

## **NOTICE OF MEETING**

### **Finance & General Purposes Committee Meeting Monday 15th November 2021**

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

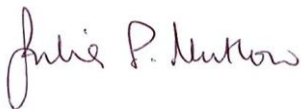
**9<sup>th</sup> November 2021**

**Dear Councillor,**

You are hereby summoned to attend the above meeting to be held on **Monday, 15<sup>th</sup> November at 6pm or immediately after the Planning Committee, whichever is the earliest**, at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

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**

- |                       |  |
|-----------------------|--|
| <b>21/F&amp;GP/01</b> | <b>Apologies for absence</b>   |
| <b>21/F&amp;GP/02</b> | <b>Declaration of Interests</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>21/F&amp;GP/03</b> | <b>Minutes of the previous meeting</b><br>To approve the minutes of the Finance & General Purposes Committee meeting held on Monday 18 <sup>th</sup> October 2021  |

**21/F&GP/04**

**Public Question Time**

To allow questions or reports from members of the public

**21/F&GP/05**

**Payments, receipts and unpaid invoices**

To consider schedule of payments, receipts and unpaid invoices to 31 October 2021

It is **RECOMMENDED** that Members:

- approve payments & receipts
- note outstanding unpaid invoices

**21/F&GP/06**

**Bank reconciliation**

It is **RECOMMENDED** that Members approve the bank reconciliation to 31 October 2021

**21/F&GP/07**

**Petty cash reconciliation**

It is **RECOMMENDED** that Members approve the petty cash reconciliation to 31 October 2021

**21/F&GP/08**

**Play Park Inspections**

To receive inspection reports on the Council's play parks

**21/F&GP/09**

**Budget Planning 2022/23**

To review the updated draft budget for 2022/23 and make such adjustments as Members consider appropriate to enable a recommendation on the final budget to be made to Council in December

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**Minutes of Finance & General Purposes Committee Meeting  
Monday 18 October 2021**

**Present:**

**Chairman:** Cllr. D Wright

**Councillors:** K Beer & D Ledger

**In attendance:** Town Clerk

**Public:** None

**Others:** Cllr Hartnell was in attendance but not a member of this committee.

**23. Apologies for absence**

Apologies for absence were received from Cllrs. Bowman, Singh and Wood.

**24. Declarations of Interest**

Cllr Ledger declared an interest as an East Devon District Councillor.

**25. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 20 September 2021.  
(moved Cllr. Beer, seconded Cllr. Ledger)

**26. Public Question Time**

None.

**27. Payments, receipts & unpaid invoices**

Members received a schedule of payments, receipts and outstanding invoices as at 30 September 2021 and **RESOLVED** to:

- ratify the schedule of payments, as already approved under the Council's Scheme of Delegations
- note the receipts (moved Cllr. Ledger, seconded Cllr. Beer)

**28. Bank Reconciliation**

Members **RESOLVED** to approve the bank reconciliation to 30 September 2021.  
(moved Cllr. Wright, seconded Cllr. Beer)

**29. Petty Cash Reconciliation**

Members **RESOLVED** to approve the petty cash reconciliation to 30 September 2021.  
(moved Cllr. Beer, seconded Cllr. Wright)

### **30. Grant Funding**

Members noted the update on external and grant funding.

### **31. Play Park Inspections**

Members noted the weekly play inspection reports and the fact that quotations were being sought from arboriculturists to conduct a 3-yearly inspection, as recommended by the arboriculturist at the 2019 inspection.

### **32. Budgetary Review & Planning 2022/23**

Members considered the draft budget (V.1) and **RESOLVED** that the adjustments listed below should be made and the amended budget be updated and brought to this Committee in November for final consideration and recommendation to Council:

- Art Trail – proposed budget to be increased to £4,000 and any 2021/22 budget remaining at the end of the financial year to be placed in an earmarked reserve.
- General Events – a general events budget to be set at £11,000 to cover all events including a Jubilee celebration, Seaton in Bloom, any events proposed by Promote Seaton and a fireworks event, if feasible.
- Grants – to remain at £10,000

(moved Cllr. Wright, seconded Cllr. Beer)

Meeting closed at 7.02pm

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




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

Time: 15:17

## Bank Reconciliation up to 01/11/2021 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>
30/09/2021	Microsoft			112.80	-112.80	<input type="checkbox"/>	Outstanding query
01/10/2021	DD	831.00		831.00		R <input checked="" type="checkbox"/>	East Devon District Council
01/10/2021	DD1	49.20		49.20		R <input checked="" type="checkbox"/>	Grenke Leasing Ltd
04/10/2021	BACS	14.00		14.00		R <input checked="" type="checkbox"/>	Hunt Trophies and Engraving
05/10/2021	Funct Room		126.00	126.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/10/2021	Funct Room		28.00	28.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/10/2021	DC	68.90		68.90		R <input checked="" type="checkbox"/>	Devon County Council
08/10/2021	Grant		2,951.00	2,951.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/10/2021	Funct Room		14.00	14.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/10/2021	CASH	7.64		7.64		R <input checked="" type="checkbox"/>	Tesco
11/10/2021	CASH	-7.64		-7.64		R <input checked="" type="checkbox"/>	Tesco
14/10/2021	DD	184.95		184.95		R <input checked="" type="checkbox"/>	British Gas Lite
14/10/2021	BACS	75.00		75.00		R <input checked="" type="checkbox"/>	K's Cleaning
14/10/2021	BACS1	50.00		50.00		R <input checked="" type="checkbox"/>	Tower Services (Seaton) Ltd
14/10/2021	BACS2	18.32		18.32		R <input checked="" type="checkbox"/>	South West Water Business
14/10/2021	BACS3	130.00		130.00		R <input checked="" type="checkbox"/>	Harcombe Engineering
14/10/2021	BACS4	190.34		190.34		R <input checked="" type="checkbox"/>	Marsden Direct Group
14/10/2021	BACS5	1,320.60		1,320.60		R <input checked="" type="checkbox"/>	Scalwell Lane Nursery
14/10/2021	DD	71.84		71.84		R <input checked="" type="checkbox"/>	Smartest Energy
14/10/2021	BACS	181.16		181.16		R <input checked="" type="checkbox"/>	Smartest Energy
20/10/2021	CASH	1.50		1.50		R <input checked="" type="checkbox"/>	Co-op
20/10/2021	CASH	-1.50		-1.50		R <input checked="" type="checkbox"/>	Co-op
21/10/2021	DC	247.98		247.98		R <input checked="" type="checkbox"/>	Specialised Canvas Services Lt
22/10/2021	BACS	300.00		300.00		R <input checked="" type="checkbox"/>	Alex Boon
22/10/2021	DC	1,055.42		1,055.42		R <input checked="" type="checkbox"/>	East Devon District Council
22/10/2021	BACS	22.20		22.20		R <input checked="" type="checkbox"/>	Devon Contract Waste Ltd
22/10/2021	BACS1	74.40		74.40		R <input checked="" type="checkbox"/>	Harcombe Engineering
22/10/2021	BACS2	90.00		90.00		R <input checked="" type="checkbox"/>	Seaton & District Window Clean
22/10/2021	BACS3	868.14			868.14	<input type="checkbox"/>	Jurassic Electrics Ltd
22/10/2021	BACS4	508.80		508.80		R <input checked="" type="checkbox"/>	Core Office IT
22/10/2021	BACS5	2,259.10		2,259.10		R <input checked="" type="checkbox"/>	Lighting & Illumination Tech E
22/10/2021	BACS6	613.44		613.44		R <input checked="" type="checkbox"/>	Lubbe & Sons (Bulbs) Ltd
22/10/2021	BACS7	401.00		401.00		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
22/10/2021	BACS8	932.31		932.31		R <input checked="" type="checkbox"/>	Festive Lights Ltd
22/10/2021	BACS	11,903.69		11,903.69		R <input checked="" type="checkbox"/>	East Devon District Council
22/10/2021	VAT Refund		3,602.30	3,602.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2021	Funct Room		14.00	14.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2021	Funct Room		21.00	21.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/10/2021	Funct Room		14.00	14.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2021	DD	62.40		62.40		R <input checked="" type="checkbox"/>	Talk Talk
26/10/2021	DD	0.05		0.05		R <input checked="" type="checkbox"/>	Talk Talk
26/10/2021	DC	349.00		349.00		R <input checked="" type="checkbox"/>	Audio Volt
26/10/2021	CIL Funds		1,226.77	1,226.77		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/10/2021	Funct Room		56.00	56.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/10/2021	BACS	1,800.00		1,800.00		R <input checked="" type="checkbox"/>	TOZERS SOLICITORS






**Bank Reconciliation up to 01/11/2021 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>
28/10/2021	BACS	105.07		105.07		R 	Copycare Ltd
29/10/2021	BACS	7,500.00		7,500.00		R 	East Devon District Council
29/10/2021	BACS1	216.19		216.19		R 	Viking Stationery
		<u>32,494.50</u>	<u>8,053.07</u>				

**Bank Reconciliation Statement as at 01/11/2021  
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	30/09/2021	0	483,890.98
			<u>483,890.98</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
22/10/2021   BACS3   Jurassic Electrics Ltd		868.14	
			<u>868.14</u>
			483,022.84
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			483,022.84
		<b>Balance per Cash Book is :-</b>	<b>483,135.64</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>-112.80</b>
<b><u>Adjustments to Reconciliation</u></b>			
30/09/2021   Microsoft   Outstanding query		-112.80	
			<u>-112.80</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

**Bank Reconciliation up to 01/11/2021 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>
05/10/2021	CASH	4.29		4.29		R 	Co-op
07/10/2021	CASH	14.00		14.00		R 	Andrew Gwyn Davies-Tesco
11/10/2021	CASH	7.64		7.64		R 	Tesco
20/10/2021	CASH	1.50		1.50		R 	Co-op
25/10/2021	CASH	1.02		1.02		R 	Harbour News
		<u>28.45</u>	<u>0.00</u>				



**Bank Reconciliation Statement as at 01/11/2021  
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	30/09/2021		138.96
			<u>138.96</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			138.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			138.96
		<b>Balance per Cash Book is :-</b>	<b>138.96</b>
		<b>Difference is :-</b>	<b>0.00</b>

## ELIZABETH ROAD PLAY AREA

## OPERATIONAL INSPECTION SHEET

INSPECTED BY: Phil TuckleyDATE: 8th November 2021FINISH TIME: 1.45pm

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunshine.	Check written warning regularly in the Summer
ROUNDAABOUT	Gap re: Rospa report, too large also rubber crumb shrinkage and wear.	Monitor all issues.
FOOTBALL GOAL	Net supports bent and rusty. Worn playing surface.	Monitor all issues.
GAMES AREA	No Hazard	Monitor
MULTIPLAY	Slight rust. Hole in matting. Chainlink notching.	Monitor all issues.
TODDLER MULTI	No Hazard	Monitor
PICNIC TABLES	No Hazard	Monitor
BENCHES	Some decay and cracks	Monitor
GATES X 3	No Hazard	Monitor
ROCKING HORSE	Gap underneath too large Re: Rospa report	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
SPINNING UNIT (TITAN)	Some wear to rubber crumb and D Shackle notching	Monitor all issues.
TODDLER 1 BAY-2 SEAT	Rubber crumb wear and shrinkage	Monitor
JUNIOR 1 BAY 2 SEAT	Wear to 'D' shackle and chain link. Rubber crumb shrinkage and wear	Monitor all issues.
SWING NET	Wear to 'D' shackle and chain link. Rubber crumb shrinkage and wear	Monitor all issues.
SLIDE	Hole in rubber matting	Monitor
FENCE	No Hazard	Monitor
WOODEN GUARDS	Some rot and decay.	Monitor
PATH	No Hazard	Monitor
TREES	Oak tree in school grounds mentioned in last tree survey & an Ash tree growing over Pink Hippo's building.	Monitor and have a new survey done

UNDERFLEET

INSPECTED BY: Phil Tuckley

DATE: 8th November 2021

FINISH TIME: 11.00am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND	No Hazard	Monitor
GOAL NET X2 POSTS	Uneven playing surface	Monitor
CYCLOPS (SPIN NET)	No Hazard	Monitor
TITAN (ROTARY)	Uneven ground, hole in matting, D Shackle notching	Monitor all issues
SPIDERS WEB	No Hazard	Monitor
CLIMBING WALL	No Hazard	Monitor
DINO (ZIP WIRE)	Uneven ground. The seat has now been removed.	Not in service until repairs/maintenance are complete.
NEXUS VIPER (ROPE SWING)	Uneven ground and hole in matting & notching in chain / D Shackle	Monitor all issues
WILLY JEEP	Rusty springs underneath	Monitor
GAPING GHYLL	Artificial grass is worn away on the corner	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
LOPING BALANCE WEAVE	No Hazard	Monitor
WALK/STRETCH POSTS	Some cracking in the wood	Monitor
NET TUNNEL	No Hazard	Monitor
6M NET PYRAMID	Wear to 3rd rope from the top	Monitor wear to added tape on rope.
CIRCUS TRAMPOLINE	No Hazard	Monitor
LANDSCAPE TUNNEL	No Hazard	Monitor
UNIMINI KERRA (TODDLER UNIT)	Slight rust and peeling paint	Monitor
LILLIE BASKET (SWING BASKET)	No Hazard	Monitor
ROTY INCLUSIVE ROUNDABOUT	Slight movement in bearings	Monitor
BENCH ON MOUND	No Hazard	Monitor
2.4 SLEEPER BENCH X 3	No Hazard	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
DINSOSAUR RIBCAGE WALKWAY ARCH	No Hazard	Monitor
GATES X 2	No Hazard	Monitor
FENCE	No Hazard	Repair
BOULDER SEATS	No Hazard	Monitor
PATH	Worn in places	Monitor
TREES	Some broken branches, some leaning trees/dead wood	Monitor and get new tree survey done.