

## BRAUNTON PARISH COUNCIL



### Minutes of the Finance & Administration Committee meeting held in the Council Chamber at 2pm on the 7 November 2023

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

T Lovell, Parish Clerk and RFO.

One member of the public.

FA/30/2023/24	<b><u>Apologies</u></b>	None received
FA/31/2023/24	<b><u>Declarations of Interests.</u></b>	None received.
FA/32/2023/24	<b><u>Minutes of the Finance and Administration Committee.</u></b>	Copies of the Minutes were circulated with the agenda.  RESOLVED: That the minutes of the Finance and Administration Committee meeting held on 4 October 2023 be approved and signed as a correct record.  (6.1abs)
FA/33/2023/24	<b><u>Exclusion of Press and Public – Part II</u></b>	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/34/2023/24	<b><u>Draft Budget 2024/25</u></b>	Members considered the draft Budget for 2024/25 prepared by the Responsible Financial Officer (Clerk) and circulated prior to the meeting.

Following discussion, the Council agreed that it had taken on more services within the community including public conveniences and open spaces. In order to deliver these services and meet the needs of the community by installing new play equipment and supporting local charitable groups and organisations to enable them to continue to carry out their valuable work within our community, the precept would need to be increased. The draft budget projected a 90% increase in the precept. Members thoroughly discussed each budget heading and made the following recommendations:

- Parish Action Plan/Economic Plan – It is unlikely due to the staff's current workload that the Parish Action Plan/Economic Plan will be delivered in 2023/24. It was therefore, recommended that the £3,500 budget

for 2023/24 be earmarked and carried forward to 2024/25.

- Public Conveniences - £13,692 be removed from this budget heading as the staff salaries are accounted for under the heading staff costs. It is unlikely NDC will transfer the Public Convenience asset before the end of the financial year. It was therefore recommended, that the Council earmarks £7,303 from the 2023/24 budget to be carried forward to 2024/25.
- Parish Vehicle Upgrades – The Parks and Gardens Committee had budgeted £10,000 in its 2024/25 budget towards upgrading the grounds team vehicle to electric. The Property Committee had budgeted £5,000 in its budget for 2024/25 to upgrade the property maintenance vehicle to electric. It was recommended that the budget for both vehicles be combined under Expenditure and that it be reduced to £10,000.
- Braunton Twinning Association 50<sup>th</sup> Anniversary – It was noted that their Anniversary was not until 2025. It was therefore, recommended that £2,000 be put in the budget for 2025/26.
- Asset Review – The Finance and Administration Committee had budgeted £3,000 in its 2024/25 budget towards carrying out an asset review of its properties. This was a recommendation in the Internal Auditors Report at Year End 31 March 2023. It was recommended that the asset review be removed from the 2024/25 budget, and that the Committee review the asset register the following year.
- Car Park Tickets – The Clerk informed members that the Council has a stock of tickets and due to the App payments less tickets were needed. It was therefore, recommended to reduce the Car Park Tickets budget to £1,000.

RECOMMENDED: To Full Council that the:

- a. Council's budget for 2024/25 be set at £582,241, as detailed in Appendix A.
- b. Precept be set at £327,698 which equates to a weekly increase of £2.03 pence for the Band D Equivalent based on the Council Tax Base for 2023/24.

(NC)

FA/35/2023/24 **Station House**

The Council had approached four commercial surveyors to quote to carry out a rent review at Station House. One had retired, one no longer provided commercial valuations and two quoted.

RESOLVED: That the Council appoints Turners Property Centre (Ilfracombe Branch) at a cost of £100 plus VAT.

(NC)

The meeting closed at 3.15pm

Chair.....  
(Cllr M Cann)

Date .....