



**Finance & General Purposes Committee Meeting
Monday, 16th November 2020**

Chairman: Cllr D Ledger
Councillors: K Beer, D Haggerty, J Russell, A Singh, M Hartnell, E Bowman
& C Wood

11th November 2020

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee on Monday, 16th November 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 Seaton Town Council ("the Council") and members of the public can access the meeting by taking the following steps:

Log onto www.zoom.us

Click on: 'Join Meeting' and then enter:

- Meeting ID: 993 1667 0965
- Passcode: 009992

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.

Julia Mutlow

Town Clerk

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 the Council cannot guarantee this, especially if you are speaking or taking an active role.

11th November 2020

Dear Councillor,

AGENDA

20/F&GP/01

Apologies for absence



20/F&GP/02

Declaration of Interests

To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting

20/F&GP/03

Minutes of the previous meeting

To approve the minutes of the Finance & General Purposes Committee meeting held on Monday 19th October 2020

20/F&GP/04

Public Question Time

To allow questions or reports from members of the public

20/F&GP/05

Payments, receipts and unpaid invoices

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

- approve payments & receipts to 31 October 2020
- note outstanding unpaid invoices

20/F&GP/06

Bank reconciliation

To note and approve the bank reconciliation to 31 October 2020
It is **RECOMMENDED** that Members approve the bank reconciliation to 31 October 2020

20/F&GP/07

Petty cash reconciliation

To note and approve the petty cash reconciliation to 31 October 2020

It is **RECOMMENDED** that Members approve the petty cash reconciliation to 31 October 2020

20/F&GP/08

Water Refill Station

To consider and agree EDDC's heads of terms document for the installation and maintenance of the water refill station on West Walk.

It is **RECOMMENDED** that the town clerk is authorised to agree the heads of terms and arrange for the signing of the licence in line with the Council's standing orders.

20/F&GP/09

Play Park Inspections

To receive and play park inspection reports and approve the purchase of replacement picnic benches for the Elizabeth Road Play Park

It is **RECOMMENDED** that Members approve the purchase of replacement picnic benches for Elizabeth Road Play Park



20/F&GP/10

Budget and Precept 2021/2022

To consider the draft budget and precept for 2021/22, make adjustments as appropriate and make a recommendation to Council as to approval of the same.

Confidential Items

The Chairman will move that in accordance with the Council's Standing Order 1(d) press and public will be excluded from the meeting during the discussions of items 11 and 12 on this agenda as there are matters being discussed which may include information that is commercially sensitive.

20/F&GP/11 Tourist Information Services

20/F&GP/12 Town Hall Maintenance



Minutes of the Finance & General Purposes Committee Meeting on Monday, 19th October 2020

Present:

Chairman: Cllr. D Ledger

Councillors: K Beer, J Russell, C Wood, E Bowman, D Haggerty & M Hartnell

In attendance: Town Clerk

22. Apologies for absence

Apologies for absence were received from Cllr Singh. Cllr Hartnell advised that he would be joining the meeting a little late, due to work commitments.

23. Declarations of Interest

Cllr Ledger declared a personal interest as an East Devon District Councillor (EDDC)

24. Minutes of the previous meeting

Members **RESOLVED** to agree the minutes of the Finance and General Purposes Committee meeting, held on Wednesday 22nd July 2020.
(moved Cllr Beer, seconded Cllr Haggerty)

25. Public Question Time

No members of the public were present.

26. Payments, receipts & unpaid invoices

Members received a report of payments, income and unpaid invoices as at 30 September 2020 and **RESOLVED** to:

- ratify the schedule of payments up to 30 September 2020, already approved under the Council's Scheme of Delegations
- note the receipts up to 30 September 2020
- note there were no outstanding unpaid invoices as at 30 September 2020
(moved Cllr Beer, seconded Cllr Russell)

27. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 30 September 2020, to be signed by Cllr Ledger when he next met with the Town Clerk
(moved Cllr Ledger, seconded Cllr Haggerty)

28. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 30 September 2020, to be signed by Cllr Ledger when he next met with the Town Clerk
(moved Cllr Haggerty, seconded Cllr Russell)



29. Support for Seaton Jurassic

Members considered a request from Devon Wildlife Trust (DWT) for financial support towards the proposed extension to Seaton Jurassic. This request had originally been made to the meeting of Council on 5 October 2020 when DWT explained that they had approached several organisations to seek match funding for a bid they were making for European funds. The total amount sought was £37,600. The matter was deferred to be considered by this committee.

It was **RESOLVED** that this item of business be moved to the confidential part of the meeting for further consideration. (moved Cllr Ledger, seconded Cllr. Haggerty)

30. Review of earmarked reserves

Members reviewed the Council's earmarked reserves and **RESOLVED** to approve the following adjustments:

EMR	Detail	Action	Amount
320	Beachfront Management Plan	Transfer from EMR to general reserves and close EMR	£10,000
330	Town Hall Maintenance Fund	Transfer from EMR to general reserves to cover works at Town Hall	£3,148
335	Seaton Down Car Park	Transfer from EMR to general reserves and close EMR	£5,000

(moved Cllr Beer, seconded Cllr Haggerty)

31. Budget and Precept 2021/22

Members considered the initial draft budget (spreadsheet 19 October 2020 v.1) for 2021/22 and agreed that the following budget lines and earmarked reserves should be added to the calculations:

- following the positive response to the resurfacing of the car park at Seaton Down during 2020, a budget of £2,000 should be allocated to further improve the area, including the provision of additional benches. The possibility of electric car charging points could also be looked into (moved Cllr Hartnell, seconded Cllr Ledger)
- after considering the Council's current financial position, Members estimated that, after allowing for the retention of the existing earmarked reserves and general reserves equivalent to 6 months expenditure, the likely underspend at year end would be in the region of £17,000,. It was agreed that this amount should be notionally allocated to the following earmarked reserves for 2021/22:
 - Town Hall Maintenance Fund - £3,500
 - Marshlands Maintenance Fund - £3,500



- o a new earmarked reserve should be established for future replacement of play equipment in the Council's two play parks - £10,000

(moved Cllr Ledger, seconded Cllr. Haggerty)

These would be added to the draft budget, along with other outstanding figures still awaited and any other proposals from Members, and brought back to this committee at the November meeting, with a view to making a recommendation to council in December 2020

Confidential Items

The Chairman moved and the Committee **RESOLVED** that in accordance with the Council's Standing Order 1 (d) press and public would be excluded from the meeting during the discussions of item 11 & 12 on this agenda as there was likely to be disclosure of potentially commercially sensitive information.

32. Marshlands

Members noted the response from Devon County Council regarding the overage provisions binding Marshlands. It was agreed that the short and longer term future and use of the building had be considered and, as part of that consideration, the Council needed to ensure best value for the taxpayer was being achieved in terms of income streams and the running costs of the building.

The Town Clerk advised that the running costs of the building were already being investigated and Members would be kept updated as appropriate. As regards income streams, Members agreed that it would be prudent to seek an updated appraisal of the building's potential, in terms of both the current value of the site and the rental income that could be derived from it.

Members **RESOLVED** to authorise the Town Clerk to arrange appraisal of the site in the terms stated above and report back when this was available.

(moved Cllr Hartnell, seconded Cllr Haggerty)

33. Shop Front Grants Scheme

Members considered the powers available to them and agreed that the grants made under this scheme could quite properly made by virtue of Local Government Act 1972 ss 111 and 144 (moved Cllr Hartnell, seconded Cllr Ledger)

34. Support for Seaton Jurassic

Members considered the request and whether they had power to provide such support.



Concerns were raised as to whether providing substantial support to one of the attractions in the town could lead to an expectation by other attractions that equivalent assistance be provided. After discussion, Members noted that there was an underspend on the Tourist Information Centre budget, due to the closure of Seaton Jurassic between April and mid-July as a result of the pandemic and agreed that a grant of £1,000 could be made from this budget.

The Town Clerk would write to Seaton Jurassic and confirm the decision.

(moved Cllr Beer, seconded Cllr Hartnell)

Meeting closed at 6.35pm

Chairman: _____

Date: _____

Time: 11:45

Bank Reconciliation up to 03/11/2020 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>
11/09/2020	MSFTCD8210			112.80	-112.80	<input type="checkbox"/>	Unidentified pymt-investigate
30/09/2020	DC	50.00		50.00		R <input checked="" type="checkbox"/>	Tower Services (Seaton) Ltd
01/10/2020	TNSFR	3,131.27		3,131.27		R <input checked="" type="checkbox"/>	Re:store Axe Valley CIC
01/10/2020	BACS	75.00		75.00		R <input checked="" type="checkbox"/>	K's Cleaning
01/10/2020	BACS	793.00		793.00		R <input checked="" type="checkbox"/>	East Devon District Council
05/10/2020	DD	49.20		49.20		R <input checked="" type="checkbox"/>	Grenke Leasing Ltd
06/10/2020	dd882	19.90		19.90		R <input checked="" type="checkbox"/>	Talk Talk
07/10/2020	Plan Fees		2,526.00	2,526.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/10/2020	DD/882	5.57		5.57		R <input checked="" type="checkbox"/>	Talk Talk
09/10/2020	TRANSFER	57.71		57.71		R <input checked="" type="checkbox"/>	Andrew Gwyn Davies
09/10/2020	TRANSFER	250.00		250.00		R <input checked="" type="checkbox"/>	The Hatt
09/10/2020	BACS	4,200.00		4,200.00		R <input checked="" type="checkbox"/>	Devon Wildlife Services
09/10/2020	DD1	84.24		84.24		R <input checked="" type="checkbox"/>	Daisy Forster
09/10/2020	DD2	2,244.23		2,244.23		R <input checked="" type="checkbox"/>	Core Office IT
09/10/2020	DD3	132.00		132.00		R <input checked="" type="checkbox"/>	Bradforads Building Supplies
09/10/2020	DD4	435.70		435.70		R <input checked="" type="checkbox"/>	JKS Flooring Ltd
09/10/2020	DD5	617.56		617.56		R <input checked="" type="checkbox"/>	Harcombe Engineering
09/10/2020	BACS1	44.47		44.47		R <input checked="" type="checkbox"/>	Abbots
09/10/2020	BACS2	2,259.11		2,259.11		R <input checked="" type="checkbox"/>	Lighting & Illumination Tech E
09/10/2020	BACS3	90.00		90.00		R <input checked="" type="checkbox"/>	Seaton & District Window Clean
09/10/2020	BACS5	90.00		90.00		R <input checked="" type="checkbox"/>	K's Cleaning
09/10/2020	TNSFR	0.01		0.01		R <input checked="" type="checkbox"/>	Abbotts
09/10/2020	CFG Rent		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/10/2020	rENTAL		85.03	85.03		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/10/2020	Rental		116.67	116.67		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/10/2020	CFG-Rent		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/10/2020	Refund		108.00	108.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/10/2020	BACS	22.20		22.20		R <input checked="" type="checkbox"/>	Devon Contract Waste Ltd
19/10/2020	BACS	292.80		292.80		R <input checked="" type="checkbox"/>	Millman Electrical Ltd
19/10/2020	BACS1	279.30		279.30		R <input checked="" type="checkbox"/>	Dorma Kaba
19/10/2020	BACS2	63.75		63.75		R <input checked="" type="checkbox"/>	K's Cleaning
19/10/2020	BACS4	7,500.00		7,500.00		R <input checked="" type="checkbox"/>	East Devon District Council
19/10/2020	BACS	10,000.00		10,000.00		R <input checked="" type="checkbox"/>	East Devon District Council
19/10/2020	BACS	147.66		147.66		R <input checked="" type="checkbox"/>	Gazprom Energy
19/10/2020	VAT Refund		4,087.69	4,087.69		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/10/2020	Rental		230.07	230.07		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2020	DC	508.86		508.86		R <input checked="" type="checkbox"/>	Axminster Tools
22/10/2020	Water fees		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2020	Water Fee		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2020	Water fees		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2020	Water Fee		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2020	Water Fee		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2020	Water fee		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2020	Water fee		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2020	Water fee		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Time: 11:45

Bank Reconciliation up to 03/11/2020 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>
22/10/2020	Water Fee		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2020	Water fee		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2020	17.11		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2020	Palmer		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2020	Marshall		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/10/2020	Stone		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/10/2020	Seaward		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/10/2020	Godbeer		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/10/2020	Lawler		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/10/2020	Burt/Wills		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/10/2020	Oldfield		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/10/2020	Carrah		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/10/2020	Hunt		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/10/2020	Rental		466.66	466.66		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Jones		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	White		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Taylor		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Hill		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	McLennan		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	McLennan		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Ham		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Denham		17.11		17.11	<input type="checkbox"/>	Receipt(s) Banked
26/10/2020	Lewis		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Marshall		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Porter		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Lewis		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Morgan		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	McCarthy		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Ingham		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Hammett		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Hobley		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Dunfd/Kelf		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Berg		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Probert		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Ashley		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	McLoughlin		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Davies		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2020	Stride		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/10/2020	BACS	1,813.69		1,813.69		R <input checked="" type="checkbox"/>	South West Water Business
27/10/2020	BACS1	67.50		67.50		R <input checked="" type="checkbox"/>	K's Cleaning
27/10/2020	BACS2	44.53		44.53		R <input checked="" type="checkbox"/>	Talk Talk
27/10/2020	CIL		976.62	976.62		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/10/2020	Hazell		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/10/2020	Cox		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/10/2020	Chapple		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Time: 11:45

Bank Reconciliation up to 03/11/2020 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>
27/10/2020	Shaw		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/10/2020	Fox		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/10/2020	Sinnott		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/10/2020	BACS	206.16		206.16		R <input checked="" type="checkbox"/>	Viking Stationery
28/10/2020	BACS1	1,259.17		1,259.17		R <input checked="" type="checkbox"/>	Scalwell Lane Nursery
28/10/2020	BACS2	360.00		360.00		R <input checked="" type="checkbox"/>	Devon Association of Local Cou
28/10/2020	BACS4	960.00		960.00		R <input checked="" type="checkbox"/>	PKF Littlejohn LLP
28/10/2020	TNSFR	1,200.00		1,200.00		R <input checked="" type="checkbox"/>	A T Graphics
28/10/2020	TRANSFER	1,582.20		1,582.20		R <input checked="" type="checkbox"/>	D H Team Ltd
28/10/2020	TNSFR	13,355.07		13,355.07		R <input checked="" type="checkbox"/>	East Devon District Council
28/10/2020	DC	60.00		60.00		R <input checked="" type="checkbox"/>	High Speed Training
28/10/2020	Ashley		34.22		34.22	<input type="checkbox"/>	Receipt(s) Banked
28/10/2020	VE Day		130.00	130.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/10/2020	Howe		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/10/2020	BACS	37.40		37.40		R <input checked="" type="checkbox"/>	Copycare Ltd
30/10/2020	DC	26.22		26.22		R <input checked="" type="checkbox"/>	Value Products Ltd
30/10/2020	Z. Jones		10.00	10.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/10/2020	Wheaton		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/10/2020	Pushkarev		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/10/2020	Strapp		17.11		17.11	<input type="checkbox"/>	Receipt(s) Banked
30/10/2020			17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/10/2020	Wills		17.11		17.11	<input type="checkbox"/>	Receipt(s) Banked
30/10/2020	Hopson		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>54,415.48</u>	<u>10,066.00</u>				

SALES LEDGER 1 UNPAID INVOICES BY DATE

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
23/07/2020	Payment 11-2	BOL001	KATHERINE BOLTON	0.00	0.00	0.00	-80.64
08/10/2020	670	DEV003	DEVON COUNTY	250.00	0.00	250.00	250.00
15/10/2020	674	FRI001	FRI001	34.22	0.00	34.22	34.22
15/10/2020	675	AMA001	AMA001	17.11	0.00	17.11	17.11
15/10/2020	699	HAY001	HAYWARD	17.11	0.00	17.11	17.11
15/10/2020	701	MCM001	MCMULLAN	51.33	0.00	51.33	51.33
15/10/2020	703	ANG001	V ANGELL	17.11	0.00	17.11	17.11
15/10/2020	705	BRIG001	KERRI-ANN BRIGGS	17.11	0.00	17.11	17.11
15/10/2020	706	WOO001	WOOD	17.11	0.00	17.11	17.11
15/10/2020	707	WOO001	WOOD	17.11	0.00	17.11	17.11
15/10/2020	708	DAW001	DAWES	17.11	0.00	17.11	17.11
15/10/2020	713	GOO001	KEITH GOODWIN	17.11	0.00	17.11	17.11
15/10/2020	714	ROW001	ROWLAND	17.11	0.00	17.11	17.11
15/10/2020	715	TOO001	VIVIANO	17.11	0.00	17.11	17.11
15/10/2020	717	REA001	L READ	17.11	0.00	17.11	17.11
15/10/2020	718	LET001	LETEREN	17.11	0.00	17.11	17.11
15/10/2020	719	HED001	P HEDGES	17.11	0.00	17.11	17.11
15/10/2020	725	GAR001	WILLIAM GARLIC	17.11	0.00	17.11	17.11
15/10/2020	726	VER001	LINDA VERRAN-SMITH	17.11	0.00	17.11	17.11
15/10/2020	727	JESS001	JESSICA HARFORD-REES	17.11	0.00	17.11	17.11
15/10/2020	731	VER001	LINDA VERRAN-SMITH	17.11	0.00	17.11	17.11
15/10/2020	733	KUJ001	KUJAWSKI	17.11	0.00	17.11	17.11
15/10/2020	738	CHA002	CHAMBERS	17.11	0.00	17.11	17.11
15/10/2020	744	JOU001	JOULE	17.11	0.00	17.11	17.11
15/10/2020	745	HAL004	HALLET	17.11	0.00	17.11	17.11
15/10/2020	747	LLO001	LLOYD-DAVIS	17.11	0.00	17.11	17.11
15/10/2020	759	MOOK001	MOOKHAM-BIRCH	17.11	0.00	17.11	17.11
15/10/2020	764	TUC002	TUCKLEY	34.22	0.00	34.22	34.22
TOTAL INVOICES				763.30	0.00	763.30	682.66

**Bank Reconciliation Statement as at 03/11/2020
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	418,034.93
			<u>418,034.93</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			418,034.93
<u>Receipts not Banked/Cleared (Plus)</u>			
26/10/2020 Denham		17.11	
28/10/2020 Ashley		34.22	
30/10/2020 Strapp		17.11	
30/10/2020 Wills		17.11	
			<u>85.55</u>
			418,120.48
		Balance per Cash Book is :-	418,233.28
		Difference Excluding Adjustments is :-	-112.80
<u>Adjustments to Reconciliation</u>			
11/09/2020 MSFTCD8210 Unidentified pymt-investigate		-112.80	
			<u>-112.80</u>
		Unreconciled Difference is :-	<u>0.00</u>

**Bank Reconciliation Statement as at 04/11/2020
for Cashbook 2 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/04/2020		98.22
			<hr/> 98.22
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			98.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			98.22
		Balance per Cash Book is :-	98.22
		Difference is :-	0.00

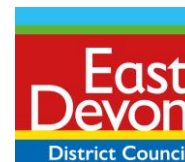
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Bank Reconciliation up to 04/11/2020 for Cashbook No 2 - Petty Cash

<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>
01/10/2020	CASH	1.09		1.09		R <input type="checkbox"/>	Tesco
06/10/2020	CASH	3.98		3.98		R <input type="checkbox"/>	WHSmith
06/10/2020	CASH	11.00		11.00		R <input type="checkbox"/>	Post Office
09/10/2020	CASH	1.50		1.50		R <input type="checkbox"/>	Co-op
12/10/2020	CASH	9.00		9.00		R <input type="checkbox"/>	Co-op
14/10/2020	CASH	9.00		9.00		R <input type="checkbox"/>	Jo Hemery
15/10/2020	CASH	1.50		1.50		R <input type="checkbox"/>	Co-op
16/10/2020	CASH	18.00		18.00		R <input type="checkbox"/>	Part Service Ltd
21/10/2020	CASH	1.50		1.50		R <input type="checkbox"/>	Co-op
21/10/2020	CASH	1.99		1.99		R <input type="checkbox"/>	WHSmith
		<u>58.56</u>	<u>0.00</u>				

Heads of Terms

Subject to Contract



Property name:	Water Bottle Refilling Station at West Walk Public Toilet
Property address:	West Walk Public Toilets, West Walk, Seaton
Case Reference	20/0133/LICONM
Licensor	East Devon District Council
Licensor address	Blackdown House, Border Road, Heathpark Industrial Estate, Honiton EX14 1EJ
Contact	Property Services
Email	property@eastdevon.gov.uk
Telephone	01395 571589
Licensee Details	
Name	Seaton Town Council
Address	Marshlands Centre, Harbour Road, Seaton EX12 2LT
Contact Name	Fred Pritchard-Tagg
Email	deputyclerk@seaton.gov.uk
Telephone	01297 21388
Licence Fees	
	£1 peppercorn per annum excl VAT (if demanded)
Free/half fee period	
	N/A
Licensee's initial works	
	Installation of water bottle refilling station on the external wall of the toilet building in a position to be agreed with the Council prior to installation. This shall include connections to the Council's water supply to the building.
Premium	
	Not applicable
Licence Term	
	5 years and then from year to year until determined by either party
Break clause	
Notice for exercising	3 months
When exercisable	At any time
Licensor, licensee or mutual	Mutual Break Option
Rent review frequency	
	Not applicable

Heads of Terms

Subject to Contract



Repairing obligations

Licensor

To be responsible for day to day maintenance of the unit, together with cleaning together with with any necessary inspection and testing regimes.

Alterations

The Licensee is not to make any alterations to the building without first obtaining the written approval of the Council.

Permitted use

As a free water bottle filling station for use by the general public

Dilapidations

At the end of the licence the licensee is to be responsible for removing the equipment and making good any damage caused to the building

Licensee to be responsible for Licensor's costs in preparing any dilapidations schedule and notice.

Indemnity

The Licensee shall keep the Licensor indemnified against all liabilities, expenses, costs (including but not limited to any solicitors' or other professionals' costs and expenses), claims, damages and losses (including but not limited to any diminution in the value of the Licensor's interest in the Property and loss of amenity of the Property) suffered or incurred by the Licensor arising out of or in connection with any breach of any licensee covenants in the licence, or any act or omission of the Licensee or their respective workers, contractors or agents or any other person on the Property with the actual or implied authority of any of them.

Utilities

Licensor to pay the cost of water supplied to the premises.

Other Conditions

The Licensee shall at all times during the term insure against all third party risks and claims that may arise in connection with the use and/or occupation of the demise with an insurance company previously approved in writing by the Licensor for a sum of not less than £5 million pounds in respect of any one claim.

The licensee shall retain ownership of the unit and shall be responsible for any replacement or removal of the unit.

The licensee is to be responsible for ensuring all statutory consents including planning and environmental health are complied with as part of the installation process.

Licensee not to do anything which would cause nuisance or annoyance to owners, tenants or occupiers of adjoining property.

The Licensor has not carried out any title investigation or due diligence and gives no warranty that other provisions may be required once investigated.

The licensee shall occupy the premises as a licensee only and no relationship of landlord and tenant shall be created by the agreement.

The licensee is to be responsible for the cost of providing the equipment and making any necessary connections together with the cost of making good any damage caused by the installation.

Legal costs

Each party to bear their own legal costs incurred in this matter

Heads of Terms

Subject to Contract

**Licensor's solicitors**

Legal Services, East Devon District Council, Blackdown House, Border Road, Heathpark Industrial Estate
Honiton EX14 1EJ

Licensee's solicitors

To be confirmed

NO CONTRACT

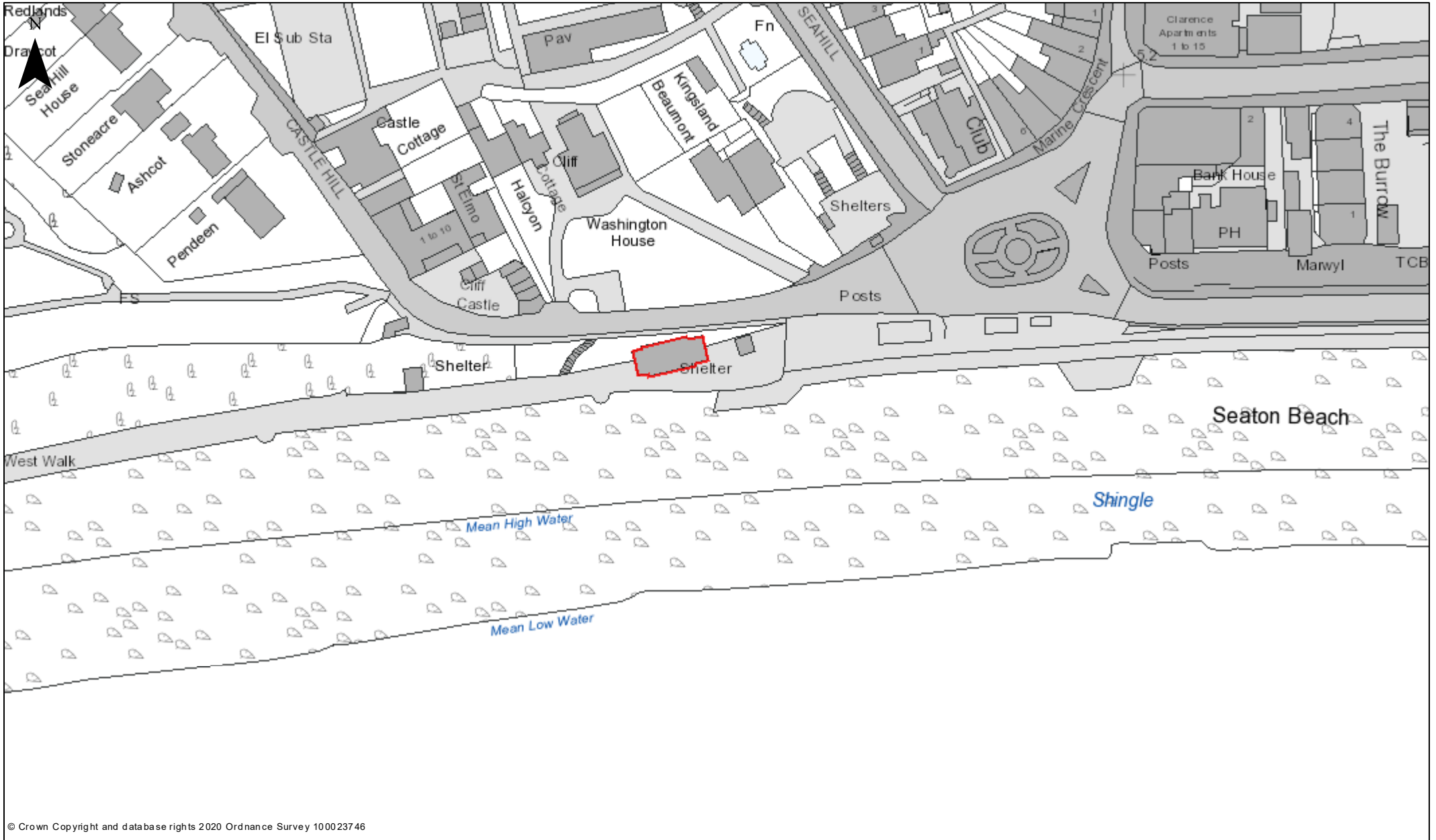
These Heads of Terms are Subject to Contract

If you would like to proceed on the terms set out in this document, please sign below:

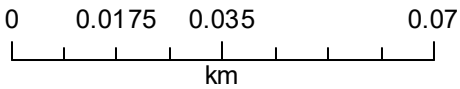
_____ **Date** _____

Name in block capitals _____

West Walk Public Toilets



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1:1,250

Map Tile: SY2489NW Full Reference: SY24382 89840



UNDERFLEET

INSPECTED BY: Phil Tuckley

DATE: 9th November 2020

FINISH TIME: 11.45am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND		No Hazard
GOAL NET X2 POSTS	Uneven ground	Monitor
CYCLOPS (SPIN NET)		No Hazard
TITAN (ROTARY)	Chain wear on tilted seat, uneven ground / matting and hole in matting, slight wear to 'D' Shackle	Monitor all issues
SPIDERS WEB		No Hazard
CLIMBING WALL		No Hazard
DINO (ZIP WIRE)	Uneven ground and matting	Monitor
NEXUS VIPER (ROPE SWING)	Uneven ground and hole in matting	Monitor
WILLY JEEP	Rusty springs	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
GAPING GHYLL	Artificial grass is worn away on the corner	Monitor
LOPING BALANCE WEAVE		No Hazard
WALK/STRETCH POSTS		No Hazard
NET TUNNEL		No Hazard
6M NET PYRAMID	Wear to 3rd rope from the top	Monitor wear to added tape on rope
CIRCUS TRAMPOLINE		No Hazard
LANDSCAPE TUNNEL	Path worn at the slope of the base	Monitor and fill when required
UNIMINI KERRA (TODDLER UNIT)	Slight rust and peeling paint	Monitor
LILLIE BASKET (SWING BASKET)	Movement in new joints and loose posts	HAGS have agreed to replace parts, waiting to hear from them regarding a d
ROTY INCLUSIVE ROUNDABOUT		No Hazard

EQUIPMENT	HAZARD	RECOMMENDED ACTION
BENCH ON MOUND		No Hazard
2.4 SLEEPER BENCH X 3		No Hazard
DINSOSAUR RIBCAGE WALKWAY ARCH		No Hazard
GATES X 2		No Hazard
FENCE		No Hazard
BOULDER SEATS		No Hazard
PATH	Wear at base of slope	Monitor & fill when required
TREES	Some dead wood	Monitor and remove when needed

ELIZABETH ROAD PLAY AREA

INSPECTED BY: Phil Tuckley

DATE: 9th November 2020

FINISH TIME: 10.30

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets very hot in strong sunlight	Monitor wear to written warning notice
ROUNABOUT	Gap underneath too large as per RoSPA report. Also rubber crumb wear and shrinkage	Monitor all issues
FOOTBALL GOAL		No hazard
GAMES AREA	Backboard de-graded	Monitor
MULTIPLAY	Chain link notching and slight rust	Monitor
TODDLER MULTI		No hazard
PICNIC TABLES	Some rot, decay and broken wood	Monitor and eventually replace. Hester getting quotes.
BENCHES	Some cracking and decay.	Monitor
GATES X 3		No hazard

EQUIPMENT	HAZARD	RECOMMENDED ACTION
ROCKING HORSE	Gap underneath too large as per RoSPA report.	Monitor
SPINNING UNIT (TITAN)	Worn rubber crumb, slight wear to chain link on tilted seat.	Monitor all issues
TODDLER 1 BAY-2 SEAT	Rubber crumb shrinkage and some wear	Monitor all issues
JUNIOR 1 BAY 2 SEAT	D' Shackle / chain link wear. Rubber crumb shrinkage and wear.	Monitor all issues
SWING NET	D' Shackle / chain link wear. Rubber crumb shrinkage and wear.	Monitor all issues
SLIDE	Hole in matting	Monitor
FENCE		No hazard
WOODEN GUARDS	Some rot and decay	Monitor
PATH		No hazard
TREES	Oak Tree in school grounds listed in tree survey.	Monitor for loose branches or damaged limbs



Picnic Table Prices November 2020

The Noticeboard Company

Raga Picnic Table – mahogany or oak panels with steel framework, choice of colours

Un-assembled

£1,155 plus £10 delivery plus Vat

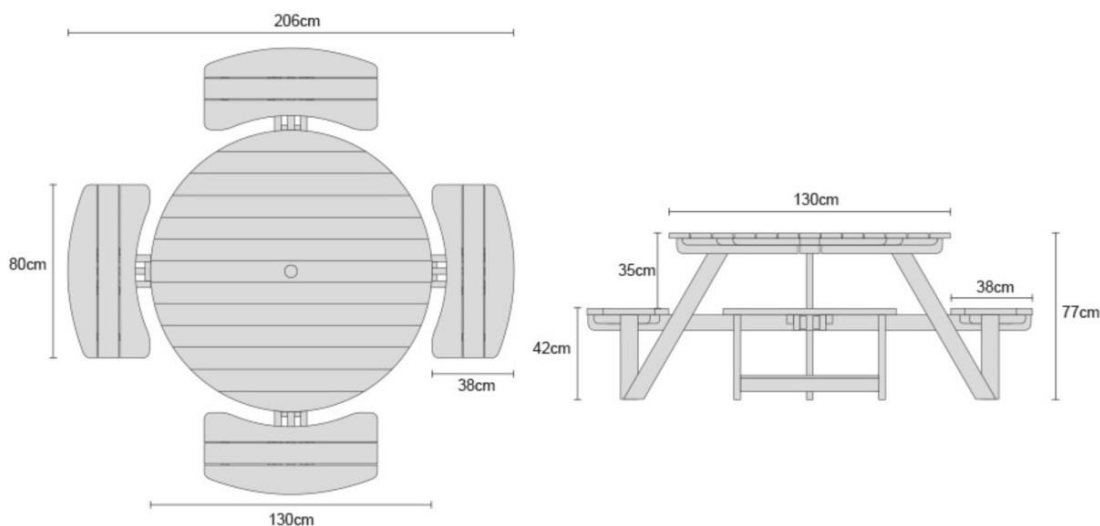
This item is made to order and therefore non-returnable

(No picture available as bespoke made to order)

Nature's Design

Heavy duty Teak bespoke picnic tables in circular or rectangular. Partly assembled.

£995 each plus £125 delivery and VAT



Mole Valley Farmers Store – Cullompton

Forest Green Large Wooden Picnic Table

Un-assembled – natural timber - £165.83 plus Vat. Collection only.



Mole Valley Farmers Store – Cullompton

Rectangular Picnic Table, basic model, un-assembled. £154.17 plus Vat. Collection only.



Mole Valley Farmers Store – Cullompton

Hutton Round Table £232.50 plus Vat, seats eight people. Un-assembled. Collection only.

