

NOTICE OF MEETING

**Finance & General Purposes Committee Meeting
Monday 18th October 2021**

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

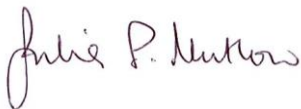
12th October 2021

Dear Councillor,

You are hereby summoned to attend the above meeting to be held on **Monday, 18th October 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

- | | |
|-----------------------|--|
| 21/F&GP/01 | Apologies for absence |
| 21/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 |
| 21/F&GP/03 | Minutes of the previous meeting
To approve the minutes of the Finance & General Purposes Committee meeting held on Monday 20 th September 2021 |

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- 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 30 September 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 30 September 2021
- 21/F&GP/07** **Petty cash reconciliation**
It is **RECOMMENDED** that Members approve the petty cash reconciliation to 30 September 2021
- 21/F&GP/08** **Update on Grant Funding**
To note external funding secured in Q. 1 & 2 of the financial year 2021/22
- 21/F&GP/09** **Play Park Inspections**
To receive inspection reports on the Council's play parks
It is **RECOMMENDED** that Members note the inspection reports
- 21/F&GP/10** **Budgetary Review & Planning 2022/23**
To note the budget to date and commence planning the budget for the 2022/23 financial year in order to enable a recommendation to be made to Council.

**Minutes of Finance & General Purposes Committee Meeting
Monday 20 September 2021**

Present:

Chairman: Cllr. D Wright

Councillors: K Beer, E Bowman & J Russell

In attendance: Town Clerk

Public: None

12. Apologies for absence

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

13. Declarations of Interest

There were no declarations of interest.

14. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 19 July 2021.
(moved Cllr. Beer, seconded Cllr. Russell)

15. Public Question Time

No questions from the public.

16. Payments, receipts & unpaid invoices

Members received a schedule of payments, receipts and outstanding invoices as at 31 August 2021 and **RESOLVED** to:

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

17. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 31 August 2021.
(moved Cllr. Wright, seconded Cllr. Russell)

18. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 31 August 2021.
(moved Cllr. Beer, seconded Cllr. Wright)

19. Play Park Inspections

Members asked that the Clerk investigate further and discuss with the Town Maintenance Officer whether imminent work was required to trees at the Underfleet Play Park and to advise EDDC accordingly. Members **RESOLVED** to note the weekly play inspection reports of the Town Maintenance Officer.
(moved Cllr. Wright, seconded Cllr. Russell)

20. Approval of Direct Debits & Standing Orders 2021/22

Members **RESOLVED** to approve the Council's schedule of direct debits & standing orders for 2021/22. (moved Cllr. Wright, seconded Cllr. Bowman)

21. Planter sponsorship

Members **RESOLVED** to extend the planter sponsorship scheme in 2022 and:

- approved the list of items and proposed sponsorship fees included in Appendix 1 to the report and authorised the Clerk to add any such additions as she considered appropriate and that budget permitted, should interest be forthcoming from businesses in other parts of the town;
- authorise officers to offer the planter and hanging basket sponsorship scheme in 2022 with effect from 1st April, the application form to clearly state that the sponsorship period is for a 3-month period between 1st June and 31st October
- approve the use of South West Signs as supplier for all signage associated with the scheme, as they retained the necessary templates

(moved Cllr. Wright, seconded Cllr. Russell)

Confidential Items

The Chairman moved that in accordance with the Council's Standing Order 3(d) press and public be excluded from the meeting during the discussion of the following items due to their commercially sensitive information.

22. Seawall Cleaning

Members discussed the quotations received and **RESOLVED** to:

- recommend to Council the approval of appointment of supplier 1 on the basis of the quotation supplied, subject to final approval method statement by the EA
- authorise the Clerk to liaise with the EA and chosen supplier to arrange the progression of these works

(moved Cllr. Wright, seconded Cllr. Russell)

Meeting closed at 6.48pm

Chairman: _____

Date: _____

Time: 10:13

Bank Reconciliation up to 07/10/2021 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>
31/08/2021	Cheque	66.00		66.00		R ■	Hunt Trophies and Engraving
01/09/2021	BACS	831.00		831.00		R ■	East Devon District Council
01/09/2021	CFG Rent		100.00	100.00		R ■	Receipt(s) Banked
01/09/2021	Precept		178,469.50	178,469.50		R ■	Receipt(s) Banked
01/09/2021	Funct Room		18.00	18.00		R ■	Receipt(s) Banked
02/09/2021	BACS	49.20		49.20		R ■	Grenke Leasing Ltd
03/09/2021	BACS	238.54		238.54		R ■	Alex Boon
03/09/2021	DC	45.00		45.00		R ■	Homebase
03/09/2021	Funct Room		56.00	56.00		R ■	Receipt(s) Banked
07/09/2021	CASH	12.85		12.85		R ■	Co-op
07/09/2021	CASH	-12.85		-12.85		R ■	Co-op
07/09/2021	DC	35.98		35.98		R ■	Trophy Store
07/09/2021	Allot Rent		22.80	22.80		R ■	Receipt(s) Banked
07/09/2021	Funct Room		14.00	14.00		R ■	Receipt(s) Banked
07/09/2021	Tickets		50.00	50.00		R ■	Receipt(s) Banked
08/09/2021	Tickets		75.65	75.65		R ■	Receipt(s) Banked
09/09/2021	CASH	20.45		20.45		R ■	Tesco
09/09/2021	CASH	-20.45		-20.45		R ■	Tesco
13/09/2021	BACS	960.00		960.00		R ■	PKF Littlejohn LLP
13/09/2021	BACS1	1,702.60		1,702.60		R ■	Rapid Emergency Medical Servic
13/09/2021	BACS2	1,248.00		1,248.00		R ■	SW Signs Sherborne Ltd
13/09/2021	BACS3	310.36		310.36		R ■	Harcombe Engineering
13/09/2021	BACS4	177.28		177.28		R ■	Stephanie Jones
14/09/2021	BACS	1.00		1.00		R ■	Abbots
14/09/2021	BACS	94.48		94.48		R ■	Abbots
14/09/2021	BACS1	11.12		11.12		R ■	Bradfor's Building Supplies
14/09/2021	BACS2	541.14		541.14		R ■	Core Office IT
14/09/2021	BACS4	75.00		75.00		R ■	K's Cleaning
14/09/2021	BACS5	90.00		90.00		R ■	Seaton & District Window Clean
14/09/2021	BACS6	195.27		195.27		R ■	South West Water Business
14/09/2021	BACS7	2,195.10		2,195.10		R ■	Marsden Direct Group
14/09/2021	BACS8	1,000.00		1,000.00		R ■	Metrix Productions
14/09/2021	BACS9	1,320.60		1,320.60		R ■	Scalwell Lane Nursery
14/09/2021	BACS	204.25		204.25		R ■	Seaton Open Air Cinema
21/09/2021	Funct Room		14.00	14.00		R ■	Receipt(s) Banked
21/09/2021	Funct Room		21.00	21.00		R ■	Receipt(s) Banked
22/09/2021	Top Up	150.00		150.00		R ■	Petty Cash
22/09/2021	DD	149.60		149.60		R ■	Gazprom Energy
22/09/2021	BACS	330.00		330.00		R ■	Seaton Plumbing and Heating
22/09/2021	681.42	681.42		681.42		R ■	Stephanie Jones
22/09/2021	BACS2	264.00		264.00		R ■	Archant Community Media Ltd
22/09/2021	BACS3	14,741.23		14,741.23		R ■	East Devon District Council
22/09/2021	BACS4	21.36		21.36		R ■	South West Water Business
22/09/2021	DD	62.40		62.40		R ■	Talk Talk
24/09/2021	DC	67.49		67.49		R ■	RV Lighting Ltd

Time: 10:13

Bank Reconciliation up to 07/10/2021 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
30/09/2021	BACS	68.82		68.82		R <input checked="" type="checkbox"/>	Copycare Ltd
30/09/2021	BACS1	93.96		93.96		R <input checked="" type="checkbox"/>	Gazprom Energy
		<u>28,022.20</u>	<u>178,840.95</u>				

**Bank Reconciliation Statement as at 07/10/2021
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	507,464.27
			<u>507,464.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			507,464.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			507,464.27
		Balance per Cash Book is :-	507,577.07
		Difference Excluding Adjustments is :-	-112.80
<u>Adjustments to Reconciliation</u>			
30/09/2021 Microsoft Outstanding query		-112.80	
			<u>-112.80</u>
		Unreconciled Difference is :-	<u>0.00</u>

PETTY CASH RECONCILIATION - Petty Cash: September 2021

Cash Brought Forward & Top Ups	
Cash Balance b/f as at 1.9.2021	82.74
Top Up	150.00
TOTAL	£232.74

September Vouchers	
Harbour News £1.02	Tesco £10.15
Harbour News £1.02	Harbour News £2.99
Post Office £3.52	Co-op £5.10
Co-op £12.85	
Post Office £1.99	
Tesco £20.45	
Co-op £1.50	
Post Office £1.70	
Post Office £3.04	
Total Vouchers = £ 65.33	

Cash Balance at 30 September 2021	
£20	100.00
£10	50.00
£5	10.00
£2	-
£1	4.00
50p	-
20p	2.20
10p	0.80
5p	0.30
2p	0.10
1p	0.01
Total Cash Balance	£167.41

TOTAL (cash + vouchers) = £233.05

Completed by _____ (Town Clerk)

Checked by _____ (Other Officer)

Date _____

Councillor _____ Date _____

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	18 October 2021
Item of business	21 F&GP 08
Details	Report on grants and other external funding secured during Q.1 & 2 of 2021/22
Purpose of Report	To update Members on external funding secured during the first half of the financial year 2021/22
Power/authority	Local Audit & Accountability Act 2014
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • note the funding secured

1. Introduction

As Members are aware, the Council has few income generating assets and therefore its primary source of income is the precept. Work is currently being done on how the Council might improve its income generating potential. Once such source is securing grants from external bodies such as Devon and East Devon District Councils and other funding that becomes available from time to time.

It is envisaged that as more resilience and capacity is built into the Council’s staff resource, this will free up time for the Town Clerk and Deputy Clerk to research and access such funds in order to implement projects in the town.

2. Current position

Whilst only limited time has been devoted to this so far, the following funds totalling £17,848 have been secured in the first half of this financial year:

SW Water	£800	Water Refill Station
Re:Store	£1,350	First Aid Station



Welcome Back Fund (EDDC)	£10,000	<ul style="list-style-type: none"> Bespoke circular bench in Town Square (£3,675) Sensory Garden Design (£600) Picnic benches x 5 – (CFG & Marshlands) £2,340 Bunting £640 <p>The balance will be applied to either replacement lighting that is required for Christmas and Windsor Gardens and/or items for the sensory garden</p>
Invest in Devon Fund (DCC)	£4,600	<ul style="list-style-type: none"> Seafront Planter £2,951 TIC works £1,649
Local businesses	£1,098	Planter Sponsorship

Further benefit has been received in kind, through working in partnership with EDDC to install the water refill stations saving the Council the cost of installation and maintenance. Similar partnership working will secure the delivery of the sensory garden in due course.

3. Conclusion

It is anticipated that officers will be able to build on this when capacity permits.

RECOMMENDATION

It is **RECOMMENDED** that Members note the funding secured.



EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunshine.	Check written warning regularly in the Summer
ROUNDBABOUT	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	Monitor and have a new survey done

UNDERFLEET

INSPECTED BY: Phil Tuckley

DATE: 11th October 2021

FINISH TIME: 11.45am

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, tyre wear, slight chain link wear & carriage starting to crack	Monitor / replace Monitor Monitor / Replace
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	No Hazard	Monitor
NET TUNNEL	No Hazard	Monitor
6M NET PYRAMID	Wear to 3rd rope from the top	Monitor wear to added tape on rope. New tape added 11.10.21
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	Hole in fence at rear of skate park	Repair
BOULDER SEATS	No Hazard	Monitor
PATH	Worn in places	Monitor
TREES	Some vandalised broken branches, some leaning trees/dead wood	Monitor and get new tree survey done.