



**Finance & General Purposes Committee Meeting  
Monday, 19th October 2020**

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

**14<sup>th</sup> October 2020**

**Dear Councillor**

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee on Monday, 19<sup>th</sup> October 2020 at 5.30pm**. 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 onto [www.zoom.us](http://www.zoom.us)

Click on: 'Join Meeting' and then enter:

- Meeting ID: 987 8364 5017
- Passcode: 457437

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**

- |                       |   |
|-----------------------|---|
| <b>20/F&amp;GP/01</b> | <b>Apologies for absence</b>  |
| <b>20/F&amp;GP/02</b> | <b>Declaration of interest</b><br>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 |
| <b>20/F&amp;GP/03</b> | <b>Minutes of the previous meeting</b>  |



To approve the minutes of the Finance & General Purposes Committee meeting held on Wednesday 22<sup>nd</sup> July 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 September 2020

It is **RECOMMENDED** that Members:

- ratify payments & receipts
- note outstanding unpaid invoices

**20/F&GP/06****Bank Reconciliation**

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

**20/F&GP/07****Petty Cash Reconciliation**

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

**20/F&GP/08****Support for Seaton Jurassic**

To consider a request from Devon Wildlife Trust for financial support towards the proposed extension to Seaton Jurassic

**20/F&GP/09****Review of earmarked reserves**

To review the Council's earmarked reserves. It is **RECOMMENDED** that Members approve the following adjustments to earmarked reserves:

<b>EMR</b>	<b>Detail</b>	<b>Action</b>	<b>Amount</b>
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



**20/F&GP/10**

**Budget and Precept 2021/22**

To note the budget to date and commence planning the budget for the 2021/22 financial year in order to enable a recommendation to be made to Council at its meeting on 7 December 2020 on the final budget and precept

**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 include information that is potentially commercially sensitive.

**20/F&GP/11**

**Marshlands**

**20/F&GP/11**

**Shop Fronts Grants Scheme**

**Bank Reconciliation Statement as at 30/09/2020  
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	462,469.96
			<u>462,469.96</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
30/09/2020 DC	Tower Services (Seaton) Ltd	50.00	
			<u>50.00</u>
			462,419.96
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			462,419.96
		<b>Balance per Cash Book is :-</b>	<b>462,532.76</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>-112.80</b>
<b><u>Adjustments to Reconciliation</u></b>			
11/09/2020 MSFTCD8210	Unidentified pymt-investigate	-112.80	
			<u>-112.80</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>



## Minutes of the Remote Finance & General Purposes Committee Meeting on Wednesday, 22<sup>nd</sup> July 2020

### Present:

**Chairman:** Cllr. D Ledger

**Councillors:** K Beer, J Russell, A Singh M Hartnell & D Haggerty

**In attendance:** Town Clerk

### 9. Apologies for absence

Apologies for absence received from Cllr Bowman as he was away and it was noted that Cllr Rowland was not present due to his resignation from the Town Council earlier in the day

### 10. Declarations of Interest

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

### 11. Minutes of the previous meeting

Members **RESOLVED** to agree the minutes of the Finance and General Purposes meeting held on Tuesday 16 June 2020.  
(moved Cllr Beer; seconded Cllr Haggerty)

### 12. Public Question Time

No questions were asked by members of the public.

### 13. Payments, Receipts & Unpaid Invoices

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

- ratify the schedule of payments up to 30 June 2020 as already approved under the Council's Scheme of Delegations;
- noted the receipts up to 30 June 2020; and
- noted the outstanding unpaid invoices as at 30 June 2020  
(moved Cllr Hartnell; seconded Cllr Singh)

### 14. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 30 June 2020  
(moved Cllr Haggerty; seconded Cllr Singh)

### 15. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 30 June 2020  
(moved Cllr Beer; seconded Cllr Haggerty)



## 16. Review banking arrangements and authorised signatories

Members **RESOLVED** to:

1. approve the Council's ongoing banking arrangements including the continued authorisation of the Town Clerk as Service Administrator for the purposes of internet banking for payments up to £2,100
2. approve the ongoing authorisation of Cllrs. Beer, Ledger, Singh and the Town Clerk and in addition Cllr Hartnell as the Council's authorised signatories and to remove Cllr Rowland as a signatory as he was no longer a councillor (moved Cllr Beer; seconded Cllr Haggerty)

## 17. Review of the Committee Terms of Reference

Members **RESOLVED** to recommend the updated terms of reference for this Committee for adoption by Council at its next meeting.  
(moved Cllr Beer; seconded Cllr Singh)

## 18. Budget Review – 2020/21 Q.1

Members **RESOLVED** to note the budget to date, including variances  
(moved Cllr Beer; seconded Cllr Hartnell)

## 19. Vote of Thanks

Cllr Ledger, as Chairman of the Committee, asked that the Council's thanks to Cllr Rowland for all he had done for the town be formally noted and a letter would be sent to him by the Mayor on behalf of Seaton Town Council.

## Confidential Items

The Chairman moved and the Committee **RESOLVED** that in accordance with the Council's Standing Order 3 (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 confidential information.

## 20. Consideration of request by Gateway Theatre

Members received an update from Cllr. Hartnell, who had attended a meeting of the trustees of the Gateway on the 21 July as a representative of the Council.

He reported that it had been a positive and informative meeting and that he would be content to attend future meetings in a similar capacity, as requested by the Gateway. It was proposed that, whilst no immediate intervention was needed by the Council, he felt it would be helpful to monitor the situation and keep the Council updated on the Gateway's position at its monthly Finance & General Purposes meetings.

Members therefore **RESOLVED**:

1. to note Cllr. Hartnell's update on the Gateway





2. to add a standing item to provide an update on the Gateway's position to each agenda of this committee
3. that Cllr Hartnell should continue to attend meetings of the Gateway's trustees on behalf of the Council and monitor the position, for as long as the trustees were agreeable to this

(moved Cllr Hartnell; seconded Cllr Haggerty)

## 21. Review of payments regarding Tourist Information Services

Members received an update from Cllr Beer as to the discussions he had had with Seaton Jurassic regarding the very limited provision of TIC services during the shutdown of the building due to the pandemic. The Town Clerk outlined to Members the provisions of the service level agreement between Devon Wildlife Services and the Council.

Whilst the service provided under the service level agreement since late March had fallen below what had been agreed, Members recognised and acknowledged that this was due to the unprecedented challenges presented by the global pandemic and no criticism was intended of Seaton Jurassic as the Council's partner in providing TIC services.

However, the Council had a duty to account for its expenditure to the public and Members, after lengthy discussions, Members took the view that they could not justify making payments to DWS for the period during which the TIC had been closed. It was noted that Seaton Jurassic would re-open on 24 July.

Members therefore **RESOLVED** that no payments would be made for the first quarter (April to June), 50% of the monthly fee would be paid for July to reflect the reopening of the service on 24 July and full payments would resume, as from 1 August, as long as TIC services were open and available 7 days a week as required under the service level agreement.

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

(moved Cllr Hartnell; seconded Cllr Beer)

Meeting closed at 6.15pm

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_





# PETTY CASH RECONCILIATION

Petty Cash: **September 2020**

Cash Brought Forward & Top Ups	
Cash Balance b/f as at 1.9.2020	95.85
Top Up - 9.9.2020	150.00
<b>TOTAL</b>	<b>£245.85</b>

September Vouchers	
WHSmith £3.37	Akermans £10.24
WHSmith £2.01	Co-op £10.89
Cllr Beer (Netgear) £20.65	Cllr Beer (Case-regalia) £7.99
Home Bargains £ 5.46	Tesco £23.03
Post Office £0.76	Co-op £0.90
Co-op £1.42	WHSmith £2.35
<b>Total Vouchers = £ 89.07</b>	

Cash Balance at 30 September 2020	
£20	100.00
£10	20.00
£5	30.00
£2	2.00
£1	3.00
50p	1.00
20p	0.20
10p	0.30
5p	0.20
2p	-
1p	0.08
<b>Total Cash Balance</b>	<b>£ 156.78</b>

**TOTAL (cash + vouchers) = £245.85**

Completed by *[Signature]* (Town Clerk)

Checked by *[Signature]* (Other Officer)

Date 30/9/2020

Councillor *[Signature]*

Date 1/10/2020

Time: 16:56

## Bank Reconciliation up to 30/09/2020 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/07/2020	Refund		-21.00	-21.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/09/2020	DD	793.00		793.00		R <input checked="" type="checkbox"/>	East Devon District Council
01/09/2020	DD-Sept	49.20		49.20		R <input checked="" type="checkbox"/>	Grenke Leasing Ltd
01/09/2020	DD-Sept20	251.17		251.17		R <input checked="" type="checkbox"/>	British Gas Lite
01/09/2020	DC	210.00		210.00		R <input checked="" type="checkbox"/>	Event Hire Solutions
01/09/2020	DD	130.00		130.00		R <input checked="" type="checkbox"/>	Harcombe Engineering
01/09/2020	Precept		168,991.00	168,991.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/09/2020	BACS	39.73		39.73		R <input checked="" type="checkbox"/>	Bradforads Building Supplies
02/09/2020	O/LINE	1,259.17		1,259.17		R <input checked="" type="checkbox"/>	Scalwell Lane Nursery
02/09/2020	BACS20/21	144.00		144.00		R <input checked="" type="checkbox"/>	Vision ICT
02/09/2020	TNSFR	1,250.00		1,250.00		R <input checked="" type="checkbox"/>	Seaton Open Air Cinema
02/09/2020	BACS	44.54		44.54		R <input checked="" type="checkbox"/>	Abbots
02/09/2020	BACS	92.64		92.64		R <input checked="" type="checkbox"/>	South West Water Business
07/09/2020	Rent		85.03	85.03		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/09/2020	TNSFR	390.00		390.00		R <input checked="" type="checkbox"/>	Blackbeam
08/09/2020	TNSFR	53.44		53.44		R <input checked="" type="checkbox"/>	Andrew Gwyn Davies
08/09/2020	BACS	70.99		70.99		R <input checked="" type="checkbox"/>	Bradforads Building Supplies
08/09/2020	BACS	90.00		90.00		R <input checked="" type="checkbox"/>	Seaton & District Window Clean
09/09/2020	BACS	-0.10		-0.10		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
09/09/2020	MATCH	-0.20		-0.20		R <input checked="" type="checkbox"/>	Gazprom Energy
10/09/2020	Petty Cash	150.00		150.00		R <input checked="" type="checkbox"/>	Petty Cash
11/09/2020	MSFTCD8210			112.80	-112.80	<input type="checkbox"/>	Unidentified pymt-investigate
11/09/2020	TRANSFER	83.94		83.94		R <input checked="" type="checkbox"/>	Andrew Gwyn Davies
11/09/2020	DC	40.00		40.00		R <input checked="" type="checkbox"/>	Just Flowers
16/09/2020	CASH	-23.03		-23.03		R <input checked="" type="checkbox"/>	Tesco
16/09/2020	CASH	23.03		23.03		R <input checked="" type="checkbox"/>	Tesco
21/09/2020	BACS	144.00		144.00		R <input checked="" type="checkbox"/>	Blackbeam
21/09/2020	BACS	390.00		390.00		R <input checked="" type="checkbox"/>	Blackbeam
21/09/2020	DD	126.92		126.92		R <input checked="" type="checkbox"/>	Gazprom Energy
21/09/2020	BACS	40.85		40.85		R <input checked="" type="checkbox"/>	Bradforads Building Supplies
21/09/2020	BACS	118.90		118.90		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
21/09/2020	TNSFR	18.16		18.16		R <input checked="" type="checkbox"/>	Amber House of Colour
21/09/2020	TNSFR	77.00		77.00		R <input checked="" type="checkbox"/>	Coastal Creative Crafts
21/09/2020	Rental		230.07	230.07		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/09/2020	BACS	350.00		350.00		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
22/09/2020	BACS	99.96		99.96		R <input checked="" type="checkbox"/>	Viking Stationery
22/09/2020	BACS2	1,259.17		1,259.17		R <input checked="" type="checkbox"/>	Scalwell Lane Nursery
22/09/2020	BACS3	1,140.00		1,140.00		R <input checked="" type="checkbox"/>	SW Signs Sherborne Ltd
23/09/2020	Allot Fee		18.68	18.68		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/09/2020	Rental		466.66	466.66		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/09/2020	BACS	231.60		231.60		R <input checked="" type="checkbox"/>	Filmbank Distribution Ltd
25/09/2020	TNSFR	12,911.78		12,911.78		R <input checked="" type="checkbox"/>	STC Employees
28/09/2020	DD	206.36		206.36		R <input checked="" type="checkbox"/>	British Gas Lite
28/09/2020	DD	38.44		38.44		R <input checked="" type="checkbox"/>	Talk Talk
28/09/2020	DC	129.57		129.57		R <input checked="" type="checkbox"/>	BT Business Direct
28/09/2020	EDF Refund		6.00	6.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/09/2020	DD	84.00		84.00		R <input checked="" type="checkbox"/>	Thomas Westcott Chartered Acco
30/09/2020	DD-1	43.61		43.61		R <input checked="" type="checkbox"/>	Copycare Ltd

Time: 16:56

**Bank Reconciliation up to 30/09/2020 for Cashbook No 1 - Treasurer's Account**

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<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>
30/09/2020	DC	50.00			50.00	<input type="checkbox"/>	Tower Services (Seaton) Ltd
		<u>22,601.84</u>	<u>169,776.44</u>				

**Earmarked Reserves**

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Beachfront Mgmt Plan	10,000.00		10,000.00
321 EMR Seafront Enhancemnt Scheme	62,834.00		62,834.00
322 EMR General Contingency	0.00		0.00
323 EMR Moridunum Art Project	0.00		0.00
324 EMR Neighbourhood Plan	0.00		0.00
325 EMR Interpretation Boards	0.00		0.00
326 EMR Labyrinth Upgrade	0.00		0.00
327 EMR Marshlands Work Hub	0.00		0.00
328 EMR Marshlands Mainten. Fund	5,000.00		5,000.00
329 EMR Marshlands Long Term-DNU	0.00		0.00
330 EMR Town Hall Maintenance Fund	13,148.00		13,148.00
331 EMR CIL Funding	15,705.93	800.73	16,506.66
332 EMR Vehicle Replacement Fund	6,532.00		6,532.00
333 EMR Allotments	3,000.00		3,000.00
334 EMR Bus Shelters	2,800.00		2,800.00
335 EMR Seaton Down Car Park	5,000.00		5,000.00
336 EMR Staffing Contingency	9,480.00		9,480.00
337 EMR Air Ambulance Lights	3,000.00		3,000.00
	<b><u>136,499.93</u></b>	<b><u>800.73</u></b>	<b><u>137,300.66</u></b>