

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on the 23 October 2024

Present

Cllrs M Cann in the Chair, M Shapland, V Cann and T Kirby.

T Lovell, Parish Clerk and RFO

1 member of the public.

FA/64/2024/25

Apologies

Received from:

Cllr E Spear – personal reasons

Cllr D Spear – personal reasons

FA/65/2024/25

Declarations of Interest and requests for Dispensations

Cllr M Shapland declared an Other Registerable Interest (ORI) in Minute Ref: FA/67/2024/25(d), as she is member on the Parochial Church Council (PCC).

Cllr M Shapland declared a Non Registerable Interest (NRI) in Minute Ref: FA/67/2024/25(i), as she is the Council's representative on the Braunton Twinning Association.

Cllr T Kirby declared an Other Registerable Interest (ORI) in Minute Ref: FA/67/2024/25(d), as he is member on the PCC.

Cllr T Kirby declared a NRI in Minute Ref: FA/67/2024/25(b), as he is the Council's representative on the North Devon Environmental Trust.

Cllr T Kirby declared a NRI in Minute Ref: FA/67/2024/25(c), as he is the Council's representative on the Braunton Volunteers.

FA/66/2024/25

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 17 July 2024 be approved and signed as a correct record.

(NC)

FA/67/2024/25

Financial Reports

a. Members considered the Council's budget monitoring report from July to September 2024, attached as - **appendix one**.

RESOLVED: That it be recommended to the Full

Council that the budget monitoring report from July to September 2024 be approved and noted.

(NC)

- b. Members considered the Council's bank transactions report from July to September 2024 attached as – **appendix two**.

RESOLVED: That it be recommended to the Full Council that the bank transactions report for July to September 2024 be approved and noted.

(NC)

- c. The Clerk at the meeting circulated the bank reconciliation up to the 30 September 2024, attached as – **appendix three**.

RESOLVED: That it be recommended to Full Council that the bank reconciliation up to 30 September 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 Trail 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 July to September 2024, attached as – **appendix five**

(NC)

FA/68/2024/25 **Parish Grants**
2025/26

- a. Braunton Rotary Club

RECOMMENDED: That a grant of £250 be made subject to the Braunton Rotary Club providing a copy of their last audited accounts (GPC, Localism Act 2011).

(NC)

Cllr T Kirby declared an NRI.

- b. North Devon Environmental Trust

RECOMMENDED: That a grant of £2,122 be made. (GPC, Localism Act 2011).

(NC)

Cllr T Kirby declared an NRI.

- c. Braunton Volunteers

RECOMMENDED: That a grant of £1,995 be made. (GPC, Localism Act 2011).

(NC)

Cllr M Shapland and Cllr T Kirby declared an ORI and left the meeting.

- d. Parochial Church Council of Braunton

The meeting was inquorate, this item be deferred until the next meeting on the 12 November 2024.

e. Friends of Braunton Library

RECOMMENDED: That a grant of £300 be made.
(GPC, Localism Act 2011).

(NC)

f. Braunton Christmas Tree and Lights

RECOMMENDED: That a grant of £300 be made.
(GPC, Localism Act 2011).

(NC)

g. Braunton and District Museum

RECOMMENDED: That a grant of £400 be made.
(GPC, Localism Act 2011).

(NC)

h. Braunton Bowling Club

RECOMMENDED: That a grant of £600 be made subject to the Braunton Rotary Club providing a copy of their last audited accounts (GPC, Localism Act 2011).

(NC)

Cllr M Shapland declared an NRI.

i. Braunton Twinning Association

RECOMMENDED: That a grant of £1,000 be made.
(GPC, Localism Act 2011).

(NC)

j. The Benita Community Project CIC

RECOMMENDED: The Benita Community Project CIC be asked to provide more information regarding how many meals they have served in Braunton and how many other communities do they visit. Also, the accounts were unclear to request that they confirm how much money they currently have in their bank account. The grant application be deferred to the next meeting on the 12 November.

(NC)

k. The Rotary Club of Braunton Caen

RECOMMENDED: That a grant of £250 be made. To request that the Parish Council's support be acknowledged on the planters. (GPC, Localism Act 2011).

(NC)

FA/69/2024/25

Committee
Budget 2025/26

RECOMMENDED: That the Committee's budget for 2025/26 be £183,012, attached as – **appendix six.**

The meeting closed at 2.50pm

Chair.....
(Cllr M Cann)

Date