

BRAUNTON PARISH COUNCIL



Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on the 6 November 2025

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

T Lovell, Parish Clerk and RFO

FA/14/2025/26	<u>Apologies</u>	None received.
FA/15/2025/26	<u>Declarations of Interest and requests for Dispensations</u>	Cllr D Spear declared an Other Registrable Interest (ORI) in Minute Ref: FA/19/2025/26(b), as he's the Council's representative on the North Devon Environmental Trust. Cllr R Shapland declared an ORI in Minute Ref: FA/19/2025/26(g), as he's the Council's representative on the Braunton and District Museum. Cllr R Shapland declared an ORI in Minute Ref: FA/19/2025/26(d), as he's member of St. Brannock's Church. Cllr T Kirby declared an ORI in Minute Ref: FA/19/2025/26(b), as he's the Council's representative on the North Devon Environmental Trust. Cllr T Kirby declared an ORI in Minute Ref: FA/19/2025/26(c), as he's the Council's representative on the Braunton Volunteers. Cllr T Kirby declared an ORI in Minute Ref: FA/19/2025/26(d), as he's a member of the Parochial Church Council. Cllr M Shapland declared an ORI in Minute Ref: FA/19/2025/26(i), as she's the Council's representative on the Braunton Twinning Association. Cllr M Shapland declared an ORI in Minute Ref: FA/19/2025/26(d), as she's a member of the Parochial Church Council.
FA/16/2025/26	<u>Minutes of the Finance and Administration Committee</u>	Copies of the Minutes were circulated with the agenda. RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 14 August

	<u>Meeting held on 14 August 2025.</u>	2025 be approved and signed as a correct record. (NC)
FA/17/2025/26	<u>Financial Reports</u>	<p>a. Members considered the Council's budget monitoring report from July to September 2025, attached as - appendix one.</p> <p>RESOLVED: That it be recommended to the Full Council that the budget monitoring report from July to September 2025 be approved and noted. (NC)</p> <p>b. Members considered the Council's bank transactions report from July to September 2025 attached as – appendix two.</p> <p>RESOLVED: That it be recommended to the Full Council that the bank transactions report for July to September 2025 be approved and noted. (NC)</p> <p>c. The Clerk at the meeting circulated the bank reconciliation up to the 30 September 2025, attached as – appendix three.</p> <p>RESOLVED: That it be recommended to Full Council that the bank reconciliation up to 30 September 2025 be approved and noted. (NC)</p> <p>d. The Clerk at the meeting circulated the Trial Balance Report.</p> <p>RESOLVED: That it be recommended to Full Council that the Trail Balance Report, attached as appendix four be approved and noted. (NC)</p> <p>e. Members considered staff timesheets.</p> <p>RESOLVED: That it be recommended to Full Council to approve the staff hours worked July to September 2025, attached as – appendix five (NC)</p>
FA/18/2025/26	<u>Office Equipment</u>	<p>The Clerk advised that the BPC2 would no longer update Windows and was not compatible with the new monitors purchased. It was recommended to replace BPC2 with a laptop as this would provide more flexible working opportunities.</p> <p>It was noted that the quote did not include a new Microsoft Licence this was because the existing Licence may reload to the laptop. If a new Licence is required this would be a further £300 plus VAT.</p> <p>RESOLVED: That the to purchase</p> <p>a. Lenovo V15 G5 83GW007PUK Laptop, 15.6" Full HD 1080p Screen, Intel Core i5 13420H 13th Generation Processor, 16GB DDR-5 RAM, 512GB SSD M.2 NVMe Hard Drive, UHD Graphics, Windows 11 Pro. At a cost of £525 plus VAT.</p> <p>b. Plugable USBC- -11IN1E Portable USB-C Ethernet</p>

Docking Station. At a cost of £95 plus VAT.

- c. Installation and connecting to the existing network. At a cost of £45 plus VAT.
- d. New Microsoft Licence if required. At a cost of £300 plus VAT.

(NC)

FA/19/2025/26 **Parish Grants**

- a. Braunton Rotary Club

RECOMMENDED: That a grant of £250 be made, subject to the Braunton Rotary Club agreeing to acknowledge the Parish Council's contribution by incorporating it's crest on the planters to be provided by Parish Council. (GPC, Localism Act 2011).

(NC)

Cllr T Kirby and Cllr D Spear declared an ORI and left the meeting.

- b. North Devon Environmental Trust

RECOMMENDED: That a grant of £3,000 be made. (GPC, Localism Act 2011).

(NC)

Cllr D Spear and Cllr T Kirby returned to the meeting.

Cllr T Kirby declared an ORI and made the following statement prior to leaving the meeting.

Cllr T Kirby explained that the Braunton Volunteers provide a valuable and much needed service in our community. They provide transport for patients to attend hospital, doctors and other healthcare appointments. The funding requested would go a long way to underpin their organisation and help them to continue to provide a service to residents in our community.

Cllr T Kirby left the meeting.

- c. Braunton Volunteers

RECOMMENDED: That a grant of £1,950 be made. (GPC, Localism Act 2011).

(NC)

Cllr M Shapland, Cllr R Shapland and Cllr T Kirby declared an ORI.

Cllr M Shapland and Cllr R Shapland made the following statement prior to the leaving the meeting.

Everyone who resides within the Parish boundary including outlying hamlets have the right to be buried in the St. Brannock's Churchyard. The District Council used to give a Parish Grant towards burial grounds as they have duty to provide burial ground. The Parish Grant used to acknowledge the costs incurred by churches to provide this service in communities. It was suggested that a contribution towards the St. Brannock's burial ground/churchyard

should be a stand-alone item in the Council's budget and not part of the parish grant process.

Cllr M Shapland and Cllr R Shapland left the meeting.

d. Parochial Church Council of Braunton

It was noted that members could only consider the request for a parish grant as this meeting and not include a contribution in the Council's budget for 2026/27 as this was not on the agenda.

RECOMMENDED: That a grant of £5,000 be made (GPC, Localism Act 2011).

(NC)

Cllr M Shapland, Cllr R Shapland and Cllr T Kirby rejoined the meeting.

e. Friends of Braunton Library

RECOMMENDED: That a grant of £500 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)

Cllr R Shapland declared an ORI and left the meeting.

g. Braunton and District Museum

RECOMMENDED: That a grant of £500 be made. (GPC, Localism Act 2011).

(NC)

Cllr R Shapland rejoined the meeting.

h. Braunton Bowling Club

RECOMMENDED: That a grant of £500 be made subject to the Braunton Bowling Club providing a copy of their last audited accounts (GPC, Localism Act 2011).

(6.1.0abs)

Cllr M Shapland declared an ORI and left the meeting.

i. Braunton Twinning Association

RECOMMENDED: That a grant of £500 be made. (GPC, Localism Act 2011).

(NC)

Cllr M Shapland rejoined the meeting.

j. Ask for Jake

RECOMMENDED: That a grant of £500 be made. (GPC, Localism Act 2011).

(NC)

k. Braunton and District U3A

RECOMMENDED: That a grant not be made on this occasion as the requested mugs have already been purchased by the Parish Council. The Council also have plans to install a new PA System in the Hall and Chamber.

(NC)

l. 1st Chivenor Scouts

RECOMMENDED: That a grant of £498 be made. (GPC, Localism Act 2011).

(NC)

m. Braunton Beats

RECOMMENDED: That a grant of £250 be made. (GPC, Localism Act 2011).

(NC)

n. Braunton Football Club

RECOMMENDED: That a grant of £2,000 be made. (GPC, Localism Act 2011).

(NC)

o. Mid Devon Mobility

RECOMMENDED: That the grant request for £100 be deferred to request further information regarding what the grant money will be spent on.

(NC)

Cllr T Kirby left the meeting.

p. Braunton Youth Club

RECOMMENDED: That the grant request for £500 be deferred and brought back to future meeting following receipt of their accounts.

(NC)

Cllr T Kirby rejoined the meeting.

FA/20/2025/26 Committee Budget 2026/27 Members considered the Committee's draft budget for 2026/27 sent out prior to the meeting.

RESOLVED: That the Committee's budget for 2026/27 be set at £181,518.

(NC)

FA/21/2025/26 Council Draft Budget 2026/27 RESOLVED: That the Committee to recommend to Full Council that the Council's budget for 2026/27 be set, as follows:

- a. Council's budget for 2026/27 to be set at £659,320, as detailed in the attached – **appendix six**.
- b. Council's precept for 2026/27 to be set at £406,475.

(NC)

The meeting closed at 3.35pm

Chair.....
(Cllr M Cann)

Date