

**NOTICE OF MEETING**

**Finance & General Purposes Committee Meeting  
Monday 17th October 2022**

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

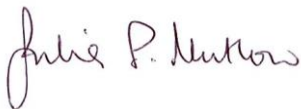
**12 October 2022**

**Dear Councillor,**

You are hereby summoned to attend the above meeting to be held on **Monday, 17<sup>th</sup> October 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**

- |                       |                                                                                                                                                                                                          |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>22/F&amp;GP/01</b> | <b>Apologies for absence</b>                                                                                                                                                                             |
| <b>22/F&amp;GP/02</b> | <b>Declaration of Interests</b><br>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 |
| <b>22/F&amp;GP/03</b> | <b>Minutes of the previous meeting</b><br>To approve the minutes of the Finance & General Purposes Committee meeting held on Monday, 18 July 2022                                                        |

**22/F&GP/04**

**Public Question Time**

To allow questions or reports from members of the public

**22/F&GP/05**

**Payments, receipts and unpaid invoices**

To ratify and note schedule of payments, receipts and unpaid invoices to 30<sup>th</sup> September 2022

It is **RECOMMENDED** that Members:

- approve payments & receipts
- note outstanding unpaid invoices

**22/F&GP/06**

**Bank Reconciliation**

It is **RECOMMENDED** that Members approve the bank reconciliation to 30<sup>th</sup> September 2022

**22/F&GP/07**

**Petty cash reconciliation**

It is **RECOMMENDED** that Members approve the petty cash reconciliation to 30<sup>th</sup> September 2022

**22/F&GP/08**

**Budgetary Report – Q2 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

**22/F&GP/09**

**Budgetary Review & Planning 2023/24**

To note the budget to date and commence planning the budget for the 2023/24 financial year in order to enable a recommendation to be made to Council in December 2022.

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**Minutes of Finance & General Purposes Committee Meeting  
Monday 18 July 2022**

**Present:**

**Chairman:** Cllr. D. Wright

**Councillors:** K. Beer, E. Bowman, D. Haggerty and A. Singh

**In attendance:** Town Clerk

**Public:** None

**Others:** Cllr. P. Burrows was in attendance, but not a member of this committee.

**60. Election of Chairman**

Cllr Wright was duly elected Chairman. (moved Cllr. Singh, seconded Cllr. Beer)

**61. Election of Deputy Chairman**

Cllr Beer was duly elected Deputy Chairman. (moved Cllr. Singh, seconded Cllr. Haggerty)

**62. Apologies for absence**

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

**63. Declarations of Interest**

There were no declarations of interest.

**64. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 11 April 2022.

(moved Cllr. Beer, seconded Cllr. Singh)

**65. Public Question Time**

None.

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

Members received a schedule of payments, receipts and outstanding invoices as at 30 June 2022 and **RESOLVED** to:

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

(moved Cllr. Wright, seconded Cllr. Singh)

### **67. Bank Reconciliation**

Members **RESOLVED** to approve the bank reconciliation to 30 June 2022.

(moved Cllr. Wright, seconded Cllr. Beer)

### **68. Petty Cash Reconciliation**

Members **RESOLVED** to approve the petty cash reconciliation to 30 June 2022.

(moved Cllr. Wright, seconded Cllr. Singh)

### **69. Budgetary Report – Q1 2022-23**

Members reviewed the Council's financial position as against budget as at the end of Q1 (30 June 2022) and **RESOLVED**:

- noted the explanations for material variances
- approved the following virements between budget codes:
  - £1,000 from 280/4882 Beach School to 120/4135 Photocopying
  - £2,000 from 170/4045 Contractor (Amenities) to 165/4675 General Maintenance (Parks & Open Spaces)
  - £720 from 280/4882 Beach School to 170/4405 Maintenance & replacement (Amenities)
- noted movements from earmarked reserves

(moved Cllr. Beer, seconded Cllr. Singh)

### **Confidential Items**

The Chairman moved that in accordance with the Council's Standing Order 1(d) press and public be excluded from the meeting during the discussion of the following items due to their commercially sensitive information.

### **70. Tree Works**

Members received an inspection report prepared by Advanced Arboriculture detailing works required to the ash trees on the Council's land at Seaton Down Hill and considered three quotations to carry out these works. Members **RESOLVED** to approve Teign Trees & Landscapes South West Limited to carry out the required works at a cost of £720 + VAT

(moved Cllr. Wright, seconded Cllr. Beer)

Meeting closed at 6.17pm

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

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

Time: 10:09

## Bank Reconciliation up to 31/08/2022 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>
04/07/2022	BACS	48.00		48.00		R <input type="checkbox"/>	Harcombe
01/08/2022	BACS	36.41		36.41		R <input type="checkbox"/>	Sally Willy
01/08/2022	BRAD	11.56		11.56		R <input type="checkbox"/>	Bradfords
01/08/2022	DC	60.00		60.00		R <input type="checkbox"/>	Royal Images
01/08/2022	DD	1,074.00		1,074.00		R <input type="checkbox"/>	East Devon District Council
01/08/2022	Room Fee		72.00	72.00		R <input type="checkbox"/>	Receipt(s) Banked
01/08/2022	Maps		13.00	13.00		R <input type="checkbox"/>	Receipt(s) Banked
01/08/2022	Postcards		7.20	7.20		R <input type="checkbox"/>	Receipt(s) Banked
02/08/2022	Planter		50.40	50.40		R <input type="checkbox"/>	Receipt(s) Banked
03/08/2022	BACS	49.20		49.20		R <input type="checkbox"/>	Grenke Leasing Ltd
03/08/2022	Room fee		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
03/08/2022	Room fee		72.00	72.00		R <input type="checkbox"/>	Receipt(s) Banked
04/08/2022	BACS	47.50		47.50		R <input type="checkbox"/>	Just Flowers
04/08/2022	Postcards		8.00	8.00		R <input type="checkbox"/>	Receipt(s) Banked
04/08/2022	Map		3.00	3.00		R <input type="checkbox"/>	Receipt(s) Banked
05/08/2022	Room fee		169.00	169.00		R <input type="checkbox"/>	Receipt(s) Banked
05/08/2022	Room fee		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
05/08/2022	Room Fee		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
08/08/2022	BACS	2,422.50		2,422.50		R <input type="checkbox"/>	Rapid Emergency Medical Servic
08/08/2022	BACS1	492.00		492.00		R <input type="checkbox"/>	Harcombe Engineering
08/08/2022	BACS2	1,634.64		1,634.64		R <input type="checkbox"/>	Glasdon UK Ltd
08/08/2022	Room fee		72.00	72.00		R <input type="checkbox"/>	Receipt(s) Banked
09/08/2022	Cinema		60.00	60.00		R <input type="checkbox"/>	Receipt(s) Banked
10/08/2022	Planter		270.00	270.00		R <input type="checkbox"/>	Receipt(s) Banked
10/08/2022	Maps		5.00	5.00		R <input type="checkbox"/>	Receipt(s) Banked
11/08/2022	Postcards		10.20	10.20		R <input type="checkbox"/>	Receipt(s) Banked
11/08/2022	Maps		13.00	13.00		R <input type="checkbox"/>	Receipt(s) Banked
12/08/2022	DD	74.00		74.00		R <input type="checkbox"/>	EDF Energy
15/08/2022	DD	118.14		118.14		R <input type="checkbox"/>	Smartest Energy
16/08/2022	DC	12.94		12.94		R <input type="checkbox"/>	Amazon
17/08/2022	BACS	1,200.00		1,200.00		R <input type="checkbox"/>	PKF Littlejohn LLP
17/08/2022	BACS1	45.62		45.62		R <input type="checkbox"/>	Abbots
17/08/2022	BACS2	1,320.60		1,320.60		R <input type="checkbox"/>	Scalwell Lane Nursery
17/08/2022	BACS3	95.00		95.00		R <input type="checkbox"/>	Seaton & District Window Clean
17/08/2022	Room fee		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
22/08/2022	BACS	16.50		16.50		R <input type="checkbox"/>	Bradfords Building Supplies
22/08/2022	BACS1	373.82		373.82		R <input type="checkbox"/>	HAGS
22/08/2022	BACS2	250.00		250.00		R <input type="checkbox"/>	Isabella Haines
22/08/2022	BACS3	204.44		204.44		R <input type="checkbox"/>	K's Cleaning
22/08/2022	BACS4	1,750.00		1,750.00		R <input type="checkbox"/>	Norman & Son Roofing Services
22/08/2022	BACS6	399.66		399.66		R <input type="checkbox"/>	South West Water Business
22/08/2022	BACS7	2,454.00		2,454.00		R <input type="checkbox"/>	The Cumbria Clock Company Ltd
22/08/2022	Room fee		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
22/08/2022	Room fee		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
22/08/2022	Maps		13.00	13.00		R <input type="checkbox"/>	Receipt(s) Banked

Time: 10:09

## Bank Reconciliation up to 31/08/2022 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>
22/08/2022	Postcards		4.80	4.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/08/2022	Refund		36.00	36.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/08/2022	BACS	68.40		68.40		R <input checked="" type="checkbox"/>	Talk Talk
26/08/2022	BACS	1.00		1.00		R <input checked="" type="checkbox"/>	K's Cleaning
26/08/2022	Room fee		48.00	48.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/08/2022	Gazebo fee		24.00	24.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/08/2022	BACS	864.00		864.00		R <input checked="" type="checkbox"/>	Teign Trees & Landscapes South
30/08/2022	BACS1	230.00		230.00		R <input checked="" type="checkbox"/>	Stephanie Jones
30/08/2022	BACS2	252.00			252.00	<input type="checkbox"/>	R & H Signs
30/08/2022	BACS3	15,661.54		15,661.54		R <input checked="" type="checkbox"/>	East Devon District Council
30/08/2022	BACS4	518.15		518.15		R <input checked="" type="checkbox"/>	Core Office IT
30/08/2022	Room fee		24.00	24.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/08/2022	Room fee		60.00	60.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/08/2022	Gazbo hire		48.00		48.00	<input type="checkbox"/>	Receipt(s) Banked
30/08/2022	Cinema		100.00	100.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/08/2022	Cinema		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/08/2022	DD	128.20		128.20		R <input checked="" type="checkbox"/>	Copycare Ltd
31/08/2022	BACS	80.00		80.00		R <input checked="" type="checkbox"/>	JURASSIC SPARK
31/08/2022	BACS1	399.17		399.17		R <input checked="" type="checkbox"/>	South West Water Business
31/08/2022	BACS2	2,422.50		2,422.50		R <input checked="" type="checkbox"/>	Rapid Emergency Medical Servic
31/08/2022	BACS3	104.35		104.35		R <input checked="" type="checkbox"/>	Core Office IT
31/08/2022	BACS	2.10		2.10		R <input checked="" type="checkbox"/>	iZettle
		<u>34,921.94</u>	<u>1,514.60</u>				

Time: 08:36

## Bank Reconciliation up to 31/07/2022 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
04/07/2022	DD	1,074.00		1,074.00		R <input type="checkbox"/>	East Devon District Council
04/07/2022	Room fee		96.00	96.00		R <input type="checkbox"/>	Receipt(s) Banked
04/07/2022	Room fee		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
04/07/2022	Room Fee		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
08/07/2022	DD	49.20		49.20		R <input type="checkbox"/>	Grenke Leasing Ltd
08/07/2022	DD	2.48		2.48		R <input type="checkbox"/>	EDF Energy
08/07/2022	BACS	95.00		95.00		R <input type="checkbox"/>	Seaton & District Window Clean
08/07/2022	Room Fee		97.00	97.00		R <input type="checkbox"/>	Receipt(s) Banked
08/07/2022	Gazebo hir		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
08/07/2022	Postcards		4.00	4.00		R <input type="checkbox"/>	Receipt(s) Banked
11/07/2022	BACS	1,320.60		1,320.60		R <input type="checkbox"/>	Scalwell Lane Nursery
11/07/2022	BACS	834.00		834.00		R <input type="checkbox"/>	RBS Rialtas Business Solutions
11/07/2022	BACS	69.50		69.50		R <input type="checkbox"/>	Tower Services (Seaton) Ltd
11/07/2022	BACS	1,750.00		1,750.00		R <input type="checkbox"/>	Norman & Son Roofing Services
11/07/2022	BACS1	54.48		54.48		R <input type="checkbox"/>	Abbots
11/07/2022	BACS	187.93		187.93		R <input type="checkbox"/>	Viking Stationery
11/07/2022	BACS1	408.00		408.00		R <input type="checkbox"/>	Harcombe Engineering
11/07/2022	Top Up	150.00		150.00		R <input type="checkbox"/>	Petty Cash
11/07/2022	BACS	22.18		22.18		R <input type="checkbox"/>	Bradforde Building Supplies
11/07/2022	Room Fee		12.00	12.00		R <input type="checkbox"/>	Receipt(s) Banked
12/07/2022	BACS	25.97		25.97		R <input type="checkbox"/>	PPL PRS Ltd
12/07/2022	BACS	1,500.00		1,500.00		R <input type="checkbox"/>	Devon County Council
12/07/2022	BACS	-1,500.00		-1,500.00		R <input type="checkbox"/>	Devon County Council
12/07/2022	DCC Grant		1,500.00	1,500.00		R <input type="checkbox"/>	Receipt(s) Banked
14/07/2022	Grant		250.00	250.00		R <input type="checkbox"/>	Receipt(s) Banked
14/07/2022	Room Fee		60.00	60.00		R <input type="checkbox"/>	Receipt(s) Banked
14/07/2022	Maps		17.00	17.00		R <input type="checkbox"/>	Receipt(s) Banked
14/07/2022	Postcards		8.00	8.00		R <input type="checkbox"/>	Receipt(s) Banked
15/07/2022	BACS	50.00		50.00		R <input type="checkbox"/>	JURASSIC SPARK
15/07/2022	BACS1	202.50		202.50		R <input type="checkbox"/>	K's Cleaning
15/07/2022	CFG Fee		238.80	238.80		R <input type="checkbox"/>	Receipt(s) Banked
18/07/2022	BACS	126.20		126.20		R <input type="checkbox"/>	Smartest Energy
18/07/2022	BACS	96.00		96.00		R <input type="checkbox"/>	KT Studio
18/07/2022	Gazebo		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
18/07/2022	Planter		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
19/07/2022	Maps		10.00	10.00		R <input type="checkbox"/>	Receipt(s) Banked
20/07/2022	Planter		68.40	68.40		R <input type="checkbox"/>	Receipt(s) Banked
20/07/2022	VAT-Q1		4,917.37	4,917.37		R <input type="checkbox"/>	Receipt(s) Banked
21/07/2022	Planter		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
22/07/2022	MAP1	5.00		5.00		R <input type="checkbox"/>	MOP
22/07/2022	BACS	-5.00		-5.00		R <input type="checkbox"/>	Map-CORR
25/07/2022	DD	68.40		68.40		R <input type="checkbox"/>	Talk Talk
25/07/2022	BACS	15,212.14		15,212.14		R <input type="checkbox"/>	East Devon District Council
25/07/2022	BACS	108.00		108.00		R <input type="checkbox"/>	Signs South West
25/07/2022	BACS1	108.00		108.00		R <input type="checkbox"/>	SLCC Enterprises Ltd

Time: 08:36

## Bank Reconciliation up to 31/07/2022 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>
25/07/2022	BACS2	72.02		72.02		R <input type="checkbox"/>	Came & Co Council Insurance
25/07/2022	BACS	198.00		198.00		R <input type="checkbox"/>	GB Sport & Leisure
25/07/2022	MAP	5.00		5.00		R <input type="checkbox"/>	MOP
25/07/2022	DC	35.95		35.95		R <input type="checkbox"/>	Buy Gazebo
25/07/2022	BACS	-5.00		-5.00		R <input type="checkbox"/>	MAP-CORR
25/07/2022	Map		5.00	5.00		R <input type="checkbox"/>	Receipt(s) Banked
25/07/2022	Map		5.00	5.00		R <input type="checkbox"/>	Receipt(s) Banked
26/07/2022	DC	83.45		83.45		R <input type="checkbox"/>	ID Card Accessories
26/07/2022	Room fee		72.00	72.00		R <input type="checkbox"/>	Receipt(s) Banked
26/07/2022	Pitch		40.00	40.00		R <input type="checkbox"/>	Receipt(s) Banked
26/07/2022	Room fee		60.00	60.00		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2022	CASH	9.25		9.25		R <input type="checkbox"/>	Amazon-JPM
28/07/2022	CASH	-9.25		-9.25		R <input type="checkbox"/>	Amazon-JPM
28/07/2022	BACS	0.57		0.57		R <input type="checkbox"/>	iZettle
28/07/2022	BACS	0.07		0.07		R <input type="checkbox"/>	iZettle
28/07/2022	BACS	388.51		388.51		R <input type="checkbox"/>	Copycare Ltd
28/07/2022	Room fee		192.00	192.00		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2022	Planter		50.40	50.40		R <input type="checkbox"/>	Receipt(s) Banked
28/07/2022	Planter		270.00	270.00		R <input type="checkbox"/>	Receipt(s) Banked
29/07/2022	BACS	105.00		105.00		R <input type="checkbox"/>	K's Cleaning
29/07/2022	BACS1	184.00		184.00		R <input type="checkbox"/>	Stephanie Jones
29/07/2022	BACS2	40.00		40.00		R <input type="checkbox"/>	East Devon District Council
29/07/2022	BACS3	1,387.80		1,387.80		R <input type="checkbox"/>	Legionellasafe Services (UK) L
29/07/2022	BACS4	1,616.00		1,616.00		R <input type="checkbox"/>	Crazy Crabs
29/07/2022	BACS5	615.30		615.30		R <input type="checkbox"/>	Core Office IT
		<u>26,741.25</u>	<u>8,228.97</u>				



Time: 12:58

## Bank Reconciliation up to 30/09/2022 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>
30/08/2022	BACS2	252.00		252.00		R <input type="checkbox"/>	R & H Signs
30/08/2022	Gazbo hire		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
01/09/2022	BACS	1,074.00		1,074.00		R <input type="checkbox"/>	East Devon District Council
01/09/2022	BACS1	49.20		49.20		R <input type="checkbox"/>	Grenke Leasing Ltd
01/09/2022	Cinema		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
02/09/2022	Precept		194,593.50	194,593.50		R <input type="checkbox"/>	Receipt(s) Banked
05/09/2022	BACS	1,000.00		1,000.00		R <input type="checkbox"/>	Re:Store
05/09/2022	Room fee		84.00	84.00		R <input type="checkbox"/>	Receipt(s) Banked
06/09/2022	Cinema		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
06/09/2022	Cinema		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
06/09/2022	3		3.00	3.00		R <input type="checkbox"/>	Receipt(s) Banked
07/09/2022	CASH	4.35		4.35		R <input type="checkbox"/>	Post Office
07/09/2022	DC	25.40		25.40		R <input type="checkbox"/>	Value Products Ltd
07/09/2022	CASH	1.30		1.30		R <input type="checkbox"/>	Harbour News
07/09/2022	CORR1	-1.30		-1.30		R <input type="checkbox"/>	Harbour News
07/09/2022	CASH	-4.35		-4.35		R <input type="checkbox"/>	Post Office
07/09/2022	Room fee		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
07/09/2022	Refund		4,276.12	4,276.12		R <input type="checkbox"/>	Receipt(s) Banked
07/09/2022	Room fee		133.00	133.00		R <input type="checkbox"/>	Receipt(s) Banked
08/09/2022	CASH	3.00		3.00		R <input type="checkbox"/>	Morrisons
08/09/2022	CASH	5.75		5.75		R <input type="checkbox"/>	RKL Hardware
08/09/2022	CASH	-3.00		-3.00		R <input type="checkbox"/>	Morrisons
08/09/2022	CORR	-5.75		-5.75		R <input type="checkbox"/>	RKL Hardware
09/09/2022	Top up	150.00		150.00		R <input type="checkbox"/>	Petty Cash
09/09/2022	CASH	15.47		15.47		R <input type="checkbox"/>	Harbour News
09/09/2022	CASH	18.14		18.14		R <input type="checkbox"/>	Tesco
09/09/2022	CASH	1.30		1.30		R <input type="checkbox"/>	Harbour News
09/09/2022	CORR2	-15.47		-15.47		R <input type="checkbox"/>	Harbour News
09/09/2022	CORR3	-18.14		-18.14		R <input type="checkbox"/>	Tesco
09/09/2022	CORR4	-1.30		-1.30		R <input type="checkbox"/>	Harbour News
09/09/2022	Cinema		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
09/09/2022	Map		3.00	3.00		R <input type="checkbox"/>	Receipt(s) Banked
10/09/2022	Cinema		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
10/09/2022	Cinema		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
12/09/2022	Cinema		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
12/09/2022	Maps		5.00	5.00		R <input type="checkbox"/>	Receipt(s) Banked
13/09/2022	BACS4	275.03		275.03		R <input type="checkbox"/>	Harcombe Engineering
13/09/2022	BACS5	64.00		64.00		R <input type="checkbox"/>	Hunt Trophies and Engraving
13/09/2022	BACS6	28.35		28.35		R <input type="checkbox"/>	Abbots
13/09/2022	BACS7	2,130.00		2,130.00		R <input type="checkbox"/>	Clarke Bond UK Ltd
13/09/2022	BACS8	112.80		112.80		R <input type="checkbox"/>	Microsoft
13/09/2022	BACS	299.00		299.00		R <input type="checkbox"/>	Talk Action
13/09/2022	BACS1	95.00		95.00		R <input type="checkbox"/>	Seaton & District Window Clean
13/09/2022	BACS2	1,440.00		1,440.00		R <input type="checkbox"/>	Leslie Technical Services Ltd
13/09/2022	BACS3	135.00		135.00		R <input type="checkbox"/>	K's Cleaning
14/09/2022	Room fee		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
15/09/2022	BACS	119.51		119.51		R <input type="checkbox"/>	Smartest Energy
16/09/2022	BACS	354.82		354.82		R <input type="checkbox"/>	Barnard & Westwood

Time: 12:58

## Bank Reconciliation up to 30/09/2022 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
16/09/2022	BACS	60.01		60.01		R <input type="checkbox"/>	Tower Services (Seaton) Ltd
16/09/2022	BACS1	1,320.60		1,320.60		R <input type="checkbox"/>	Scalwell Lane Nursery
16/09/2022	BACS2	70.00		70.00		R <input type="checkbox"/>	Just Flowers
16/09/2022	ReStore		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
16/09/2022	Winter		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
20/09/2022	Coastal		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
20/09/2022	Tickets		40.00	40.00		R <input type="checkbox"/>	Receipt(s) Banked
21/09/2022	BACS	60.38		60.38		R <input type="checkbox"/>	EDF Energy
22/09/2022	Pitch fee		40.00	40.00		R <input type="checkbox"/>	Receipt(s) Banked
22/09/2022	Cinema		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
23/09/2022	Cinema Ad		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
23/09/2022	Cinema		130.00	130.00		R <input type="checkbox"/>	Receipt(s) Banked
26/09/2022	Maps		5.00	5.00		R <input type="checkbox"/>	Receipt(s) Banked
27/09/2022	DD	81.60		81.60		R <input type="checkbox"/>	Talk Talk
27/09/2022	Scribblers		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
27/09/2022	Cinema		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
27/09/2022	Cinema		290.00	290.00		R <input type="checkbox"/>	Receipt(s) Banked
27/09/2022	Postcards		2.40	2.40		R <input type="checkbox"/>	Receipt(s) Banked
27/09/2022	Maps		13.00	13.00		R <input type="checkbox"/>	Receipt(s) Banked
27/09/2022	Seaton Qua		54.00	54.00		R <input type="checkbox"/>	Receipt(s) Banked
28/09/2022	SEPT 2022	10.02		10.02		R <input type="checkbox"/>	iZettle
28/09/2022	Cinema		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
29/09/2022	BACS	15,557.82		15,557.82		R <input type="checkbox"/>	East Devon District Council
29/09/2022	BACS1	127.50		127.50		R <input type="checkbox"/>	K's Cleaning
29/09/2022	BACS2	1,245.00		1,245.00		R <input type="checkbox"/>	Core Office IT
29/09/2022	BACS3	1,701.20		1,701.20		R <input type="checkbox"/>	Crazy Crabs
29/09/2022	BACS4	36.00		36.00		R <input type="checkbox"/>	Devon Association of Local Cou
29/09/2022	BACS5	478.66		478.66		R <input type="checkbox"/>	Andrew Gwyn Davies
29/09/2022	BACS6	310.33		310.33		R <input type="checkbox"/>	Isabella Haines
29/09/2022	BACS7	14,097.60		14,097.60		R <input type="checkbox"/>	Scalwell Lane Nursery
29/09/2022	BACS8	406.00		406.00		R <input type="checkbox"/>	SLCC Enterprises Ltd
29/09/2022	BACS9	184.00		184.00		R <input type="checkbox"/>	Stephanie Jones
29/09/2022	Project Fd		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2022	BACS	98.35		98.35		R <input type="checkbox"/>	Copycare Ltd
30/09/2022	DD	0.05		0.05		R <input type="checkbox"/>	iZettle
30/09/2022	Half		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2022			-12.00	-12.00		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2022	MAP		3.00	3.00		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2022			36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2022	Half-CORR		-36.00	-36.00		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2022	Cinema Ad		6.00	6.00		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2022	CORR		12.00	12.00		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2022	Rem Clinic		-12.00	-12.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>43,449.23</u>	<u>200,463.02</u>				

**Bank Reconciliation Statement as at 30/09/2022  
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	30/09/2022	0	576,512.27
			<hr/> 576,512.27
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			576,512.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			576,512.27
		<b>Balance per Cash Book is :-</b>	<b>576,512.27</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/09/2022  
for Cashbook 2 - Petty Cash**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/09/2022		64.74
			<hr/> 64.74
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			64.74
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			64.74
		<b>Balance per Cash Book is :-</b>	<b>64.74</b>
		<b>Difference is :-</b>	<b>0.00</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## 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>
<b>Net Income</b>	<u>389,187</u>	<u>389,187</u>	<u>0</u>				
<u>110 Staffing</u>							
4000 Salaries	72,574	163,372	90,798		90,798	44.4%	
4002 EDDC - cleaning contribution	7,500	7,500	0		0	100.0%	
4005 HMRC - Employer NIC	8,622	15,633	7,011		7,011	55.2%	
4010 Pensions	13,759	32,834	19,075		19,075	41.9%	
Staffing :- Indirect Expenditure	<u>102,455</u>	<u>219,339</u>	<u>116,884</u>	<u>0</u>	<u>116,884</u>	<u>46.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(102,455)</u>	<u>(219,339)</u>	<u>(116,884)</u>				
<u>120 Core Costs</u>							
1088 Misc Fee Income	660	100	(560)			660.0%	
1110 EDDC Plan Holding Fees	2,526	2,526	0			100.0%	
Core Costs :- Income	<u>3,186</u>	<u>2,626</u>	<u>(560)</u>			<u>121.3%</u>	<u>0</u>
4060 Training & Resources	579	4,000	3,421		3,421	14.5%	
4065 Travel & Misc. Expenses	192	500	308		308	38.4%	
4066 Zettle fees	15	0	(15)		(15)	0.0%	
4075 Payroll Services	209	420	211		211	49.8%	
4080 Equipment	1,385	2,000	615		615	69.2%	
4110 Telephone/Wifi	348	624	276		276	55.8%	
4120 Stationery/Postage	373	700	327		327	53.3%	
4125 Professional Subscriptions	1,431	1,700	269		269	84.2%	
4130 Website	1,510	1,420	(90)		(90)	106.3%	
4135 Photocopier (inc. lease)	1,114	2,418	1,304		1,304	46.1%	
4170 Audit Fees	1,380	1,600	220		220	86.3%	
4175 Legal and Professional Fees	0	2,500	2,500		2,500	0.0%	
4190 IT Support & Software	3,979	5,100	1,121		1,121	78.0%	
4195 Accounts Software & Support	1,391	1,489	98		98	93.4%	
4425 Vehicle	969	2,000	1,031		1,031	48.5%	
4485 Insurance	4,115	5,000	885		885	82.3%	
4950 General Sundries	184	250	66		66	73.8%	
Core Costs :- Indirect Expenditure	<u>19,174</u>	<u>31,721</u>	<u>12,547</u>	<u>0</u>	<u>12,547</u>	<u>60.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(15,988)</u>	<u>(29,095)</u>	<u>(13,107)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## 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	3,000	10,000	7,000		7,000	30.0%	
Grants :- Indirect Expenditure	<b>3,000</b>	<b>10,000</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>	<b>30.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,000)</b>	<b>(10,000)</b>	<b>(7,000)</b>				
<u>140 Local Democracy</u>							
4225 Chairman's Allowance	41	250	209		209	16.6%	
4230 Civic Expenses	438	1,750	1,312		1,312	25.0%	
Local Democracy :- Indirect Expenditure	<b>479</b>	<b>2,000</b>	<b>1,521</b>	<b>0</b>	<b>1,521</b>	<b>24.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(479)</b>	<b>(2,000)</b>	<b>(1,521)</b>				
<u>165 Play Parks &amp; Open Spaces</u>							
1088 Misc Fee Income	12,308	1,000	(11,308)			1230.8%	
Play Parks & Open Spaces :- Income	<b>12,308</b>	<b>1,000</b>	<b>(11,308)</b>			<b>1230.8%</b>	<b>0</b>
4365 Seaton Down	510	1,020	510		510	50.0%	
4370 Cliff Field Gardens	4,742	9,413	4,671		4,671	50.4%	
4375 Elizabeth Road Play Park	977	1,500	524		524	65.1%	
4377 Underfleet Play Park	662	1,500	839		839	44.1%	
4380 Health & Safety & Inspections	0	210	210		210	0.0%	
4675 Maintenance - General	700	2,000	1,300		1,300	35.0%	
Play Parks & Open Spaces :- Indirect Expenditure	<b>7,589</b>	<b>15,643</b>	<b>8,054</b>	<b>0</b>	<b>8,054</b>	<b>48.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,719</b>	<b>(14,643)</b>	<b>(19,362)</b>				
<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	<b>891</b>	<b>3,750</b>	<b>2,859</b>			<b>23.8%</b>	<b>0</b>
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	473	955	483		483	49.5%	
4880 Contractor - Planting and Wate	12,777	12,627	(150)		(150)	101.2%	
Amenities - General :- Indirect Expenditure	<b>20,193</b>	<b>26,736</b>	<b>6,543</b>	<b>0</b>	<b>6,543</b>	<b>75.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(19,302)</b>	<b>(22,986)</b>	<b>(3,684)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## 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	4,632	2,500	(2,132)			185.3%	
Marshlands :- Income	<b>4,632</b>	<b>2,500</b>	<b>(2,132)</b>			<b>185.3%</b>	<b>0</b>
4500 Business Rates	6,443	12,000	5,557		5,557	53.7%	
4502 Marshlands Feasibility Study	1,775	5,000	3,225		3,225	35.5%	
4505 Gas	431	5,000	4,569		4,569	8.6%	
4510 Electricity	807	2,500	1,693		1,693	32.3%	
4515 Water	511	550	39		39	92.9%	
4520 Cleaning & Hygiene	2,062	4,000	1,938		1,938	51.5%	
4555 Electrical PAT Testing	0	200	200		200	0.0%	
4560 Fire Inspections & Servicing	0	1,000	1,000		1,000	0.0%	
4610 Kitchen Supplies & General Sun	186	400	214		214	46.5%	
4625 Alarm Contract & Maintenance	0	800	800		800	0.0%	
4675 Maintenance - General	4,944	14,000	9,056		9,056	35.3%	3,500
Marshlands :- Indirect Expenditure	<b>17,160</b>	<b>45,450</b>	<b>28,290</b>	<b>0</b>	<b>28,290</b>	<b>37.8%</b>	<b>3,500</b>
<b>Net Income over Expenditure</b>	<b>(12,528)</b>	<b>(42,950)</b>	<b>(30,422)</b>				
6000 plus Transfer from EMR	3,500						
<b>Movement to/(from) Gen Reserve</b>	<b>(9,028)</b>						
<u>195 Town Hall &amp; other leases</u>							
1310 Town Hall & other leases	1,562	1,000	(562)			156.2%	
Town Hall & other leases :- Income	<b>1,562</b>	<b>1,000</b>	<b>(562)</b>			<b>156.2%</b>	<b>0</b>
4675 Maintenance - General	2,146	8,000	5,854		5,854	26.8%	
Town Hall & other leases :- Indirect Expenditure	<b>2,146</b>	<b>8,000</b>	<b>5,854</b>	<b>0</b>	<b>5,854</b>	<b>26.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(584)</b>	<b>(7,000)</b>	<b>(6,416)</b>				
<u>200 Town Development &amp; Tourism</u>							
1089 TIC-misc income	265	0	(265)			0.0%	
1705 Grants Received	1,500	0	(1,500)			0.0%	
Town Development & Tourism :- Income	<b>1,765</b>	<b>0</b>	<b>(1,765)</b>				<b>0</b>
4003 Misc Fees	20	0	(20)		(20)	0.0%	
4275 General Town Marketing	307	4,000	3,694		3,694	7.7%	
4315 TIC Literature	666	0	(666)		(666)	0.0%	
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	<b>8,752</b>	<b>16,400</b>	<b>7,648</b>	<b>0</b>	<b>7,648</b>	<b>53.4%</b>	<b>5,000</b>
<b>Net Income over Expenditure</b>	<b>(6,987)</b>	<b>(16,400)</b>	<b>(9,413)</b>				
6000 plus Transfer from EMR	5,000						

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(1,987)</b>						
<u>210 Allotments</u>							
1130 Allotment Fees	2,885	3,000	115			96.2%	
Allotments :- Income	<b>2,885</b>	<b>3,000</b>	<b>115</b>			<b>96.2%</b>	<b>0</b>
4196 Allotments Software	695	0	(695)		(695)	0.0%	
4515 Water	411	0	(411)		(411)	0.0%	
4675 Maintenance - General	372	800	428		428	46.5%	
4730 Annual Grounds Contract	597	1,194	597		597	50.0%	
Allotments :- Indirect Expenditure	<b>2,075</b>	<b>1,994</b>	<b>(81)</b>	<b>0</b>	<b>(81)</b>	<b>104.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>809</b>	<b>1,006</b>	<b>197</b>				
<u>227 Events</u>							
1088 Misc Fee Income	317	0	(317)			0.0%	
1612 Ticket sales	750	0	(750)			0.0%	
Events :- Income	<b>1,067</b>	<b>0</b>	<b>(1,067)</b>				<b>0</b>
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	1,255	6,000	4,745		4,745	20.9%	
Events :- Indirect Expenditure	<b>13,288</b>	<b>16,000</b>	<b>2,712</b>	<b>0</b>	<b>2,712</b>	<b>83.1%</b>	<b>5,514</b>
<b>Net Income over Expenditure</b>	<b>(12,222)</b>	<b>(16,000)</b>	<b>(3,778)</b>				
6000 plus Transfer from EMR	5,514						
<b>Movement to/(from) Gen Reserve</b>	<b>(6,708)</b>						
<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	<b>10,156</b>	<b>0</b>	<b>(10,156)</b>				<b>0</b>
4830 First Aid Station	4,940	5,000	60		60	98.8%	
4835 Banners, Flags & Bunting	653	1,500	847		847	43.5%	
4878 Youth Projects	0	5,000	5,000		5,000	0.0%	
4882 Beach School	3,584	8,280	4,696		4,696	43.3%	
Community :- Indirect Expenditure	<b>9,177</b>	<b>19,780</b>	<b>10,603</b>	<b>0</b>	<b>10,603</b>	<b>46.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>979</b>	<b>(19,780)</b>	<b>(20,759)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 30/09/2022

Month No: 6

## 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	427,639	403,063	(24,576)			106.1%	
Expenditure	205,488	413,063	207,575	0	207,575	49.7%	
<b>Net Income over Expenditure</b>	<u>222,151</u>	<u>(10,000)</u>	<u>(232,151)</u>				
plus Transfer from EMR	14,014						
<b>Movement to/(from) Gen Reserve</b>	<u>236,165</u>						

**Earmarked Reserves**

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<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		20,000.00
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
327 EMR Town Hall Heating	0.00	38,584.00	38,584.00
328 EMR General Asset Maintenance	61,000.00	8,500.00	69,500.00
329 EMR	0.00		0.00
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
333 EMR Allotments	2,000.00		2,000.00
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
	<b><u>172,332.01</u></b>	<b><u>-2,014.00</u></b>	<b><u>170,318.01</u></b>

<b>SEATON TOWN COUNCIL (‘the Council’) FINANCE &amp; GENERAL PURPOSES COMMITTEE</b>	
<b>Date of report</b>	<b>17 October 2022</b>
<b>Item of business</b>	<b>22 F&amp;GP 08</b>
<b>Details</b>	<b>Report on Council’s budgetary position at conclusion of Q2</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 and/or adjustments to earmarked reserves</b>
<b>Power/authority</b>	<b>Local Audit &amp; Accountability Act 2014 &amp; Seaton Town Council Financial Regulations</b>
<b>Recommendations</b>	It is <b>RECOMMENDED</b> that Members: <ul style="list-style-type: none"> <li>• note the income position</li> <li>• note the explanations for material variances</li> <li>• approve the proposed virements, or such alternative virements as Members consider appropriate</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. 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 September 2022. This is on target at 49.7% 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 – Q2

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 106.1%. 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
- fee from Jurassic Fibre
- gazebo hire fees
- better than expected Marshlands function hire fees

The only area in which the income projection has not been achieved is 170/1515 Planter Sponsorship. Despite a 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:

<b>Overspends</b>			
<b>Code</b>	<b>Detail</b>	<b>Explanation</b>	<b>Proposed virements</b>
120/4190	IT Support & Software (78%)	This figure was higher than anticipated and it is therefore proposed that the underspend on 120/4060 Training & Resources be transferred to this budget	£2,000 to 120/4190 from 120/4060

		line.	
120/4080	Equipment (69.2%)	It is proposed that £500 of the underspend on budget 120/4485 Insurance be vired to the equipment budget.	£500 from 120/4485 to 120/4080.
165/4375	Elizabeth Road (65.1%)	Due to a minor error in the original budget the nominal ledger for Elizabeth Road is slightly over what would be expected at the mid-point in the year and the nominal ledger for Underfleet is slightly underspent at 44.1%. In order to regularise this a slight adjustment between nominal ledgers is proposed along with a small virement from 140/4230 Civic Expenses	£180 from 165/4377 and £273 from 140/4230 all to 165/4375
<b>Underspends</b>			
120/4060	Training & Resources (14.5%)	This budget was increased in 2022-23 to allow for the possibility of the Town Maintenance Officer to undertake a basic plumbing course. This has not been feasible; therefore, it is unlikely that 2022-23 expenditure will exceed £2,000. It is therefore proposed that this amount be transferred to 120/4190 IT Support & Software as this budget will be overspent.	£2,000 from 120/4060 to 120/4190

140/4230	Civic Expenses (25%)	This is currently underspent and likely to remain so for the remainder of the year. A small virement to 165/4375 is proposed.	£273 to 165/4375 from 140/4230
190/4505	Gas (8.6%)	Due to the negotiation of a competitive fixed rate last year this budget is significantly underspent. However, this is likely to change as we head into the Autumn & Winter months.	None
190/4510	Electricity (32.3%)	Due to the negotiation of a competitive fixed rate last year this budget is significantly underspent. However, this is likely to change as we head into the Autumn & Winter months.	None

#### 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 Q1 & 2:

Code	Detail	Amount
EMR 320	Disabled Beach Access	5,000.00
EMR 323	Jubilee Event	5,514.00
EMR 328	Asset Maintenance	3,500.00
	<b>TOTAL</b>	14,014.00

#### 5. 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