

NOTICE OF MEETING

**Finance & General Purposes Committee Meeting
Monday 20th September 2021**

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

15th September 2021

Dear Councillor,

You are hereby summoned to attend the above meeting to be held on **Monday, 20th September 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 19 th July 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 August 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 August 2021
- 21/F&GP/07** **Petty cash reconciliation**
It is **RECOMMENDED** that Members approve the petty cash reconciliation to 31 August 2021
- 21/F&GP/08** **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/09** **Approval of Direct Debits & Standing Orders 2021/22**
To approve the Council's schedule of direct debits & standing orders for 2021/22
It is **RECOMMENDED** that Members approve the Council's schedule of direct debits & standing orders for 2021/22.
- 21/F&GP/10** **Planter sponsorship**
To consider extending the planter sponsorship scheme in 2022

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 item 11 on this agenda as there are matters being discussed which may include commercially sensitive information.

21/F&GP/11 Seawall Cleaning

**Minutes of Finance & General Purposes Committee Meeting
Monday 19 July 2021**

Present:

Chairman: Cllr. D Wright

Councillors: K Beer, D Ledger, J Russell & A Singh

In attendance: Town Clerk and Cllr Hartnell (non-committee member)

1. Election of Chairman

Cllr Wright was **ELECTED** as Chair of the Finance and General Purposes Committee for the municipal year 2021/22 (moved Cllr Singh, seconded Cllr Beer)

2. Election of Vice Chair

Cllr Singh was **ELECTED** as Vice Chair of the Finance and General Purposes Committee for the municipal year 2021/22 (moved Cllr Beer, seconded Cllr Russell)

3. Apologies for absence

Apologies for absence were received from Cllr. Bowman and Cllr. Wood.

4. Declarations of Interest

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

5. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 26 April 2021.
(moved Cllr Beer, seconded Cllr Ledger)

6. Public Question Time

No questions from the public.

7. Payments, receipts & unpaid invoices

Members received a report of payments, income and unpaid invoices as at 30 June 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 and agree to the write off of the invoice for £17.11 (November 2020) relating to unpaid water recharges due in respect of an allotment as the tenant had since vacated.
(moved Cllr Singh, seconded Cllr Wright)

8. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 30 June 2021.

(moved Cllr Ledger, seconded Cllr Singh)

9. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 30 June 2021.

(moved Cllr Singh, seconded Cllr Ledger)

10. Play Park Inspections

Members **RESOLVED** to note the weekly play inspection reports of the Town Maintenance Officer and raised the question as to whether additional signage was necessary on the lily basket equipment in case it became hot in the current excessively hot weather. The Town Clerk would discuss this with the Town Maintenance Officer and add additional signage if considered necessary.

(moved Cllr Wright, seconded Cllr Beer)

11. Budgetary Review

Members reviewed the Council's budget as at the end of the first quarter of 2021/22 and discussed the existing ear marked reserves along with a request from EDDC seeking the Council's view on the use of CIL/s106 monies and **RESOLVED** to:

- note the explanations for material variances
- approve the following virements:
 - £450 from 120/4485 (insurance) to 120/4135 (photocopies)
 - £1,000 from 225/4912 (Cyclefest) to 120/4190 (IT Support)
 - £6,500 from 225/4912 (Cyclefest) to 170/4405 (Amenities Maintenance)
- approve the following expenditure from earmarked reserves:
 - up to £10,000 from EMR321 to fund pressure washing of the sea wall on the road-side, subject to the Clerk obtaining 3 quotations as required by the Council's Financial Regulations
 - £2,483.93 from EMR331 towards the shortfall, identified by EDDC's Planning Obligation Officer, for cable installation works to Seaton Football Club's new changing rooms, if required
- authorise the Town Clerk to confirm the Council's support for the allocation of s106 receipts held by EDDC towards the shortfall as described above.

(moved Cllr Wright, seconded Cllr Ledger)

Meeting closed at 6.38pm



Marshlands Centre, Harbour Road,
Seaton, Devon EX12 2LT
01297 21388
admin@seaton.gov.uk
www.seaton.gov.uk
Town Mayor: Cllr Dan Ledger
Town Clerk: Julia Mutlow

Chairman: _____

Date: _____

Time: 11:18

Bank Reconciliation up to 31/08/2021 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>
30/06/2021	CASH	10.96		10.96		R <input type="checkbox"/>	Post Office
30/06/2021	CASH	3.64		3.64		R <input type="checkbox"/>	Co-op
01/07/2021	CASH	3.90		3.90		R <input type="checkbox"/>	Tesco
02/07/2021	CASH	1.99		1.99		R <input type="checkbox"/>	Post Office
06/07/2021	CASH	0.80		0.80		R <input type="checkbox"/>	Tesco
07/07/2021	CASH	2.39		2.39		R <input type="checkbox"/>	Post Office
09/07/2021	CASH	1.02		1.02		R <input type="checkbox"/>	WHSmith
12/07/2021	CASH	2.84		2.84		R <input type="checkbox"/>	Spar
14/07/2021	CASH	10.45		10.45		R <input type="checkbox"/>	Co-op
14/07/2021	CASH	0.96		0.96		R <input type="checkbox"/>	Post Office
19/07/2021	CASH	1.83		1.83		R <input type="checkbox"/>	Post Office
19/07/2021	CASH	1.02		1.02		R <input type="checkbox"/>	WHSmith
19/07/2021	Top up		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
21/07/2021	CASH	4.84		4.84		R <input type="checkbox"/>	Tesco
23/07/2021	CASH	2.84		2.84		R <input type="checkbox"/>	Post Office
26/07/2021	CASH	1.50		1.50		R <input type="checkbox"/>	Co-op
26/07/2021	CASH	27.70		27.70		R <input type="checkbox"/>	Hester Johnson
27/07/2021	CASH	6.99		6.99		R <input type="checkbox"/>	Hester Johnson
29/07/2021	CASH	4.60		4.60		R <input type="checkbox"/>	Julia Mutlow
02/08/2021	CASH	0.80		0.80		R <input type="checkbox"/>	Co-op
04/08/2021	CASH	11.25		11.25		R <input type="checkbox"/>	Co-op
08/08/2021	DD	384.00		384.00		R <input type="checkbox"/>	Survey Monkey
08/08/2021	DD	-384.00		-384.00		R <input type="checkbox"/>	Survey Monkey-CORR
11/08/2021	CASH	4.70		4.70		R <input type="checkbox"/>	Julia Mutlow
12/08/2021	CASH	1.02		1.02		R <input type="checkbox"/>	Morrisons
13/08/2021	CASH	2.68		2.68		R <input type="checkbox"/>	Post Office
16/08/2021	CASH	1.02		1.02		R <input type="checkbox"/>	Harbour News
17/08/2021	CASH	7.35		7.35		R <input type="checkbox"/>	Tesco
21/08/2021	BACS	-17.70		-17.70		R <input type="checkbox"/>	Cllr Eric Bowman
26/08/2021	CASH	3.81		3.81		R <input type="checkbox"/>	Tesco
26/08/2021	CASH	3.92		3.92		R <input type="checkbox"/>	Post Office
31/08/2021	CASH	0.55		0.55		R <input type="checkbox"/>	Morrisons
31/08/2021	BACS	17.70		17.70		R <input type="checkbox"/>	Cllr Eric Bowman
		<u>127.37</u>	<u>150.00</u>				

Time: 11:19

Bank Reconciliation up to 31/08/2021 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>
25/06/2021	BACS6	221.81		221.81		R <input type="checkbox"/>	British Gas Lite
01/07/2021	DC	11.23		11.23		R <input type="checkbox"/>	Incontinence Advisors
01/07/2021	BACS	736.00		736.00		R <input type="checkbox"/>	East Devon District Council
02/07/2021	DD	149.56		149.56		R <input type="checkbox"/>	British Gas Lite
02/07/2021	Sponsor		168.00	168.00		R <input type="checkbox"/>	Receipt(s) Banked
05/07/2021	BACS	49.20		49.20		R <input type="checkbox"/>	Grenke Leasing Ltd
05/07/2021	BACS	1,350.00		1,350.00		R <input type="checkbox"/>	Re:Store
05/07/2021	BACS	-1,350.00		-1,350.00		R <input type="checkbox"/>	Re:Store
05/07/2021	Funct Room		112.00	112.00		R <input type="checkbox"/>	Receipt(s) Banked
05/07/2021	Sponsor		236.40	236.40		R <input type="checkbox"/>	Receipt(s) Banked
05/07/2021	Grant		1,350.00	1,350.00		R <input type="checkbox"/>	Receipt(s) Banked
06/07/2021	CASH	0.80		0.80		R <input type="checkbox"/>	Tesco
06/07/2021	CASH	-0.80		-0.80		R <input type="checkbox"/>	Tesco
06/07/2021	Allott Fee		31.73	31.73		R <input type="checkbox"/>	Receipt(s) Banked
07/07/2021	DC	64.99		64.99		R <input type="checkbox"/>	Tesco
07/07/2021	CASH	2.39		2.39		R <input type="checkbox"/>	Post Office
07/07/2021	CASH	-2.39		-2.39		R <input type="checkbox"/>	Post Office
07/07/2021	Rent		210.00	210.00		R <input type="checkbox"/>	Receipt(s) Banked
09/07/2021	2039.2	2,039.20		2,039.20		R <input type="checkbox"/>	Harcombe Engineering
09/07/2021	BACS	120.00		120.00		R <input type="checkbox"/>	K's Cleaning
09/07/2021	BACS1	1,704.00		1,704.00		R <input type="checkbox"/>	Blaze Concepts Lts
09/07/2021	Bacs2	78.25		78.25		R <input type="checkbox"/>	Abbots
09/07/2021	BACS3	90.00		90.00		R <input type="checkbox"/>	Seaton & District Window Clean
09/07/2021	BACS4	1,320.60		1,320.60		R <input type="checkbox"/>	Scalwell Lane Nursery
09/07/2021	BACS5	47.58		47.58		R <input type="checkbox"/>	Viking Stationery
09/07/2021	BACS6	56.70		56.70		R <input type="checkbox"/>	Tower Services (Seaton) Ltd
09/07/2021	BACS8	221.60		221.60		R <input type="checkbox"/>	Stephanie Jones
12/07/2021	CASH	2.84		2.84		R <input type="checkbox"/>	Spar
12/07/2021	CASH	-2.84		-2.84		R <input type="checkbox"/>	Spar-CORR
13/07/2021	CFG Rent		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
14/07/2021	CASH	0.96		0.96		R <input type="checkbox"/>	Post Office
15/07/2021	CASH	-0.96		-0.96		R <input type="checkbox"/>	Post Office
16/07/2021	BACS	49.20		49.20		R <input type="checkbox"/>	Harcombe Engineering
16/07/2021	BACS1	38.33		38.33		R <input type="checkbox"/>	SecureForce UK Ltd
16/07/2021	BACS2	34.51		34.51		R <input type="checkbox"/>	Viking Stationery
16/07/2021	BACS3	504.00		504.00		R <input type="checkbox"/>	Core Office IT
16/07/2021	BACS4	841.82		841.82		R <input type="checkbox"/>	Plantscape
16/07/2021	BACS	26.81		26.81		R <input type="checkbox"/>	Cllr Eric Bowman
19/07/2021	Top up	150.00		150.00		R <input type="checkbox"/>	Petty Cash
19/07/2021	WC Key		5.00	5.00		R <input type="checkbox"/>	Receipt(s) Banked
20/07/2021	Rent		128.59	128.59		R <input type="checkbox"/>	Receipt(s) Banked
20/07/2021	Rent ovpm		101.48	101.48		R <input type="checkbox"/>	Receipt(s) Banked
21/07/2021	CASH	4.84		4.84		R <input type="checkbox"/>	Tesco
21/07/2021	CORRECTION	-4.84		-4.84		R <input type="checkbox"/>	Tesco
21/07/2021	Sponsorshp		254.40	254.40		R <input type="checkbox"/>	Receipt(s) Banked

Time: 11:19

Bank Reconciliation up to 31/08/2021 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>
23/07/2021	CASH	2.84		2.84		R <input type="checkbox"/>	Post Office
23/07/2021	CASH	-2.84		-2.84		R <input type="checkbox"/>	Post Office
23/07/2021	BACS	101.48		101.48		R <input type="checkbox"/>	Jane D'arcy
23/07/2021	BACS	1,000.00		1,000.00		R <input type="checkbox"/>	Axe Valley Ring & Ride
23/07/2021	BACS	500.00		500.00		R <input type="checkbox"/>	PJD Farming (Vending Shed)
23/07/2021	CASH	2.84		2.84		R <input type="checkbox"/>	Post Office
23/07/2021	CORR1	-2.84		-2.84		R <input type="checkbox"/>	Post Office
26/07/2021	BACS	106.80		106.80		R <input type="checkbox"/>	Safeguard Fire & Security
26/07/2021	BACS1	157.50		157.50		R <input type="checkbox"/>	K's Cleaning
26/07/2021	BACS2	176.00		176.00		R <input type="checkbox"/>	R & H Signs
26/07/2021	CASH	1.50		1.50		R <input type="checkbox"/>	Co-op
26/07/2021	CORR2	-1.50		-1.50		R <input type="checkbox"/>	Co-op
26/07/2021	Sponsor		117.60	117.60		R <input type="checkbox"/>	Receipt(s) Banked
26/07/2021	Sponsor		68.40	68.40		R <input type="checkbox"/>	Receipt(s) Banked
27/07/2021	CASH	6.99		6.99		R <input type="checkbox"/>	Hester Johnson
27/07/2021	CASH	27.70		27.70		R <input type="checkbox"/>	Hester Johnson
27/07/2021	CORR3	-6.99		-6.99		R <input type="checkbox"/>	Hester Johnson
27/07/2021	CORR4	-27.70		-27.70		R <input type="checkbox"/>	Hester Johnson
27/07/2021	Funct Rm		14.00	14.00		R <input type="checkbox"/>	Receipt(s) Banked
27/07/2021	Funct Rm		21.00	21.00		R <input type="checkbox"/>	Receipt(s) Banked
27/07/2021	P/Permits		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2021	BACS	62.40		62.40		R <input type="checkbox"/>	Talk Talk
28/07/2021	BACS1	175.86		175.86		R <input type="checkbox"/>	Gazprom Energy
29/07/2021	CASH	4.60		4.60		R <input type="checkbox"/>	Finishing Touches
29/07/2021	CORR5	-4.60		-4.60		R <input type="checkbox"/>	Finishing Touches
30/07/2021	BACS	100.00		100.00		R <input type="checkbox"/>	East Devon District Council
30/07/2021	BACS2	78.79		78.79		R <input type="checkbox"/>	Copycare Ltd
30/07/2021	BACS	14,445.61		14,445.61		R <input type="checkbox"/>	East Devon District Council
30/07/2021	VAT Refund		2,475.16	2,475.16		R <input type="checkbox"/>	Receipt(s) Banked
30/07/2021	CFG Rent		50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
31/07/2021	BACS	177.28		177.28		R <input type="checkbox"/>	Stephanie Jones
31/07/2021	BACS1	342.00		342.00		R <input type="checkbox"/>	Safeguard Fire & Security
31/07/2021	BACS2	12,127.00		12,127.00		R <input type="checkbox"/>	Scalwell Lane Nursery
31/07/2021	BACS3	46.20		46.20		R <input type="checkbox"/>	Jurassic Electrics Ltd
02/08/2021	DD	926.00		926.00		R <input type="checkbox"/>	East Devon District Council
02/08/2021	Rent		252.00	252.00		R <input type="checkbox"/>	Receipt(s) Banked
02/08/2021	Funct Rm		42.00	42.00		R <input type="checkbox"/>	Receipt(s) Banked
03/08/2021	CFG Rent		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
03/08/2021	Funct Room		98.00	98.00		R <input type="checkbox"/>	Receipt(s) Banked
04/08/2021	Funct Rm		31.50	31.50		R <input type="checkbox"/>	Receipt(s) Banked
04/08/2021	Rent		613.69	613.69		R <input type="checkbox"/>	Receipt(s) Banked
05/08/2021	BACS	49.20		49.20		R <input type="checkbox"/>	Grenke Leasing Ltd
06/08/2021	BACS	130.00		130.00		R <input type="checkbox"/>	Harcombe Engineering
06/08/2021	BACS1	2,641.79		2,641.79		R <input type="checkbox"/>	Miw Ltd
06/08/2021	BACS2	112.50		112.50		R <input type="checkbox"/>	K's Cleaning

Time: 11:19

Bank Reconciliation up to 31/08/2021 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
06/08/2021	BACS3	77.86		77.86		R <input type="checkbox"/>	National Association of Local
06/08/2021	BACS4	96.24		96.24		R <input type="checkbox"/>	Abbots
06/08/2021	BACS5	192.00		192.00		R <input type="checkbox"/>	The Cumbria Clock Company Ltd
06/08/2021	BACS6	1,350.00		1,350.00		R <input type="checkbox"/>	Rapid Emergency Medical Servic
06/08/2021	BACS	42.00		42.00		R <input type="checkbox"/>	Brightsea Print
12/08/2021	Allot Fee		20.40	20.40		R <input type="checkbox"/>	Receipt(s) Banked
12/08/2021	Sponsor		68.40	68.40		R <input type="checkbox"/>	Receipt(s) Banked
13/08/2021	DC	95.70		95.70		R <input type="checkbox"/>	Power Tool World
13/08/2021	DD	384.00		384.00		R <input type="checkbox"/>	Survey Monkey
13/08/2021	CASH	2.68		2.68		R <input type="checkbox"/>	Post Office
13/08/2021	CASH	-2.68		-2.68		R <input type="checkbox"/>	Post Office-CORR
18/08/2021	bacs	50.09		50.09		R <input type="checkbox"/>	Tower Services (Seaton) Ltd
18/08/2021	BACS1	102.00		102.00		R <input type="checkbox"/>	Jurassic Electrics Ltd
18/08/2021	BACS2	90.00		90.00		R <input type="checkbox"/>	Seaton & District Window Clean
18/08/2021	BACS3	1,320.60		1,320.60		R <input type="checkbox"/>	Scalwell Lane Nursery
18/08/2021	BACS4	513.60		513.60		R <input type="checkbox"/>	Core Office IT
18/08/2021	BACS	558.59		558.59		R <input type="checkbox"/>	JM Autoservices
18/08/2021	BACS	224.40		224.40		R <input type="checkbox"/>	Beer Mens Shed
18/08/2021	BACS	500.00		500.00		R <input type="checkbox"/>	Connell Property
18/08/2021	Funct Room		21.00	21.00		R <input type="checkbox"/>	Receipt(s) Banked
21/08/2021	BACS	17.70		17.70		R <input type="checkbox"/>	Cllr. Eric Bowman
25/08/2021	Funct Room		42.00	42.00		R <input type="checkbox"/>	Receipt(s) Banked
26/08/2021	BACS	62.40		62.40		R <input type="checkbox"/>	Talk Talk
27/08/2021	Funct Room		28.00	28.00		R <input type="checkbox"/>	Receipt(s) Banked
27/08/2021	CFG Rent		50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
27/08/2021	Funct Room		14.00	14.00		R <input type="checkbox"/>	Receipt(s) Banked
31/08/2021	BACS	151.08		151.08		R <input type="checkbox"/>	Gazprom Energy
31/08/2021	DD	91.46		91.46		R <input type="checkbox"/>	Copycare Ltd
31/08/2021	DD1	156.58		156.58		R <input type="checkbox"/>	British Gas Lite
31/08/2021	BACS	12,138.48		12,138.48		R <input type="checkbox"/>	East Devon District Council
31/08/2021	BACS1	132.00		132.00		R <input type="checkbox"/>	Signs South West
31/08/2021	BACS2	82.50		82.50		R <input type="checkbox"/>	K's Cleaning
31/08/2021	BACS3	36.46		36.46		R <input type="checkbox"/>	Viking Stationery
31/08/2021	BACS4	702.00		702.00		R <input type="checkbox"/>	ROSPA Play Safety Ltd
31/08/2021	BACS5	48.00		48.00		R <input type="checkbox"/>	Harcombe Engineering
31/08/2021	BACS	130.80		130.80		R <input type="checkbox"/>	Bradfords Building Supplies
31/08/2021	Tickets		78.60	78.60		R <input type="checkbox"/>	Receipt(s) Banked
		<u>61,358.34</u>	<u>7,003.35</u>				

**Bank Reconciliation Statement as at 31/08/2021
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	356,758.32
			<hr/> 356,758.32
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			356,758.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			356,758.32
		Balance per Cash Book is :-	356,758.32
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2021
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		82.74
			<hr/> 82.74
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			82.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			82.74
		Balance per Cash Book is :-	82.74
		Difference is :-	0.00

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunshine.	Check written warning regularly
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)	D Shackle notching. Worn rubber crumb.	Monitor. Monitor and fill
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 tree survey	Monitor

UNDERFLEET

INSPECTED BY: Phil Tuckley

DATE: 13th September 2021 FINISH TIME: 11.05am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND	No Hazard	Monitor
GOAL NET X2 POSTS	Uneven playing surface. Hole in nets.	Monitor. Repaired nets with cable ties today 13th September 2021
CYCLOPS (SPIN NET)	No Hazard	Monitor
TITAN (ROTARY)	Uneven ground, hole in matting, D Shackle notching	Monitor. Repaired nets with cable ties today 13th September 2021
SPIDERS WEB	No Hazard	Monitor
CLIMBING WALL	No Hazard	Monitor
DINO (ZIP WIRE)	Uneven ground, tyre wear, slight chain link wear & wood delaminating	Monitor. Repaired mat with cable ties today. Sand and varnish wood.
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	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.
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	No Hazard	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	Monitor
BOULDER SEATS	No Hazard	Monitor
PATH	Worn in places	Monitor
TREES	Some leaning trees/dead wood	Monitor. (New tree survey needed?)

SEATON TOWN COUNCIL (‘the Council’) FINANCE & GENERAL PURPOSES COMMITTEE	
Date of report	20 September 2021
Item of business	21 F&GP 09
Details	Direct debits and regular payments 2021-22
Purpose of Report	To approve direct debits and regular payments 2021-22
Power/authority	
Recommendations	It is RECOMMENDED that Members: <ul style="list-style-type: none"> • approve direct debits and regular payments 2021-22

Introduction

Each month the Council makes a number of regular payments. These payments are often paid by direct debit. It is good practise for the Council to review these payments from time to time and confirm their continued appropriateness. This report is intended to discharge this duty.

Schedule of Monthly Payments

Payee	Details	Amount (inc. VAT)	Method
EDDC	Business rates	£926 (this may be subject to increase now that tenants have vacated)	DD
Grenke	Photocopier lease	£49.20	DD
Talk Talk	Telephone/broadband	£62.40	DD
Copycare	Photocopies	Variable	DD
EDF	Gas	Variable	DD
Smart Energy	Electricity	Variable	DD

Core IT	IT support, secure emails and cloud services	£513.60	BACS
Scalwell Lane Nurseries	Grounds maintenance	£1,320.60	BACS
R. Hardy	Window cleaning	£90.00	BACS

RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve direct debits and regular payments 2021-22

SEATON TOWN COUNCIL (‘the Council’)	
Date of report	20th September 2021
Item of business	21 F&GP 10
Details	Report on planter and hanging basket sponsorship scheme
Purpose of Report	To consider whether the scheme should be expanded in 2022
Power/Authority	Local Government Act 1972, s144 – power to encourage visitors
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • approve the list of items and proposed sponsorship fees included in Appendix 1 to this report, and authorise the Clerk to add any such additions as she considers appropriate 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 South West Signs as the preferred supplier for all signage associated with this scheme, given that they retain the necessary templates

1. Background

Historically the Council has offered local businesses and residents the opportunity to sponsor a planter and/or hanging basket during the summer season. This was primarily to support the annual Britain in Bloom and Southwest in Bloom competitions.

The focus of the Southwest in Bloom competition is not solely floral displays; there is also a strong emphasis on education, partnership working, volunteering, sustainability and recycling. The competition tackles everything from litter, graffiti and anti-social

behaviour through to conservation, sustainability and improving horticultural standards. Seaton last entered the Southwest in Bloom competition in 2018. In January 2019 the Community & Open Spaces Committee resolved that an action plan be produced taking into consideration the judges' feedback from 2018, for entering the competition in 2020.

Due to the Covid-19 global pandemic, the Southwest in Bloom competition did not take place in 2020 or 2021. However, in April 2021, the Council resolved to re-establish a sponsorship scheme for the town's floral displays.

2. Aims and Objectives of the Sponsorship Scheme

The cost of planting, watering and maintaining all the planters and hanging baskets falls to the Council and is undertaken by the Council's grounds maintenance contractor with the assistance of the Town Maintenance Officer. The benefits of a sponsorship scheme are:

- a source of income generation to support the aforementioned costs
- improving the appearance of the town through the purchase additional planters and baskets
- local organisations benefit from a green and affordable way to promote their business
- additional support to any future Southwest in Bloom entry

3. Review of the 2021 Sponsorship Scheme

In 2021, only a limited number of planters were made available for sponsorship. However, a positive response was received with 12 planters sponsored generating an income in excess of £1000.

A short delay in the delivery of signage resulted in the scheme being offered from 1st July to 31st October as opposed to 1st June to 30th September. Unfortunately, 2 signs have disappeared however, aside from additional time spent chasing invoice payments, no other issues or challenges have been identified.

Should the scheme be offered again in 2022, it is proposed that invitations be sent out from 1st April to allow sufficient time for the invoicing and collection of payments. It will also need to be clearly stated on the application form that the fee is for a 3-month period to run anytime between 1st June and 31st October which will accommodate any delays with the delivery of signs and/or delays in planting caused by the weather.

4. Proposed 2022 Planter and Hanging Basket Sponsorship Scheme

The scheme has the potential to be expanded for 2022 and the capacity to generate approximately £3900. Appendix 1 identifies a list of potential planters and hanging baskets that can be made available for next year together with proposed sponsorship

fees. These items are located in areas with the greatest footfall.

The cost of signs for each planter would be charged in addition to the sponsorship fee. Those who sponsored a planter in 2021 would be able to reuse their existing sign should they wish to and incur no additional signage costs. It should be noted that South West Signs retains the artwork for these signs and does charge any additional fees for the production of this.

Issues for consideration include:

- The offer of sponsorship of items to individuals as well as to local businesses and groups, thereby increasing the possibility of maximising the potential income.
- Placing additional planters in in upper Queen Street, Cross Street, Harbour Road and eastwards along the esplanade after Beach Road. Currently there are very few floral displays in these areas and additional planters could potentially improve their appearance and increase footfall, subject to additional costs that will be incurred to cover installation, planting and maintenance being within existing budgets.

5. Conclusion

The planter and hanging basket sponsorship scheme offers local organisations and residents the opportunity to show their commitment to the local community as well as offering businesses a cost-effective advertising opportunity. It also evidences the Council's commitment to promoting Seaton as an attractive and vibrant town to visitors and local residents and will also provide support to the South West in Bloom competition should an entry be submitted in 2022.

6. RECOMMENDATIONS

It is **RECOMMENDED** that Members:

- approve the list of items and proposed sponsorship fees included in Appendix 1 to this report, and authorise the Clerk to add any such additions as she considers appropriate 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 South West Signs as the preferred supplier for all signage associated with this scheme, given that they retain the necessary templates

Appendix 1

Planters	Type of Planter	Material or Colour	Number of Planters	Suggested Sponsorship Fee	Potential Income
Axe Yacht Club	Fish Feature	Ornate bespoke design	1	£250.00	£250.00
Co-op (by Sports Shop)	Square Planter	Plastic	1	£50.00	£50.00
Cross Street (corner)	Square Planter	Plastic	1	£50.00	£50.00
Cross Street (outside church)	Round Planter	White / Concrete	1	£50.00	£50.00
The Square (centre of seating arrangement)	Round Planter	Plastic	1	£100.00	£100.00
The Square (under lamppost)	Square 3 Tier Planter	Plastic	1	£100.00	£100.00
The Square (outside Lloyds Bank)	Hexagonal Planter	Wooden	1	£100.00	£100.00
The Square	White Round Planter	Concrete	2	£50.00	£100.00
Beer Road / Queen Street	Hexagonal Planter	Wooden	2	£100.00	£200.00
Beer Road / Queen Street outside Post Office	Trough	White / Concrete	1	£100.00	£100.00
Beer Road / Queen Street outside Post Office	Square Planter	Plastic	1	£50.00	£50.00
Seafront / Marshlands & Whitecliffe Appts	Large Square Planter	Wooden	2	£150.00	£300.00
Seafront / Marshlands & Whitecliffe Appts	Square 3 Tier Planter	Plastic	1	£100.00	£100.00
Fisherman's Gap	Boat Flowerbed	Bespoke Flowerbed	1	£250.00	£250.00
Fisherman's Gap	Anchor Flowerbed	Bespoke Flowerbed	1	£250.00	£250.00
Seafront	Seawall planter - 3 sections	Flowerbed	3	£150.00	£450.00
Catholic Church	Trough	White / Concrete	1	£100.00	£100.00
Museum	Wall Planter	Bespoke Design	1	£100.00	£100.00
		4		Total	£2,700.00

Location	Number of Hanging Basket Brackets	Suggested Sponsorship Fee	Total Potential Income
Thury Harcourt Lamposts	6	£ 30.00	£ 180.00
Thury Harcourt Toilet Wall	4	£ 30.00	£ 120.00
Seaton Jurassic	3	£ 30.00	£ 90.00
The Square	8	£ 30.00	£ 240.00
Hospicare Shop	1	£ 30.00	£ 30.00
Queen Street - above hexagonal planters	2	£ 30.00	£ 60.00
Windsor Gardens	4	£ 30.00	£ 120.00
Town Hall & Museum	7	£ 30.00	£ 210.00
Natwest Bank	1	£ 30.00	£ 30.00
Marine Place Roundabout	2	£ 30.00	£ 60.00
Fisherman's Gap towards West Walk	2	£ 30.00	£ 60.00
		Total	£ 1,200.00