49</b>	<b>£13,592.73</b>	<b>£8,797.45</b>	<b>£59,861.09</b>	<b>£65,688.91</b>	<b>Total</b>

Finance and Administration Committee Meeting 18th October 2022  
Braunton Parish Council Budget Monitoring July - September 2022/23 : Min Ref: FA/15/2022/23(a)

Budget Car Park Income Monitoring 2022/23										
Income	Budget 2022/23	April	May	June	July	August	September	Expenditure to date	Remaining Budget	Income
Car Park Revenue	£160,000.00	£12,507.48	£12,062.21	£15,392.48	£14,104.37	£16,918.98	£16,930.40	£87,915.92	£72,084.08	Car Park Revenue
Permits	£10,000.00	£4,515.84	£175.00	£332.50	£157.50		£434.58	£5,615.42	£4,384.58	Permits
<b>Total</b>	<b>£170,000.00</b>	<b>£17,023.32</b>	<b>£12,237.21</b>	<b>£15,724.98</b>	<b>£14,261.87</b>	<b>£16,918.98</b>	<b>£17,364.98</b>	<b>£93,531.34</b>	<b>£76,468.66</b>	<b>Total</b>
Draft Budget Car Park Expenditure 2022/23										
Expenditure	Budget 2022/23							Expenditure to date	Remaining Budget	Expenditure
Rates	£18,500.00	£1,667.70	£1,672.00	£1,672.00	£1,672.00	£1,672.00	£1,672.00	£10,027.70	£8,472.30	Rates
Parkeon	£5,500.00		£580.37	£672.94	£560.78	£2,603.78	£493.39	£4,911.26	£588.74	Parkeon
Loomis	£3,500.00	£1,156.68						£1,156.68	£2,343.32	Loomis
AIB	£0.00	£145.98	£190.78	£199.74	£242.86	£242.20	£360.06	£1,381.62	-£1,381.62	AIB
North Devon Council	£11,500.00			£2,131.20	£1,776.00		£1,259.68	£5,166.88	£6,333.12	North Devon Council
Tickets	£3,000.00							£0.00	£3,000.00	Tickets
SWWA	£300.00	£37.10						£37.10	£262.90	SWWA
<b>Total</b>	<b>£42,300.00</b>	<b>£3,007.46</b>	<b>£2,443.15</b>	<b>£4,675.88</b>	<b>£4,251.64</b>	<b>£4,517.98</b>	<b>£3,785.13</b>	<b>£22,681.24</b>	<b>£19,618.76</b>	<b>Total</b>

Finance and Administration Committee Meeting 18 October 2022  
 Min Ref: FA/15/2022/23(b) – APPENDIX B

Braunton Parish Council		
Account Transfers		
Gen. Acc. 00898292 Wages Acc. 00898306 Car Park 00905701	Transfer for period: 01/07/22 to 30/09/22	
13/07/22	£10,000	Car Park – Wages
12/08/22	£10,000	Car Park – Wages
31/08/22	£10,000	Car Park – Wages
14/09/22	£10,000	Car Park - Wages

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

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

BRAUNTON PARISH COUNCIL  
FINANCE ADMIN. COMMITTEE MEETING 18 OCTOBER 2022 : APPENDIX C

Bank rec                      30/09/2022

	Bank	Uncleared	Cashbook	Sage	Difference
1200 Bank Current Account	£124,188.42	-£42.70	£124,276.12	£124,276.12	£0.00
1240 Car Park Account	£36,361.20	-£58.00	£30,131.20	£30,131.20	£0.00
	<b>£160,549.62</b>	<b>-£100.70</b>	<b>£154,407.32</b>	<b>£154,407.32</b>	

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

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

Finance and Administration Committee Meeting Tuesday 18 October 2022  
Braunton Parish Council Draft Budget 2022/23 : MiN REF: FA/17/2022/23 APPENDIX D



**BRAUNTON PARISH COUNCIL**  
**FINAL DRAFT BUDGET 2023/24**

Finance and Administration Committee Meeting Tuesday 18 October 2022  
Braunton Parish Council Draft Budget 2022/23 : MiN REF: FA/17/2022/23 APPENDIX D

<b>Draft Income Budget 2023/24</b>					
<b>INCOME</b>	<b>Budget 2022/23</b>	<b>Income to date</b>	<b>Income at year end</b>	<b>Budget 2023/24</b>	<b>Revised Budget 2023/24</b>
Precept	£163,801.00	£163,800.00	£163,800.00	£182,572.00	11.49% Precept increase.
Parish Hall Lettings	£12,000.00	£4,314.79	£12,000.00	£3,200.00	10% tariff increase.
Rents	£15,000.00	£9,710.90	£15,000.00	£15,000.00	Subject to rent reviews as per tenancy agreement.
Urban Grass DCC	£4,525.00		£4,525.00	£4,525.00	DCC contribution towards cutting visibility splays 3% inflation.
Car Park Revenue	£160,000.00	£27,915.92	£160,000.00	£195,000.00	10p increase from one hour.
Permit Income	£13,000.00	£5,615.42	£13,000.00	£14,900.00	Increased from £210 to £240 (14%).
Solar PV FIT	£2,700.00	£2,947.58	£3,500.00	£3,500.00	13kW Solar PV Panels Parish Hall roof and Pavilion roof.
Work Hub	£15,760.00	£10,447.25	£15,760.00	£19,760.00	25% rent increase.
Interest	£3.00	£1.20	£3.00	£3.00	decrease due to using £30k reserves in 2020/21
<b>TOTAL</b>	<b>£386,789.00</b>	<b>£224,753.06</b>	<b>£387,588.00</b>	<b>£438,460.00</b>	<b>£0.00</b>

Finance and Administration Committee Meeting Tuesday 18 October 2022  
Braunton Parish Council Draft Budget 2022/23 : MiN REF: FA/17/2022/23 APPENDIX D

<b>Draft Expenditure Budget 2023/24</b>					
Expenditure	Budget 2022/23	Expenditure to date	Estimated expenditure year end	Budget 2023/24	Revised Budget 2023/24
General	£10,000.00	£331.79	£331.79	£10,000.00	Includes: miscellaneous expenditure/contingency. Elections 2023/24: Earmark £8,000 from 2022/23 budget plus £8,000 2023/24 budget = £16,000. No increase.
Election	£8,000.00	£0.00	£0.00	£8,000.00	
Civic Duties	£550.00	£550.00	£550.00	£550.00	
Bakehouse Rates	£750.00	£186.76	£311.00	£750.00	Under the terms of the Braunton Museum tenancy the Council are responsible for paying non-domestic rates. They receive 20% rate relief as it is a charity. This has been reduced in past years due to Covid. Xylem contract for foul water pump quarterly servicing 5% increase.
Flood Resilience	£1,700.00	£1,777.04	£1,777.00	£2,000.00	
Parish Action Plan/Economic Plan	£3,500.00	£0.00	£0.00	£0.00	Council agreed to do Plan to support the Braunton Neighbourhood Plan Earmark £3,500 2022/23 budget.
Air Source Heat Pump (ASHP)	£12,214.00	£2,372.40	£12,214.00	£0.00	ASHP installed at Work Hub November 2021 used reserves to be replaced in 2022/23.
Staff Costs	£151,600.00	£63,266.85	£144,900.00	£166,000.00	The Council is a LWF employer, includes 10% increase and provide additional part time office admin.
Parish Hall	£12,600.00	£6,398.55	£12,600.00	£13,850.00	See Parish Hall budget.
Parks & Gardens	£36,525.00	£13,195.67	£41,000.00	£48,000.00	See Parks & Gardens budget.
Property	£35,500.00	£20,312.75	£36,500.00	£38,100.00	See Property budget
Finance & Admin	£56,550.00	£29,617.89	£60,620.00	£63,260.00	See Finance & Admin budget.
Reserves	£15,000.00	£0.00	£15,000.00	£15,000.00	Rebuild reserves due to Covid19
Energy gas/electric supply	£0.00	£0.00	£0.00	£19,000.00	Energy price increase
Car Park	£43,300.00	£22,681.24	£43,300.00	£53,950.00	See car park budget.
<b>Total</b>	<b>£387,789.00</b>	<b>£160,690.94</b>	<b>£369,103.79</b>	<b>£438,460.00</b>	<b>£0.00</b>



Finance and Administration Committee Meeting Tuesday 18 October 2022  
Braunton Parish Council Draft Budget 2022/23 : MiN REF: FA/17/2022/23 APPENDIX D

<b>Draft Parish Hall Budget 2023/24</b>					
	<b>Budget 2022/23</b>	<b>Expenditure to date</b>	<b>Estimated expenditure year end</b>	<b>Budget 2023/24</b>	<b>Revised Budget 2023/24</b>
Salaries	£13,700.00	£4,331.07	£11,000.00	£12,500.00	
General	£12,600.00	£6,398.55	£12,600.00	£13,850.00	Includes: Cleaning £1,500, Non domestic rates £6,000, H&S £1,000, general repairs £2,850, Twinning event £1,000, performing arts licence £1,500.
<b>Total</b>	<b>£26,300.00</b>	<b>£10,729.62</b>	<b>£23,600.00</b>	<b>£26,350.00</b>	<b>£0.00</b>

Draft Parks & Gardens Committee Budget 2023/24					
	Budget 2022/23	Expenditure to date	Estimated expenditure year end	Draft Budget 2023/24	Revised Budget 2023/24
Salaries	£48,300.00	£21,030.90	£48,300.00	£53,000.00	The Council is LWF employer and include 10% increase.
Contractors	£3,000.00	£941.88	£3,000.00	£4,000.00	Contractors include: annual cut at Beacon, two cuts hedgerows Tarka Trail and between School and Bowling Club. Annual cut Recreation Ground hedgerow, Georgeham Cross and Batts Meadow.
General Maintenance	£16,000.00	£4,952.41	£16,000.00	£17,500.00	Includes: Materials for in house works, PPE, servicing/repairs parish vehicles and machinery, Christmas tree, Fuel, Memorial Garden Non Domestic Rates.
Planting Improvements	£1,000.00	£900.00	£1,000.00	£1,500.00	Includes: Summer planting £900, sustainable planting in accordance with the Council's declared Climate Emergency.
Improvements to Play Parks	£2,000.00	£5,519.18	£6,500.00	£15,000.00	ROSPA inspection plus ongoing repairs & vandalism. Improvements and match funding for new equipment. Complete installation of swing set at Knowle.
Open Space Improvements	£5,000.00	£732.20	£5,000.00	£5,000.00	This will help the Council to meet its targets in accordance with its Climate Emergency declaration.
Upgrad Parish Vehicles	£0.00	£0.00	£0.00	£0.00	Upgrade vehicles to reduce fuel cost, improve the environment and Council's image.
Management/planting trees	£5,000.00	£150.00	£5,000.00	£5,000.00	Actions arising from the Council's four year inspection. Monitor and manage ash die back on parish land.
<b>Total</b>	<b>£80,300.00</b>	<b>£34,226.57</b>	<b>£84,800.00</b>	<b>£101,000.00</b>	
<b>NOTE</b>					<b>Income received from Devon County Council towards the cost of cutting visibility splays which are a statutory duty of the Council Council.</b>
<b>Total Budget</b>					

Finance and Administration Committee Meeting Tuesday 18 October 2022  
Braunton Parish Council Draft Budget 2022/23 : MiN REF: FA/17/2022/23 APPENDIX D

<b>Draft Property Committee Budget 2023/24</b>					
	<b>Budget 2022/23</b>	<b>Expendi- ture to date</b>	<b>Estimated expenditure year end</b>	<b>Draft Budget 2023/24</b>	<b>Revised Budget 2023/24</b>
Salaries	£20,600.00	£9,152.68	£20,600.00	£23,000.00	The Council is LWF employer and include 10% increase.
Unmetered Utilities	£500.00	£570.38	£1,500.00	£1,500.00	unmetered lighting supply at Chicken Lane
Dog Bins	£3,500.00	£2,740.40	£3,500.00	£3,850.00	NDC empty the Council's 13 dog waste bins increase inflation.
Property Maintenance	£15,000.00	£7,785.32	£15,000.00	£16,500.00	Includes: Materials for in house maintenance and contractors, Trade Waste £4000.
Bakehouse Centre Building Maintenance	£2,000.00	£393.59	£2,000.00	£1,100.00	The Council are responsible for the external maintenance, 50% alarms and provision of heating. Requested flood resilience improvements.
Braunton Community Work Hub	£12,000.00	£8,823.06	£12,000.00	£13,500.00	The Work Hub is cost neutral.
Litterbins, dog waste bins & public seating	£1,500.00	£0.00	£1,500.00	£1,650.00	Capital cost to provide new bin and ongoing maintenance.
Property Security	£1,000.00	£0.00	£1,000.00	£0.00	Following two burglaries in 10 months Council to look at providing additional security across its properties.
Energy audit parish properties	£0.00	£0.00	£0.00	£0.00	Energy reduction action plan will reduce ongoing energy costs and help to achieve the Council's carbon reduction commitments.
<b>Total</b>	<b>£56,100.00</b>	<b>£29,465.43</b>	<b>£57,100.00</b>	<b>£61,100.00</b>	

Finance and Administration Committee Meeting Tuesday 18 October 2022  
Braunton Parish Council Draft Budget 2022/23 : MiN REF: FA/17/2022/23 APPENDIX D

<b>Draft Finance &amp; Administration Committee Budget 2023/24</b>					
	<b>Budget 2021/22</b>	<b>Expenditure to date</b>	<b>Estimated expenditure year end</b>	<b>Draft Budget 2022/23</b>	<b>Revised Budget 2023/24</b>
Admin Salaries	£69,000.00	£28,752.20	£65,000.00	£77,500.00	10% inflation. Recruit admin support.
Insurance	£9,500.00	£4,548.00	£10,000.00	£11,000.00	Includes: Council's annual premium £7,500 plus fleet insurance for Mitsubishi L200, Gator and Kubota.
IT, Admin, website & Training	£11,550.00	£7,560.67	£15,120.00	£12,900.00	Includes: IT Support/telephone/broadband £4,800, Software Sage, Payroll and Pensions £2,000, Office website £1,500, GDPR £60, Office stationery/photocopier £4,500.
Grants	£0.00	£0.00	£0.00	£0.00	Grants cut in 2022/23 budget, to be paid if theres an underspend at the Year End.
Audit Fees	£3,000.00	£456.00	£3,000.00	£3,500.00	Standard fee for internal/external audit.
Pension Scheme	£32,500.00	£17,053.22	£32,500.00	£35,860.00	benefit from the pension scheme and the employer contribution increase is not released yet allowed 5%.
<b>Total</b>	<b>£125,550.00</b>	<b>£58,370.09</b>	<b>£125,620.00</b>	<b>£140,760.00</b>	

Finance and Administration Committee Meeting Tuesday 18 October 2022  
Braunton Parish Council Draft Budget 2022/23 : MiN REF: FA/17/2022/23 APPENDIX D

<b>Draft Budget Car Park Income 2023/24</b>					
<b>Income</b>	<b>Budget 2022/23</b>	<b>Income to date</b>	<b>Estimated income year</b>	<b>Budget 2023/24</b>	
Car Park Revenue	£160,000.00	£87,915.92	£160,000.00	£195,000.00	10 pence increase from 1 hour
Permits	£10,000.00	£5,615.42	£10,000.00	£14,900.00	increase from £210 to £240
<b>Total</b>	<b>£170,000.00</b>	<b>£93,531.34</b>	<b>£170,000.00</b>	<b>£209,900.00</b>	
<b>Draft Budget Car Park Expenditure 2023/24</b>					
<b>Expenditure</b>	<b>Budget 2022/23</b>	<b>Expenditure to date</b>	<b>expenditure year end</b>	<b>Budget 2023/24</b>	
Rates	£18,500.00	£10,027.70	£17,116.00	£18,800.00	10% increase
Parkeon	£5,500.00	£4,911.26	£7,840.00	£8,600.00	Annual servicing contract fee for four P&D machines, flowbird App fees.
Loomis	£3,500.00	£1,156.68	£3,000.00	£3,300.00	Contractor banked cash collected from P&D machines slightly reduced due to card/App payment options.
North Devon Council	£11,500.00	£5,166.88	£11,000.00	£16,500.00	P&D machine cash collections. NDC issued new agreement no cap on collections.
Tickets	£3,000.00	£0.00	£3,000.00	£3,300.00	10% increase
AIB fees	£0.00	£0.00	£3,000.00	£3,300.00	10% increase
SWWA	£300.00	£37.10	£100.00	£150.00	sewerage charges.
<b>Total</b>	<b>£42,300.00</b>	<b>£21,299.62</b>	<b>£45,056.00</b>	<b>£53,950.00</b>	