



NOTICE

THIS WILL BE A REMOTE MEETING WHICH MEMBERS OF THE PUBLIC MAY ATTEND BY FOLLOWING THE LINK BELOW

To: All Members of Seaton Town Council

**Remote Meeting of Seaton Town Council
on Wednesday 9th September 2020 at 6pm**

**4 September
2020**

You are hereby summoned to attend the above meeting to be held on **Wednesday, 9th September 2020 at 6pm or immediately following the meeting of the Planning Committee, whichever is the earliest.** In accordance with the provisions of *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*, this meeting will be held remotely and Members of the Town Council and members of the public can access the meeting by taking the following steps:

Log on to: www.zoom.us

Click on: 'Join Meeting' and then enter:

- Meeting ID: 960 2112 5807
- Passcode: 187129

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

**Julia Mutlow
Town Clerk**

AGENDA

20/COU/01 Apologies for absence
To receive any apologies for absence

20/COU/02 Declarations of interest



To receive any Members' declarations of interest in respect of items on the agenda

20/COU/03 Minutes

To agree the minutes of the Council meeting held remotely on Thursday 3rd September 2020

20/COU/04 Chairman's Report

20/COU/05 Public Question Time

To allow any questions or reports from members of the public

20/COU/06 Review of Committee Structure

To review and amend existing committee structure.

It is **RECOMMENDED** that Members dissolve the Communities & Open Spaces Committee.

20/COU/07 Appointments to Committees

To appoint to the following vacancies on the Council's Committees:

1. Planning – 4 vacancies
2. Finance & General Purposes – 1 vacancy
3. Personnel – 1 vacancy
4. Appeals – 2 vacancies

20/COU/08 Town Clerk's report and update on 2020/21 priorities, including recommendations as to budgetary and other decisions as appropriate

To receive an update on the Council's work and priorities for the 2020/21 municipal year, in particular the budget required/current status of the Seaford Enhancement Project

20/COU/09 Elizabeth Road Play Park – Cllr. Ledger

To consider the purchase and installation of a set of goal posts at Elizabeth Road and receive quotations for the supply and installation of said goalposts.

It is **RECOMMENDED** that Members approve the installation of said goalposts and agree supplier.

20/COU/10 Police Report

20/COU/11 County Councillor Report

20/COU/12 District Councillor Reports



20/COU/13 Payments, Receipts and Unpaid Invoices

To consider schedule of payments, receipts and unpaid invoices
It is **RECOMMENDED** that Members:

- approve payments & receipts
- note outstanding unpaid invoices

20/COU/14 Budget to date

To consider the budget to date for the 2020/21 financial year
It is **RECOMMENDED** that Members note the budget to date

20/COU/15 Bank Reconciliation

It is **RECOMMENDED** that Members approve the bank reconciliation to
31 August 2020

20/COU/16 Petty Cash Reconciliation

It is **RECOMMENDED** that Members approve the petty cash
Reconciliation to 31 August 2020

20/COU/17 Update on Promote Seaton – Cllr Haggerty

To receive an update on Promote Seaton

20/COU/19 Any other business

To consider any other business the Chairman considers urgent

Confidential Items

The Chairman will move that in accordance with the Council's Standing Order 1 (c) press and public will be excluded from the meeting during the discussions of item 18 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual

20/COU/20 Staffing Matters

To ratify the appointments and terms and conditions of the Deputy Town Clerk and Administration & Community Events Officer

20/COU/21 Salaries

To note and approve the implementation of the recently agreed National Joint Council pay award backdated to 1 April 2020



Minutes of the Seaton Town Council Meeting on Thursday 3 September 2020

Present:

Chair: Cllr K Beer

Councillors: D Ledger, D Haggerty, A Singh, M Hartnell, J Russell and E Bowman

Officers: Town Clerk

Public: 5 members of the public

Note: All attendees accessed the meeting remotely and could be either seen and/or heard

47. Apologies for absence

No apologies for absence were received

48. Declarations of Interest

Cllrs Ledger & Hartnell declared a personal interest as a Councillor with East Devon District Council (EDDC)

49. Minutes

Members **RESOLVED** to approve the minutes of the Council meeting held remotely on Wednesday 5th August 2020.
(proposed Cllr. Hartnell; seconded Cllr. Haggerty)

50. Public Question Time

No public questions.

51. Co-option of new Councillors

The following persons were co-opted to four of the five vacancies on Seaton Town Council:

1. Kerri-Ann Briggs
2. Martin Macaskill
3. Cheryl Wood
4. David Wright

Meeting closed at 17.50pm

Signed _____

Dated _____

20 COU 04 Chairman's Report – Cllr. Beer

Again, the past month has been quiet. However, I carried the following duties:

- I visited Mr. Raymond Smith on the occasion of his 100th birthday.
- I attended interviews for a Deputy Clerk.
- I had meetings and conversations with EDDC and DCC Councillors and the renters of the cafe at Seaton Hole regarding the closed toilets there. I think this may turn into a health and safety problem.
- We successfully interviewed and co-opted 4 new councillors.

20 COU 08 Town Clerk's report and update on 2020/21 priorities, including recommendations, as appropriate

INTRODUCTION

For Members' ease of reference, key areas of work have been summarised in list form below. Where appropriate, items will be dealt with in more detail under separate agenda reports.

Since the last meeting, and despite the restrictions and challenges faced as a result of Covid-19, the Clerk is pleased to report that much has been achieved and the Council continues to enjoy much greater positive engagement with the community of late, both via meetings and the Council's social media channels. This accords with the Council's decision to actively engage with individual volunteers and key stakeholder organisations within the town, whilst working towards its priorities for 2020/21.

KEY AREAS OF WORK

For the purposes of this report, work carried out since the last meeting has been divided into two sections – general matters and updates on the Council's 2020/21.

GENERAL MATTERS

Finance – the annual return and accounting statements for 2019/20 have been submitted to the external auditor – PK Littlejohn. Some minor queries have been raised and are being addressed by the Clerk.

Covid-19 Town Safety – The stencils have now been received and the Town Maintenance Team are working to implement the necessary pavement signage.

Co-options – the Council held interviews and co-opted 4 new councillors in early September and the Clerk has since met with three of the four new councillors. Training is being arranged for all new Members.

Recruitment & Staff Accommodation – the recruitment process for Deputy Clerk and an Administration & Community Events Officer has now taken place and we have two new members of staff joining the Council on 15 September and 2 October respectively. Further office space is now required for new staff, along with the necessary additions and adjustments to existing IT provision.

As one of the tenants has recently vacated the room she rented, this will now be utilised by STC. EDDC will be notified according to ensure that the business rates on Marshlands are correctly allocated between STC and tenants. Costings have been provided from the Council's IT support services (Core IT) and arrangements made for the installation of a new phone and to equip the new office as appropriate.

Outdoor Gym Equipment – after further discussions with EDDC, the procurement exercise is underway, and the Clerk will report back to Council once costings are available.

Outdoor Cinema Event – this will take place over the weekend of 11 and 12 September in Cliff Field Gardens with a film on the Friday evening arranged as a

thank you from the Council to the town's Coronavirus Support volunteers and on the Saturday night – a film open to the general public. The weekend has been arranged by Andrew Gwyn Davies in conjunction with the Council.

2020/21 PRIORITIES

- 1. Seafront Enhancement Project** – since the last meeting, and in light of the recent change in the law extending the period for the implementation of the existing planning permission until May 2021, quotations have been sought from planning agents to act on behalf of the Council to secure the discharge of the numerous pre-commencement conditions attached to the existing permission.

Whilst ordinarily and ideally, the Council would be required to secure three quotations in line with the Financial Regulations, there is an exception where specialist services are being sought. In this instance, efforts have been made to seek three quotations, but this has not been possible and only one company has been prepared to tender for this work. The fee quoted is £5,250 + VAT (to include drawings). At the time of writing, the Clerk is awaiting confirmation from this supplier that the fees quoted will cover all work required, such as preparation of landscaping, phasing, construction plans and the like, up to and including the discharge of the conditions to enable development to commence.

The Clerk is also now in receipt of the tender documentation prepared prior to her tenure at the Council, and is researching what is required so that the tender process for the initial works can be properly implemented. Members will be kept updated.

A budget for planning fees and any fee required for specialist assistance in carrying out the correct tender process is not detailed specifically in the 2020/21 approved budget. However, the budget does include £11,000 generally for the Seafront Enhancement Scheme and Members are asked to delegate authority to the Clerk, in consultation with the Chair and Chair of Finance, to engage such specialist advice, within that budget, as may be required to discharge the pre-commencement conditions and carry out a tender process in line with the Council's Financial Regulations.

- 2. Website & Social Media** – the website continues to receive positive feedback and has been updated with the new Councillors and we hope to be in a position to more regularly post Council news on social media once the new staff are in situ
- 3. Town Improvements**
 - this priority is divided into three parts:
 - **Street furniture** - the town's maintenance team continues working extremely hard to maintain the town's street furniture and assets. In summary:
 - **Lampposts**
 - The Clerk has been in discussions with EDDC and has been advised that the repainting of lampposts delayed by

Covid-19 are about to resume to the EDDC owned lamp posts.

- The Clerk has been in contact with DCC seeking authority to repaint the DCC-owned lamp post. They have indicated that each lamppost would need to be assessed prior to painting and any problems/required repairs/safety issues recorded and reported to DCC. This was not within the remit of the Council's chosen contractor so discussions with DCC are ongoing and their most recent risk assessment and details of their own repainting schedule requested. At the time of writing, these are awaited.
- **Banners & Bunting**
 - due to the recent stormy weather, most of the banners have been removed for reasons of safety. The remainder, along with the bunting, will be removed over the next few weeks as happens annually at this time of year.
 - at the same time some of the brackets have been removed and these will need replacing as they have reached the end of their useful life. Harcombes have been consulted regarding the cost of replacements.
 - The design and materials of banners was raised at the last Promote Seaton meeting .As many of the existing banners are now damaged beyond repair, the whole question as to what these should be replaced with will need to be considered and allowance made in the 2020/21 budget.
- **Benches**
 - repainting and repairing of benches are ongoing
- **Play Parks**
 - We are awaiting a date from HAGS to revisit the recently repaired lily basket play equipment at The Underfleet. Due to the issues raised by the maintenance team as to the likely longevity of the repair
- **Further works in progress include:**
 - quotations are awaited for the repair of the damaged brick wall opposite the Vault. Cllr Bowman has been assisting the Administration Team in this regard and we have secured one quotation so far.
 - The Town's Maintenance Officer has inspected Seaton Hole telephone box, to establish what repairs and repainting are required and Members will be asked to consider how they might wish this to be repurposed
 - water refill station –quotations are being sought for the water refill station on the seafront and research being done as to installation and maintenance of the same.
- **Seaton Art Trial (Marshlands boards)** – the art boards have been delivered to Marshlands this week and it is hoped that the artists will be

able to visit to have their photo taken with the Mayor this week. They will be installed on the Marshland wall next week.

4. **Redevelopment of Marshlands** – further to the last meeting of the Council an approach has been made to DCC regarding the overage provisions that bind any change of use of Marshlands, and their response is awaited.
5. **Promotion of Tourism** – the Clerk has met with Cllr Haggarty and attended the recent Promote Seaton meeting. Cllr Haggarty will update Members at **20 COU 17**
6. **Asset Transfer from EDDC** – an approach has been made by the Clerk to officers at EDDC to establish the availability of a comprehensive list of assets within the town. Further updates will be brought to Members when available.
7. **Budgetary Review** – the current position is outlined in the report to this agenda **20 COU 14**

RECOMMENDATION

It is **RECOMMENDED** that Members:

1. note the update on the Council's 2020/21 priorities
2. delegate authority to the Clerk, in consultation with the Chair and Chair of Finance, to engage such specialist advice, within the approved Seafront Enhancement budget budget, as may be required to discharge the pre-commencement conditions and carry out a tender process in line with the Council's Financial Regulations.



Devon & Cornwall Police

Building safer communities together

Crimes Recorded - 01/08/2020 to 31/08/2020 - kn3h

Offence	Recorded Crime 01/08/2020 to 31/08/2020	Recorded Crime 01/08/2019 to 31/08/2019	Recorded Crime % Difference
Violence with Injury	3	2	50.0%
Violence without Injury	6	7	-14.3%
Other Sexual Offences	0	1	-100.0%
Robbery	0	1	-100.0%
Burglary Dwelling	2	0	-
Shoplifting	3	0	-
Other Theft	3	0	-
Criminal Damage	3	3	0.0%
Public Order Offences	2	2	0.0%
Other Offences	1	0	-
Total	23	16	43.8%

Non Notifiable Offences	2	2	0.0%
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Devon & Cornwall Police

Building safer communities together

Incidents Recorded - 01/08/2020 to 31/08/2020 - kn3h

Incident Closing Category	Incidents - 01/08/2020 to 31/08/2020	Incidents - 01/08/2019 to 31/08/2019	Incidents % Difference
Anti Social Behaviour	13	11	18.2%
Crime Recorded	10	11	-9.1%
Public Safety	21	32	-34.4%
Transport	10	8	25.0%
Total	54	62	-12.9%

County Councillor's Report, September 2020

Covid-19 Situation

Although we have had a consistently low level of infection in East Devon over the last three months, a recent small group of cases in Seaton and Axminster - resulting from residents returning from overseas holidays, rather than tourists in our area - reminds us all that the pandemic is not over. Despite the failures of the Government's national track and trace system, Devon's Public Health team seems to be dealing effectively with local issues.

As cases pick up nationally and schools (rightly) return, it is vital that everyone, including younger people, maintains social distancing and wears face masks in crowded spaces outdoors as well as in indoor environments.

Grammar School transport

Following contact by Colyford residents, I took up the question of how Colyton Grammar School will manage travel to school in the new situation, and Mr Harris, the headteacher, has given me the following information:

1. Students will be advised to wear face coverings when walking to and from the bus stop
2. The arrival of the buses in the mornings are usually staggered and there will be staff on the main road, in Elm Farm Lane and at the crossroad (Gully Shoot, Whitwell Lane, Stafford Lane, Elm Farm Lane) to supervise students
3. At the end of the day we are staggering the departure time by 5 minutes to allow for the west bound students/buses to depart first and then the east bound
4. Again, at the end of the day there will be staff at the bus stops, in the Elm Farm Lane and at the crossroad
5. Where Students are being collected from school parents are advised not to arrive in the car park before 3.50pm to allow the students who use buses to clear the lanes

The school will, of course, be following Government guidelines.

Effects of climate change on infrastructure

I have been working with the chair of the residents' group in Manor Gardens, Seaton, to deal with repeated flooding at the junction with Fore Street and its effects on their private road. I have met with South West Water on site to discuss their responsibilities in this situation. With flooding getting worse because of climate change, the issues are of wider relevance.

Effects of increased visitor numbers

I have raised concerns about the continued closure of toilets at Seaton Hole and alleged 'camping' in parking bays on Seaton seafront.

Online meetings

There have been no County meetings during August, but it has been decided that all meetings will continue to held online until at least the end of 2019.

I am not attending indoor meetings, but I am available to meet constituents in outdoor settings where necessary, as well as discussing on the phone or by email.

**EDDC Councillor report for Seaton Town Council meeting on 9 September
2020**

Report produced by Jack Rowland on 4 September 2020

Current financial situation of EDDC

The Covid-19 crisis continues to have an effect on the finances of EDDC, not just in the current financial year, but also for the medium term financial plan. Income is down as until recently due to the total lockdown situation the income from car park revenue had been decimated whilst costs have remained the same as Central Government would not allow Council staff to be furloughed apart from the few staff that are directly paid from income earned e.g. at the Thelma Hulbert gallery in Honiton. In other areas costs are increasing e.g. the requirement to clean the open public toilets much more frequently (pre-Covid-19 this was once per day, now it is 4 times per day for toilets that are open from 8am to 8pm during the summer months). In addition as Leisure East Devon have not been able to open the swimming pools and gyms for an extended period they are also seeking financial support from EDDC. Central Government has provided £1.5m towards the shortfall for this year, but that still leaves a £2.8m gap. I hope this explains why a decision was made by EDDC Cabinet to open 14 of the 27 public toilet sites across the district.

Central Government announced in July another round of support for Councils and the EDDC share is £196K. The announcement outlined an income guarantee scheme where 75% of lost income apart from the first 5% of losses would be reimbursed. As at the date of this report EDDC have recently received the precise details of this scheme to assess the impact on the £2,8m gap and submit an application.

The bottom line is that, despite the support received to date from Central Government, for the Medium Term Financial Plan either income has to be increased, costs reduced or a combination of both whilst still making provision for future years as, even before Covid-19 made an impact, a shortfall was still being forecast.

Discretionary Grant Scheme for businesses in East Devon

I am a member of the panel that considers the applications made from businesses under this scheme that is intended for businesses in the retail, hospitality and leisure sector where they have not received any previous grants from other Covid-19 related schemes due to the eligibility criteria. Even though this scheme is discretionary there are still a number of criteria that had to be met.

EDDC received a total of £2,410,500 to pay out and by the target date of 28 August all that amount had been allocated to 240 businesses and charities across the district after 3 meetings of the panel.

Community Grant Panel

I chair this panel and on 1 September 2 grants were awarded to the Budleigh Salterton Community Workshop project and the Coleridge Memorial project (in Ottery St Mary) as both projects had met the crowdfunding targets they had set that enabled them to meet the criteria to apply for an EDDC Community Grant.

Greater Exeter Strategic Plan (GESP)

Following the recommendation of the Strategic Planning Committee on 23 July the full Council met on 20 August and following a vote the decision was made to withdraw from GESP. I voted in favour of the withdrawal as the document that was started in 2017 is not fit for public consultation and does not reflect the changing situation created by Covid-10 and the carbon neutral targets. Local councils will still have local plans, but GESP is intended to identify sites for 500+ homes and employment land of 5 hectares plus outside Exeter with an aim of doubling the size of the economy to £20billion and the number of jobs by 35000. The plan, as it stands, for East Devon shows the potential sites as being along the A30 corridor, the western end of the A3052 closest to Exeter and between Exmouth and Exeter.

EDDC will now start work to develop a new Local Plan for East Devon within a much shorter timescale compared to how long the existing plan took to develop whilst still working in collaboration with the other local authorities as legally required to do.

Issues that directly affect Seaton

Re-painting of lighting columns on West Walk and in Windsor Gardens

Before the Covid-19 lockdown I had secured agreement from EDDC to repaint these lighting columns in black to tie in with the colour used when STC agreed to repaint the bus shelters (apart from those to be replaced altogether).

The work on the West Walk columns had started and was halted due to the lockdown, but I have now received assurances following my request that the work will be restarting by the contractor.

Public toilets

In the financial report above I outlined why 14 of the 27 sites are open and fully appreciate that the Marsh Road and Seaton Hole sites remain closed. For the latter site I have received assurances that the area around the site, particularly behind the block is regularly disinfected.

Following the proposal that I put forward to Seaton Town Council on 1 July for STC to use £7500 to supplement extra staff for EDDC Streetscene barrow and toilet cleaning I'm pleased to see that a person has been recruited and that the toilet block at Thury Harcourt has been re-opened albeit on reduced days.

Outdoor gym – Seafeld Gardens

Following the approval of my proposal at the last STC meeting I have received assurances that the quotes have been requested by EDDC. The possibility of a new

location in Seafield Gardens may be used for the equipment (the grassed area close the LED building that used to be the putting green area)

Seaton Heights

I have been in regular correspondence with the relevant EDDC Officer over the past year as I've been concerned at the lack of promised action by the site owner to improve security and to demolish the derelict and dangerous buildings. I involved the Fire Service to carry out an assessment of the site as well to add weight to my argument as the site is liable to either deliberate arson or a fire starting by mistake or stupidity.

My last email was to request that a Section 215 notice be issued to enforce action, but I've been assured that a new management team is in place for the owning company and that a new investor is also pushing for action to be taken. However, as at the date of producing this report, I have not seen any evidence of any progress and will be following up again.

Seaton Quay development (old Racal site)

I managed to make contact with the planning agent to ask what is happening with this site that has been subject to approved planning approvals and revisions over a number of years.

The latest news is that it appears that another revision is due to be submitted, but no evidence of this to date.

Jack Rowland

EDDC Councillor – Seaton Ward

Portfolio Holder - Finance

JRowland@eastdevon.gov.uk

Time: 11:17

Bank Reconciliation up to 31/08/2020 for Cashbook No 1 - Treasurer's Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/08/2020	DD	793.00		793.00		R <input type="checkbox"/>	East Devon District Council
04/08/2020	Allot. Fee		15.60	15.60		R <input type="checkbox"/>	Receipt(s) Banked
06/08/2020	Rental		85.03	85.03		R <input type="checkbox"/>	Receipt(s) Banked
07/08/2020	BACS	12,127.00		12,127.00		R <input type="checkbox"/>	Scalwell Lane Nursery
07/08/2020	BACS-July	1,050.00		1,050.00		R <input type="checkbox"/>	Devon Wildlife Services
07/08/2020	DC	121.80		121.80		R <input type="checkbox"/>	PolicyBee
17/08/2020	AUG2020	130.12		130.12		R <input type="checkbox"/>	Gazprom Energy
18/08/2020	BACS	110.00		110.00		R <input type="checkbox"/>	JazCott
18/08/2020	BACS	66.00		66.00		R <input type="checkbox"/>	Vision ICT
18/08/2020	BACS2	180.00		180.00		R <input type="checkbox"/>	The Cumbria Clock Company Ltd
18/08/2020	BACS3	161.51		161.51		R <input type="checkbox"/>	Viking Stationery
18/08/2020	BACS4	80.81		80.81		R <input type="checkbox"/>	Abbots
18/08/2020	130	130.00		130.00		R <input type="checkbox"/>	Harcombe Engineering
18/08/2020	BACS5	373.20		373.20		R <input type="checkbox"/>	Core Office IT
18/08/2020	BACS6	45.57		45.57		R <input type="checkbox"/>	Bradfor's Building Supplies
18/08/2020	BACS8	10.87		10.87		R <input type="checkbox"/>	South West Water Business
18/08/2020	DC	49.90		49.90		R <input type="checkbox"/>	Personalise DG
18/08/2020	DD	49.20		49.20		R <input type="checkbox"/>	Grenke Leasing Ltd
20/08/2020	CASH	0.66		0.66		R <input type="checkbox"/>	WHSmith
20/08/2020	CASH	-0.66		-0.66		R <input type="checkbox"/>	WHSmith
20/08/2020	CFG Fee		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
20/08/2020	Rental		230.07	230.07		R <input type="checkbox"/>	Receipt(s) Banked
23/08/2020	Rental		466.66	466.66		R <input type="checkbox"/>	Receipt(s) Banked
25/08/2020	BACS	10,308.68		10,308.68		R <input type="checkbox"/>	STC Employees
25/08/2020	BACS	749.52		749.52		R <input type="checkbox"/>	JBA Plumbing & Heating
25/08/2020	BACS-40%	1,506.06		1,506.06		R <input type="checkbox"/>	Lighting & Illumination Tech E
27/08/2020	DD	38.28		38.28		R <input type="checkbox"/>	Talk Talk
27/08/2020	bacs	51.80		51.80		R <input type="checkbox"/>	Zurich Municipal
27/08/2020	TNSFR	1,000.00		1,000.00		R <input type="checkbox"/>	Axe Valley Ring & Ride
28/08/2020	DC	21.50		21.50		R <input type="checkbox"/>	Print My Tickets
28/08/2020	DD	59.21		59.21		R <input type="checkbox"/>	Copycare Ltd
28/08/2020	DD-AUG2020	84.00		84.00		R <input type="checkbox"/>	Thomas Westcott Chartered Acco
28/08/2020	DC	66.30		66.30		R <input type="checkbox"/>	Nisbets
		<u>29,364.33</u>	<u>897.36</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Precept</u>							
1076 Precept	168,991	337,982	168,991			50.0%	
Precept :- Income	<u>168,991</u>	<u>337,982</u>	<u>168,991</u>			<u>50.0%</u>	<u>0</u>
Net Income	<u>168,991</u>	<u>337,982</u>	<u>168,991</u>				
<u>110 Staffing</u>							
1088 Misc Fees	100	0	(100)			0.0%	
Staffing :- Income	<u>100</u>	<u>0</u>	<u>(100)</u>				<u>0</u>
4000 Salaries	34,662	122,432	87,770		87,770	28.3%	
4005 HMRC - Employer NIC	6,554	9,468	2,914		2,914	69.2%	
4010 Pensions	10,887	24,075	13,188		13,188	45.2%	
Staffing :- Indirect Expenditure	<u>52,103</u>	<u>155,975</u>	<u>103,872</u>	<u>0</u>	<u>103,872</u>	<u>33.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(52,003)</u>	<u>(155,975)</u>	<u>(103,972)</u>				
<u>120 Core Costs</u>							
1110 EDDC Plan Holding Fees	0	2,526	2,526			0.0%	
1120 Allotments Administration	0	1,000	1,000			0.0%	
1705 Grants Received	1,610	0	(1,610)			0.0%	
Core Costs :- Income	<u>1,610</u>	<u>3,526</u>	<u>1,916</u>			<u>45.7%</u>	<u>0</u>
4060 Training & Resources	116	2,000	1,884		1,884	5.8%	
4065 Travel & Misc. Expenses	0	1,000	1,000		1,000	0.0%	
4070 Advertising - general	0	550	550		550	0.0%	
4075 Payroll Services	491	600	109		109	81.8%	
4080 Equipment	175	5,000	4,825		4,825	3.5%	
4110 Telephone/Wifi	160	400	240		240	40.0%	
4120 Stationery/Postage	334	800	466		466	41.8%	
4125 Professional Subscriptions	929	2,000	1,071		1,071	46.5%	
4130 Website	7,269	2,000	(5,269)		(5,269)	363.5%	
4135 Photocopier (inc. lease)	380	900	520		520	42.2%	
4170 Audit Fees	380	1,500	1,120		1,120	25.3%	
4175 Legal and Professional Fees	0	2,500	2,500		2,500	0.0%	
4180 Bank & Finance Charges	0	100	100		100	0.0%	
4190 IT Support & Software	1,323	4,000	2,677		2,677	33.1%	
4195 Accounts Software & Support	1,376	2,200	824		824	62.5%	
4425 Vehicle (inc. insurance)	369	2,000	1,631		1,631	18.5%	
4445 Vehicle Replacement Fund	0	2,000	2,000		2,000	0.0%	
4485 Insurance	3,657	4,000	343		343	91.4%	
4520 Cleaning & Hygiene	1	0	(1)		(1)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4950 General Sundries	0	300	300		300	0.0%	
Core Costs :- Indirect Expenditure	<u>16,960</u>	<u>33,850</u>	<u>16,890</u>	<u>0</u>	<u>16,890</u>	<u>50.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(15,350)</u>	<u>(30,324)</u>	<u>(14,974)</u>				
<u>130 Grants</u>							
4220 Grants & Donations Paid	1,000	18,000	17,000		17,000	5.6%	
Grants :- Indirect Expenditure	<u>1,000</u>	<u>18,000</u>	<u>17,000</u>	<u>0</u>	<u>17,000</u>	<u>5.6%</u>	<u>0</u>
Net Expenditure	<u>(1,000)</u>	<u>(18,000)</u>	<u>(17,000)</u>				
<u>135 Covid 19 Response</u>							
1705 Grants Received	4,460	0	(4,460)			0.0%	
Covid 19 Response :- Income	<u>4,460</u>	<u>0</u>	<u>(4,460)</u>				<u>0</u>
4300 Leaflets	988	0	(988)		(988)	0.0%	
4302 Covid-19 Contingency	0	7,500	7,500		7,500	0.0%	
4485 Insurance	122	0	(122)		(122)	0.0%	
4605 Signage & Noticeboards	192	0	(192)		(192)	0.0%	
4950 General Sundries	27	0	(27)		(27)	0.0%	
Covid 19 Response :- Indirect Expenditure	<u>1,329</u>	<u>7,500</u>	<u>6,171</u>	<u>0</u>	<u>6,171</u>	<u>17.7%</u>	<u>0</u>
Net Income over Expenditure	<u>3,131</u>	<u>(7,500)</u>	<u>(10,631)</u>				
<u>140 Local Democracy</u>							
4225 Chairman's Allowance	20	250	230		230	7.8%	
4230 Civic Expenses	0	250	250		250	0.0%	
4245 Elections	0	3,000	3,000		3,000	0.0%	
4250 Civic Regalia	0	500	500		500	0.0%	
4255 Town Crier Expenses	0	300	300		300	0.0%	
Local Democracy :- Indirect Expenditure	<u>20</u>	<u>4,300</u>	<u>4,280</u>	<u>0</u>	<u>4,280</u>	<u>0.5%</u>	<u>0</u>
Net Expenditure	<u>(20)</u>	<u>(4,300)</u>	<u>(4,280)</u>				
<u>165 Play Parks & Open Spaces</u>							
4365 Seaton Down	5,099	1,000	(4,099)		(4,099)	509.9%	
4370 Cliff Field Gardens	3,051	9,450	6,399		6,399	32.3%	
4375 Elizabeth Road Play Park	1,005	2,338	1,333	540	793	66.1%	
4377 Underfleet Play Park	541	2,601	2,060		2,060	20.8%	
4380 Health & Safety & Inspections	204	200	(4)		(4)	101.8%	
Play Parks & Open Spaces :- Indirect Expenditure	<u>9,899</u>	<u>15,589</u>	<u>5,690</u>	<u>540</u>	<u>5,150</u>	<u>67.0%</u>	<u>0</u>
Net Expenditure	<u>(9,899)</u>	<u>(15,589)</u>	<u>(5,690)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
170 Amenities - General							
4045 Contractor	475	4,000	3,525		3,525	11.9%	
4290 Road Safety	0	100	100		100	0.0%	
4385 Storage Rental	502	1,400	898		898	35.8%	
4395 Bus Shelter -Clean & Maint	0	3,200	3,200		3,200	0.0%	
4397 Contingency	0	1,500	1,500		1,500	0.0%	
4400 Bin Emptying	2,275	2,300	25		25	98.9%	
4405 Street Furniture Maintenance	368	2,000	1,632		1,632	18.4%	
4422 Footpaths	388	927	539		539	41.8%	
4880 Contractor - Planting and Wate	12,127	12,500	373		373	97.0%	
Amenities - General :- Indirect Expenditure	16,135	27,927	11,792	0	11,792	57.8%	0
Net Expenditure	(16,135)	(27,927)	(11,792)				
190 Marshlands							
1300 Function room hire income	90	1,500	1,410			6.0%	
1360 Rental Income	1,598	10,000	8,402			16.0%	
Marshlands :- Income	1,688	11,500	9,812			14.7%	0
4500 Business Rates	3,502	9,000	5,498		5,498	38.9%	
4505 Gas	1,043	3,000	1,957		1,957	34.8%	
4510 Electricity	767	2,500	1,733		1,733	30.7%	
4515 Water	204	550	346		346	37.1%	
4520 Cleaning & Hygiene	473	3,000	2,527		2,527	15.8%	
4555 Electrical PAT Testing	0	400	400		400	0.0%	
4560 Fire Inspections & Servicing	0	1,000	1,000		1,000	0.0%	
4610 Kitchen Supplies & General Sun	191	400	209		209	47.7%	
4625 Alarm Contract & Maintenance	80	850	770		770	9.4%	
4675 Maintenance - General	1,848	9,000	7,152		7,152	20.5%	
Marshlands :- Indirect Expenditure	8,107	29,700	21,593	0	21,593	27.3%	0
Net Income over Expenditure	(6,419)	(18,200)	(11,781)				
195 Town Hall & other leases							
1310 Town Hall Income	0	1,053	1,053			0.0%	
Town Hall & other leases :- Income	0	1,053	1,053			0.0%	0
4675 Maintenance - General	1,285	0	(1,285)		(1,285)	0.0%	
Town Hall & other leases :- Indirect Expenditure	1,285	0	(1,285)	0	(1,285)		0
Net Income over Expenditure	(1,285)	1,053	2,338				

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Town Development & Tourism							
4185 Town Guide	2,500	5,300	2,800		2,800	47.2%	
4275 General Town Marketing	0	10,000	10,000		10,000	0.0%	
4317 Seafront Water Fountain	0	1,500	1,500		1,500	0.0%	
4632 Coach Friendly	0	750	750		750	0.0%	
4650 Tourist Infomation Service	875	21,630	20,755		20,755	4.0%	
Town Development & Tourism :- Indirect Expenditure	3,375	39,180	35,805	0	35,805	8.6%	0
Net Expenditure	(3,375)	(39,180)	(35,805)				
210 Allotments							
1130 Allotment Fees	2,938	0	(2,938)			0.0%	
Allotments :- Income	2,938	0	(2,938)				0
4675 Maintenance - General	0	500	500		500	0.0%	
4680 Administration Cost	0	1,000	1,000		1,000	0.0%	
4730 Annual Grounds Contract	380	1,140	760		760	33.3%	
Allotments :- Indirect Expenditure	380	2,640	2,260	0	2,260	14.4%	0
Net Income over Expenditure	2,558	(2,640)	(5,198)				
225 Cycle Fest							
1620 Cycle Fest Income	0	6,000	6,000			0.0%	
Cycle Fest :- Income	0	6,000	6,000			0.0%	0
4912 Cycle Fest 2020 / 2021	0	7,500	7,500		7,500	0.0%	
Cycle Fest :- Indirect Expenditure	0	7,500	7,500	0	7,500	0.0%	0
Net Income over Expenditure	0	(1,500)	(1,500)				
227 Events							
1092 Ice Rink Income	0	10,000	10,000			0.0%	
1700 Donations	1,359	0	(1,359)			0.0%	
Events :- Income	1,359	10,000	8,641			13.6%	0
4265 Events Budget - General	(80)	1,000	1,080		1,080	(8.0%)	
4720 Party in the Park	0	300	300		300	0.0%	
4722 VE Day	1,232	2,000	768		768	61.6%	
4840 Christmas	1,438	10,000	8,562	1,883	6,679	33.2%	
4844 Ice Rink Expenditure	0	10,000	10,000		10,000	0.0%	
Events :- Indirect Expenditure	2,590	23,300	20,710	1,883	18,827	19.2%	0
Net Income over Expenditure	(1,231)	(13,300)	(12,069)				

Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>280 Community</u>							
1370 CIL Levy Funding	801	0	(801)			0.0%	801
Community :- Income	<u>801</u>	<u>0</u>	<u>(801)</u>				<u>801</u>
4835 Banners, Flags & Bunting	443	2,000	1,557		1,557	22.1%	
4870 Snow and Flood Warden	0	1,500	1,500		1,500	0.0%	
4875 Seafront Enhancement Scheme	0	11,000	11,000		11,000	0.0%	
Community :- Indirect Expenditure	<u>443</u>	<u>14,500</u>	<u>14,057</u>	<u>0</u>	<u>14,057</u>	<u>3.1%</u>	<u>0</u>
Net Income over Expenditure	<u>358</u>	<u>(14,500)</u>	<u>(14,858)</u>				
6001 less Transfer to EMR	801						
Movement to/(from) Gen Reserve	<u>(443)</u>						
Grand Totals:- Income	181,947	370,061	188,114			49.2%	
Expenditure	113,627	379,961	266,334	2,423	263,912	30.5%	
Net Income over Expenditure	<u>68,320</u>	<u>(9,900)</u>	<u>(78,220)</u>				
less Transfer to EMR	801						
Movement to/(from) Gen Reserve	<u>67,520</u>						

**Bank Reconciliation Statement as at 31/08/2020
for Cashbook 1 - Treasurer's Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurer's Account	30/06/2020	0	315,358.16
			<hr/> 315,358.16
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			315,358.16
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			315,358.16
		Balance per Cash Book is :-	315,358.16
		Difference is :-	0.00

PETTY CASH RECONCILIATION

Petty Cash: August 2020

Cash Brought Forward & Top Ups	
Cash Balance b/f as at 1.8.2020	138.43
Top Up	-
TOTAL	£138.43

August Vouchers			
Post Office	£3.70	WHSmith	£1.02
Tesco	£1.09	WHSmith	£ 0.66
Co-op	£8.60	Cllr Beer(Tesco)	£23.50
WHSmith	£2.99	WHSmith	£ 1.02
Total Vouchers =		£ 42.58	

Cash Balance at 31 August 2020	
£20	80.00
£10	10.00
£5	-
£2	-
£1	-
50p	2.50
20p	2.00
10p	
5p	0.75
2p	0.18
1p	0.42
Total Cash Balance	£ 95.85

TOTAL (cash + vouchers) = £138.43

Completed by *[Signature]* (Town Clerk)

Checked by *[Signature]* (Other Officer)

Date 1 September 2020

Councillor *[Signature]*

Date 1 September 2020