
**Minutes of Finance & General Purposes Committee Meeting
Monday 11 April 2022**

Present:

Chairman: Cllr. A. Singh

Councillors: K. Beer, E. Bowman and J. Russell

In attendance: Town Clerk

Public: None

Others: Cllrs Hartnell was in attendance, but not a member of this committee. He declared a personal interest as a member of East Devon District and Devon County Councils.

As the Chairman of the Finance & General Purposes Committee was not in attendance, Cllr Singh was elected to chair the meeting. (moved Cllr. Beer, seconded Cllr. Russell)

51. Apologies for absence

Apologies for absence were received from Cllrs. D. Haggerty, D. Ledger and C. Wood.

52. Declarations of Interest

There were no declarations of interest.

53. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 17 January 2022.
(moved Cllr. Russell, seconded Cllr. Bowman)

54. Public Question Time

None.

55. Payments, receipts & unpaid invoices

Members received a schedule of payments, receipts and outstanding invoices as at 31 March 2022 and **RESOLVED** to:

- ratify the schedule of payments, as already approved under the Council's Scheme of Delegations
- note the receipts and unpaid invoices

(moved Cllr. Russell, seconded Cllr. Bowman)

56. Year End Bank Reconciliation -2021/22

Members **RESOLVED** to approve the bank reconciliation to 31 March 2022.
(moved Cllr. Bowman, seconded Cllr. Russell)

57. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 31 March 2022.
(moved Cllr. Russell, seconded Cllr. Bowman)

58. Play Park Inspections

Members noted the weekly play inspection reports.

59. Year End Report 2021-22

Members reviewed the Council's financial position as against budget as at year end. The Town Clerk updated them on the year-end treatment of the grant received from the National Lottery Communities Fund in respect of the Jubilee event which, in light of new guidance from the external auditor, had been placed in an earmarked reserve rather than dealt with as a pre-payment. Members **RESOLVED to** note the year end position and the reserves, including the additional earmarked reserved of £5,514 holding the aforementioned grant.
(moved Cllr. Beer, seconded Cllr. Bowman)

Meeting closed at 6.09pm

Chairman: _____

Date: _____

Time: 14:44

Bank Reconciliation up to 30/04/2022 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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------------------|----------------------------------|
| 01/04/2022 | Precept | | 194,593.50 | 194,593.50 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 04/04/2022 | BACS | 49.20 | | 49.20 | | R <input type="checkbox"/> | Grenke Leasing Ltd |
| 04/04/2022 | BACS1 | 736.25 | | 736.25 | | R <input type="checkbox"/> | East Devon District Council |
| 06/04/2022 | Funct Room | | 60.00 | 60.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 08/04/2022 | Top Up | 150.00 | | 150.00 | | R <input type="checkbox"/> | Petty Cash |
| 12/04/2022 | BACS | 56.38 | | 56.38 | | R <input type="checkbox"/> | Abbots |
| 12/04/2022 | BACS1 | 103.32 | | 103.32 | | R <input type="checkbox"/> | Bradforbs Building Supplies |
| 12/04/2022 | BACS2 | 95.00 | | 95.00 | | R <input type="checkbox"/> | Seaton & District Window Clean |
| 12/04/2022 | BACS4 | 82.50 | | 82.50 | | R <input type="checkbox"/> | K's Cleaning |
| 12/04/2022 | BACS5 | 1,506.07 | | 1,506.07 | | R <input type="checkbox"/> | Lighting & Illumination Tech E |
| 12/04/2022 | BACS6 | 42.00 | | 42.00 | | R <input type="checkbox"/> | SLCC Enterprises Ltd |
| 12/04/2022 | BACS7 | 589.20 | | 589.20 | | R <input type="checkbox"/> | Core Office IT |
| 12/04/2022 | BACS8 | 4,641.04 | | 4,641.04 | | R <input type="checkbox"/> | Came & Co Council Insurance |
| 12/04/2022 | bacs | 1,063.15 | | 1,063.15 | | R <input type="checkbox"/> | Devon Association of Local Cou |
| 12/04/2022 | BACS | 80.00 | | 80.00 | | R <input type="checkbox"/> | Philip Tuckley |
| 12/04/2022 | BACS | 55.80 | | 55.80 | | R <input type="checkbox"/> | Signs South West |
| 14/04/2022 | BACS | 6,263.13 | | 6,263.13 | | R <input type="checkbox"/> | HMRC |
| 14/04/2022 | BACS-CORR | -6,263.13 | | -6,263.13 | | R <input type="checkbox"/> | HMRC |
| 14/04/2022 | VAT Refund | | 6,263.13 | 6,263.13 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 19/04/2022 | DD | 134.22 | | 134.22 | | R <input type="checkbox"/> | Smartest Energy |
| 19/04/2022 | DD1 | 374.96 | | 374.96 | | R <input type="checkbox"/> | EDF Energy |
| 20/04/2022 | | | 120.00 | 120.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 20/04/2022 | Funct Room | | 60.00 | 60.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 20/04/2022 | Plan Fee | | 2,526.00 | 2,526.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 21/04/2022 | DC | 30.00 | | 30.00 | | R <input type="checkbox"/> | Purple Guide |
| 25/04/2022 | Funct Room | | 21.00 | 21.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 25/04/2022 | Allot Fee | | 51.30 | 51.30 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 25/04/2022 | Allot Fee | | 313.65 | 313.65 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 25/04/2022 | Allot Fee | | 50.10 | 50.10 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 25/04/2022 | Allot Fee | | 42.60 | 42.60 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 25/04/2022 | SDH Rental | | 65.00 | 65.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | DC | 150.00 | | 150.00 | | R <input type="checkbox"/> | HSQE Ltd |
| 26/04/2022 | DD | 62.40 | | 62.40 | | R <input type="checkbox"/> | Talk Talk |
| 26/04/2022 | Allot Fee | | 29.40 | 29.40 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 21.30 | 21.30 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 23.40 | 23.40 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 32.40 | 32.40 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 21.00 | 21.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 14.40 | 14.40 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 35.40 | 35.40 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 29.40 | 29.40 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 61.80 | 61.80 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 38.70 | 38.70 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 80.40 | 80.40 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 16.80 | 16.80 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 30.90 | 30.90 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 24.90 | 24.90 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 41.40 | 41.40 | | R <input type="checkbox"/> | Receipt(s) Banked |

Time: 14:44

Bank Reconciliation up to 30/04/2022 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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------------------|----------------------------------|
| 26/04/2022 | Allot Fee | | 21.30 | 21.30 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 26/04/2022 | Allot Fee | | 17.10 | 17.10 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 27/04/2022 | Allot Fee | | 29.70 | 29.70 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 27/04/2022 | Allot Fee | | 48.30 | 48.30 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 27/04/2022 | Allot Fee | | 49.20 | 49.20 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 27/04/2022 | Allot Fee | | 34.50 | 34.50 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 27/04/2022 | Allot Fee | | 22.65 | 22.65 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 27/04/2022 | Allot Fee | | 42.00 | 42.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 27/04/2022 | Allot Fee | | 35.70 | 35.70 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 27/04/2022 | Gazebo Hir | | 360.00 | 360.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 28/04/2022 | Hamlett | | 42.90 | 42.90 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | BACS | 77.53 | | 77.53 | | R <input type="checkbox"/> | Copycare Ltd |
| 29/04/2022 | Hazell | | 21.30 | 21.30 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Ginn | | 21.60 | 21.60 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | James | | 43.50 | 43.50 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Coward | | 16.80 | 16.80 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Burgin | | 15.00 | 15.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Kujawski | | 28.80 | 28.80 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Wheaton | | 21.00 | 21.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Lelah | | 34.50 | 34.50 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Seaward | | 27.60 | 27.60 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Friedrich | | 21.30 | 21.30 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Strapp | | 27.90 | 27.90 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Rowland | | 17.10 | 17.10 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Lloyd-Davi | | 33.60 | 33.60 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Read | | 29.40 | 29.40 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Ham | | 28.20 | 28.20 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | McCarthy | | 74.70 | 74.70 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Webb | | 69.00 | 69.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Palmer | | 21.00 | 21.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/04/2022 | Little | | 21.60 | 21.60 | | R <input type="checkbox"/> | Receipt(s) Banked |
| | | <u>10,079.02</u> | <u>205,945.13</u> | | | | |

Time: 13:16

Bank Reconciliation up to 31/05/2022 for Cashbook No 1 - Treasurer's Account

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|------------|------------|-----------|-------------|-----------|------------|---------------------------------------|--------------------------------|
| 29/04/2022 | DC | 320.00 | | 320.00 | | R <input checked="" type="checkbox"/> | Garden Buildings Direct |
| 03/05/2022 | Morgan | | 39.00 | 39.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/05/2022 | Ellis | | 21.60 | 21.60 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/05/2022 | Howe | | 21.00 | 21.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/05/2022 | Denham | | 37.20 | 37.20 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/05/2022 | Lewis | | 21.00 | 21.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/05/2022 | Dawes | | 25.50 | 25.50 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/05/2022 | Warters | | 24.30 | 24.30 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/05/2022 | Hill | | 28.50 | 28.50 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/05/2022 | Knight | | 40.20 | 40.20 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/05/2022 | Davis | | 16.80 | 16.80 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/05/2022 | BACS | 184.00 | | 184.00 | | R <input checked="" type="checkbox"/> | Stephanie Jones |
| 03/05/2022 | BACS1 | 15,745.33 | | 15,745.33 | | R <input checked="" type="checkbox"/> | East Devon District Council |
| 03/05/2022 | BACS2 | 669.60 | | 669.60 | | R <input checked="" type="checkbox"/> | RBS Rialtas Business Solutions |
| 03/05/2022 | BACS4 | 456.00 | | 456.00 | | R <input checked="" type="checkbox"/> | IAC Audit and Consultancy Ltd |
| 03/05/2022 | BACS5 | 177.70 | | 177.70 | | R <input checked="" type="checkbox"/> | Viking Stationery |
| 03/05/2022 | BACS6 | 108.00 | | 108.00 | | R <input checked="" type="checkbox"/> | Core Office IT |
| 03/05/2022 | BACS7 | 105.50 | | 105.50 | | R <input checked="" type="checkbox"/> | K's Cleaning |
| 03/05/2022 | BACS8 | 23.34 | | 23.34 | | R <input checked="" type="checkbox"/> | Devon Contract Waste Ltd |
| 03/05/2022 | BACS9 | 60.00 | | 60.00 | | R <input checked="" type="checkbox"/> | National Association of Local |
| 03/05/2022 | DD | 1,411.20 | | 1,411.20 | | R <input checked="" type="checkbox"/> | East Devon District Council |
| 04/05/2022 | Pushkarev | | 29.70 | 29.70 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 04/05/2022 | Room Fee | | 21.00 | 21.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 04/05/2022 | Hallett | | 33.60 | 33.60 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 04/05/2022 | Grant | | 1,350.00 | 1,350.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 04/05/2022 | McLennan | | 45.00 | 45.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 04/05/2022 | Room Fee | | 72.00 | 72.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 04/05/2022 | DD | 49.20 | | 49.20 | | R <input checked="" type="checkbox"/> | Grenke Leasing Ltd |
| 05/05/2022 | Allot Fee | | 17.70 | 17.70 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 05/05/2022 | Sinnott | | 34.20 | 34.20 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 06/05/2022 | Room Fee | | 60.00 | 60.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 06/05/2022 | Room Fee | | 96.00 | 96.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 06/05/2022 | Allot Fee | | 57.60 | 57.60 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 06/05/2022 | Donation | | 300.00 | 300.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 06/05/2022 | Postcards | | 4.00 | 4.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 06/05/2022 | Overpaymnt | | 100.00 | 100.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 06/05/2022 | Refund | | -100.00 | -100.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 06/05/2022 | BACS | 180.43 | | 180.43 | | R <input checked="" type="checkbox"/> | Christians Together in Seaton |
| 09/05/2022 | Joule | | 21.00 | 21.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 09/05/2022 | BACS | 95.00 | | 95.00 | | R <input checked="" type="checkbox"/> | Seaton & District Window Clean |
| 09/05/2022 | BACS1 | 89.85 | | 89.85 | | R <input checked="" type="checkbox"/> | Abbots |
| 10/05/2022 | BACS | 392.00 | | 392.00 | | R <input checked="" type="checkbox"/> | Came & Co Council Insurance |
| 10/05/2022 | BACS1 | 114.00 | | 114.00 | | R <input checked="" type="checkbox"/> | Signs South West |
| 10/05/2022 | BACS2 | 258.00 | | 258.00 | | R <input checked="" type="checkbox"/> | Events Hire Solutions Ltd |
| 10/05/2022 | BACS4 | 97.50 | | 97.50 | | R <input checked="" type="checkbox"/> | K's Cleaning |
| 11/05/2022 | Sparrow | | 26.10 | 26.10 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 11/05/2022 | 2021/22 | | 1,562.04 | 1,562.04 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 11/05/2022 | To/Bal | | 17.10 | 17.10 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |

Time: 13:16

Bank Reconciliation up to 31/05/2022 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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|---------------------------------------|----------------------------------|
| 13/05/2022 | | | 24.30 | 24.30 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 13/05/2022 | Ledger | | 24.00 | 24.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 13/05/2022 | Berg | | 26.25 | 26.25 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 13/05/2022 | Sew & Sews | | 133.00 | 133.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 13/05/2022 | Room Fee | | 72.00 | 72.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 13/05/2022 | TNL Grant | | 4,530.00 | 4,530.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 13/05/2022 | Tuckley | | 32.40 | 32.40 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 13/05/2022 | Letheren | | 27.00 | 27.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 13/05/2022 | Taylor | | 25.20 | 25.20 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 13/05/2022 | DC | 155.99 | | 155.99 | | R <input checked="" type="checkbox"/> | Royal British Legion Industrie |
| 13/05/2022 | BACS | 650.00 | | 650.00 | | R <input checked="" type="checkbox"/> | Dealtop Ltd t/a Dartline Coach |
| 16/05/2022 | BACS | 142.81 | | 142.81 | | R <input checked="" type="checkbox"/> | Smartest Energy |
| 16/05/2022 | BACS1 | 60.00 | | 60.00 | | R <input checked="" type="checkbox"/> | Tower Services (Seaton) Ltd |
| 16/05/2022 | BACS2 | 474.00 | | 474.00 | | R <input checked="" type="checkbox"/> | Signs South West |
| 16/05/2022 | BACS3 | 1,320.60 | | 1,320.60 | | R <input checked="" type="checkbox"/> | Scalwell Lane Nursery |
| 16/05/2022 | BACS4 | 135.00 | | 135.00 | | R <input checked="" type="checkbox"/> | Croyde Cycle Maps |
| 17/05/2022 | Map Fee | | 3.00 | 3.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 18/05/2022 | Haylock | | 30.90 | 30.90 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 18/05/2022 | Room Fee | | 60.00 | 60.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 18/05/2022 | Hatten | | 27.30 | 27.30 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 18/05/2022 | Wood | | 12.60 | 12.60 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 18/05/2022 | Forster | | 30.00 | 30.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 18/05/2022 | DC | 140.00 | | 140.00 | | R <input checked="" type="checkbox"/> | Jewson |
| 18/05/2022 | CASH | 5.00 | | 5.00 | | R <input checked="" type="checkbox"/> | MOP |
| 18/05/2022 | CASH | 22.00 | | 22.00 | | R <input checked="" type="checkbox"/> | MOP |
| 18/05/2022 | CHEQUE | 25.00 | | 25.00 | | R <input checked="" type="checkbox"/> | Western Power |
| 18/05/2022 | CASH | -27.00 | | -27.00 | | R <input checked="" type="checkbox"/> | MOP |
| 19/05/2022 | DD | 143.88 | | 143.88 | | R <input checked="" type="checkbox"/> | Zoom |
| 19/05/2022 | CHEQUE1 | -25.00 | | -25.00 | | R <input checked="" type="checkbox"/> | Western Power |
| 20/05/2022 | Top Up | 150.00 | | 150.00 | | R <input checked="" type="checkbox"/> | Petty Cash |
| 20/05/2022 | DD | 0.22 | | 0.22 | | R <input checked="" type="checkbox"/> | Zettle |
| 20/05/2022 | BACS | 230.00 | | 230.00 | | R <input checked="" type="checkbox"/> | Seaton Print and Design |
| 20/05/2022 | BACS1 | 120.00 | | 120.00 | | R <input checked="" type="checkbox"/> | K's Cleaning |
| 20/05/2022 | BACS2 | 186.22 | | 186.22 | | R <input checked="" type="checkbox"/> | J M Autoservices |
| 20/05/2022 | BACS3 | 228.00 | | 228.00 | | R <input checked="" type="checkbox"/> | Events Hire Solutions Ltd |
| 20/05/2022 | BACS5 | 589.20 | | 589.20 | | R <input checked="" type="checkbox"/> | Core Office IT |
| 20/05/2022 | BACS6 | 150.00 | | 150.00 | | R <input checked="" type="checkbox"/> | Caroline Muldoon Design |
| 20/05/2022 | Wayleave | | 25.00 | 25.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 20/05/2022 | Map | | 27.00 | 27.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 23/05/2022 | DD | 390.00 | | 390.00 | | R <input checked="" type="checkbox"/> | EDF Energy |
| 24/05/2022 | Husain | | 26.10 | 26.10 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 24/05/2022 | Guide Dogs | | 36.00 | 36.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 24/05/2022 | Abbott | | 25.20 | 25.20 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 24/05/2022 | DD | 68.40 | | 68.40 | | R <input checked="" type="checkbox"/> | Talk Talk |
| 26/05/2022 | Hayward | | 20.70 | 20.70 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 27/05/2022 | Room Fee | | 36.00 | 36.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 27/05/2022 | Maps | | 6.00 | 6.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 27/05/2022 | Postcards | | 4.80 | 4.80 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |

Time: 13:16

Bank Reconciliation up to 31/05/2022 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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------------------|----------------------------------|
| 30/05/2022 | BACS | 35.45 | | 35.45 | | R <input type="checkbox"/> | South West Water Business |
| 30/05/2022 | DD | 141.54 | | 141.54 | | R <input type="checkbox"/> | Copycare Ltd |
| 30/05/2022 | BACS | 11.20 | | 11.20 | | R <input type="checkbox"/> | Came & Co Council Insurance |
| 30/05/2022 | BACS1 | 1,283.40 | | 1,283.40 | | R <input type="checkbox"/> | Coastal Recycling Services Ltd |
| 30/05/2022 | BACS2 | 23,262.75 | | 23,262.75 | | R <input type="checkbox"/> | East Devon District Council |
| 30/05/2022 | BACS3 | 111.49 | | 111.49 | | R <input type="checkbox"/> | South West Water Business |
| 30/05/2022 | BACS5 | 1,180.80 | | 1,180.80 | | R <input type="checkbox"/> | Teign Trees & Landscapes South |
| 31/05/2022 | BACS | 800.00 | | 800.00 | | R <input type="checkbox"/> | Chris Wilson - Sound Engineer |
| 31/05/2022 | BACS1 | 12.04 | | 12.04 | | R <input type="checkbox"/> | South West Water Business |
| 31/05/2022 | DD | 361.64 | | 361.64 | | R <input type="checkbox"/> | EDF Energy |
| 31/05/2022 | dd | -361.64 | | -361.64 | | R <input type="checkbox"/> | EDF Energy |
| 31/05/2022 | Room Fee | | 60.00 | 60.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| | | <u>52,709.64</u> | <u>9,346.89</u> | | | | |

Time: 15:38

Bank Reconciliation up to 30/06/2022 for Cashbook No 1 - Treasurer's Account

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|------------|------------|-----------|-------------|-----------|------------|---------|--------------------------------|
| 01/06/2022 | BACS | 1,074.00 | | 1,074.00 | | R ■ | East Devon District Council |
| 01/06/2022 | DD | 49.20 | | 49.20 | | R ■ | Grenke Leasing Ltd |
| 01/06/2022 | BACS | 300.00 | | 300.00 | | R ■ | Simon Durrant-Good Ol' Boys |
| 01/06/2022 | BACS | 800.00 | | 800.00 | | R ■ | Happy Days Productions Ltd |
| 01/06/2022 | Room hire | | 48.00 | 48.00 | | R ■ | Receipt(s) Banked |
| 01/06/2022 | Room fee | | 48.00 | 48.00 | | R ■ | Receipt(s) Banked |
| 02/06/2022 | BACS | 400.00 | | 400.00 | | R ■ | Stomping Dave |
| 02/06/2022 | CASH | 10.00 | | 10.00 | | R ■ | Tesco |
| 02/06/2022 | CASH | -10.00 | | -10.00 | | R ■ | Tesco |
| 04/06/2022 | BACS | 650.00 | | 650.00 | | R ■ | Joseph Trudgeon-Gin Bowlers |
| 04/06/2022 | BACS | 840.00 | | 840.00 | | R ■ | Karats Ltd |
| 06/06/2022 | BACS | 45.00 | | 45.00 | | R ■ | Croyde Cycle Maps |
| 06/06/2022 | BACS1 | 525.00 | | 525.00 | | R ■ | Clayzer Ltd |
| 06/06/2022 | BACS2 | 693.70 | | 693.70 | | R ■ | Harcombe Engineering |
| 06/06/2022 | BACS4 | 285.00 | | 285.00 | | R ■ | Rapid Emergency Medical Servic |
| 06/06/2022 | BACS5 | 50.00 | | 50.00 | | R ■ | Seaton Carnival Comittee |
| 06/06/2022 | BACS6 | 1,288.80 | | 1,288.80 | | R ■ | West Country Ice Cream Ltd |
| 06/06/2022 | BACS | 300.00 | | 300.00 | | R ■ | Circus Berzercus |
| 10/06/2022 | Top Up | 150.00 | | 150.00 | | R ■ | Petty Cash |
| 13/06/2022 | DC | 321.16 | | 321.16 | | R ■ | Rawlins |
| 13/06/2022 | BACS | 1,000.00 | | 1,000.00 | | R ■ | Seaton Majorettes |
| 13/06/2022 | BACS | 1,000.00 | | 1,000.00 | | R ■ | Seaton Tramway |
| 13/06/2022 | BACS | 111.70 | | 111.70 | | R ■ | June Millman |
| 13/06/2022 | DD | 1.26 | | 1.26 | | R ■ | iZettle |
| 13/06/2022 | Room Fee | | 169.00 | 169.00 | | R ■ | Receipt(s) Banked |
| 13/06/2022 | Room Fee | | 96.00 | 96.00 | | R ■ | Receipt(s) Banked |
| 13/06/2022 | Site Rent | | 12,000.00 | 12,000.00 | | R ■ | Receipt(s) Banked |
| 13/06/2022 | Room Fee | | 144.00 | 144.00 | | R ■ | Receipt(s) Banked |
| 13/06/2022 | Room Fee | | 120.00 | 120.00 | | R ■ | Receipt(s) Banked |
| 13/06/2022 | Gazbo Hire | | 80.00 | 80.00 | | R ■ | Receipt(s) Banked |
| 13/06/2022 | Room Fee | | 60.00 | 60.00 | | R ■ | Receipt(s) Banked |
| 13/06/2022 | Maps | | 10.00 | 10.00 | | R ■ | Receipt(s) Banked |
| 13/06/2022 | Allot Fee | | 21.00 | 21.00 | | R ■ | Receipt(s) Banked |
| 13/06/2022 | Refund | | 55.76 | 55.76 | | R ■ | Receipt(s) Banked |
| 14/06/2022 | BACS | 230.00 | | 230.00 | | R ■ | Stephanie Jones |
| 14/06/2022 | BACS1 | 1,320.60 | | 1,320.60 | | R ■ | Scalwell Lane Nursery |
| 14/06/2022 | BACS2 | 25.00 | | 25.00 | | R ■ | Dealtop Ltd t/a Dartline Coach |
| 14/06/2022 | BACS | 83.23 | | 83.23 | | R ■ | Harcombe Engineering |
| 14/06/2022 | BACS2 | 173.51 | | 173.51 | | R ■ | Tower Services (Seaton) Ltd |
| 14/06/2022 | BACS3 | 131.89 | | 131.89 | | R ■ | K's Cleaning |
| 14/06/2022 | BACS4 | 999.60 | | 999.60 | | R ■ | RBS Rialtas Business Solutions |
| 14/06/2022 | BACS5 | 95.00 | | 95.00 | | R ■ | Seaton & District Window Clean |
| 14/06/2022 | BACS6 | 108.00 | | 108.00 | | R ■ | Vision ICT |
| 15/06/2022 | DD | 118.33 | | 118.33 | | R ■ | Smartest Energy |
| 16/06/2022 | DC | 439.00 | | 439.00 | | R ■ | Apple Dist Int Ltd |
| 17/06/2022 | TRANSFER | 100.00 | | 100.00 | | R ■ | Lyme Regis Town Band |
| 20/06/2022 | BACS | 993.60 | | 993.60 | | R ■ | Teign Trees & Landscapes South |
| 20/06/2022 | BACS | 41.60 | | 41.60 | | R ■ | Bradfor's Building Supplies |

Time: 15:38

Bank Reconciliation up to 30/06/2022 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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------------------|----------------------------------|
| 20/06/2022 | BACS | 1,812.00 | | 1,812.00 | | R <input type="checkbox"/> | Blaze Concepts Lts |
| 20/06/2022 | Leadbetter | | 21.00 | 21.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 20/06/2022 | Maps | | 13.00 | 13.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 20/06/2022 | Postcard | | 0.80 | 0.80 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 21/06/2022 | Map/ticket | | 23.00 | 23.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 22/06/2022 | Allot fee | | 20.40 | 20.40 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 22/06/2022 | Gazebo fee | | 120.00 | 120.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 22/06/2022 | Postcards | | 10.00 | 10.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 23/06/2022 | DD | 0.61 | | 0.61 | | R <input type="checkbox"/> | iZettle |
| 23/06/2022 | Postcards | | 1.60 | 1.60 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 24/06/2022 | BACS | 26,550.19 | | 26,550.19 | | R <input type="checkbox"/> | East Devon District Council |
| 24/06/2022 | BACS1 | 300.00 | | 300.00 | | R <input type="checkbox"/> | Advanced Aboriculture Ltd |
| 24/06/2022 | BACS | 532.80 | | 532.80 | | R <input type="checkbox"/> | Core Office IT |
| 24/06/2022 | BACS | 127.50 | | 127.50 | | R <input type="checkbox"/> | K's Cleaning |
| 24/06/2022 | Room fees | | 72.00 | 72.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 27/06/2022 | CASH | 1.20 | | 1.20 | | R <input type="checkbox"/> | Harbour News |
| 27/06/2022 | CASH | 1.20 | | 1.20 | | R <input type="checkbox"/> | Harbour News |
| 27/06/2022 | CASH | -1.20 | | -1.20 | | R <input type="checkbox"/> | Harbour News |
| 28/06/2022 | Room fee | | 72.00 | 72.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 28/06/2022 | Room fee | | 36.00 | 36.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/06/2022 | CORRECTION | -1.20 | | -1.20 | | R <input type="checkbox"/> | Harbour News |
| 29/06/2022 | DD | 68.40 | | 68.40 | | R <input type="checkbox"/> | Talk Talk |
| 29/06/2022 | BACS | 184.00 | | 184.00 | | R <input type="checkbox"/> | Stephanie Jones |
| 29/06/2022 | DD | 197.22 | | 197.22 | | R <input type="checkbox"/> | Copycare Ltd |
| 29/06/2022 | Room Fee | | 24.00 | 24.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 29/06/2022 | Room fee | | 60.00 | 60.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 30/06/2022 | CASH | -9.00 | | -9.00 | | R <input type="checkbox"/> | MOP |
| 30/06/2022 | CASH | 9.00 | | 9.00 | | R <input type="checkbox"/> | MOP |
| 30/06/2022 | BACS | 36.00 | | 36.00 | | R <input type="checkbox"/> | Devon Association of Local Cou |
| 30/06/2022 | TIC Misc. | | 9.00 | 9.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| | | <u>44,552.90</u> | <u>13,334.56</u> | | | | |

**Bank Reconciliation Statement as at 30/06/2022
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 | 30/06/2022 | 0 | 471,214.10 |
| | | | <hr/> 471,214.10 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 471,214.10 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 471,214.10 |
| | | Balance per Cash Book is :- | 471,214.10 |
| | | Difference is :- | 0.00 |

**Bank Reconciliation Statement as at 30/06/2022
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 | 30/06/2022 | | 23.03 |
| | | | <hr/> 23.03 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 23.03 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 23.03 |
| | | Balance per Cash Book is :- | 23.03 |
| | | Difference is :- | 0.00 |

| SEATON TOWN COUNCIL (‘the Council’) FINANCE & GENERAL PURPOSES COMMITTEE | |
|---|--|
| Date of report | 18 July 2022 |
| Item of business | 22 F&GP 10 |
| Details | Report on Council’s budgetary position at conclusion of Q1 |
| Purpose of Report | To note position including identification of any over and underspends, reserves and to consider whether to agree virements between budgets |
| Power/authority | Local Audit & Accountability Act 2014 & Seaton Town Council Financial Regulations |
| Recommendations | <p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • note the income position • note the explanations for material variances • approve the proposed virements, or such alternative virements as Members consider appropriate • review earmarked reserves and approve any adjustments as Members consider necessary |

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. This enables underspends to be identified and adjustments made where Members believe funds could be more appropriately allocated and ensures that Members are kept updated on any material variances (ie those in excess of 15% of the requisite budget).

Attached, as Appendix 1 to this report, Members will find details of all income and expenditure which shows expenditure, up to 30 June 2022. This is on target at 25.1% of budget. It should be noted that some budget lines, such as bin emptying, professional subscriptions and insurance are paid annually. In these cases, individual expenditure

codes may exceed the 15% material variance but, as no further monies are due, these do not present a concern. As such, these have not been included in the report.

As the majority of the Council's income is derived from the precept - which is payable in two installments in April and September - this explains why the income as against budget stands at 55.3%.

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. Income – Q1

The Council's income is broadly derived from the precept. However, over the last two years various policies have been introduced and work carried out, with a view to increasing income from the Council's existing assets and other sources. This is one of the objectives of the Town Plan 2021-26. Whilst this is an ongoing process, some success has been achieved and the following table provides a summary of income as at the end of Q1:

| Reason | Detail | Amount |
|---------------------------------------|--|--------|
| Land & Hire Policy: | | |
| • Room hire fees | Increase in fees to £12 per hour | 2,697 |
| • Land hire fees | SDH/CFG | 283 |
| • Easement/licence fees | Jurassic Fibre/Western Power | 12,025 |
| Town Hall | Contribution towards maintenance costs 2021-22 | 1,562 |
| Gazebo Hire Policy | Hirers x 3 | 560 |
| Tourist Information Centre | Walking maps & postcards | 112 |
| Town Plan – Grant Applications | | |
| • National Lottery | Jubilee Event | 5,514 |

| | | |
|--------------------|-------------------|----------------|
| • National Lottery | Beach School | 4,530 |
| • Re:Store | First Aid Station | 1,350 |
| TOTAL | | £28,633 |

2. Material variances in excess of 15%

The following table highlights material variances to the end of the first quarter albeit that, overall, the Council is within its agreed budget. However, where such variances occur, these are detailed below with explanations. Details of significant underspends are also identified. Members are asked to note the same and where appropriate to agree the corresponding virements:

| Overspends | | | |
|-------------------|----------------------------|--|---------------------------|
| Code | Detail | Explanation | Proposed virements |
| 227/4266 | Jubilee Events (124.7%) | <p>An initial budget of £8,000 was agreed for the Jubilee event so this was transferred from the General Events budget, to a specific Jubilee code. Subsequent decisions were made to:</p> <ul style="list-style-type: none"> • offer a shuttle bus service • free ice cream for under 18s • donations to choir and bugler <p>which increased the overall spend. However, this was offset by a successful bid to The National Lottery ('TNL')</p> | None |

| | | | |
|----------|--|---|---|
| | | which led to a grant of £5,514 | |
| 120/4135 | <p>Photocopying & lease (59.4%)</p> <p>This refelects the June bill which was received after the end of the quarter so the % above is higher than that on the Income & Expenditure Report.</p> | <p>Due to the various projects the Council has recently undertaken, such as the Seaton Summer Celebration, Seaton Beach School and Seaton in Bloom (and the associated requirement for coloured posters and leaflets), this figure is higher than budgeted for at this stage in the financial year. In order to rectify this, it is proposed that an amount is vired from the underspend on the Beach School budget of £1,000</p> | <p>£1,000 from 280/4882 beach school</p> |
| 120/4425 | <p>Vehicle (43.1%)</p> | <p>As the vehicle is getting older repairs have inevitably increased. No virement is proposed at this stage but this will be monitored and any adjustment made at the Q2 review.</p> | <p>None at this stage</p> |
| 170/4045 | <p>Contractor</p> | <p>A virement from the Amenities – General Contractor budget to the Play Parks & Open Spaces – General Maintenance budget to provide more detail as to precisely where monies are spent and what the ongoing repairs to the</p> | <p>£2,000 from 170/4045 to 165/4675</p> |

| | | | |
|--------------------|--------------|---|--|
| | | towns parks and open spaces are costing | |
| Underspends | | | |
| 280/4882 | Beach School | Due to a successful application to TNL, this budget will be significantly underspent. | £1,362.20 has been allocated to 170/4405 to fund two picnic benches in Windsor Gardens. A further adjustment of £1,000 is proposed above. |

3. Earmarked Reserves

A summary of monies held in earmarked reserves is attached as Appendix 2. The following transfers from earmarked reserves were made in Q1:

| Code | Detail | Amount |
|---------|-----------------------|-----------|
| EMR 320 | Disabled Beach Access | 5,000.00 |
| EMR 323 | Jubilee Event | 5,514.00 |
| | TOTAL | 10,514.00 |

Two further adjustments to earmarked reserves, as detailed in the schedule, were agreed by Council on 4 July 2022.

4. Recommendations

It is **RECOMMENDED** that Members:

- note the explanations for material variances
- note and approve the proposed virements, or such alternative virements as Members consider appropriate



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Seaton, Devon EX12 2LT
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www.seaton.gov.uk
Town Mayor: Cllr Amrik Singh
Town Clerk: Julia Mutlow

-
- review earmarked reserves and approve any adjustments as Members consider necessary