

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on the 17 July 2024

- Present** Cllrs M Cann in the Chair, M Shapland, E Spear, D Spear, V Cann and T Kirby.
T Lovell, Parish Clerk and RFO
1 member of the public.
- FA/54/2024/25 **Apologies** Received from Cllr G Bell – personal appointment.
- FA/55/2024/25 **Declarations of Interest and requests for Dispensations** None received.
- FA/56/2024/25 **Minutes of the Finance and Administration Committee Meeting held on 17 January 2024.** Copies of the Minutes were circulated with the agenda.
RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 26 March 2024 be approved and signed as a correct record. (NC)
- FA/57/2024/25 **Financial Reports**
- a. Members considered the Council’s budget monitoring report from April to June 2024, attached as - **appendix one**.
RESOLVED: That it be recommended to the Full Council that the budget monitoring report from April to June 2024 be approved and noted. (NC)
- b. Members considered the Council’s bank transactions report from March to June 2024 attached as – **appendix two**.
RESOLVED: That it be recommended to the Full Council that the bank transactions report for March to June 2024 be approved and noted. (NC)
- c. The Clerk at the meeting circulated the bank reconciliation up to the 30 June 2024, attached as – **appendix three**.
RESOLVED: That it be recommended to Full Council that the bank reconciliation up to 30 June

2024 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 Trial Balance Report, attached as **appendix four** be approved and noted.

(NC)

- e. Members considered staff timesheets.

RESOLVED: That it be recommended to Full Council to approve the staff hours worked March to June 2024, attached as – **appendix five**

(NC)

FA/58/2024/25 **Review Parish Grants Policy**

Members considered the Council's Parish Grants Policy circulated prior to the meeting. Grants are usually approved in advance as part of the budget setting process.

RECOMMENDED: That

- a. The Grants Policy be agreed with no amendments.
- b. Grant applications must be accompanied with a copy of the applicants most recent audited accounts.
- c. Grant applications for 2025/26 to open on the 2 September 2024 and close on 7 October 2024.
- d. The Finance and Administration Committee to consider grant applications at its October meeting as part of the budget setting process for 2025/26.
- e. Grants to be awarded at the Annual Parish Meeting in April 2025.

(NC)

FA/59/2024/25 **Public Conveniences**

The Clerk updated members regarding North Devon Council (NDC) transferring the public conveniences in Caen Car Park to the Parish Council. The Parish Council had appointed its solicitor and NDC had agreed to pay the legal fees. A transfer date for the asset and service had not yet been agreed. The Clerk circulated a draft job description for the new role which would involve cleaning the public conveniences and relief caretaker for the Parish Hall. It was estimated that recruitment could take up to 3 months. The Parish Council had not managed public conveniences before, NDC had provided a job description for the current role they employed which had been helpful but there were still some uncertainties regarding key responsibility and duties.

RECOMMENDED: That the Clerk to continue liaising with NDC and report back to Council at a later date.

(NC)

FA/60/2024/25 **Committee Development Plan** RECOMMENDED: That members approved the Committee’s development plan for 2024/25 attached as – **appendix six.** (NC)

FA/61/2024/25 **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/62/2024/25 **Overdue Rents** The Clerk reported on the two tenants at the Work Hub who were in arrears with their rent.

One tenant had agreed a repayment plan with the Clerk to clear their arrears for rental at the Work Hub. The other tenant had not responded to the Clerk’s emails at the time of the meeting.

RECOMMENDED: That the Clerk continue to liaise directly with the individual tenants to recover their rent arrears. If she is unable to agree a suitable repayment plan with the individuals she be authorised to refer the matter to the small claims court. (NC)

FA/63/2024/25 **Staff Matters** Members noted that since the Job Evaluation Exercise was carried out last April Staff Number 16 was now on a different Contract of Employment to the other staff.

RECOMMENDED: That Staff Number 16 be put on the same contract of employment as the other staff with immediate effect. (NC)

The meeting closed at 2.50pm

Chair.....
(Cllr M Cann)

Date