

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on the 14 August 2025

Present

Cllrs M Cann in the Chair, M Shapland, R Shapland, D Spear, E Spear and T Kirby.

T Lovell, Parish Clerk and RFO

- FA/08/2025/26 **Apologies** Received from:
Cllr V Cann – prior engagement medical appointment.
- FA/09/2025/26 **Declarations of Interest and requests for dispensations** There were none.
- FA/10/2025/26 **Minutes of the Finance and Administration Committee Meeting held on 23 July 2025.** Copies of the Minutes were circulated with the agenda.

RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 23 July 2025 be approved and signed as a correct record. (5.0.1abs)
- FA/11/2025/26 **Public Facilities Operative** The Clerk, prior to the meeting, had circulated amongst members a proposed recruitment plan to appoint a Public Facilities Operative following the transfer of the North Devon Council (NDC) Public Conveniences to the Parish Council.

The Council noted that it had not received the NDC method statement for the cleaning of the public conveniences. Members expressed concerns that it would be difficult to create a job role without this information. The Parish Council had not managed public conveniences before and it is crucial that it receives all the relevant information before recruiting staff. It considered an alternative option could be to use contractors.

RESOLVED: That the
a. Council do not recruit a Public Facilities Operative until it has received the relevant information including method statement for cleaning from NDC.
b. Clerk to explore costs with third party contractors to provide cleaning and security services for the

provision of public conveniences in Braunton.

(NC)

FA/12/2025/26 **Office
Equipment**

Members considered quotations from three suppliers for new 27" Visual Display Units for its office staff. Following consultation with Council staff the Clerk explained that adjustable stand monitors would be required for two staff members which would cost an additional £46 per monitor.

RESOLVED: That the Council purchases 1 x Dell 27 Monitor – S2725H at a cost £108.01 (including VAT) and 2 x Dell 27 Monitors – S2725HS at a cost of £308.02 (including VAT).

(NC)

FA/14/2025/26 **Parish Grants
2026/27**

Members reviewed the Parish Council's Grant Policy which was circulated prior to the meeting.

RESOLVED: That

- a. no amendments be made to the Parish Council's Grant Policy.
- b. Grant applications for 2026/27 to open on 1 September and close at 12pm on 17 October 2025.
- c. the Finance and Administration Committee at its October meeting to consider all grant requests received.
- d. successful grants to be paid at the Annual Parish Meeting on 22 April 2026.

(NC)

The meeting closed at 2.40pm

Chair.....
(Cllr M Cann)

Date