

NOTICE OF MEETING

**Finance & General Purposes Committee Meeting
Monday 19th July 2021**

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

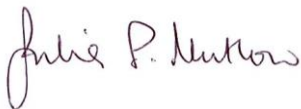
13th July 2021

Dear Councillor,

You are hereby summoned to attend the above meeting to be held on **Monday, 19th July 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 | Election of Chair |
| 21/F&GP/02 | Election of Vice Chair |
| 21/F&GP/03 | Apologies for absence |
| 21/F&GP/04 | 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/05

Minutes of the previous meeting

To approve the minutes of the Finance & General Purposes Committee meeting held on Monday 26th April 2021

21/F&GP/06

Public Question Time

To allow questions or reports from members of the public

21/F&GP/07

Payments, receipts and unpaid invoices

To consider schedule of payments, receipts and unpaid invoices to 30 June 2021

It is **RECOMMENDED** that Members:

- approve payments & receipts
- note outstanding unpaid invoices

21/F&GP/08

Bank reconciliation

It is **RECOMMENDED** that Members approve the bank reconciliation to 30 June 2021

21/F&GP/09

Petty cash reconciliation

It is **RECOMMENDED** that Members approve the petty cash reconciliation to 30 June 2021

21/F&GP/10

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/11

Budgetary Review

To review the Council's budget position, approve virements and review earmarked reserves. It is **RECOMMENDED** that Members:

- note the explanations for material variances
- approve the proposed virements, or such alternative virements as Members consider appropriate
- review earmarked reserves and approve any adjustments as Members consider necessary



Minutes of Finance & General Purposes Committee Meeting

Monday 26th April 2021

Present:

Chairman: Cllr. D Ledger

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

In attendance: Town Clerk

85. Apologies for absence

Apologies for absence were received from Cllr Singh.

86. Declarations of Interest

Cllrs Ledger and Hartnell declared a personal interest as East Devon District Councillors (EDDC)

87. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 15 March 2021.
(moved Cllr Russell, seconded Cllr Hartnell)

88. Public Question Time

No questions from members of the public.

89. Payments, receipts & unpaid invoices

Members received a report of payments, income and unpaid invoices as at 31 March 2021 and **RESOLVED** to:

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

90. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 31 March 2021, to be signed by Cllr Ledger when he next met with the Town Clerk.
(moved Cllr Wood, seconded Cllr Bowman)



91. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 31 March 2021, to be signed by Cllr Ledger when he next met with the Town Clerk.
(moved Cllr Wood, seconded Cllr Bowman)

92. Play Park Inspections

Members **RESOLVED** to note the weekly play inspection reports by the Town Maintenance Officer.
(moved Cllr Beer, seconded Cllr Wood)

93. Update on actions from previous meetings

Members noted the following updates:

- the painting of the railings outside The Hub had been completed and planters ordered.
- picnic benches have been delivered and installed at Seaton Down Hill and Elizabeth Road with generally positive feedback.
- the survey of the Town Hall has been undertaken and the report received. A summary will be brought to Members in due course. Officers are liaising with the Gateway trustees to ensure all H&S obligations and legal documents are in order and that financial reimbursement due under the lease is paid.
- weather permitting, the painting of the remaining lampposts is scheduled for May.
- the licence for the first water refill station has been agreed and the final document is awaited from EDDC. The water refill station is scheduled to arrive imminently, and installation can then be arranged.
- seafront planter - the old bricks have been cleaned and two of the three damaged areas have been rebuilt by the Town Maintenance Officer and Harcombe Engineering, whilst solutions are being considered for the third damaged part. Once invoices for work done are received the Clerk will approach Devon County Council with a view to seeking reimbursement.
- (moved Cllr Wood, seconded Cllr Bowman)

Meeting closed at 5.37pm

Chairman: _____

Date: _____

Time: 09:26

Bank Reconciliation up to 30/06/2021 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/06/2021	Rent		466.66	466.66		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/06/2021	Yoga		70.00	70.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/06/2021	DD	499.57		499.57		R <input checked="" type="checkbox"/>	Gazprom Energy
01/06/2021	DD	209.59		209.59		R <input checked="" type="checkbox"/>	British Gas Lite
01/06/2021	dd	831.00		831.00		R <input checked="" type="checkbox"/>	East Devon District Council
01/06/2021	DC	64.50		64.50		R <input checked="" type="checkbox"/>	Homebase
04/06/2021	BACS	15.00		15.00		R <input checked="" type="checkbox"/>	G. C. Hunt
04/06/2021	BACS	767.03		767.03		R <input checked="" type="checkbox"/>	Harcombe Engineering
04/06/2021	BACS1	130.95		130.95		R <input checked="" type="checkbox"/>	South West Water Business
04/06/2021	BACS2	161.81		161.81		R <input checked="" type="checkbox"/>	Viking Stationery
04/06/2021	BACS3	174.51		174.51		R <input checked="" type="checkbox"/>	Abbots
04/06/2021	BACS4	456.00		456.00		R <input checked="" type="checkbox"/>	IAC Audit and Consultancy Ltd
04/06/2021	BACS5	398.00		398.00		R <input checked="" type="checkbox"/>	Stephanie Jones
04/06/2021	BACS6	1,041.60		1,041.60		R <input checked="" type="checkbox"/>	Marmax Products Ltd
04/06/2021	BACS7	90.00		90.00		R <input checked="" type="checkbox"/>	Seaton & District Window Clean
04/06/2021	BACS8	979.20		979.20		R <input checked="" type="checkbox"/>	RBS Rialtas Business Solutions
04/06/2021	BACS9	6,450.00		6,450.00		R <input checked="" type="checkbox"/>	AH Handyman Services
04/06/2021	BACS10	496.80		496.80		R <input checked="" type="checkbox"/>	Core Office IT
04/06/2021	BACS11	127.50		127.50		R <input checked="" type="checkbox"/>	K's Cleaning
04/06/2021	BACS	500.00		500.00		R <input checked="" type="checkbox"/>	Seaton Design & Print
08/06/2021	Lewis		28.13	28.13		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/06/2021	Rent		201.70	201.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/06/2021	Fuctn Room		226.00	226.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/06/2021	CFG Rent		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/06/2021	CFG Rent		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/06/2021	BACS	11,611.85		11,611.85		R <input checked="" type="checkbox"/>	East Devon District Council
14/06/2021	BACS1	120.00		120.00		R <input checked="" type="checkbox"/>	Blaze Concepts Lts
14/06/2021	BACS	1,320.60		1,320.60		R <input checked="" type="checkbox"/>	Scalwell Lane Nursery
16/06/2021	DC	496.99		496.99		R <input checked="" type="checkbox"/>	Screwfix
18/06/2021	DD	49.20		49.20		R <input checked="" type="checkbox"/>	Grenke Leasing Ltd
21/06/2021	Sponsor		267.60	267.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/06/2021	Sponsor		68.40	68.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/06/2021	Rent		230.07	230.07		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/06/2021	Rent		630.00	630.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/06/2021	BACS5	19.56		19.56		R <input checked="" type="checkbox"/>	Bradforfs Building Supplies
25/06/2021	BACS6	221.81			221.81	<input type="checkbox"/>	British Gas Lite
25/06/2021	BACS7	120.00		120.00		R <input checked="" type="checkbox"/>	K's Cleaning
25/06/2021	BACS8	75.55		75.55		R <input checked="" type="checkbox"/>	Copycare Ltd
25/06/2021	BACS	1,000.00		1,000.00		R <input checked="" type="checkbox"/>	Seaton Cricket Club
25/06/2021	BACS	16.83		16.83		R <input checked="" type="checkbox"/>	South West Water Business
25/06/2021	BACS1	470.00		470.00		R <input checked="" type="checkbox"/>	HI Devon
25/06/2021	BACS2	11,604.90		11,604.90		R <input checked="" type="checkbox"/>	East Devon District Council
25/06/2021	BACS3	374.40		374.40		R <input checked="" type="checkbox"/>	Signs South West
25/06/2021	BACS4	465.89		465.89		R <input checked="" type="checkbox"/>	Gazprom Energy
28/06/2021	DD	62.40		62.40		R <input checked="" type="checkbox"/>	Talk Talk

Time: 09:26

Bank Reconciliation up to 30/06/2021 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>
28/06/2021	CFG rent		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/06/2021	Funct Rm		14.00	14.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/06/2021	Plant Spon		68.40	68.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/06/2021	Rent		466.66	466.66		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/06/2021	Funct Rm		52.50	52.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>41,423.04</u>	<u>2,990.12</u>				

**Bank Reconciliation Statement as at 30/06/2021
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	30/05/2021	0	411,113.31
			<hr/> 411,113.31
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
25/06/2021 BACS6 British Gas Lite		221.81	
			<hr/> 221.81
			410,891.50
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			410,891.50
		Balance per Cash Book is :-	410,891.50
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/06/2021
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	30/06/2021		60.11
			<hr/> 60.11
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			60.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			60.11
		Balance per Cash Book is :-	60.11
		Difference is :-	0.00

ELIZABETH ROAD PLAY AREA

INSPECTED BY: Phil Tuckley

DATE: 12th July 2021

FINISH TIME: 11.25am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunlight	Monitor wear to written warning notice
ROUNDAABOUT	Rubber crumb shrinkage and wear. Gap too large as per RoSPA report	Monitor all issues
FOOTBALL GOAL	Net supports bending, paint cracking and rust, worn playing surface	Monitor all issues
GAMES AREA		
MULTIPLAY	Slight rust, hole in matting, chainlink notching	Monitor all issues
TODDLER MULTI		Monitor
PICNIC TABLES		
BENCHES	Some cracking and decay	Monitor
GATES X 3		Monitor
ROCKING HORSE	Gap underneath too large as per RoSPA report.	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
SPINNING UNIT (TITAN)	D shackle notching, worn rubber crumb	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	Chain link / 'D' Shackle wear, rubber crumb shrinkage and wear	Monitor all issues
SLIDE	Hole in matting.	Monitor
FENCE		Monitor
WOODEN GUARDS	Some decay and rot	Monitor
PATH		Monitor
TREES	Oak tree in school grounds mentioned in tree survey	Monitor

UNDERFLEET

INSPECTED BY: Phil Tuckley

DATE: 12th July 2021

FINISH TIME: 10.32am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND		Monitor
GOAL NET X2 POSTS	Uneven playing surface	Monitor
CYCLOPS (SPIN NET)		Monitor
TITAN (ROTARY)	Uneven ground/matting, D Shackle notching	Monitor all issues
SPIDERS WEB		Monitor
CLIMBING WALL		Monitor
DINO (ZIP WIRE)	Uneven ground/matting, slight chain link wear	Monitor all issues
NEXUS VIPER (ROPE SWING)	Uneven ground and hole in matting & slight 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		Monitor
WALK/STRETCH POSTS		Monitor
NET TUNNEL		Monitor
6M NET PYRAMID	Wear to 3rd rope from the top	Monitor wear to added tape on rope
CIRCUS TRAMPOLINE		Monitor
LANDSCAPE TUNNEL		Monitor
UNIMINI KERRA (TODDLER UNIT)	Slight rust and peeling paint	Monitor
LILLIE BASKET (SWING BASKET)		Monitor
ROTY INCLUSIVE ROUNDABOUT		Monitor
BENCH ON MOUND		Monitor
2.4 SLEEPER BENCH X 3		Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
DINSOSAUR RIBCAGE WALKWAY ARCH		Monitor
GATES X 2		Monitor
FENCE		Monitor
BOULDER SEATS		Monitor
PATH	Worn in places	Monitor
TREES	Some leaning trees/dead wood	Monitor/Remove