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**Minutes of Finance & General Purposes Committee Meeting  
Monday 15 November 2021**

**Present:**

**Chairman:** Cllr. D Wright

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

**In attendance:** Town Clerk

**Public:** None

**Others:** Cllrs Hartnell & Burrow were in attendance, but not members of this committee.

**33. Apologies for absence**

Apologies for absence were received from Cllr. Bowman.

**34. Declarations of Interest**

Cllr Ledger declared an interest as an East Devon District Councillor and Cllr Hartnell declared an interest as an East Devon District and Devon County Councillor.

**35. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 18 October 2021.  
(moved Cllr. Beer, seconded Cllr. Ledger)

**36. Public Question Time**

None.

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

Members received a schedule of payments, receipts and outstanding invoices as at 31 October 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)

**38. Bank Reconciliation**

Members **RESOLVED** to approve the bank reconciliation to 1 October 2021.  
(moved Cllr. Ledger, seconded Cllr. Wright)

**39. Petty Cash Reconciliation**

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

#### **40. Play Park Inspections**

Members noted the weekly play inspection reports.

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

Members considered the updated draft budget for 2022/23 (15 November 2021 v.4) which had been updated to reflect the adjustments discussed at the previous meeting of F&GPC on 18 October 2021. The draft was amended to include the following:

- an additional £4,000 to the events budget, raising it from £11,000 to £15,000
- the Chairman's Allowance was combined with the Civic Expenses budget and set at £2,000, with a view to an event being held in 2022 to make awards recognising exceptional community work in the town.

Members noted the predicted year end position and **RESOLVED to RECOMMEND** to Council:

- that the draft budget for 2022/23 (15 November 2021 v.4), adjusted to reflect the amendments details above, be adopted with gross expenditure estimated at £412,663, offset by predicted income of £14,876 and a transfer from general reserves of £10,000.
- the precept for 2022/23 should be set at £387,787 – a rise of 8.6% or £9.55 per year/18p per week on a Band D property - making the total annual payment £120.88 on a Band D property

(moved Cllr. Wood, seconded Cllr. Beer)

Meeting closed at 7.06pm

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

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

Time: 08:47

**Bank Reconciliation up to 31/12/2021 for Cashbook No 1 - Treasurer's Account**

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/09/2021	Microsoft			112.80	-112.80	<input type="checkbox"/>	Outstanding query
30/11/2021	DD	149.87		149.87		R <input checked="" type="checkbox"/>	Smartest Energy
01/12/2021	DD	831.00		831.00		R <input checked="" type="checkbox"/>	East Devon District Council
01/12/2021	DD1	49.20		49.20		R <input checked="" type="checkbox"/>	Grenke Leasing Ltd
01/12/2021	Funct Room		28.00	28.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2021	Funct Room		126.00	126.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/12/2021	Top Up	150.00		150.00		R <input checked="" type="checkbox"/>	Petty Cash
08/12/2021	Funct Room		94.00	94.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/12/2021	Grant		1,649.00	1,649.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/12/2021	BACS	281.59		281.59		R <input checked="" type="checkbox"/>	Stephanie Jones
13/12/2021	BACS1	60.00		60.00		R <input checked="" type="checkbox"/>	JURASSIC SPARK
13/12/2021	BACS2	82.50		82.50		R <input checked="" type="checkbox"/>	K's Cleaning
13/12/2021	BACS3	130.00		130.00		R <input checked="" type="checkbox"/>	Harcombe Engineering
13/12/2021	BACS4	184.80		184.80		R <input checked="" type="checkbox"/>	Jurassic Electrics Ltd
13/12/2021	BACS5	508.80		508.80		R <input checked="" type="checkbox"/>	Core Office IT
13/12/2021	BACS6	90.00		90.00		R <input checked="" type="checkbox"/>	Seaton & District Window Clean
14/12/2021	DC	275.00		275.00		R <input checked="" type="checkbox"/>	DVLA
15/12/2021	DD	106.18		106.18		R <input checked="" type="checkbox"/>	Smartest Energy
15/12/2021	Funct Room		112.00	112.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/12/2021	Funct Room		14.00	14.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2021	DD	320.53		320.53		R <input checked="" type="checkbox"/>	EDF Energy
18/12/2021	BACS	2,641.20		2,641.20		R <input checked="" type="checkbox"/>	Scalwell Lane Nursery
18/12/2021	BACS1	270.00		270.00		R <input checked="" type="checkbox"/>	A&S Kingdon Ltd
18/12/2021	BACS2	359.34		359.34		R <input checked="" type="checkbox"/>	Auto Service Garage
18/12/2021	BACS3	675.00		675.00		R <input checked="" type="checkbox"/>	JURASSIC SPARK
18/12/2021	BACS5	2,177.17		2,177.17		R <input checked="" type="checkbox"/>	Steve Walsh
18/12/2021	BACS	200.00		200.00		R <input checked="" type="checkbox"/>	Seaton Carnival Comittee
18/12/2021	BACS6	22.00		22.00		R <input checked="" type="checkbox"/>	R & H Signs
18/12/2021	BACS7	2,312.50		2,312.50		R <input checked="" type="checkbox"/>	Clear & Clean SW
18/12/2021	BACS	31.29		31.29		R <input checked="" type="checkbox"/>	Smartest Energy
18/12/2021	Funct Room		14.00	14.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/12/2021	match	-181.16		-181.16		R <input checked="" type="checkbox"/>	Smartest Energy
23/12/2021	BACS	11,777.44		11,777.44		R <input checked="" type="checkbox"/>	East Devon District Council
23/12/2021	BACS1	41.25		41.25		R <input checked="" type="checkbox"/>	K's Cleaning
23/12/2021	BACS2	72.00		72.00		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
23/12/2021	Funct Room		36.00	36.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/12/2021	DD	65.29		65.29		R <input checked="" type="checkbox"/>	Talk Talk
31/12/2021	DD1	96.94		96.94		R <input checked="" type="checkbox"/>	Copycare Ltd
		<u>23,779.73</u>	<u>2,073.00</u>				

Time: 09:43

**Bank Reconciliation up to 31/12/2021 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>
07/12/2021	CASH	1.02		1.02		R <input type="checkbox"/>	Harbour News
08/12/2021	CASH	8.08		8.08		R <input type="checkbox"/>	Post Office
08/12/2021	Top Up		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
09/12/2021	CASH	2.01		2.01		R <input type="checkbox"/>	Harbour News
14/12/2021	CASH	10.99		10.99		R <input type="checkbox"/>	Colyton Stores
14/12/2021	CASH	1.29		1.29		R <input type="checkbox"/>	Post Office
		<u>23.39</u>	<u>150.00</u>				

**Bank Reconciliation Statement as at 31/12/2021  
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	31/12/2021	0	432,472.25
			<u>432,472.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			432,472.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			432,472.25
		<b>Balance per Cash Book is :-</b>	<b>432,585.05</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>-112.80</b>
<u>Adjustments to Reconciliation</u>			
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 Statement as at 31/12/2021  
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	31/12/2022		186.53
			<u>186.53</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			186.53
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			186.53
		<b>Balance per Cash Book is :-</b>	<b>186.53</b>
		<b>Difference is :-</b>	<b>0.00</b>

## ELIZABETH ROAD PLAY AREA

## INSPECTION SHEET

INSPECTED BY: Phil TuckleyDATE: 10th January 2022FINISH TIME: 15.15hrs

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CAROUSEL DISH	Gets hot in strong sunshine.	Check written warning (Summer time)
ROUNDAABOUT	Gap re: Rospa report, too large also rubber crumb shrinkage and wear.	Monitor all issues.
FOOTBALL GOAL	Net supports bent and rusty. Waterlogged, muddy & 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. Rubber crumb wear.	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	Various	Carry out tree survey recommendations



UNDERFLEET

## INSPECTION SHEET

INSPECTED BY: Phil TuckleyDATE: 10TH January 2022FINISH TIME: 14.20hrs

EQUIPMENT	HAZARD	RECOMMENDED ACTION
CYCLE STAND	No Hazard	Monitor
GOAL NET X2 POSTS	Puddled and waterlogged & uneven playing surface, worn and muddy	Monitor all issues
CYCLOPS (SPIN NET)	No Hazard	Monitor
TITAN (ROTARY)	D shackle and chain link notching, uneven and puddled surface, hole in matting.	Monitor all issues (price up new links etc)
SPIDERS WEB	No Hazard	Monitor
CLIMBING WALL	No Hazard	Monitor
DINO (ZIP WIRE)	Uneven ground, carriage/seat removed for repair. NOT IN SERVICE	Repair & reinstate when access for machinery and contractor availability & access allows.
NEXUS VIPER (ROPE SWING)	Hole in matting, uneven waterlogged ground, notching in chainlink / D Shackle	Monitor all issues
WILLY JEEP	Rusty springs and slight rust on wheels, generally slightly rusty	Monitor all issues
GAPING GHYLL	Artificial grass is worn away/missing on the corner	Monitor

EQUIPMENT	HAZARD	RECOMMENDED ACTION
LOPING BALANCE WEAVE	No Hazard	Monitor
WALK/STRETCH POSTS	some cracking in wood	Monitor/fill cracks when weather allows
NET TUNNEL	some cracking in wood	Monitor/fill cracks when weather allows
6M NET PYRAMID	Wear to 3rd rope from the top	Monitor wear to added tape on rope. (Done 15/12/21)
CIRCUS TRAMPOLINE	No Hazard	Monitor
LANDSCAPE TUNNEL	No Hazard	Monitor
UNIMINI KERRA (TODDLER UNIT)	Slight rust and peeling paint, wear to plywood platform	Price up new platform, get 2nd quote
LILLIE BASKET (SWING BASKET)	No Hazard	Monitor
ROTY INCLUSIVE ROUNDABOUT	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	Monitor
BOULDER SEATS	No Hazard	Monitor
PATH	Worn in places especially at base of landscape tunnel	Monitor & fill holes when weather allows.
TREES	Some broken branches, leaning trees/dead wood	Carry out tree survey recommendations

**advanced:**

**progressive** *adj.*  
forward-thinking  
forward-looking  
unconventional  
cutting edge  
innovative

**higher** *adj.*  
superior  
highly developed  
sophisticated  
complex

### Arboricultural Inspection

<b>Site Name:</b>	Elizabeth Road Play Area and Playing Fields
<b>Address:</b>	Elizabeth Way, Seaton, EX12 2DT
<b>Reference no.</b>	JG/B168/0122/ELI
<b>Client:</b>	Seaton Town Council
<b>Date of site visit:</b>	6 <sup>th</sup> January 2022
<b>Inspector:</b>	Joel Gray FdSc (Arb), NCF Arb, Cert Arb (ABC, RFS), MArborA
<b>Weather:</b>	Inclement and windy

## General Observations

- We undertook a walkover survey of the site, viewing all the significant trees. The purpose of my survey was to assess the health and safety of the trees and to give recommendations for any management of the trees that may be required. Where we have noted defects associated with an individual tree that could lead to a risk of harm being caused to persons or property, we have undertaken a detailed inspection of that tree. We have then given recommendations for managing the tree so as to reduce any risk of harm to an acceptable level. Trees within the survey remit but not individually recorded are considered a low enough risk to not require an individual assessment. Neighbouring trees may be commented on where relevant.
- We previously inspected this site in February of 2019.
- All trees inspected in detail are growing within the site boundaries and have been tagged and sprayed. No trees have been marked for felling. Trees marked with a dot require pruning. Neighbouring trees may be commented upon but will not have been tagged or sprayed.
- The inspection process consisted of a general ground based visual inspection only. Accessible cavities or decayed areas within the inspected trees may have been probed using a 60cm long thin metal probe to investigate the depth of any decay. Trees may also have been sounded using a rubber mallet to help detect the presence of internal decay or to assist in the determination of the extent of any suspected decay. Where appropriate the use of these tools will be detailed below. Where a further more detailed inspection is required this will be indicated within the recommendations.
- Above ground inspection only. Soil type has not been ascertained on site.
- Three trees and one group of neighbouring trees have been identified as requiring works and these have been detailed within the individual inspection sheet below. We advise that the owner of the trees within group G1 be contacted and that confirmation be provided that this tree has been inspected by a suitably qualified arboriculturalist and that assurances can be given over the safety of this tree. A photograph of these trees are attached to this report.
- We recommend that re-inspection of this site is undertaken in summer 2022, due to the presence of Ash trees on site. Some of the Ash stock are exhibiting signs of Ash Dieback Disease (ADD) and a full leaf crown assessment will help to ascertain the extent of ADD within these trees.
- A check on the East Devon District Council online mapping facility reveals that one tree on this site is covered by a Tree Preservation Order (TPO). This is Oak T1509 with TPO number: 05/0029/TPO. The site does not fall within a Conservation Area. Where trees are covered by a TPO then most works will require an application to be submitted to the local planning authority (LPA). These works can then be permitted, refused or amended by the LPA as relevant. The LPA should deal with any application within 8 weeks of receipt, but if a decision is not issued within that time then the works should be deemed to have been refused. We will advise where an application or notification is required to enable any work recommended within this report.

- We recommend that any trees requiring regular inspection be kept clear of ivy growth where practical. This is best achieved by carefully cutting with a handsaw to remove an appropriate length from the base of the tree and then allowing the remainder to die off.
- Ash Dieback Disease (ADD) is now widespread throughout Devon and surrounding counties, though specific symptoms are not always obvious on more mature trees. The rate of decline of infected trees and the long-term prognosis for the health of Ash trees generally is currently uncertain. Some sources suggest that the UK may experience losses of up to 90% or more of its Ash trees in some areas. Woodland trees, in particular, appear to be particularly prone to decline. Once infected, trees can decline rapidly and quickly lose their structural integrity. On reaching less than 50% of their normal foliar density, they are likely to require removal where they pose a threat to persons or property. Such trees can become unpredictable and dangerous to fell, or to dismantle using normal rope access techniques, and may thus require removal using a Mobile Elevated Work Platform (MEWP) or other machinery. Hence, where trees are in an early stage of infection, are in locations that are inaccessible to machinery and would pose a risk to persons or property if they declined further, it may be appropriate to consider the pre-emptive removal of such trees while it is still possible to deal with them safely using conventional techniques. Each site will need to be considered on its own merits, but the removal of good quality trees, as a precautionary measure, is unlikely to be recommended at this stage.

Current recommendations, on those sites where Ash trees are present within falling distance of significant targets, are that trees be inspected regularly so as to account for the potentially rapid decline of currently healthy trees should ADD occur. Should any Ash trees on site show signs of rapid defoliation or dieback then further advice from an experienced arboriculturist should be sought. We have noted specific cases of ADD on this site at the time of this inspection, and we have no doubt that the disease will be present throughout this locality. When considering the longer term management of Ash trees on a site, my advice is that, where such trees are within falling distance of significant targets or otherwise present a significant constraint to the site, then lesser quality trees are unlikely to be worthy of consideration for longer term retention. In these cases, removal of these lesser quality Ash trees and their replacement with suitable alternative species may well result in a net gain in amenity, landscape and biodiversity values for the site over the medium to long term.

Identification of ADD infected Ash is difficult during the winter months, when trees are out of leaf, unless the trees are very severely affected and contain large sections of deadwood. A number of larger Ash trees are present on site. We therefore advise that it would be prudent to schedule the next safety inspection for summer 2022, so as to allow for a more ready assessment of the degree of infection (if any) within these larger trees. If trees are showing clear signs of infection with ADD in the summer of 2022 then it is likely to be prudent to consider removing those trees at an early stage. Should you have concerns regarding the condition of the Ash trees on site before that time then please feel free to contact us for further advice.

- All tree works should be undertaken to BS3998:2010 Tree Works – Recommendations. We strongly recommend that the appointed tree works contractor is Arboricultural Association approved to ensure high standards.
- Permission must be sought from East Devon District Council with regards to the recommended works to Oak T1509. Deadwood removal within this specimen is considered to be exempt works, as defined within the Town & Country Planning (Tree Preservation) (England) Regulations 2012, and thus will require a five day notification

rather than a formal application. We consider any works specified below as appropriate management for these trees and this should be acceptable to the local planning authority, however, they may consider alternative management options; they therefore have the option to modify or reject our proposals.

- Under the Wildlife & Countryside Act 1981 & Countryside & Rights of Way Act 2000 it is an offence to recklessly damage or destroy the nest of a wild bird whilst in use or being built. Trees and shrubs on this site may contain nesting birds between early March and late August. It is recommended that vegetation clearance works are avoided between these dates if there is a reasonable potential for the disruption of nesting birds. If works need to be undertaken during the nesting season then it is advisable that a survey of the site be undertaken by a competent person before commencing any tree or shrub removal, to ensure that no nesting birds are present. Other species, including bats, are also protected under this legislation.
- We recommend that trees growing at this property be re-inspected by a suitably qualified and experienced arboriculturist within the summer of 2022. The condition of trees can change following severe weather conditions or due to effects of pests and diseases or other abiotic factors and therefore may warrant re-inspection of affected trees at a shorter interval than recommended in this report. Trees are dynamic organisms and their safety cannot be absolutely guaranteed under all weather conditions.
- This report has been prepared using all reasonable skill and care. Opinions are provided in good faith.

## Site Plan





## Key

Terms and Abbreviations used in the survey are as follows:

<b>Tree No</b>	Corresponding to tag (where tagged)		
<b>Species</b>	Common name		
<b>Age Range</b>	Young (grown to less than one third of life expectancy) Middle Aged (grown to between one to two-thirds of life expectancy) Mature (grown to over two thirds of normal life expectancy) Ancient		
<b>Height Range</b>	Low (0-10 metres) Medium (10-20 metres) High (20-30 metres plus)		
<b>Life Expectancy</b>	Safe Useful Life Expectancy: Short (less than 10 years) Low (10-20 years) Medium (20-40 years) High (40+ years)		
<b>Condition</b>	Structural and Physiological Condition: Good (tree with no significant defects and of good vigour) Fair (tree with some defects amenable to surgery or of reasonable vigour) Poor (tree with significant defects or of poor vigour) Dead		
<b>Hazard Rating</b>	Hazard Rating: High            High risk of harm to persons or property – remove hazard or target Medium        Moderate risk of harm to persons or property – reduce risk, taking other factors (amenity, ecological) into account Low             Low risk of harm to persons or property.		
<b>Other</b>	m/s	Multistem tree	n/m    Not measurable    e    Estimate
	av	Average (for measurements of groups of trees)	
	Minor deadwood length	Deadwood with a basal diameter < 10cm and/or < 3m	
	Major deadwood length	Deadwood with a basal diameter > 10cm and/or > 3m	
<b>Work Priority</b>	1	1 <sup>st</sup> Priority, Urgent.	
	2	2 <sup>nd</sup> Priority, suggest within 1 month	
	3	3 <sup>rd</sup> Priority, suggest within 6 months	
	4	Advisory. Non safety-critical works to be programmed when time and finances permit	

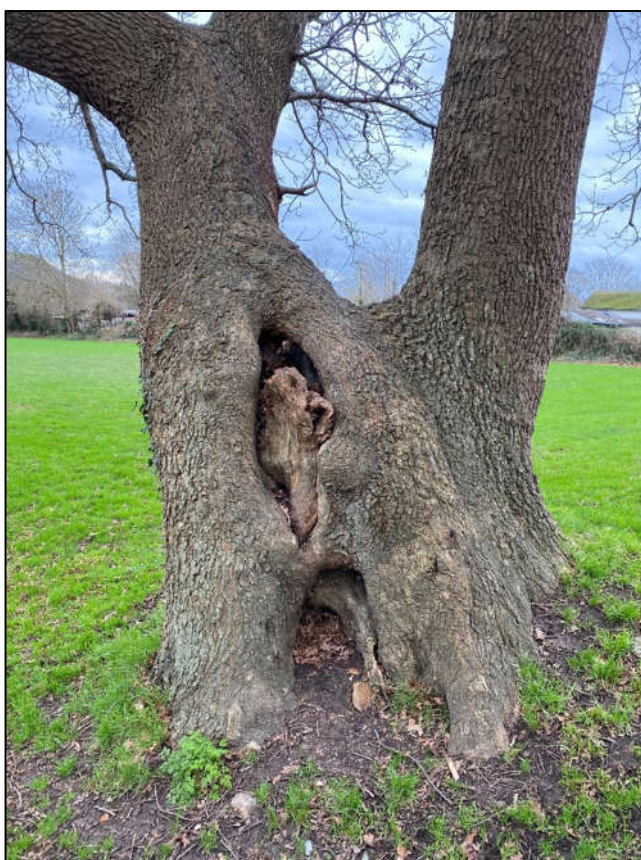
## Individual Tree Report

<b>Tree Number:</b>	1508	<b>Species:</b>	Oak
<b>Age Range:</b>	Mature	<b>Height:</b>	High
<b>Life Expectancy:</b>	Medium	<b>Tree Condition:</b>	Fair
<b>Site Features:</b>	Tree located in playing field with goal posts in failure distance		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Large mature Oak specimen with two dominant leading stems, bifurcating at 1.5m above ground level</li> <li>• Eastern stem with significant eastern bias and evidence of historic southern aspect branch failure</li> <li>• Bark and cambium death from ground level to approximately 2.0m on eastern-most stem, with associated vascular dysfunction manifesting as lower crown density in the central upper canopy</li> <li>• Sounding mallet reveals diminished wood density</li> <li>• Metal probe inspection confirming the wood is solid, with minimal soft decay</li> <li>• Wound-wood appears on outer edges of parts of the dysfunction</li> <li>• Northern side of the crown break, opposite the southern and eastern cambium death, hosts two connecting open cavities with good amounts of wound wood present</li> </ul>		
<b>Hazard Rating:</b>	Medium		
<b>Recommendations:</b>	<ul style="list-style-type: none"> <li>• Reduce eastern canopy by 2.0-3.0m with maximum diameter cuts of 100mm. Indicative reduction extent as illustrated in attached photograph</li> <li>• Reduce remaining canopy by 1.0m to match eastern canopy, maximum diameter of cuts 60mm. Indicative reduction extent as illustrated in attached photograph</li> <li>• Install two flexible braces rated to 8 tonnes from central stem to two eastern stems. Indicative location of braces as illustrated in attached photograph</li> </ul>		
<b>Works Priority:</b>	3		

Photograph:







## Individual Tree Report


<b>Tree Number:</b>	1509	<b>Species:</b>	Oak
<b>Age Range:</b>	Mature	<b>Height:</b>	Medium
<b>Life Expectancy:</b>	High	<b>Tree Condition:</b>	Fair
<b>Site Features:</b>	Tree overhangs neighbouring garden and two rear garden gates		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Maturing specimen with a stem and crown bias north-east</li> <li>• Evidence of large northern limbs historically removed</li> <li>• Major deadwood within the crown and overhanging garden exit route. Red circle in attached photograph indicates this</li> <li>• Historic bark dysfunction with evidence of loose bark on northern aspect of main stem from near ground level to approximately 2.0m above ground level; appears to have fully enclosed with wound wood, but flaking bark still present. Green circle in attached photograph indicates this</li> <li>• Significant epicormic growth overhanging and low into neighbouring garden and over fence</li> </ul>		
<b>Hazard Rating:</b>	Low		
<b>Recommendations:</b>	<ul style="list-style-type: none"> <li>• Remove major deadwood from within the crown</li> <li>• Remove low and overhanging epicormic growth which is within 0.5m of neighbouring fence and gate. Maximum diameter of cuts 50mm</li> <li>• Resi-drill inspection of mainstem where bark dysfunction is located</li> </ul>		
<b>Works Priority:</b>	4		



**Photograph:**




## Individual Tree Report

<b>Tree Number:</b>	1510	<b>Species:</b>	Ash
<b>Age Range:</b>	Middle Aged	<b>Height:</b>	Medium
<b>Life Expectancy:</b>	Low	<b>Tree Condition:</b>	Fair
<b>Site Features:</b>	Tree overhangs school entrance to playing fields		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Single Ash stem on remnant hedge boundary adjacent school entrance to playing fields</li> <li>• Tree exhibits evidence of ADD vertical stress growth within inner crown</li> <li>• Split and hanging limb overhanging school entrance gate to field</li> </ul>		
<b>Hazard Rating:</b>	Medium		
<b>Recommendations:</b>	Remove hanging branch and re-inspect tree in summer 2022		
<b>Works Priority:</b>	4		
<b>Photograph:</b>			



## Individual Tree Report

<b>Tree Number:</b>	Area A1	<b>Species:</b>	Mixed
<b>Age Range:</b>	Young - Mature	<b>Height:</b>	Medium - High
<b>Life Expectancy:</b>	Low - High	<b>Tree Condition:</b>	Poor - Good
<b>Site Features:</b>	Trees overhang children's play area		
<b>Comments:</b>	<ul style="list-style-type: none"><li>• Multiple neighbouring trees overhanging play area to the north</li><li>• Large mature Oak specimen with significant Ivy coverage hosts dead branch over children's play equipment</li><li>• Large Ash within area overhanging play area and is exhibiting signs of ADD</li><li>• Significant Ivy coverage impeding visual inspection of multiple stems from a distance</li></ul>		
<b>Hazard Rating:</b>	Medium		
<b>Recommendations:</b>	Inform tree owner and advise a professional arboricultural safety inspection		
<b>Works Priority:</b>	3		
<b>Photograph:</b>			





**advanced:**

**progressive** *adj.*  
forward-thinking  
forward-looking  
unconventional  
cutting edge  
innovative

**higher** *adj.*  
superior  
highly developed  
sophisticated  
complex

### Arboricultural Inspection

<b>Site Name:</b>	Seaton Down Hill Picnic Area
<b>Address:</b>	Seaton Down Hill, Seaton
<b>Reference no.</b>	JG/B168/0122/SDH
<b>Client:</b>	Seaton Town Council
<b>Date of site visit:</b>	6th December 2022
<b>Inspector:</b>	Joel Gray FdSc (Arb), NCF Arb, Cert Arb (ABC, RFS), MArborA
<b>Weather:</b>	Inclement and windy

## General Observations

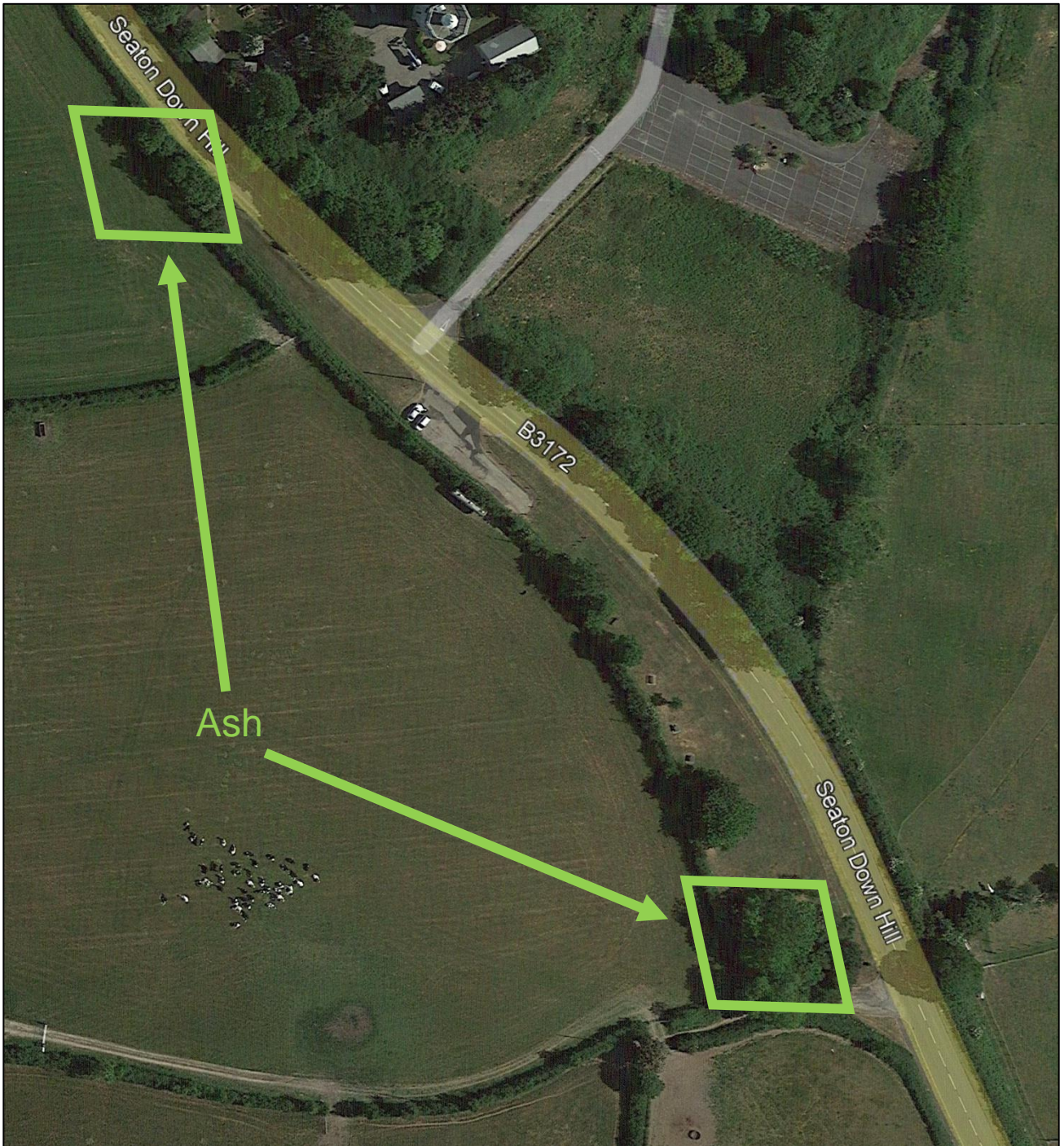
- We undertook a walkover survey of the site, viewing all the significant trees. The purpose of my survey was to assess the health and safety of the trees and to give recommendations for any management of the trees that may be required. Where we note any defects associated with an individual tree that could lead to a risk of harm being caused to persons or property, we will undertake a detailed inspection of that tree and give recommendations for managing the tree so as to reduce any risk of harm to an acceptable level. Trees within the survey remit but not individually recorded are considered a low enough risk to not require an individual written inspection and assessment.
- No significant defects that could lead to a risk of harm being caused to persons or property were noted on this site. Therefore, no trees required a detailed inspection. There are however a number of Ash trees on site, predominantly at the southernmost tip, which appear to be exhibiting signs of Ash Dieback Disease. Re-inspection of this site, when the Ash should be in full leaf, will give us a clearer representation of the condition of these trees. This full leaf inspection will enable us to make accurate and appropriate recommendations, dependant on the extent of Ash Dieback Disease present.
- Above ground inspection only. Soil type has not been ascertained on site.
- We recommend that trees growing at this property be re-inspected during summer 2022 by a suitably qualified and experienced arboriculturist, to ascertain the extent of Ash Dieback Disease within the Ash stock on site. The condition of trees can change following severe weather conditions or due to effects of pests and diseases or other abiotic factors and therefore may warrant re-inspection of affected trees at a shorter interval than recommended in this report. Trees are dynamic organisms and their safety cannot be absolutely guaranteed under all weather conditions. This report has been prepared using all reasonable skill and care. Opinions are provided in good faith.
- A check on the East Devon District Council interactive mapping facility did not reveal the presence of any Tree Preservation Orders on this site. The site does not fall within a Conservation Area.
- I recommend that any trees requiring regular inspection be kept clear of ivy growth where practical. This is best achieved by carefully cutting with a handsaw to remove an appropriate length from the base of the tree and then allowing the remainder to die off.
- Ash Dieback Disease (ADD) is now widespread throughout Devon and surrounding counties, though specific symptoms are not always obvious on more mature trees. The rate of decline of infected trees and the long-term prognosis for the health of Ash trees generally is currently uncertain. Some sources suggest that the UK may experience losses of up to 90% or more of its Ash trees in some areas. Woodland trees, in particular, appear to be particularly prone to decline. Once infected, trees can decline rapidly and quickly lose their structural integrity. On reaching less than 50% of their normal foliar density, they are likely to require removal where they pose a threat to persons or property. Such trees can become unpredictable and dangerous to fell, or to dismantle using normal rope access techniques, and may thus require removal using a Mobile Elevated Work Platform (MEWP) or other machinery. Hence, where trees are in an early stage of infection, are in locations that are inaccessible to machinery and would pose a risk to persons or property if they declined further, it may

be appropriate to consider the pre-emptive removal of such trees while it is still possible to deal with them safely using conventional techniques. Each site will need to be considered on its own merits, but the removal of good quality trees, as a precautionary measure, is unlikely to be recommended at this stage.

Current recommendations, on those sites where Ash trees are present within falling distance of significant targets, are that trees be inspected regularly so as to account for the potentially rapid decline of currently healthy trees should ADD occur. Should any Ash trees on site show signs of rapid defoliation or dieback then further advice from an experienced arboriculturist should be sought. When considering the longer term management of Ash trees on a site, my advice is that, where such trees are within falling distance of significant targets or otherwise present a significant constraint to the site, then lesser quality trees are unlikely to be worthy of consideration for longer term retention. In these cases, removal of these lesser quality Ash trees and their replacement with suitable alternative species may well result in a net gain in amenity, landscape and biodiversity values for the site over the medium to long term.

Identification of ADD infected Ash is difficult during the winter months, when trees are out of leaf, unless the trees are very severely affected and contain large sections of deadwood. A number of larger Ash trees are present on site which are within failure distance of a public footpath and picnicking areas. I therefore advise that it would be prudent to schedule the next safety inspection for summer 2022, so as to allow for a more ready assessment of the degree of infection within these larger trees. If trees are showing clear signs of infection with ADD in the summer of 2022 then it is likely to be prudent to consider removing those trees at this stage. Should you have concerns regarding the condition of the Ash trees on site before that time then please feel free to contact us for further advice.

# Site Plan





## Photographs



Photograph 1 – Looking south-west towards the southernmost area of Ash stems

**advanced:**

**progressive** *adj.*  
forward-thinking  
forward-looking  
unconventional  
cutting edge  
innovative

**higher** *adj.*  
superior  
highly developed  
sophisticated  
complex

### Arboricultural Inspection

<b>Site Name:</b>	Underfleet Play Park
<b>Address:</b>	Underfleet Play Park, Seaton, EX12 2WD
<b>Reference no.</b>	JG/B168/0122/UND
<b>Client:</b>	Seaton Town Council
<b>Date of site visit:</b>	6 <sup>th</sup> January 2022
<b>Inspector:</b>	Joel Gray FdSc (Arb), NCF Arb, Cert Arb (ABC, RFS), MArborA
<b>Weather:</b>	Inclement and windy

## General Observations

- We undertook a walkover survey of the site, viewing all the significant trees. The purpose of our survey was to assess the health and safety of the trees and to give recommendations for any management of the trees that may be required. Where we have noted defects associated with an individual tree that could lead to a risk of harm being caused to persons or property, we have undertaken a detailed inspection of that tree. We have then given recommendations for managing the tree so as to reduce any risk of harm to an acceptable level. Trees within the survey remit but not individually recorded are considered a low enough risk to not require an individual assessment. Neighbouring trees may be commented on where relevant.
- We previously inspected this site in February 2019.
- All trees inspected in detail are growing within the site boundaries and have been tagged and sprayed. No trees have been marked for felling. Trees marked with a dot require pruning. Neighbouring trees may be commented upon but will not have been tagged or sprayed.
- The inspection process consisted of a general ground based visual inspection only. Accessible cavities or decayed areas within the inspected trees may have been probed using a 60cm long thin metal probe to investigate the depth of any decay. Trees may also have been sounded using a rubber mallet to help detect the presence of internal decay or to assist in the determination of the extent of any suspected decay. Where appropriate the use of these tools will be detailed below. Where a further more detailed inspection is required this will be indicated within the recommendations.
- Above ground inspection only. Soil type has not been ascertained on site.
- A check on the East Devon District Council online mapping facility reveals that there are no trees covered by a Tree Preservation Order (TPO) on this site. The site does not fall within a Conservation Area.
- Six trees have been identified as requiring works and these are detailed in the individual inspection sheet below. We note the presence of an area of neighbouring trees along the northern boundary and I have identified this area as A1. We advise that the owner of these trees be contacted and that confirmation be provided that this area has been inspected by a suitably qualified arboriculturalist and that assurances can be given over the safety of these trees. A photograph of this area of trees is attached to this report.
- The tree stock on site comprises a significant amount of Willow, which is nearing its safe useful life expectancy. This is evidenced with the damage now occurring in some of the trees. The etiolated nature of these specimens means the tall, thin stems are becoming increasingly exposed to wind. This coupled with the commonly formed compression forks noted on many of the multi-stemmed Willows, heightens the potential for failure. It would be prudent to consider the planting of new, more suitable trees or the coppicing of the existing specimens as soon as reasonably practicable.
- We recommend that any trees requiring regular inspection be kept clear of ivy growth where practical. This is best achieved by carefully cutting with a handsaw to remove an appropriate length from the base of the tree and then allowing the remainder to die off.



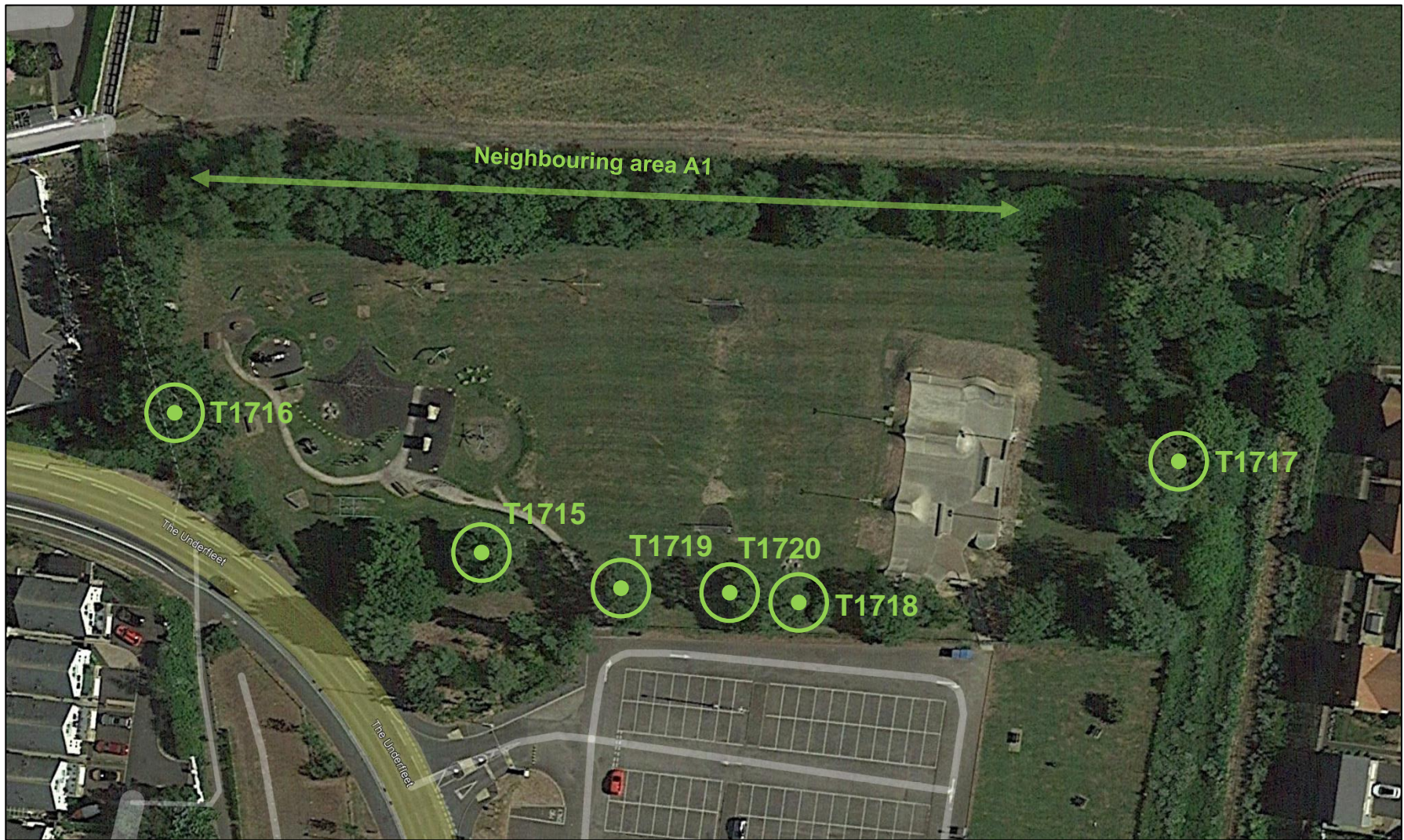
- We note the presence of a number of Ash trees on site. Ash Dieback Disease (ADD) is now widespread throughout Devon and surrounding counties, though specific symptoms are not always obvious on more mature trees. The rate of decline of infected trees and the long-term prognosis for the health of Ash trees generally is currently uncertain. Some sources suggest that the UK may experience losses of up to 90% or more of its Ash trees in some areas. Once infected, trees can decline rapidly and quickly lose their structural integrity. On reaching less than 50% of their normal foliar density, they are likely to require removal where they pose a threat to persons or property. Such trees can become unpredictable and dangerous to fell, or to dismantle using normal rope access techniques, and may thus require removal using a Mobile Elevated Work Platform (MEWP) or other machinery.

Current recommendations, on those sites where Ash trees are present within falling distance of significant targets, are that trees be inspected regularly so as to account for the potentially rapid decline of currently healthy trees should ADD occur. Should any Ash trees on site show signs of rapid defoliation or dieback then further advice from an experienced arboriculturist should be sought. We have noted specific cases of ADD on this site at the time of this inspection, and we have no doubt that the disease will be present throughout this locality. When considering the longer term management of Ash trees on a site, our advice is that, where such trees are within falling distance of significant targets or otherwise present a significant constraint to the site, then lesser quality trees are unlikely to be worthy of consideration for longer term retention.

The identification of ADD infected Ash can be difficult from around October through early June, when trees are normally not in full leaf, unless the trees are very severely affected and contain large sections of deadwood. Should you have concerns regarding the condition of the Ash stock on site before that time, then please feel free to contact us for further advice.

- All tree works should be undertaken to BS3998:2010 Tree Works – Recommendations. We strongly recommend that the appointed tree works contractor is Arboricultural Association approved to ensure high standards.
- Under the Wildlife & Countryside Act 1981 & Countryside & Rights of Way Act 2000 it is an offence to recklessly damage or destroy the nest of a wild bird whilst in use or being built. Trees and shrubs on this site may contain nesting birds between early March and late August. It is recommended that vegetation clearance works are avoided between these dates if there is a reasonable potential for the disruption of nesting birds. If works need to be undertaken during the nesting season then it is advisable that a survey of the site be undertaken by a competent person before commencing any tree or shrub removal, to ensure that no nesting birds are present. Other species, including bats, are also protected under this legislation.
- We recommend that trees growing at this property be re-inspected by a suitably qualified and experienced arboriculturist during the summer of 2022. Condition of trees can change following severe weather conditions or due to effects of pests and diseases or other abiotic factors. Furthermore, alterations to the site or neighbouring sites may also affect the condition of trees. Therefore, the re-inspection of affected trees, at a shorter interval than recommended in this report, may be warranted.
- This report has been prepared using all reasonable skill and care. Opinions are provided in good faith.

# Site Plan



## Key

Terms and Abbreviations used in the survey are as follows:

<b>Tree No</b>	Corresponding to tag (where tagged)				
<b>Species</b>	Common name				
<b>Age Range</b>	Young (grown to less than one third of life expectancy) Middle Aged (grown to between one to two-thirds of life expectancy) Mature (grown to over two thirds of normal life expectancy) Ancient				
<b>Height Range</b>	Low (0-10 metres) Medium (10-20 metres) High (20-30 metres plus)				
<b>Life Expectancy</b>	Safe Useful Life Expectancy:  Short (less than 10 years) Low (10-20 years) Medium (20-40 years) High (40+ years)				
<b>Condition</b>	Structural and Physiological Condition:  Good (tree with no significant defects and of good vigour) Fair (tree with some defects amenable to surgery or of reasonable vigour) Poor (tree with significant defects or of poor vigour) Dead				
<b>Hazard Rating</b>	Hazard Rating:  H      Higher, significant risk of failure causing damage to persons or property. Risk is unacceptable – reduce hazard or remove target M      Moderate risk of failure causing damage to persons or property. Risk falls between extremes of High and Low – reduce risk, taking other factors (amenity, ecological) into account L      Lower, insignificant risk of failure. Risk is acceptable				
<b>Other</b>	m/s	Multistem tree	n/m	Not measurable	e      Estimate
	av	Average (for measurements of groups of trees)			
	Minor deadwood	Deadwood with a basal diameter < 10cm and/or < 3m length			
	Major deadwood	Deadwood with a basal diameter > 10cm and/or > 3m length			
<b>Work Priority</b>	1	1 <sup>st</sup> Priority, Urgent.			
	2	2 <sup>nd</sup> Priority, suggest within 1 month			
	3	3 <sup>rd</sup> Priority, suggest within 6 months			
	4	Advisory. Non safety-critical works to be programmed when time and finances permit			

## Individual Tree Report


<b>Tree Number:</b>	1715	<b>Species:</b>	Ash
<b>Age Range:</b>	Middle Aged	<b>Height:</b>	Medium
<b>Life Expectancy:</b>	Medium	<b>Tree Condition:</b>	Fair
<b>Site Features:</b>	Tree overhangs path to children's play area		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Individual specimen located adjacent footpath</li> <li>• Large split and hanging leading stem lodged within the top of the crown with parent stem compromised due to evidence of historic tear out</li> <li>• Evidence of other historic stem failures also present</li> <li>• Significant vertical epicormic growth suggesting possible ADD infection</li> <li>• Neighbouring Ash tree (untagged) to the west also has minor hanging branch within crown</li> </ul>		
<b>Hazard Rating:</b>	Medium		
<b>Recommendations:</b>	<ul style="list-style-type: none"> <li>• Remove hanging limb (identified with red oval in large photograph attached)</li> <li>• Reduce remaining crown by 2.0-3.0m to prevent exposure and future limb failures (indicative pruning line identified with dashed red line)</li> <li>• Remove minor hanging limb within crown of neighbouring Ash (identified in small picture with red oval)</li> </ul>		
<b>Works Priority:</b>	2		




**Photograph:**



## Individual Tree Report


<b>Tree Number:</b>	1716	<b>Species:</b>	Poplar
<b>Age Range:</b>	Middle Aged	<b>Height:</b>	High
<b>Life Expectancy:</b>	Medium	<b>Tree Condition:</b>	Fair
<b>Site Features:</b>	Tree located next to children's play park and public footpath		
<b>Comments:</b>	<ul style="list-style-type: none"><li>• Southernmost stem of a pair of Poplars within this location</li><li>• Heavily loaded limbs overhanging picnic benches</li><li>• Species prone to branch failure</li></ul>		
<b>Hazard Rating:</b>	Medium		
<b>Recommendations:</b>	Reduce lower eastern aspect of crown by 2.0-3.0m as per indicative red dashed line in attached photograph. Maximum diameter of cuts 75mm		
<b>Works Priority:</b>	3		
<b>Photograph:</b>			

## Individual Tree Report

<b>Tree Number:</b>	1717	<b>Species:</b>	Willow x 2
<b>Age Range:</b>	Mature	<b>Height:</b>	Medium
<b>Life Expectancy:</b>	Low	<b>Tree Condition:</b>	Poor
<b>Site Features:</b>	Tree bound open grassed area and tram line		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Pair of multi-stemmed Willow specimens</li> <li>• Southern tree hosts a failed stem which is hung up in the northernmost tree</li> <li>• Dieback exhibited in both stems</li> <li>• Tall etiolated form now becoming exposed and vulnerable to the elements</li> <li>• Both trees are reaching the end of their safe useful life</li> <li>• Poor basal unions present</li> </ul>		
<b>Hazard Rating:</b>	Medium		
<b>Recommendations:</b>	<ul style="list-style-type: none"> <li>• Remove failed stem</li> <li>• Reduce both trees to monoliths of approximately 5.0-8.0m</li> </ul>		
<b>Works Priority:</b>	2		
<b>Photograph:</b>			

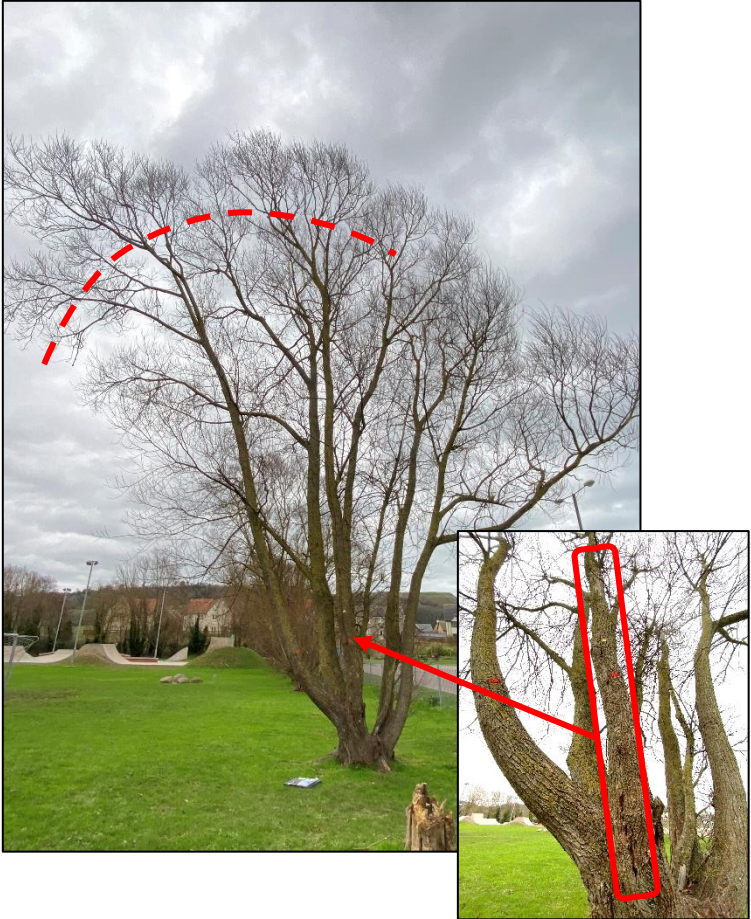


## Individual Tree Report

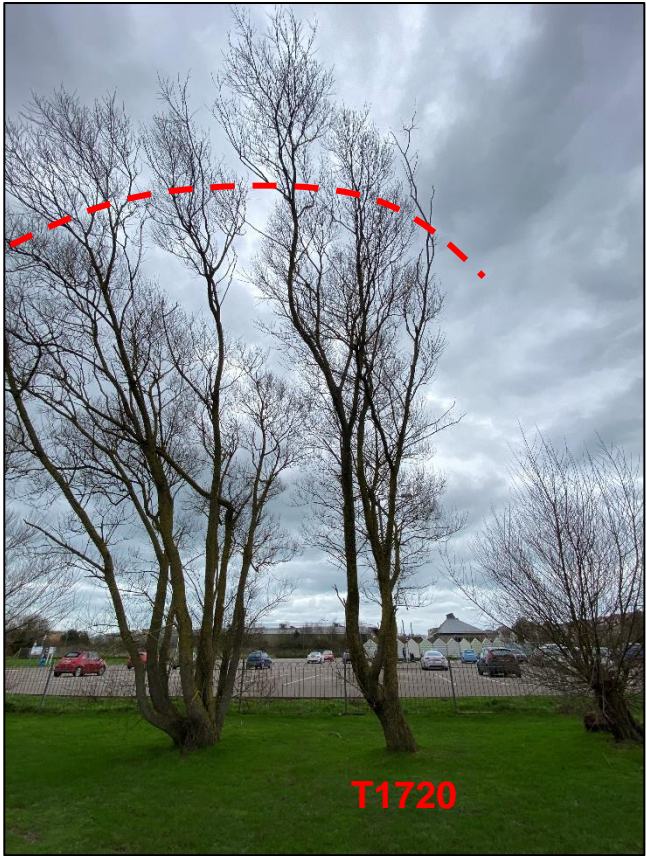
<b>Tree Number:</b>	1718	<b>Species:</b>	Willow
<b>Age Range:</b>	Young	<b>Height:</b>	Medium
<b>Life Expectancy:</b>	Medium	<b>Tree Condition:</b>	Fair
<b>Site Features:</b>	Tree adjacent children's play equipment and car park		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Tall, etiolated multi-stemmed specimen</li> <li>• Tree hosts a failed central leading stem which is hung up in a neighbouring stem</li> <li>• Failed central stem has now exposed neighbouring stems and rendered them vulnerable to wind damage</li> </ul>		
<b>Hazard Rating:</b>	Medium		
<b>Recommendations:</b>	<ul style="list-style-type: none"> <li>• Remove failed hanging stem (identified within red oval)</li> <li>• Reduce remaining newly exposed crown by 2.0-3.0m, with maximum diameter of cuts being 75mm to minimise further risk of failure</li> </ul>		
<b>Works Priority:</b>	2		
<b>Photograph:</b>			




## Individual Tree Report

<b>Tree Number:</b>	1719	<b>Species:</b>	Willow
<b>Age Range:</b>	Middle Aged	<b>Height:</b>	Medium
<b>Life Expectancy:</b>	Low	<b>Tree Condition:</b>	Fair
<b>Site Features:</b>	Tree growing adjacent entrance to park and car park		
<b>Comments:</b>	<ul style="list-style-type: none"><li>• Tall, etiolated multi-stemmed specimen</li><li>• Some minor deadwood present</li><li>• Western stem exhibiting longitudinal bark dysfunction from ground level</li></ul>		
<b>Hazard Rating:</b>	Medium		
<b>Recommendations:</b>	<ul style="list-style-type: none"><li>• Reduce in height to two marked stems by 2.0m, maximum diameter of cuts 75mm, to reduce possibility of failure</li></ul>		
<b>Works Priority:</b>	3		
<b>Photograph:</b>			

## Individual Tree Report

<b>Tree Number:</b>	1720	<b>Species:</b>	Willow
<b>Age Range:</b>	Middle Aged	<b>Height:</b>	Medium
<b>Life Expectancy:</b>	Low	<b>Tree Condition:</b>	Fair
<b>Site Features:</b>	Tree adjacent children's play equipment		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• Tall, etiolated multi-stemmed specimen</li> <li>• Tree located directly west of Willow T1718</li> <li>• Exposed tops of tree may become subject to failure as a result of neighbouring tree crown height reduction</li> <li>• Deadwood present</li> </ul>		
<b>Hazard Rating:</b>	Medium		
<b>Recommendations:</b>	Reduce the height of the tree to match Willow T1718; approximately 2.0m reduction with 60mm maximum diameter cuts		
<b>Works Priority:</b>	3		
<b>Photograph:</b>			

## Individual Tree Report

<b>Tree Number:</b>	Area A1	<b>Species:</b>	Willow, Ash
<b>Age Range:</b>	Young – Middle Aged	<b>Height:</b>	Low – High
<b>Life Expectancy:</b>	Low – Medium	<b>Tree Condition:</b>	Poor – Fair
<b>Site Features:</b>	Overhang play park		
<b>Comments:</b>	<ul style="list-style-type: none"> <li>• An area of neighbouring trees along the northern boundary</li> <li>• Multiple leaning, etiolated stems with evidence of possible windthrow within (red oval)</li> <li>• Excessive Ivy impeding any main stem of basal inspections</li> <li>• Significantly cankered Ash limbs overhanging into the play area</li> </ul>		
<b>Hazard Rating:</b>	Medium		
<b>Recommendations:</b>	Inform the owner of these trees there are some features which may be deemed a hazard. We recommend these trees are inspected by a suitably experienced and qualified arboriculturist after post Ivy and undergrowth removal		
<b>Works Priority:</b>	2		
<b>Photograph:</b>			



<b>SEATON TOWN COUNCIL (‘the Council’) FINANCE &amp; GENERAL PURPOSES COMMITTEE</b>	
<b>Date of report</b>	<b>17 January 2022</b>
<b>Item of business</b>	<b>22/F&amp;GP/10</b>
<b>Details</b>	<b>Report on Council’s budgetary position and earmarked reserves as at the end of Q3</b>
<b>Purpose of Report</b>	<b>To note position including identification of any over and underspends, reserves and to consider whether to agree virements between budgets</b>
<b>Power/authority</b>	<b>Local Audit &amp; Accountability Act 2014</b>
<b>Recommendations</b>	<p>It is <b>RECOMMENDED</b> that Members:</p> <ul style="list-style-type: none"> <li>• note the explanations for material variances</li> <li>• review earmarked reserves and approve any adjustments, as Members consider necessary</li> </ul>

## 1. Background

As required by the Council’s Financial Regulations, statements of all receipts and payments as against the annual budget should be presented regularly to the Council, enabling adjustments to be made where underspends are identified and might be more appropriately allocated and providing explanations for any material variances (ie those in excess of 15% of the requisite budget). Accompanying these papers, Members will find details of income and expenditure up to 31 December 2021.

As this stage in the financial year, ideally the percentage spend as against budget should be in the region of 75% of the approved budget for this financial year. It should be noted that some budget lines, such as bin emptying, professional subscriptions and insurance are paid annually. In these cases, expenditure may exceed the 15% material variance but, as no further monies are due, these do not require adjustment. Therefore, these have not been highlighted in the report.

Additionally, the Council should regularly review the need for existing earmarked reserves and whether these should be adjusted. This is also addressed in the report.

## 2. Material variances in excess of 15%

There are few relevant variances to highlight to the end of the third quarter of the financial year and, overall, the Council is well within its agreed budget at this stage in the financial year. Any variances below 60% or over 90% have been highlighted, by cost centre, and detailed below. Members are asked to note the same.

Overspends			
Cost Centre	Detail of % spend as at 31.12.2021	Explanation	Proposed virement
Amenities	101.2%	This shows an overspend due to the significant expenditure on repairing the seafront planter, repainting the lampposts and cleaning the seawall. However, some of this is offset by a grant from DCC and a transfer from the relevant EMR, so therefore does not require adjustment.	No action required.
Allotments	107.6%	Whilst this is slightly overspent, due to the purchase of picnic tables and a shed and the need for works to the adjacent ditch, it is not of concern. It will be adjusted, and funds notionally transferred from the relevant ear marked reserve as necessary, at the end of the financial year and report separately.	No action required.

<b>Underspends</b>			
Local Democracy	4.4%	As it was decided not to procure regalia for the Deputy Mayor this budget remains underspent.	
Marshlands	53.6%		
Town hall & other leases	24.9%	An invoice is awaited for repairs to the heating system and quotations are being sought for the necessary replacement of the main boiler. It is likely that this will be a significant cost therefore, this costs centre is likely to end the year over budget, which will be offset by a transfer from EMRs.	No action required at present.
Town development & tourism	40.1%	This is underspent, primarily due to the termination of the SLA for the TIC by Devon Wildlife Trust. However, that budget is likely to be expended as the works on the new TIC are progressed.	No action proposed at present.
Events	18.9%	Due to the ongoing restrictions caused by the pandemic and the fact that consent was not given by the relevant landowners for the proposed fireworks display, this budget remains underspent.	No action proposed at present.

Community	33.8%	This is under spent, primarily due to the fact that it included £10,000 towards beach management mitigation works. This was subsequently not needed as EDDC had secured the monies required from elsewhere. However, an element of that budget line have been reallocated to other projects such as the litter stations. Additionally, the second payment for the Youth Genesis initiative will be payable before the end of the financial year.	No action required at present.
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### 3. Earmarked Reserves

A summary of monies held in earmarked reserves is provided. Members are asked to note the reserves and approve any such adjustments as they consider appropriate.

### 4. Recommendations

It is **RECOMMENDED** that Members:

- note the explanations for material variances
- review earmarked reserves and approve any adjustments, as Members consider necessary