

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on the 23 July 2025

Present

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

T Lovell, Parish Clerk and RFO

FA/01/2025/26

Apologies

Received from:
Cllr T Kirby – health reasons

FA/02/2025/26

Declarations of Interest and requests for Dispensations

There were none.

FA/03/2025/26

Minutes of the Finance and Administration Committee Meeting held on 29 January 2025.

Copies of the Minutes were circulated with the agenda.

RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 23 April 2025 be approved and signed as a correct record.

(3.0.3abs)

FA/04/2025/26

Financial Reports

- a. Members considered the Council's budget monitoring report from April to June 2025, attached as - **appendix one**.

RESOLVED: That it be recommended to the Full Council that the budget monitoring report from April to June 2025 be approved and noted.

(NC)

- b. Members considered the Council's bank transactions report from April to June 2025 attached as – **appendix two**.

RESOLVED: That it be recommended to the Full Council that the bank transactions report for April to June 2025 be approved and noted.

(NC)

- c. The Clerk at the meeting circulated the bank reconciliation up to the 30 June 2025, attached as – **appendix three**.

RESOLVED: That it be recommended to Full Council that the bank reconciliation up to 30 June

2025 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 April to June 2025, attached as – **appendix five**

(NC)

FA/05/2025/26 **Major Insured Assets Valuation**

Following the Internal Auditor's Report at year end, the Council considered providing a valuation of each of its major insured building. The Clerk had approached four local companies to quote to provide Building Cost Information Service (BCIS) for 9 Council buildings and also the North Devon Council Public Conveniences, which the Parish Council would be taken on later in the year.

Two of the companies approached do not provide this service. Members considered quotes received from Underwood Wright Ltd and Coombe Chartered Surveyors.

RESOLVED: That the Council appoints Coombe Chartered Surveyors to carry out an inspection of each building in the same day, produce a single report, stating the reinstatement costs assessment of each building. At a cost of £1,750 plus VAT.

(NC)

FA/06/2025/26 **Council Investment Strategy – annual review**

Members reviewed the Council's Investment Strategy and considered investing with Churches, Charities and Local Authorities (CCLA) Investment Management Ltd.

RESOLVED: That it be recommended to full Council that it invests funds with CCLA to increase the interest return. The Clerk to explore investment options with CCLA and to report back to the next meeting.

(NC)

FA/07/2025/26 **Time off in Lieu (TOIL) Policy**

Members considered the draft TOIL Policy circulated prior to the meeting.

RESOLVED: That it recommends to full Council to adopt the TOIL Policy attached as – **appendix six**.

The meeting closed at 2.25pm

Chair.....
(Cllr M Cann)

Date