

NOTICE OF MEETING

**Finance & General Purposes Committee Meeting
Monday 16th January 2023**

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

11 January 2023

Dear Councillor,

You are hereby summoned to attend the above meeting to be held on **Monday, 16th January 2023 at 6pm or immediately after the Planning Committee, whichever is the earliest**, at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role



**Julia Mutlow
Town Clerk**

AGENDA

- | | |
|-----------------------|--|
| 23/F&GP/01 | Apologies for absence |
| 23/F&GP/02 | Declaration of Interests To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting |
| 23/F&GP/03 | Minutes of the previous meeting To approve the minutes of the Finance & General Purposes Committee meeting held on Monday, 17 October 2022 |

23/F&GP/04

Public Question Time

To allow questions or reports from members of the public

23/F&GP/05

Payments, receipts and unpaid invoices

To ratify and note schedule of payments, receipts and unpaid invoices to 31st December 2022

It is **RECOMMENDED** that Members:

- approve payments & receipts
- note outstanding unpaid invoices

23/F&GP/06

Bank Reconciliation

It is **RECOMMENDED** that Members approve the bank reconciliation to 31st December 2022

23/F&GP/07

Petty cash reconciliation

It is **RECOMMENDED** that Members approve the petty cash reconciliation to 31st December 2022

23/F&GP/08

Budgetary Report – Q3 2022-23

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

- note the explanations for material variances
- agree the proposed virements between budget codes, or such other virements as Members consider necessary
- review movements from earmarked reserves and approve any such adjustments as Members consider necessary

Time: 08:50

Bank Reconciliation up to 31/12/2022 for Cashbook No 1 - Treasurer's Account

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|------------|------------|-----------|-------------|-----------|------------|----------------------------|--------------------------------|
| 01/12/2022 | DD | 1,074.00 | | 1,074.00 | | R <input type="checkbox"/> | East Devon District Council |
| 05/12/2022 | DD | 49.20 | | 49.20 | | R <input type="checkbox"/> | Grenke Leasing Ltd |
| 05/12/2022 | DC | 290.00 | | 290.00 | | R <input type="checkbox"/> | DVLA |
| 05/12/2022 | Gntle Mves | | 120.00 | 120.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 05/12/2022 | Haalf | | 36.00 | 36.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 06/12/2022 | Winter | | 48.00 | 48.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 06/12/2022 | Guide Dogs | | 36.00 | 36.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 10/12/2022 | BACS | 2.56 | | 2.56 | | R <input type="checkbox"/> | South West Water Business |
| 10/12/2022 | BACS | 8.90 | | 8.90 | | R <input type="checkbox"/> | Abbots |
| 10/12/2022 | BACS1 | 12.41 | | 12.41 | | R <input type="checkbox"/> | Bradfords Building Supplies |
| 10/12/2022 | BACS2 | 165.60 | | 165.60 | | R <input type="checkbox"/> | ASAP Fire Ltd |
| 10/12/2022 | BACS3 | 432.00 | | 432.00 | | R <input type="checkbox"/> | Harcombe Engineering |
| 10/12/2022 | BACS4 | 12,500.00 | | 12,500.00 | | R <input type="checkbox"/> | Paul Vine Ltd |
| 10/12/2022 | BACS5 | 286.80 | | 286.80 | | R <input type="checkbox"/> | B H CHAPMAN & SONS |
| 10/12/2022 | BACS6 | 1,320.60 | | 1,320.60 | | R <input type="checkbox"/> | Scalwell Lane Nursery |
| 10/12/2022 | BACS7 | 474.00 | | 474.00 | | R <input type="checkbox"/> | IAC Audit and Consultancy Ltd |
| 10/12/2022 | BACS8 | 95.00 | | 95.00 | | R <input type="checkbox"/> | Seaton & District Window Clean |
| 10/12/2022 | Owl&Pyr. | | 30.00 | 30.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 10/12/2022 | Van Sale | | 600.00 | 600.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 17/12/2022 | Sew&Sews | | 169.00 | 169.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 19/12/2022 | BACS | 100.06 | | 100.06 | | R <input type="checkbox"/> | Tower Services (Seaton) Ltd |
| 19/12/2022 | bacs1 | 522.00 | | 522.00 | | R <input type="checkbox"/> | Sign Vision |
| 19/12/2022 | bacs2 | 11,940.00 | | 11,940.00 | | R <input type="checkbox"/> | SW Lifts Ltd |
| 19/12/2022 | bacs3 | 68.40 | | 68.40 | | R <input type="checkbox"/> | R & H Signs |
| 19/12/2022 | BACS4 | 202.50 | | 202.50 | | R <input type="checkbox"/> | K's Cleaning |
| 19/12/2022 | BACS5 | 321.60 | | 321.60 | | R <input type="checkbox"/> | ASAP Fire Ltd |
| 19/12/2022 | Top up | 150.00 | | 150.00 | | R <input type="checkbox"/> | Petty Cash |
| 19/12/2022 | Pagano | | 60.00 | 60.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 19/12/2022 | Scribblers | | 60.00 | 60.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 20/12/2022 | DD | 170.86 | | 170.86 | | R <input type="checkbox"/> | Engie Gas Ltd |
| 20/12/2022 | DD | 158.32 | | 158.32 | | R <input type="checkbox"/> | EDF Energy |
| 20/12/2022 | Foord MP | | 36.00 | 36.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 21/12/2022 | U3A | | 24.00 | 24.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 21/12/2022 | Gent Moves | | 72.00 | 72.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 21/12/2022 | Haasova | | 54.00 | 54.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 22/12/2022 | BACS | 165.00 | | 165.00 | | R <input type="checkbox"/> | SJ Locksmiths |
| 22/12/2022 | BACS1 | 200.00 | | 200.00 | | R <input type="checkbox"/> | Stephanie Jones |
| 22/12/2022 | BACS2 | 250.00 | | 250.00 | | R <input type="checkbox"/> | Crazy Crabs |
| 22/12/2022 | BACS3 | 16,291.91 | | 16,291.91 | | R <input type="checkbox"/> | East Devon District Council |
| 22/12/2022 | BACS4 | 74.13 | | 74.13 | | R <input type="checkbox"/> | Came & Co Council Insurance |
| 23/12/2022 | DD | 349.23 | | 349.23 | | R <input type="checkbox"/> | Engie Gas Ltd |
| 23/12/2022 | BACS | 1,245.00 | | 1,245.00 | | R <input type="checkbox"/> | Core Office IT |
| 30/12/2022 | DD | 81.33 | | 81.33 | | R <input type="checkbox"/> | Copycare Ltd |
| 30/12/2022 | DD1 | 67.08 | | 67.08 | | R <input type="checkbox"/> | Talk Talk |
| 31/12/2022 | Winter | | 36.00 | 36.00 | | R <input type="checkbox"/> | Receipt(s) Banked |

Time: 08:50

Bank Reconciliation up to 31/12/2022 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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|----------------|----------------------------------|
| | | <u>49,068.49</u> | <u>1,381.00</u> | | | | |

**Bank Reconciliation Statement as at 31/12/2022
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 | 31/12/2022 | 0 | 475,574.20 |
| | | | <hr/> 475,574.20 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 475,574.20 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 475,574.20 |
| | | Balance per Cash Book is :- | 475,574.20 |
| | | Difference is :- | 0.00 |

Time: 09:43

Bank Reconciliation up to 31/12/2022 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> |
|-------------|-------------------|------------------|--------------------|------------------|-------------------|---------------------------------------|----------------------------------|
| 05/12/2022 | CASH | 1.30 | | 1.30 | | R <input checked="" type="checkbox"/> | Harbour News |
| 06/12/2022 | CASH | 7.80 | | 7.80 | | R <input checked="" type="checkbox"/> | Tesco |
| 08/12/2022 | CASH | 1.30 | | 1.30 | | R <input checked="" type="checkbox"/> | Harbour News |
| 13/12/2022 | CASH | 11.95 | | 11.95 | | R <input checked="" type="checkbox"/> | Harbour News |
| 13/12/2022 | CASH | 9.57 | | 9.57 | | R <input checked="" type="checkbox"/> | Hester Johnson |
| 14/12/2022 | CASH | 2.49 | | 2.49 | | R <input checked="" type="checkbox"/> | Harbour News |
| 19/12/2022 | CASH | 1.95 | | 1.95 | | R <input checked="" type="checkbox"/> | Harbour News |
| 19/12/2022 | CASH | 11.55 | | 11.55 | | R <input checked="" type="checkbox"/> | Tesco |
| 19/12/2022 | CASH | 3.99 | | 3.99 | | R <input checked="" type="checkbox"/> | HMS Hendry |
| 19/12/2022 | Top up | | 150.00 | 150.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| | | <u>51.90</u> | <u>150.00</u> | | | | |

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>100 Precept</u> | | | | | | | |
| 1076 Precept | 389,187 | 389,187 | 0 | | | 100.0% | |
| Precept :- Income | <u>389,187</u> | <u>389,187</u> | <u>0</u> | | | <u>100.0%</u> | <u>0</u> |
| Net Income | <u>389,187</u> | <u>389,187</u> | <u>0</u> | | | | |
| <u>110 Staffing</u> | | | | | | | |
| 4000 Salaries | 113,891 | 163,372 | 49,481 | | 49,481 | 69.7% | |
| 4002 EDDC - cleaning contribution | 7,500 | 7,500 | 0 | | 0 | 100.0% | |
| 4005 HMRC - Employer NIC | 11,397 | 15,633 | 4,236 | | 4,236 | 72.9% | |
| 4010 Pensions | 24,031 | 32,834 | 8,803 | | 8,803 | 73.2% | |
| Staffing :- Indirect Expenditure | <u>156,819</u> | <u>219,339</u> | <u>62,520</u> | <u>0</u> | <u>62,520</u> | <u>71.5%</u> | <u>0</u> |
| Net Expenditure | <u>(156,819)</u> | <u>(219,339)</u> | <u>(62,520)</u> | | | | |
| <u>120 Core Costs</u> | | | | | | | |
| 1088 Misc Fee Income | 1,160 | 100 | (1,060) | | | 1160.0% | |
| 1110 EDDC Plan Holding Fees | 2,526 | 2,526 | 0 | | | 100.0% | |
| Core Costs :- Income | <u>3,686</u> | <u>2,626</u> | <u>(1,060)</u> | | | <u>140.4%</u> | <u>0</u> |
| 4060 Training & Resources | 579 | 2,000 | 1,421 | | 1,421 | 28.9% | |
| 4065 Travel & Misc. Expenses | 192 | 500 | 308 | | 308 | 38.4% | |
| 4066 Zettle fees | 15 | 0 | (15) | | (15) | 0.0% | |
| 4075 Payroll Services | 326 | 420 | 94 | | 94 | 77.7% | |
| 4080 Equipment | 1,517 | 2,500 | 983 | | 983 | 60.7% | |
| 4110 Telephone/Wifi | 516 | 624 | 108 | | 108 | 82.6% | |
| 4120 Stationery/Postage | 475 | 700 | 225 | | 225 | 67.9% | |
| 4125 Professional Subscriptions | 1,747 | 1,700 | (47) | | (47) | 102.8% | |
| 4130 Website | 1,510 | 1,420 | (90) | | (90) | 106.3% | |
| 4135 Photocopier (inc. lease) | 1,524 | 2,418 | 895 | | 895 | 63.0% | |
| 4170 Audit Fees | 1,775 | 1,600 | (175) | | (175) | 110.9% | |
| 4175 Legal and Professional Fees | 1,500 | 2,500 | 1,000 | | 1,000 | 60.0% | |
| 4177 Professional fees | 2,010 | 0 | (2,010) | | (2,010) | 0.0% | |
| 4190 IT Support & Software | 5,535 | 7,100 | 1,565 | | 1,565 | 78.0% | |
| 4195 Accounts Software & Support | 1,391 | 1,489 | 98 | | 98 | 93.4% | |
| 4425 Vehicle | 12,677 | 2,000 | (10,677) | | (10,677) | 633.9% | 10,500 |
| 4485 Insurance | 4,115 | 4,500 | 385 | | 385 | 91.4% | |
| 4950 General Sundries | 184 | 250 | 66 | | 66 | 73.8% | |
| Core Costs :- Indirect Expenditure | <u>37,589</u> | <u>31,721</u> | <u>(5,868)</u> | <u>0</u> | <u>(5,868)</u> | <u>118.5%</u> | <u>10,500</u> |
| Net Income over Expenditure | <u>(33,903)</u> | <u>(29,095)</u> | <u>4,808</u> | | | | |
| 6000 plus Transfer from EMR | 10,500 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(23,403)</u> | | | | | | |

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| <u>130 Grants</u> | | | | | | | |
| 4220 Grants | 4,250 | 10,000 | 5,750 | | 5,750 | 42.5% | |
| Grants :- Indirect Expenditure | 4,250 | 10,000 | 5,750 | 0 | 5,750 | 42.5% | 0 |
| Net Expenditure | (4,250) | (10,000) | (5,750) | | | | |
| <u>140 Local Democracy</u> | | | | | | | |
| 4225 Chairman's Allowance | 63 | 250 | 187 | | 187 | 25.2% | |
| 4230 Civic Expenses | 463 | 1,477 | 1,014 | | 1,014 | 31.3% | |
| Local Democracy :- Indirect Expenditure | 526 | 1,727 | 1,201 | 0 | 1,201 | 30.4% | 0 |
| Net Expenditure | (526) | (1,727) | (1,201) | | | | |
| <u>165 Play Parks & Open Spaces</u> | | | | | | | |
| 1088 Misc Fee Income | 12,308 | 1,000 | (11,308) | | | 1230.8% | |
| Play Parks & Open Spaces :- Income | 12,308 | 1,000 | (11,308) | | | 1230.8% | 0 |
| 4365 Seaton Down | 765 | 1,020 | 255 | | 255 | 75.0% | |
| 4370 Cliff Field Gardens | 7,095 | 9,413 | 2,318 | | 2,318 | 75.4% | |
| 4375 Elizabeth Road Play Park | 1,465 | 1,953 | 488 | | 488 | 75.0% | |
| 4377 Underfleet Play Park | 992 | 1,320 | 328 | | 328 | 75.2% | |
| 4380 Health & Safety & Inspections | 0 | 210 | 210 | | 210 | 0.0% | |
| 4675 Maintenance - General | 1,480 | 2,000 | 520 | | 520 | 74.0% | |
| Play Parks & Open Spaces :- Indirect Expenditure | 11,796 | 15,916 | 4,120 | 0 | 4,120 | 74.1% | 0 |
| Net Income over Expenditure | 512 | (14,916) | (15,428) | | | | |
| <u>170 Amenities - General</u> | | | | | | | |
| 1515 Planter Sponsorship | 641 | 3,500 | 2,859 | | | 18.3% | |
| 1705 Grants Received | 250 | 250 | 0 | | | 100.0% | |
| Amenities - General :- Income | 891 | 3,750 | 2,859 | | | 23.8% | 0 |
| 4045 Contractor | 2,782 | 8,000 | 5,218 | | 5,218 | 34.8% | |
| 4400 Bin Emptying | 2,600 | 2,434 | (166) | | (166) | 106.8% | |
| 4405 Maintenance & replacement (inc | 1,561 | 2,720 | 1,159 | | 1,159 | 57.4% | |
| 4422 Footpaths | 709 | 955 | 246 | | 246 | 74.2% | |
| 4880 Contractor - Planting and Wate | 13,361 | 12,627 | (734) | | (734) | 105.8% | |
| Amenities - General :- Indirect Expenditure | 21,013 | 26,736 | 5,723 | 0 | 5,723 | 78.6% | 0 |
| Net Income over Expenditure | (20,122) | (22,986) | (2,864) | | | | |

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>190 Marshlands</u> | | | | | | | |
| 1300 Function room hire income | 6,657 | 2,500 | (4,157) | | | 266.3% | |
| Marshlands :- Income | 6,657 | 2,500 | (4,157) | | | 266.3% | 0 |
| 4500 Business Rates | 9,665 | 12,000 | 2,335 | | 2,335 | 80.5% | |
| 4502 Marshlands Feasibility Study | 2,225 | 2,225 | 0 | | 0 | 100.0% | |
| 4504 Marshlands Refurbishment | 9,950 | 2,775 | (7,175) | 9,950 | (17,125) | 717.1% | 9,950 |
| 4505 Gas | 1,436 | 5,000 | 3,564 | | 3,564 | 28.7% | |
| 4510 Electricity | 1,238 | 2,500 | 1,262 | | 1,262 | 49.5% | |
| 4515 Water | 805 | 550 | (255) | | (255) | 146.4% | |
| 4520 Cleaning & Hygiene | 3,240 | 4,000 | 760 | | 760 | 81.0% | |
| 4555 Electrical PAT Testing | 121 | 200 | 79 | | 79 | 60.3% | |
| 4560 Fire Inspections & Servicing | 406 | 1,000 | 594 | | 594 | 40.6% | |
| 4610 Kitchen Supplies & General Sun | 250 | 400 | 150 | | 150 | 62.5% | |
| 4625 Alarm Contract & Maintenance | 0 | 800 | 800 | | 800 | 0.0% | |
| 4675 Maintenance - General | 5,078 | 14,000 | 8,922 | | 8,922 | 36.3% | 3,500 |
| Marshlands :- Indirect Expenditure | 34,415 | 45,450 | 11,035 | 9,950 | 1,085 | 97.6% | 13,450 |
| Net Income over Expenditure | (27,758) | (42,950) | (15,192) | | | | |
| 6000 plus Transfer from EMR | 13,450 | | | | | | |
| Movement to/(from) Gen Reserve | (14,308) | | | | | | |
| <u>195 Town Hall & other leases</u> | | | | | | | |
| 1310 Town Hall & other leases | 1,586 | 1,000 | (586) | | | 158.6% | |
| Town Hall & other leases :- Income | 1,586 | 1,000 | (586) | | | 158.6% | 0 |
| 4675 Maintenance - General | 2,974 | 8,000 | 5,026 | | 5,026 | 37.2% | |
| Town Hall & other leases :- Indirect Expenditure | 2,974 | 8,000 | 5,026 | 0 | 5,026 | 37.2% | 0 |
| Net Income over Expenditure | (1,388) | (7,000) | (5,612) | | | | |
| <u>200 Town Development & Tourism</u> | | | | | | | |
| 1089 TIC-misc income | 279 | 0 | (279) | | | 0.0% | |
| 1705 Grants Received | 1,500 | 0 | (1,500) | | | 0.0% | |
| Town Development & Tourism :- Income | 1,779 | 0 | (1,779) | | | | 0 |
| 4003 Misc Fees | 20 | 0 | (20) | | (20) | 0.0% | |
| 4275 General Town Marketing | 973 | 4,000 | 3,028 | | 3,028 | 24.3% | |
| 4318 Art Trail | 864 | 5,400 | 4,536 | | 4,536 | 16.0% | |
| 4321 Disability Access Improvements | 6,895 | 5,000 | (1,895) | | (1,895) | 137.9% | 5,000 |
| 4322 Coach Friendly Signage | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| Town Development & Tourism :- Indirect Expenditure | 8,752 | 16,400 | 7,648 | 0 | 7,648 | 53.4% | 5,000 |
| Net Income over Expenditure | (6,974) | (16,400) | (9,426) | | | | |
| 6000 plus Transfer from EMR | 5,000 | | | | | | |

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| Movement to/(from) Gen Reserve | (1,974) | | | | | | |
| <u>210 Allotments</u> | | | | | | | |
| 1130 Allotment Fees | 2,885 | 3,000 | 115 | | | 96.2% | |
| Allotments :- Income | 2,885 | 3,000 | 115 | | | 96.2% | 0 |
| 4196 Allotments Software | 695 | 0 | (695) | | (695) | 0.0% | |
| 4515 Water | 485 | 0 | (485) | | (485) | 0.0% | |
| 4675 Maintenance - General | 475 | 800 | 325 | | 325 | 59.4% | |
| 4730 Annual Grounds Contract | 896 | 1,194 | 299 | | 299 | 75.0% | |
| Allotments :- Indirect Expenditure | 2,551 | 1,994 | (557) | 0 | (557) | 127.9% | 0 |
| Net Income over Expenditure | 334 | 1,006 | 672 | | | | |
| <u>227 Events</u> | | | | | | | |
| 1088 Misc Fee Income | 317 | 0 | (317) | | | 0.0% | |
| 1612 Ticket sales | 750 | 0 | (750) | | | 0.0% | |
| Events :- Income | 1,067 | 0 | (1,067) | | | | 0 |
| 4265 Events Budget - General | 2,055 | 7,000 | 4,945 | | 4,945 | 29.4% | |
| 4266 Jubilee Event | 9,978 | 3,000 | (6,978) | | (6,978) | 332.6% | 5,514 |
| 4840 Christmas Lights | 4,367 | 6,000 | 1,633 | | 1,633 | 72.8% | |
| Events :- Indirect Expenditure | 16,400 | 16,000 | (400) | 0 | (400) | 102.5% | 5,514 |
| Net Income over Expenditure | (15,334) | (16,000) | (666) | | | | |
| 6000 plus Transfer from EMR | 5,514 | | | | | | |
| Movement to/(from) Gen Reserve | (9,820) | | | | | | |
| <u>280 Community</u> | | | | | | | |
| 1705 Grants Received | 5,880 | 0 | (5,880) | | | 0.0% | |
| 4006 Refund | 4,276 | 0 | (4,276) | | | 0.0% | |
| Community :- Income | 10,156 | 0 | (10,156) | | | | 0 |
| 4830 First Aid Station | 4,940 | 5,000 | 60 | | 60 | 98.8% | |
| 4835 Banners, Flags & Bunting | 928 | 1,500 | 572 | | 572 | 61.9% | |
| 4836 Warm Hub | 54 | 750 | 696 | | 696 | 7.2% | |
| 4878 Youth Projects | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4882 Beach School | 4,334 | 7,530 | 3,196 | | 3,196 | 57.6% | |
| Community :- Indirect Expenditure | 10,256 | 19,780 | 9,524 | 0 | 9,524 | 51.9% | 0 |
| Net Income over Expenditure | (100) | (19,780) | (19,680) | | | | |

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income | 430,201 | 403,063 | (27,138) | | | 106.7% | |
| Expenditure | 307,340 | 413,063 | 105,723 | 9,950 | 95,773 | 76.8% | |
| Net Income over Expenditure | <u>122,861</u> | <u>(10,000)</u> | <u>(132,861)</u> | | | | |
| plus Transfer from EMR | 34,464 | | | | | | |
| Movement to/(from) Gen Reserve | <u>157,325</u> | | | | | | |

| <u>Account</u> | <u>Opening Balance</u> | <u>Net Transfers</u> | <u>Closing Balance</u> |
|------------------------------------|------------------------|----------------------|------------------------|
| 320 EMR Disabled Beach Access | 5,000.00 | -5,000.00 | 0.00 |
| 321 EMR Seafront Enhancements | 48,584.00 | -38,584.00 | 10,000.00 |
| 322 EMR Play Parks Maintenance Fun | 20,000.00 | 30,000.00 | 50,000.00 |
| 323 EMR Jubilee Event | 5,514.00 | -5,514.00 | 0.00 |
| 324 EMR Snow & Flood Warden | 1,500.00 | | 1,500.00 |
| 325 EMR Election Expenses | 3,000.00 | | 3,000.00 |
| 326 EMR Art Trail | 1,000.00 | -1,000.00 | 0.00 |
| 327 EMR Town Hall Heating | 0.00 | 38,584.00 | 38,584.00 |
| 328 EMR General Asset Maintenance | 61,000.00 | 4,050.00 | 65,050.00 |
| 329 EMR Youth Projects | 0.00 | 9,276.00 | 9,276.00 |
| 330 EMR | 0.00 | | 0.00 |
| 331 EMR CIL Funding | 3,710.70 | | 3,710.70 |
| 332 EMR Vehicle Replacement Fund | 10,532.00 | -10,532.00 | 0.00 |
| 333 EMR Allotments | 2,000.00 | -964.00 | 1,036.00 |
| 334 EMR Bus/Seafront Shelters | 6,000.00 | | 6,000.00 |
| 335 EMR | 0.00 | | 0.00 |
| 336 EMR Staffing Contingency | 4,491.31 | | 4,491.31 |
| 337 EMR Air Ambulance Lights | 0.00 | | 0.00 |
| | <u>172,332.01</u> | <u>20,316.00</u> | <u>192,648.01</u> |

| SEATON TOWN COUNCIL (‘the Council’) FINANCE & GENERAL PURPOSES COMMITTEE | |
|---|--|
| Date of report | 16 January 2023 |
| Item of business | 22 F&GP 08 |
| Details | Report on Council’s budgetary position at conclusion of Q3 |
| Purpose of Report | To note position including identification of any over and underspends, reserves and to consider whether to agree virements between budgets and/or adjustments to earmarked reserves |
| 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 31 December 2022. This is marginally over budget at 76.8% 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 within the current financial year, these do not present a concern; others stand at zero expenditure as they too are annual fees that have not yet become due at this point in the year. As such, these have not been included in the variances noted 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. Income – Q3

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 106.7%. Both installments have been received and a small amount of additional income, not anticipated in the budget, has also been received in the form of:

- grants from Re:Store, Devon County Council and the National Lottery
- licence fee from Jurassic Fibre
- gazebo hire fees
- higher than anticipated Marshlands function hire fees

The only area in which the income projection has not been achieved is 170/1515 Planter Sponsorship. Despite an extensive campaign to attract sponsorship from individuals and businesses, only 18.3% (£641) of the £3,500 was achieved. This is perhaps unsurprising, when one considered the current financial and inflationary pressures facing businesses and residents.

3. Material variances in excess of 15%

The following table highlights material variances to the end of the second 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 they consider it appropriate, to agree the corresponding virement proposals:

| Overspends | | | |
|-------------------|-------------------------|--|---|
| Code | Detail | Explanation | Proposed virements |
| 190/4515 | Water Rates (146.4%) | The water rates at Marshlands have increased significantly in 2022-23. | It is proposed that £255 be vired from the underspend on 190/4505 Gas |

| | | | |
|--------------------|--------------------------------------|--|--|
| 120/4190 | IT Support & Software (93.4%) | There is overspend due an increase in fees in the current year. | It is proposed that £1,477 be vired from the underspend on 140/4230 Civic Expenses, as these are unlikely to be needed before the end of the financial year. |
| Underspends | | | |
| 190/4502 | Marshlands Feasibility Study (44.5%) | This stands at £2,775. | It is proposed that the balance of £2,775 be transferred to the new budget line 190/4505 Marshlands Refurbishment |
| 190/4505 | Gas (22.1%) | Due to the negotiation of a competitive fixed rate last year this budget is significantly underspent at the end of Q3. | It is proposed that £300 be vired to 190/4515 to cover the increased water rates. |
| 190/4510 | Electricity (43.5%) | Due to the negotiation of a competitive fixed rate last year this budget is significantly underspent. | None at this stage. |

4. Earmarked Reserves

A summary of monies held in earmarked reserves is attached as Appendix 2. The following transfers from earmarked reserves were made in Q3:

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

| | | |
|---------|---------------------|-----------|
| EMR 328 | Asset Maintenance | 13,450.00 |
| EMR 332 | Vehicle Replacement | 10,500.00 |
| | TOTAL | 33,464.00 |

5. Summary

On the basis of the Council's financial position at the end of Q3, it is anticipated that the Council's expenditure will be on target at the end of the financial year with no significant over or underspend.

6. 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
- review earmarked reserves and approve any adjustments as Members consider necessary

**Bank Reconciliation Statement as at 31/12/2022
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 | 31/12/2022 | | 137.42 |
| | | | <hr/> 137.42 |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 137.42 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 137.42 |
| | | Balance per Cash Book is :- | 137.42 |
| | | Difference is :- | 0.00 |