



NOTICE OF REMOTE MEETING

Finance & General Purposes Committee Meeting

Monday 14th December 2020

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

9th December 2020

Dear Councillor

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee on Monday, 14th December 2020 at 5.45pm**. 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: 946 9033 4205
- Passcode: 679617

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 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.

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 16th November 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 to 30 November 2020

It is **RECOMMENDED** that Members:

- approve payments & receipts
- note outstanding unpaid invoices

20/F&GP/06

Bank reconciliation

It is **RECOMMENDED** that Members approve the bank reconciliation to 30 November 2020

20/F&GP/07

Petty cash reconciliation

It is **RECOMMENDED** that Members approve the petty cash reconciliation to 30 November 2020

20/F&GP/08

Budget and Precept 2021/2022

To consider the draft budget for 2021/22 and agree a recommendation for budget and precept to Council for approval



**Minutes of the Finance & General Purposes Committee Meeting
on Monday, 16th November 2020**

Present:

Chairman: Cllr. D Ledger

Councillors: K Beer, E Bowman, D Haggerty, J Russell, C Wood & A Singh

In attendance: Town Clerk

35. Apologies for absence

Apologies for absence were received from Cllr Hartnell.

36. Declarations of Interest

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

37. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 19 October 2020.
(moved Cllr Beer, seconded Cllr Haggerty)

38. Public Question Time

No members of the public were present.

39. Payments, receipts & unpaid invoices

Members received a report of payments, income and unpaid invoices as at 31 October 2020 and **RESOLVED** to:

- ratify the schedule of payments up to 31 October, as already approved under the Council's Scheme of Delegations
 - note the receipts up to 31 October 2020
 - note the outstanding unpaid invoices as at 31 October 2020
- (moved Cllr Beer, seconded Cllr Singh)

40. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 31 October 2020, to be signed by Cllr Ledger when he next met with the Town Clerk
(moved Cllr Singh, seconded Cllr Haggerty)

41. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 31 October 2020, to be signed by Cllr Ledger when he next met with the Town Clerk

(moved Cllr Singh, seconded Cllr Haggerty)



42. Water Refill Station

Members considered heads of terms document produced by EDDC for the installation and maintenance of the water refill station on West Walk and **RESOLVED** to authorise the town clerk to agree the heads of terms and to arrange for the signing of the licence in line with the Council's standing orders.

(moved Cllr Haggerty, seconded Cllr Beer)

43. Play Park Inspections

Members received the play park inspection reports **RESOLVED** to:

- note the reports
- approve the purchase of three picnic benches for Elizabeth Road Play Park – 2 rectangular and 1 round at a cost of £564 + VAT

(moved Cllr Beer, seconded Cllr Bowman)

44. Budget and Precept 2021/2022

Members considered in detail the revised draft budget for 2021/22 (spreadsheet 13 November 2020 v.3) and agreed various adjustments. The draft spreadsheet would be updated to reflect these adjustments and the clerk advised that the tax base figure for 2021/22 would be available from EDDC in early December 2020. The budget would therefore be brought back to the December meeting of this committee for any final adjustments to be made in order for a recommendation to be made to Council in January 2021

(moved Cllr Haggerty, seconded Cllr Singh)

Confidential Items

45. Tourist Information Services

Members considered the recent email from Devon Wildlife Trust confirming that Seaton Jurassic would be closed from 5 November until further notice due to the latest lockdown measures and **RESOLVED** to pay the agreed fees under the service level agreement in full until the end of the financial year, with a meeting of the TIC Working Group to be organised as soon as practicable to review the service level agreement and provision of tourist information services generally in the town.

(moved Cllr Wood, seconded Cllr Haggerty)

46. Town Hall Maintenance

Members noted the report on the condition of the town hall external doors which were, in the opinion of the service engineer, beyond economic repair and **RESOLVED** to authorise the Town Clerk to arrange for the replacement of the external town hall door at a cost not exceeding £5,200, having first obtained two additional quotations.

(moved Cllr Ledger, seconded Cllr Beer)



SEATON TOWN COUNCIL

Marshlands Centre, Harbour Road, Seaton EX12 2LT
admin@seaton.gov.uk 01297 21388 www.seaton.gov.uk

Town Mayor Cllr Ken Beer

Town Clerk Julia Mutlow

Meeting closed at 8.40pm

Chairman: _____

Date: _____

Invoice Date	Invoice No	A/c Code	A/c Name	Net Value	VAT	Invoice Total	Balance
08/10/2020	670	DEV003	DEVON COUNTY	250.00	0.00	250.00	250.00
15/10/2020	703	ANG001	V ANGELL	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	718	LET001	LEATHEREN	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	727	JESS001	JESSICA HARFORD-REES	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	747	LLO001	LLOYD-DAVIS	17.11	0.00	17.11	17.11
TOTAL INVOICES				386.88	0.00	386.88	386.88

Time: 16:07

Bank Reconciliation up to 30/11/2020 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
26/10/2020	Denham		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/10/2020	Ashley		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/10/2020	Courts		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/10/2020	Strapp		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/10/2020	Wills		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/11/2020	DC	84.00		84.00		R <input checked="" type="checkbox"/>	High Speed Training
02/11/2020	BACS	78.18		78.18		R <input checked="" type="checkbox"/>	K's Cleaning
02/11/2020	BACS1	19.82		19.82		R <input checked="" type="checkbox"/>	Abbots
02/11/2020	Warters		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/11/2020			17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/11/2020	TRANSFER	500.00		500.00		R <input checked="" type="checkbox"/>	Tristan Connell
04/11/2020	TRANSFER	194.50		194.50		R <input checked="" type="checkbox"/>	Simply Kitchens & Bathrooms
04/11/2020	BACS	197.52		197.52		R <input checked="" type="checkbox"/>	Safeguard Fire & Security
04/11/2020	bacs	390.96		390.96		R <input checked="" type="checkbox"/>	Stephanie Jones
04/11/2020	BACS	858.64		858.64		R <input checked="" type="checkbox"/>	Harcombe Engineering
04/11/2020	BACS1	111.60		111.60		R <input checked="" type="checkbox"/>	Safeguard Fire & Security
04/11/2020	BACS2	118.80		118.80		R <input checked="" type="checkbox"/>	Safeguard Fire & Security
04/11/2020	BACS4	2,100.00		2,100.00		R <input checked="" type="checkbox"/>	Devon Wildlife Services
04/11/2020	BACS5	49.20		49.20		R <input checked="" type="checkbox"/>	Grenke Leasing Ltd
04/11/2020	BACS7	889.54		889.54		R <input checked="" type="checkbox"/>	East Devon District Council
04/11/2020	bacs8	231.82		231.82		R <input checked="" type="checkbox"/>	British Gas Lite
04/11/2020	DC	50.00		50.00		R <input checked="" type="checkbox"/>	Tower Services (Seaton) Ltd
04/11/2020	BACS	142.50		142.50		R <input checked="" type="checkbox"/>	Roger Dyer Pat Testing Service
04/11/2020	Harrison		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/11/2020	BACS	67.50		67.50		R <input checked="" type="checkbox"/>	K's Cleaning
06/11/2020	BT-refund		129.57	129.57		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/11/2020	Amato		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/11/2020	Gowler-CFG		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/11/2020	Wood/Grego		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/11/2020	Tuckley		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/11/2020	Friedrich		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/11/2020	M.Bolton		201.70	201.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/11/2020	17.11		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/11/2020	Hallett		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/11/2020	Goodwin		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/11/2020	TNSFR	109.86		109.86		R <input checked="" type="checkbox"/>	Andrew Gwyn Davies
16/11/2020	TNSFR	511.20		511.20		R <input checked="" type="checkbox"/>	Lubbe & Sons (Bulbs) Ltd
16/11/2020	DD	335.51		335.51		R <input checked="" type="checkbox"/>	Gazprom Energy
16/11/2020	BACS3	120.00		120.00		R <input checked="" type="checkbox"/>	Blaze Concepts Lts
16/11/2020	BACS	90.00		90.00		R <input checked="" type="checkbox"/>	Seaton & District Window Clean
16/11/2020	STC007	37.50		37.50		R <input checked="" type="checkbox"/>	K's Cleaning
16/11/2020	BACS	25.26		25.26		R <input checked="" type="checkbox"/>	Viking Stationery
16/11/2020	BACS1	17,999.22		17,999.22		R <input checked="" type="checkbox"/>	East Devon District Council
16/11/2020	Rental		536.75	536.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked









Bank Reconciliation up to 30/11/2020 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>
18/11/2020	BACS	1,766.40		1,766.40		R <input checked="" type="checkbox"/>	Washware Essentials Ltd
20/11/2020	Joule		34.22	34.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/11/2020	Rental		230.07	230.07		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/11/2020	EDF Refund			48.80	-48.80	<input type="checkbox"/>	EDF Refund-Christmas Lights
23/11/2020	Briggs		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/11/2020	Chambers		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/11/2020	McMullan		51.33	51.33		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/11/2020	Rowland		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/11/2020	BACS	57.60		57.60		R <input checked="" type="checkbox"/>	Talk Talk
27/11/2020	Read		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/11/2020	Hayward		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/11/2020	DD	98.32		98.32		R <input checked="" type="checkbox"/>	Copycare Ltd
30/11/2020	V. To		17.11	17.11		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/11/2020	Rent-KB		233.33	233.33		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/11/2020	Rent - KB		152.69	152.69		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>27,235.45</u>	<u>2,131.63</u>				

**Bank Reconciliation Statement as at 30/11/2020
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	392,979.91
			<u>392,979.91</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			392,979.91
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			392,979.91
		Balance per Cash Book is :-	393,043.91
		Difference Excluding Adjustments is :-	-64.00
<u>Adjustments to Reconciliation</u>			
11/09/2020 MSFTCD8210 Unidentified pymt-investigate		-112.80	
23/11/2020 EDF Refund EDF Refund-Christmas Lights		48.80	
			<u>-64.00</u>
		Unreconciled Difference is :-	<u>0.00</u>

Bank Reconciliation up to 30/11/2020 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>
02/11/2020	CASH	1.02		1.02		R 	WHSmith
02/11/2020	CASH	1.02		1.02		R 	WHSmith
03/11/2020	CASH	0.90		0.90		R 	Co-op
03/11/2020	CASH	0.90		0.90		R 	Co-op
10/11/2020	CASH	7.50		7.50		R 	Post Office
13/11/2020	CASH	1.64		1.64		R 	Post Office
17/11/2020	CASH	45.00		45.00		R 	Royal British Legion
18/11/2020	CASH	7.50		7.50		R 	Post Office
		<u>65.48</u>	<u>0.00</u>				

**Bank Reconciliation Statement as at 30/11/2020
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		32.74
			<u>32.74</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			32.74
		Balance per Cash Book is :-	32.74
		Difference is :-	0.00