



Minutes of Finance & General Purposes Committee Meeting

Monday 15th March 2021

Present:

Chairman: Cllr. D Ledger

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

In attendance: Town Clerk

75. Apologies for absence

Apologies for absence were received from Cllr Haggerty, Hartnell and Singh.

76. Declarations of Interest

Cllr Ledger declared a personal interest as an East Devon District Councillor (EDDC)

77. Minutes of the previous meeting

Members **RESOLVED** to approve the draft minutes of the Finance and General Purposes Committee meeting, held on Monday, 15 February 2021, subject to the correction of a typographical error in the first line of minute 68 which would be amended from '31 December 2020' to '31 January 2021'.

(moved Cllr Beer, seconded Cllr Wood)

78. Public Question Time

No questions from members of the public.

79. Payments, receipts & unpaid invoices

Members received a report of payments, income and unpaid invoices as at 28 February 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 Russell)

80. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 28 February 2021, to be signed by Cllr Ledger when he next met with the Town Clerk.

(moved Cllr Beer, seconded Cllr Bowman)



81. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 28 February 2021, to be signed by Cllr Ledger when he next met with the Town Clerk.
(moved Cllr Beer, seconded Cllr Wood)

82. Play Park Inspections

Members **RESOLVED** to note:

- the weekly play inspection reports by the Town Maintenance Officer
- the annual inspection reports by RoSPA
- a vote of thanks to the Town Maintenance Officer and Harcombe Engineering for their work on the Titan play equipment

(moved Cllr Beer, seconded Cllr Russell)

83.Update on actions from previous meetings

Members noted the following updates:

- the painting of the railings outside The Hub had been added to the work schedule of the Town Maintenance Officer and planters ordered.
- picnic benches had been ordered for Seaton Down Hill and Elizabeth Road and delivery was awaited.
- the survey of the Town Hall had been commissioned and would take place on 17 March 2021.
- weather permitting, the painting of the remaining lampposts was scheduled for May.
- the licence for the first water refill station had been agreed and the final document was awaited from EDDC. The water refill station was scheduled to arrive during March and installation could then be arranged.

Meeting closed at 6.11pm

Chairman: _____

Date: _____

Time: 13:30

Bank Reconciliation up to 31/03/2021 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
11/09/2020	MSFTCD8210			112.80	-112.80	<input type="checkbox"/>	Unidentified pymt-investigate
01/03/2021	DC	96.00		96.00		R <input checked="" type="checkbox"/>	East Devon District Council
01/03/2021	Rental		466.66	466.66		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/03/2021	BACS	182.55		182.55		R <input checked="" type="checkbox"/>	British Gas Lite
03/03/2021	BACS	49.20		49.20		R <input checked="" type="checkbox"/>	Grenke Leasing Ltd
03/03/2021	Rent		444.09	444.09		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/03/2021	BACS	224.19		224.19		R <input checked="" type="checkbox"/>	Viking Stationery
05/03/2021	BACS1	441.30		441.30		R <input checked="" type="checkbox"/>	Safeguard Fire & Security
05/03/2021	BACS2	3,295.97		3,295.97		R <input checked="" type="checkbox"/>	Doorcare Southwest Ltd
05/03/2021	BACS3	54.94		54.94		R <input checked="" type="checkbox"/>	Abbots
05/03/2021	BACS5	1,485.60		1,485.60		R <input checked="" type="checkbox"/>	Core Office IT
05/03/2021	BACS6	984.89		984.89		R <input checked="" type="checkbox"/>	Harcombe Engineering
05/03/2021	BACS7	52.50		52.50		R <input checked="" type="checkbox"/>	K's Cleaning
05/03/2021	BACS	418.80		418.80		R <input checked="" type="checkbox"/>	SecureForce UK Ltd
05/03/2021	BACS	1,000.00		1,000.00		R <input checked="" type="checkbox"/>	Beer Mens Shed
11/03/2021	BACS	69.99		69.99		R <input checked="" type="checkbox"/>	Screwfix
11/03/2021	CFG Rent		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2021	DD	228.56		228.56		R <input checked="" type="checkbox"/>	South West Hygiene
12/03/2021	Rent		201.70	201.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/03/2021	BACS	104.49		104.49		R <input checked="" type="checkbox"/>	Tower Services (Seaton) Ltd
15/03/2021	BACS1	390.96		390.96		R <input checked="" type="checkbox"/>	Stephanie Jones
15/03/2021	BACS2	11.70		11.70		R <input checked="" type="checkbox"/>	South West Water Business
15/03/2021	BACS4	244.20		244.20		R <input checked="" type="checkbox"/>	ROSPA Play Safety Ltd
15/03/2021	BACS5	144.00		144.00		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
15/03/2021	BACS	522.00		522.00		R <input checked="" type="checkbox"/>	Merit Environmental
18/03/2021	CASH	-0.50		-0.50		R <input checked="" type="checkbox"/>	Morrisons
18/03/2021	CASH	-0.50		-0.50		R <input checked="" type="checkbox"/>	Morrisons
18/03/2021	CASH	-1.00		-1.00		R <input checked="" type="checkbox"/>	Morrisons
18/03/2021	CASH	2.00		2.00		R <input checked="" type="checkbox"/>	Morrisons-CORRECTION
19/03/2021	BACS	78.75		78.75		R <input checked="" type="checkbox"/>	K's Cleaning
19/03/2021	BACS1	496.80		496.80		R <input checked="" type="checkbox"/>	Core Office IT
19/03/2021	BACS2	2,640.00		2,640.00		R <input checked="" type="checkbox"/>	Wessex Surveyors
19/03/2021	BACS3	19.32		19.32		R <input checked="" type="checkbox"/>	Bradforbs Building Supplies
19/03/2021	BACS4	69.60		69.60		R <input checked="" type="checkbox"/>	I.J.Cannings & Son Ltd
19/03/2021	BACS5	90.00		90.00		R <input checked="" type="checkbox"/>	Seaton & District Window Clean
22/03/2021	Rent		230.07	230.07		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/03/2021	DC	363.59		363.59		R <input checked="" type="checkbox"/>	Hampshire Flag Company
25/03/2021	DC	55.50		55.50		R <input checked="" type="checkbox"/>	Bridport Decorating Centre
25/03/2021	DC	40.00		40.00		R <input checked="" type="checkbox"/>	EDDC
26/03/2021	DD	57.60		57.60		R <input checked="" type="checkbox"/>	Talk Talk
29/03/2021	DD	545.08		545.08		R <input checked="" type="checkbox"/>	Gazprom Energy
29/03/2021	DD	146.62		146.62		R <input checked="" type="checkbox"/>	British Gas Lite
29/03/2021	Rent		466.66	466.66		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/03/2021	BACS	10,800.24		10,800.24		R <input checked="" type="checkbox"/>	East Devon District Council
30/03/2021	BACS1	75.00		75.00		R <input checked="" type="checkbox"/>	K's Cleaning

Time: 13:30

Bank Reconciliation up to 31/03/2021 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>
30/03/2021	BACS2	2,518.34		2,518.34		R <input type="checkbox"/>	Scalwell Lane Nursery
31/03/2021	BACS	2,757.60		2,757.60		R <input type="checkbox"/>	Marmax Products Ltd
31/03/2021	BACS1	254.16		254.16		R <input type="checkbox"/>	Ford South West Ltd
		<u>31,010.04</u>	<u>1,859.18</u>				

**Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021	0	290,834.46
			<u>290,834.46</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			290,834.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			290,834.46
		Balance per Cash Book is :-	290,947.26
		Difference Excluding Adjustments is :-	-112.80
<u>Adjustments to Reconciliation</u>			
11/09/2020 MSFTCD8210 Unidentified pymt-investigate		-112.80	
			<u>-112.80</u>
		Unreconciled Difference is :-	<u>0.00</u>

Time: 13:32

Bank Reconciliation up to 31/03/2021 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>
01/03/2021	CASH	0.80		0.80		R <input checked="" type="checkbox"/>	Morrisons
03/03/2021	CASH	9.13		9.13		R <input checked="" type="checkbox"/>	Co-op
09/03/2021	CASH	1.50		1.50		R <input checked="" type="checkbox"/>	Co-op
15/03/2021	CASH	1.50		1.50		R <input checked="" type="checkbox"/>	Co-op
18/03/2021	CASH	0.50		0.50		R <input checked="" type="checkbox"/>	Morrisons
18/03/2021	CASH	0.50		0.50		R <input checked="" type="checkbox"/>	Morrisons
18/03/2021	BACS	2.00		2.00		R <input checked="" type="checkbox"/>	Morrisons-CORRECTION
18/03/2021	CASH	-2.50		-2.50		R <input checked="" type="checkbox"/>	Morrisons-CORRECTION
		<u>13.43</u>	<u>0.00</u>				

**Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021		19.56
			<hr/> 19.56
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			19.56
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			19.56
		Balance per Cash Book is :-	19.56
		Difference is :-	0.00

ELIZABETH ROAD PLAY AREA

INSPECTED BY: Phil Tuckley

DATE: 8th March 2021

FINISH TIME: 11.30am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunlight	Monitor wear to written warning notice (summer)
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 uneven ground	Monitor all issues
GAMES AREA	De-graded backboard, bent rusty bottom channel	Monitor all issues
MULTIPLAY	Chain link notching and slight rust	Monitor
TODDLER MULTI		Monitor
PICNIC TABLES	Some decay, rot and broken wood	New tables now arrived
BENCHES	Cracks and some 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: 8th March 2021

FINISH TIME: 10.35am

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND		Monitor
GOAL NET X2 POSTS	Uneven playing surface	Monitor/Fill Holes
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	Slight Wear	Monitor
TREES	Some leaning trees/dead wood	Monitor/Remove