

NOTICE OF MEETING

**Finance & General Purposes Committee Meeting
Monday 17th July 2023**

**Councillors: K Beer, K. Brooks, P. Burrows, N. Dyke, D Haggerty, M Hartnell, A
Singh & C Wood**

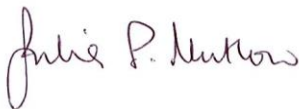
12 July 2023

Dear Councillor,

You are hereby summoned to attend the above meeting to be held on **Monday, 17th July 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 | Election of Chairman |
| 23/F&GP/02 | Election of Deputy Chairman |
| 23/F&GP/03 | Apologies for absence |
| 23/F&GP/04 | 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/05** **Minutes of the previous meeting**
To approve the minutes of the Finance & General Purposes Committee meeting held on Monday, 6 February 2023
- 23/F&GP/06** **Public Question Time**
To allow questions from members of the public
- 23/F&GP/07** **Payments, receipts and unpaid invoices**
To review and note receipts and payments made in Q1, in line with the Council' Financial Regulations and note unpaid invoices as at 30th June 2023. It is **RECOMMENDED** that Members:
- review and note payments & receipts
 - note outstanding unpaid invoices
- 23/F&GP/08** **Bank Reconciliation**
It is **RECOMMENDED** that Members review and approve the bank reconciliation to 30th June 2023
- 23/F&GP/09** **Petty cash reconciliation**
It is **RECOMMENDED** that Members review and approve the petty cash reconciliation to 30th June 2023
- 23/F&GP/10** **Budgetary Report – Q1 2023-24**
To review the Council's budget position and earmarked reserves. It is **RECOMMENDED** that Members:
- note the actual financial position, as against budget, at 30 June 2023
 - note the material variances
 - approve the transfers from earmarked reserves for the previously approved works to Marshlands and the final payment for the town hall heating
 - approve the transfer of £10,000 from EMR327 to EMR325

Confidential Items

The Chairman will move that in accordance with the Council's Standing Order 1(d) press and public will be excluded from the meeting during the discussion of item 11 on this agenda as there are matters being discussed which may include commercially sensitive information.

- 23/F&GP/11** **Update on Marshlands**

**Minutes of Finance & General Purposes Committee Meeting
Monday, 6 February 2023**

Present:

Chairman: Cllr. K. Beer

Councillors: M. Hartnell, D. Haggerty & A. Singh

In attendance: Town Clerk & Deputy Town Clerk

Public: None

Others: Cllrs. P. Burrows and J. Russell were in attendance, but not members of this committee.

81. Apologies for absence

Apologies for absence were received from Cllrs. E. Bowman, D. Ledger, C. Wood and D. Wright.

82. Declarations of Interest

Cllr. Hartnell declared a personal interest as an East Devon District & Devon County Councillor.

83. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 17 October 2022 and 16 January 2023.
(moved Cllr. Singh, seconded Cllr. Haggerty)

84. Public Question Time

None.

85. Payments, receipts & unpaid invoices

Members received a schedule of payments, receipts and outstanding invoices as at 31 December 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. Haggerty, seconded Cllr. Singh)

86. Bank Reconciliation

Members **RESOLVED** to approve the bank reconciliation to 31 December 2022.
(moved Cllr. Beer, seconded Cllr. Haggerty)

87. Petty Cash Reconciliation

Members **RESOLVED** to approve the petty cash reconciliation to 31 December 2022.
(moved Cllr. Haggerty, seconded Cllr. Singh)

88. Budgetary Report – Q3 2022-23

Members reviewed the Council's financial position as against budget as at the end of Q3 (31 December 2022) and **RESOLVED** to:

- note the explanations for material variances
- approve the following virements between budget codes:
 - £255 from 190/4505 Gas to 190/4515 Water Rates
 - £1,477 from 140/4230 Civic Expenses to 120/4190 IT Support & Software
 - £2,775 from 190/4502 Marshlands Feasibility Study to 190/4505 Marshlands Refurbishment
- note movements from earmarked reserves
- note and approve expenditure to East Devon District Council of £5,000, as a contribution towards the extension of the beach matting - the balance of £3,105 to be taken from the allocated budget remaining for 2022-23 and £1,895 as a pre-payment from the budget allocated for 2023-24

(moved Cllr. Haggerty, seconded Cllr. Singh)

Meeting closed at 5.56pm

Chairman: _____

Date: _____

Bank Reconciliation up to 30/04/2023 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>
11/04/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Harbour News
12/04/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Harbour News
12/04/2023	CASH	4.80		4.80		R <input type="checkbox"/>	Tesco
17/04/2023	CASH	6.65		6.65		R <input type="checkbox"/>	Post Office
17/04/2023	CASH	16.05		16.05		R <input type="checkbox"/>	Tesco
17/04/2023	CASH	3.50		3.50		R <input type="checkbox"/>	Tesco
17/04/2023	CASH	2.50		2.50		R <input type="checkbox"/>	Morrisons
24/04/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Harbour News
27/04/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Harbour News
		<u>39.30</u>	<u>0.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/05/2023 for Cashbook No 2 - Petty Cash

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/05/2023	CASH	17.90		17.90		R <input type="checkbox"/>	Pebbles
01/05/2023	CASH	2.85		2.85		R <input type="checkbox"/>	Tesco
01/05/2023	CASH	20.00		20.00		R <input type="checkbox"/>	Just Flowers
02/05/2023	CASH	2.90		2.90		R <input type="checkbox"/>	Harbour News
04/05/2023	CASH	6.87		6.87		R <input type="checkbox"/>	Lidl
09/05/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Harbour News
09/05/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Harbour News
11/05/2023	Top Up		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
12/05/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Harbour News
15/05/2023	CASH	7.44		7.44		R <input type="checkbox"/>	Tesco
17/05/2023	CASH	2.60		2.60		R <input type="checkbox"/>	Harbour News
17/05/2023	CASH	1.85		1.85		R <input type="checkbox"/>	Post Office
19/05/2023	CASH	2.45		2.45		R <input type="checkbox"/>	Tesco
19/05/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Harbour News
23/05/2023	CASH	6.00		6.00		R <input type="checkbox"/>	Gateway Theatre Co
23/05/2023	CASH	1.25		1.25		R <input type="checkbox"/>	Tesco
26/05/2023	CASH	4.00		4.00		R <input type="checkbox"/>	Tesco
30/05/2023	CASH	2.10		2.10		R <input type="checkbox"/>	Harbour News
31/05/2023	CASH	15.46		15.46		R <input type="checkbox"/>	Tesco
		<u>99.47</u>	<u>150.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 30/06/2023 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>
02/06/2023	CASH	25.10		25.10		R <input type="checkbox"/>	Seaton Fish Bar
02/06/2023	CASH	54.39		54.39		R <input type="checkbox"/>	Tesco
02/06/2023	CASH	6.00		6.00		R <input type="checkbox"/>	Original Factory Shp
02/06/2023	CASH	1.85		1.85		R <input type="checkbox"/>	Post Office
02/06/2023	CASH	11.40		11.40		R <input type="checkbox"/>	Arts Cafe
02/06/2023	CASH	2.99		2.99		R <input type="checkbox"/>	Animal Botanical
06/06/2023	CASH	7.99		7.99		R <input type="checkbox"/>	Harbour News
09/06/2023	Top Up		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
12/06/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Harbour News
12/06/2023	CASH	2.30		2.30		R <input type="checkbox"/>	Post Office
13/06/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Harbour News
20/06/2023	CASH	1.55		1.55		R <input type="checkbox"/>	Tesco
22/06/2023	CASH	1.85		1.85		R <input type="checkbox"/>	Post Office
26/06/2023	CASH	2.00		2.00		R <input type="checkbox"/>	Morrisons
26/06/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Harbour News
27/06/2023	CASH	7.54		7.54		R <input type="checkbox"/>	Tesco
27/06/2023	CASH	31.20		31.20		R <input type="checkbox"/>	Mole Avon
28/06/2023	CASH	1.10		1.10		R <input type="checkbox"/>	Post Office
29/06/2023	CASH	0.75		0.75		R <input type="checkbox"/>	Post Office
29/06/2023	CASH	1.45		1.45		R <input type="checkbox"/>	hHarbour News
30/06/2023	CASH	9.55		9.55		R <input type="checkbox"/>	Tesco
		<u>173.36</u>	<u>150.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 30/04/2023 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2023	DD	1,034.88		1,034.88		R <input checked="" type="checkbox"/>	East Devon District Council
01/04/2023	DD1	49.20		49.20		R <input checked="" type="checkbox"/>	Grenke Leasing Ltd
03/04/2023	Precept		203,735.00	203,735.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/04/2023	Gntle Move		96.00	96.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/04/2023	Carrington		12.00	12.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/04/2023	BACS	95.00		95.00		R <input checked="" type="checkbox"/>	Seaton & District Window Clean
06/04/2023	BACS1	1,185.53		1,185.53		R <input checked="" type="checkbox"/>	Devon Association of Local Cou
06/04/2023	BACS2	35.80		35.80		R <input checked="" type="checkbox"/>	Abbots
06/04/2023	BACS3	504.00		504.00		R <input checked="" type="checkbox"/>	R W Dack & Sons Ltd
06/04/2023	BACS4	200.00		200.00		R <input checked="" type="checkbox"/>	Gursimran Singh Saki
07/04/2023	Plan Fees		2,526.00	2,526.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/04/2023	Plan Hold		2,526.00	2,526.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/04/2023	CORRECTION		-2,526.00	-2,526.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/04/2023	BACS5	120.00		120.00		R <input checked="" type="checkbox"/>	Lyme Locks
13/04/2023	BACS6	19.00		19.00		R <input checked="" type="checkbox"/>	Parish UK Network
13/04/2023	BACS8	139.50		139.50		R <input checked="" type="checkbox"/>	K's Cleaning
13/04/2023	BACS9	42.00		42.00		R <input checked="" type="checkbox"/>	East Devon District Council
14/04/2023	BACS	250.00		250.00		R <input checked="" type="checkbox"/>	Seaton Primary PTFA
14/04/2023	BACS	250.00		250.00		R <input checked="" type="checkbox"/>	Seaton Memory Cafe
14/04/2023	BACS	250.00		250.00		R <input checked="" type="checkbox"/>	Seaton PCC
14/04/2023	BACS	550.00		550.00		R <input checked="" type="checkbox"/>	Gateway Theatre Co
14/04/2023	DC	33.60		33.60		R <input checked="" type="checkbox"/>	Amazon.co.uk
14/04/2023	TNSFR	250,001.00		250,001.00		R <input checked="" type="checkbox"/>	CCLA
14/04/2023	Jeary		39.50	39.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/04/2023	Strapp		35.00	35.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/04/2023	Husain		31.10	31.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/04/2023	Barton		30.90	30.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/04/2023	Wheaton		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/04/2023	Kelf		54.80	54.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/04/2023	Stone		58.30	58.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/04/2023	Gntle Mves		72.00	72.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/04/2023	Davies		21.80	21.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/04/2023	Sparrow		31.10	31.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/04/2023	Bennett		35.30	35.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/04/2023	Oldfield		38.00	38.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/04/2023	DD	310.10		310.10		R <input checked="" type="checkbox"/>	EDF Energy
17/04/2023	Seaward		32.60	32.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/04/2023	Morgan		44.00	44.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/04/2023	Burt		34.70	34.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/04/2023	Hobley		61.30	61.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/04/2023	Friedrich		26.30	26.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/04/2023	Carrah		34.40	34.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/04/2023	Amato		39.50	39.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/04/2023	Hunt		26.30	26.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/04/2023	Combe		29.30	29.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/04/2023	Merritt		36.50	36.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/04/2023	Beer		29.90	29.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/04/2023	Forrester		29.00	29.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 30/04/2023 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>
18/04/2023	Abbott		30.20	30.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/04/2023	Hill		33.50	33.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/04/2023	McLennan18		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/04/2023	McLennan16		29.00	29.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/04/2023	Warters		29.30	29.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/04/2023	Hammett		90.40	90.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/04/2023	Sykes		40.40	40.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/04/2023	Cooper		34.40	34.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/04/2023	Lewis		21.80	21.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/04/2023	Ellis		26.60	26.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/04/2023	Joule		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/04/2023	Coward		21.80	21.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/04/2023	Marshall		27.65	27.65		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/04/2023	Godbeer		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/04/2023	Jones		29.60	29.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/04/2023	Summers		37.40	37.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/04/2023	VAT-Q4		6,020.94	6,020.94		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/04/2023	Hazell		26.30	26.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/04/2023	Higgins		27.90	27.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/04/2023	Sinnott		39.20	39.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/04/2023	Jones		47.00	47.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/04/2023	White		28.40	28.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/04/2023	McLoughlin		55.10	55.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/04/2023	Paige		31.25	31.25		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/04/2023	Leadbetter		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/04/2023	Knight		45.20	45.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/04/2023	Hamlett		47.90	47.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/04/2023	Wood		17.60	17.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/04/2023	McCarthy		84.70	84.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/04/2023	Denham		42.20	42.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/04/2023	Wood		22.10	22.10		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/04/2023	Webb		79.00	79.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/04/2023	Richardson		30.20	30.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/04/2023	DD	803.22		803.22		R <input checked="" type="checkbox"/>	Engie Gas Ltd
25/04/2023	Verr-Smith		29.30	29.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/04/2023	Hopson		26.30	26.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/04/2023	Shaw		27.80	27.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/04/2023	Read		34.40	34.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/04/2023	GINN		26.60	26.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/04/2023	Winter		60.00	60.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/04/2023	DD	73.22		73.22		R <input checked="" type="checkbox"/>	Talk Talk
26/04/2023	Fever		42.60	42.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/04/2023	Cox		22.70	22.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/04/2023	Courts		71.80	71.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/04/2023	Markham		27.65	27.65		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/04/2023	Chambers		26.30	26.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/04/2023	Hatten		32.30	32.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/04/2023	S. Lewis		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 30/04/2023 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>
26/04/2023	Ham		33.20	33.20		R <input type="checkbox"/>	Receipt(s) Banked
26/04/2023	Palmer		26.00	26.00		R <input type="checkbox"/>	Receipt(s) Banked
27/04/2023	Little		26.60	26.60		R <input type="checkbox"/>	Receipt(s) Banked
27/04/2023	AshleY		19.40	19.40		R <input type="checkbox"/>	Receipt(s) Banked
27/04/2023	Tuckley		42.40	42.40		R <input type="checkbox"/>	Receipt(s) Banked
28/04/2023	Burgin		20.00	20.00		R <input type="checkbox"/>	Receipt(s) Banked
29/04/2023	DD	166.76		166.76		R <input type="checkbox"/>	Copycare Ltd
29/04/2023	BACS	480.00		480.00		R <input type="checkbox"/>	R W Dack & Sons Ltd
29/04/2023	BACS1	271.44		271.44		R <input type="checkbox"/>	Creative Solutions
29/04/2023	BACS2	16,661.12		16,661.12		R <input type="checkbox"/>	East Devon District Council
29/04/2023	BACS3	474.00		474.00		R <input type="checkbox"/>	IAC Audit and Consultancy Ltd
29/04/2023	BACS4	139.50		139.50		R <input type="checkbox"/>	K's Cleaning
29/04/2023	BACS5	259.80		259.80		R <input type="checkbox"/>	ROSPA Play Safety Ltd
29/04/2023	BACS6	203.68		203.68		R <input type="checkbox"/>	Stephanie Jones
29/04/2023	BACS7	158.01		158.01		R <input type="checkbox"/>	Tower Services (Seaton) Ltd
29/04/2023	BACS8	594.53		594.53		R <input type="checkbox"/>	Zurich Municipal
29/04/2023	Foxcroft		28.80	28.80		R <input type="checkbox"/>	Receipt(s) Banked
29/04/2023	Parkin		29.00	29.00		R <input type="checkbox"/>	Receipt(s) Banked
29/04/2023	Howe		26.00	26.00		R <input type="checkbox"/>	Receipt(s) Banked
29/04/2023	Dennahay		21.80	21.80		R <input type="checkbox"/>	Receipt(s) Banked
		<u>275,354.89</u>	<u>215,194.59</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/05/2023 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/05/2023	DD	1,026.00		1,026.00		R <input type="checkbox"/>	East Devon District Council
01/05/2023	DC	150.00		150.00		R <input type="checkbox"/>	Events Hire Solutions Ltd
01/05/2023	Smith		25.40	25.40		R <input type="checkbox"/>	Receipt(s) Banked
01/05/2023	Hallett		38.60	38.60		R <input type="checkbox"/>	Receipt(s) Banked
01/05/2023	Guide Dogs		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
01/05/2023	Scribblers		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
02/05/2023	BACS	150.00		150.00		R <input type="checkbox"/>	Dynamic Entertainments Agency
02/05/2023	CHQ	300.00		300.00		R <input type="checkbox"/>	Axe Valley Runners
02/05/2023	CHQ-CORR	-300.00		-300.00		R <input type="checkbox"/>	Axe Valley Runners
02/05/2023	Harrison		30.20	30.20		R <input type="checkbox"/>	Receipt(s) Banked
02/05/2023	Grizzly		300.00	300.00		R <input type="checkbox"/>	Receipt(s) Banked
03/05/2023	DC	117.60		117.60		R <input type="checkbox"/>	Hiscox Ltd
04/05/2023	CASH	6.87		6.87		R <input type="checkbox"/>	Lidl
04/05/2023	CASH	-6.87		-6.87		R <input type="checkbox"/>	Lidl
04/05/2023	Chapple		46.40	46.40		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2023	Betty		26.90	26.90		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2023	Rowland		22.10	22.10		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2023	Dawes		30.50	30.50		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2023	Kings Ct		18.00	18.00		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2023	James		48.50	48.50		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2023	Hallett		43.70	43.70		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2023	Forster		35.00	35.00		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2023	Viv To		22.10	22.10		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2023	Gateway		361.36	361.36		R <input type="checkbox"/>	Receipt(s) Banked
04/05/2023	PSDF-Apr23		432.44	432.44		R <input type="checkbox"/>	Receipt(s) Banked
05/05/2023	BACS	100.00		100.00		R <input type="checkbox"/>	Seaton & District Window Clean
05/05/2023	BACS1	1,965.02		1,965.02		R <input type="checkbox"/>	RBS Rialtas Business Solutions
05/05/2023	BACS2	622.50		622.50		R <input type="checkbox"/>	Core Office IT
05/05/2023	BACS3	36.00		36.00		R <input type="checkbox"/>	Vision ICT
05/05/2023	BACS	56.00		56.00		R <input type="checkbox"/>	GALLAGHER INSURANCE
05/05/2023	BACS1	29.97		29.97		R <input type="checkbox"/>	Abbots
05/05/2023	Gateway		3,156.09	3,156.09		R <input type="checkbox"/>	Receipt(s) Banked
05/05/2023	U3A		102.00	102.00		R <input type="checkbox"/>	Receipt(s) Banked
05/05/2023	Letheren		32.00	32.00		R <input type="checkbox"/>	Receipt(s) Banked
05/05/2023	Smart		44.00	44.00		R <input type="checkbox"/>	Receipt(s) Banked
06/05/2023	dDC	468.00		468.00		R <input type="checkbox"/>	Events Hire Solutions Ltd
06/05/2023	Gntle Mves		96.00	96.00		R <input type="checkbox"/>	Receipt(s) Banked
06/05/2023	Davis-Brig		25.40	25.40		R <input type="checkbox"/>	Receipt(s) Banked
06/05/2023	Ledger		29.00	29.00		R <input type="checkbox"/>	Receipt(s) Banked
06/05/2023	Pushkarev		34.70	34.70		R <input type="checkbox"/>	Receipt(s) Banked
06/05/2023	Lloyd-Davi		38.60	38.60		R <input type="checkbox"/>	Receipt(s) Banked
10/05/2023	Hayward		25.70	25.70		R <input type="checkbox"/>	Receipt(s) Banked
11/05/2023	Top Up	150.00		150.00		R <input type="checkbox"/>	Petty Cash
11/05/2023	Stride		40.70	40.70		R <input type="checkbox"/>	Receipt(s) Banked
12/05/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Harbour News
12/05/2023	CASH	-1.45		-1.45		R <input type="checkbox"/>	Harbour News
12/05/2023	Pink Hippo		24.00	24.00		R <input type="checkbox"/>	Receipt(s) Banked
13/05/2023	BACS	1,029.38		1,029.38		R <input type="checkbox"/>	Harcombe Engineering

Bank Reconciliation up to 31/05/2023 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
13/05/2023	BACS1	1,320.60		1,320.60		R <input checked="" type="checkbox"/>	Scalwell Lane Nursery
13/05/2023	BACS2	139.50		139.50		R <input checked="" type="checkbox"/>	K's Cleaning
15/05/2023	CASH	7.44		7.44		R <input checked="" type="checkbox"/>	Tesco
15/05/2023	CASH	-7.44		-7.44		R <input checked="" type="checkbox"/>	Tesco
17/05/2023	CASH	2.60		2.60		R <input checked="" type="checkbox"/>	Harbour News
17/05/2023	CASH	1.85		1.85		R <input checked="" type="checkbox"/>	Post Office
17/05/2023	CASH	-2.60		-2.60		R <input checked="" type="checkbox"/>	Harbour News
17/05/2023	CASH	-1.85		-1.85		R <input checked="" type="checkbox"/>	Post Office
17/05/2023	Shaw		8.50	8.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/05/2023	CASH	2.45		2.45		R <input checked="" type="checkbox"/>	Tesco
19/05/2023	CASH	1.45		1.45		R <input checked="" type="checkbox"/>	Harbour News
19/05/2023	CASH	-2.45		-2.45		R <input checked="" type="checkbox"/>	Tesco
19/05/2023	CASH	-1.45		-1.45		R <input checked="" type="checkbox"/>	Harbour News
19/05/2023	DC	275.00		275.00		R <input checked="" type="checkbox"/>	Jewson
19/05/2023	Sew & Sews		169.00	169.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/05/2023	Re:Store		2,000.00	2,000.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/05/2023	BACS	500.00		500.00		R <input checked="" type="checkbox"/>	Parkinson Partnership LLP
20/05/2023	BACS1	182.01		182.01		R <input checked="" type="checkbox"/>	Bradforfs Building Supplies
20/05/2023	BACS	309.60		309.60		R <input checked="" type="checkbox"/>	East Devon District Council
20/05/2023	BACS	70.98		70.98		R <input checked="" type="checkbox"/>	Beer Mens Shed(CP)
22/05/2023	DD	264.06		264.06		R <input checked="" type="checkbox"/>	EDF Energy
22/05/2023	DD	143.88		143.88		R <input checked="" type="checkbox"/>	Zoom Video Comms Inc.
22/05/2023	Maps		26.00	26.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/05/2023	Postcards		7.20	7.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/05/2023	Radar key		4.50	4.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/05/2023	Scribblers		48.00	48.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/05/2023	Winter		96.00	96.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/05/2023	Haasova		108.00	108.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/05/2023	Scouts		508.23	508.23		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/05/2023	BACS	106.43		106.43		R <input checked="" type="checkbox"/>	Clive Millman
26/05/2023	BACS	188.33		188.33		R <input checked="" type="checkbox"/>	Seaton PTFA
26/05/2023	BACS	19.32		19.32		R <input checked="" type="checkbox"/>	Seaton Brownies
26/05/2023	BACS	254.60		254.60		R <input checked="" type="checkbox"/>	Stephanie Jones
26/05/2023	BACS1	32.84		32.84		R <input checked="" type="checkbox"/>	South West Water Business
26/05/2023	BACS2	72.00		72.00		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
26/05/2023	BACS3	17,037.14		17,037.14		R <input checked="" type="checkbox"/>	East Devon District Council
26/05/2023	BACS5	800.00		800.00		R <input checked="" type="checkbox"/>	Chris Wilson Sound Engineer
26/05/2023	BACS6	4,593.30		4,593.30		R <input checked="" type="checkbox"/>	Bramshaw Heating & Plumbing Lt
26/05/2023	BACS7	30.48		30.48		R <input checked="" type="checkbox"/>	Bradforfs Building Supplies
26/05/2023	BACS8	117.68		117.68		R <input checked="" type="checkbox"/>	Creative Solutions
27/05/2023	DD	745.34		745.34		R <input checked="" type="checkbox"/>	Engie Gas Ltd
27/05/2023	DD	90.60		90.60		R <input checked="" type="checkbox"/>	Talk Talk
27/05/2023	DC	88.50		88.50		R <input checked="" type="checkbox"/>	Washingpool Farm
27/05/2023	U3A		66.00	66.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/05/2023	Projt Food		72.00	72.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
30/05/2023	Gentle Mve		120.00	120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/05/2023	DD	204.76		204.76		R <input checked="" type="checkbox"/>	Copycare Ltd
31/05/2023	BACS	400.00		400.00		R <input checked="" type="checkbox"/>	Jake Watson

Bank Reconciliation up to 31/05/2023 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>
31/05/2023	BACS	73.07		73.07		R <input type="checkbox"/>	Rebecca Dukes-Seaton Scouts
31/05/2023	BACS	86.89		86.89		R <input type="checkbox"/>	South West Water Business
31/05/2023	BACS1	900.00		900.00		R <input type="checkbox"/>	Lighting & Illumination Tech E
31/05/2023	BACS2	209.25		209.25		R <input type="checkbox"/>	K's Cleaning
31/05/2023	BACS3	840.00		840.00		R <input type="checkbox"/>	Karats Ltd t/a Pro Sound & Lig
31/05/2023	BACS4	421.20		421.20		R <input type="checkbox"/>	Harcombe Engineering
31/05/2023	BACS5	600.00		600.00		R <input type="checkbox"/>	Gursimran Singh Saki
31/05/2023	BACS6	105.00		105.00		R <input type="checkbox"/>	Caroline Muldoon Design
31/05/2023	BACS7	250.94		250.94		R <input type="checkbox"/>	Creative Solutions
31/05/2023	BACS8	300.00		300.00		R <input type="checkbox"/>	Circus into Schools
31/05/2023	Rotariu		31.50	31.50		R <input type="checkbox"/>	Receipt(s) Banked
		<u>37,673.77</u>	<u>8,478.32</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 30/06/2023 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>
01/06/2023	DC	31.32		31.32		R <input type="checkbox"/>	Screwfix
01/06/2023	BACS	1,026.00		1,026.00		R <input type="checkbox"/>	East Devon District Council
01/06/2023	Grants-DCC		1,200.00	1,200.00		R <input type="checkbox"/>	Receipt(s) Banked
01/06/2023	Sew & Sews		133.00	133.00		R <input type="checkbox"/>	Receipt(s) Banked
02/06/2023	DC	40.00		40.00		R <input type="checkbox"/>	East Devon District Council
02/06/2023	PDSF-May23		986.55	986.55		R <input type="checkbox"/>	Receipt(s) Banked
03/06/2023	BACS	300.00		300.00		R <input type="checkbox"/>	A S Wall
06/06/2023	CASH	524.11		524.11		R <input type="checkbox"/>	Various
06/06/2023	CASH	-524.11		-524.11		R <input type="checkbox"/>	Various
06/06/2023	BACS	110.57		110.57		R <input type="checkbox"/>	Marek Steven
06/06/2023	BACS	-131.00		-131.00		R <input type="checkbox"/>	Jewson
06/06/2023	Refund		131.00	131.00		R <input type="checkbox"/>	Receipt(s) Banked
07/06/2023	DC	41.50		41.50		R <input type="checkbox"/>	Wild & Whimsical
07/06/2023	Beach Sch		123.00	123.00		R <input type="checkbox"/>	Receipt(s) Banked
08/06/2023	Guide Dogs		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
09/06/2023	Top Up	150.00		150.00		R <input type="checkbox"/>	Petty Cash
09/06/2023	BACS	500.00		500.00		R <input type="checkbox"/>	Philip Wilcox
09/06/2023	BACS	131.00		131.00		R <input type="checkbox"/>	Jewson
09/06/2023	BACS	100.00		100.00		R <input type="checkbox"/>	Beer Men's Shed
09/06/2023	DC	151.20		151.20		R <input type="checkbox"/>	East Devon District Council
09/06/2023	BACS	237.00		237.00		R <input type="checkbox"/>	SecureForce UK Ltd
09/06/2023	BACS1	50.00		50.00		R <input type="checkbox"/>	Seaton Carnival Comittee
09/06/2023	BACS2	350.35		350.35		R <input type="checkbox"/>	Rapid Emergency Medical Servic
09/06/2023	BACS4	100.00		100.00		R <input type="checkbox"/>	Seaton & District Window Clean
09/06/2023	BACS5	39.95		39.95		R <input type="checkbox"/>	Howdens
09/06/2023	BACS6	622.50		622.50		R <input type="checkbox"/>	Core Office IT
09/06/2023	BACS7	762.30		762.30		R <input type="checkbox"/>	Coastal Recycling Services Ltd
09/06/2023	BACS8	68.44		68.44		R <input type="checkbox"/>	Abbots
09/06/2023	BACS	15.18		15.18		R <input type="checkbox"/>	South West Water Business
09/06/2023	BACS1	1,350.60		1,350.60		R <input type="checkbox"/>	Scalwell Lane Nursery
09/06/2023	Donations		524.11	524.11		R <input type="checkbox"/>	Receipt(s) Banked
14/06/2023	DC	62.97		62.97		R <input type="checkbox"/>	Party Packs Ltd
14/06/2023	Sales		217.20	217.20		R <input type="checkbox"/>	Receipt(s) Banked
16/06/2023	BACS	2,016.00		2,016.00		R <input type="checkbox"/>	Blaze Concepts Lts
16/06/2023	BACS1	1,000.00		1,000.00		R <input type="checkbox"/>	Crazy Crabs
16/06/2023	BACS2	496.80		496.80		R <input type="checkbox"/>	HAGS
16/06/2023	BACS3	6,088.76		6,088.76		R <input type="checkbox"/>	East Devon District Council
16/06/2023	Grant		600.00	600.00		R <input type="checkbox"/>	Receipt(s) Banked
16/06/2023	Room Fee		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
17/06/2023	DD	197.45		197.45		R <input type="checkbox"/>	EDF Energy
20/06/2023	Hayes		28.80	28.80		R <input type="checkbox"/>	Receipt(s) Banked
22/06/2023	DD	119.44		119.44		R <input type="checkbox"/>	Engie Gas Ltd
22/06/2023	DC	28.96		28.96		R <input type="checkbox"/>	Amazon.co.uk
22/06/2023	Library		69.80	69.80		R <input type="checkbox"/>	Receipt(s) Banked
24/06/2023	Haywood		119.80	119.80		R <input type="checkbox"/>	Receipt(s) Banked
24/06/2023	Scribblers		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
26/06/2023	Postcards		1.60	1.60		R <input type="checkbox"/>	Receipt(s) Banked
26/06/2023	Radar/Maps		34.00	34.00		R <input type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 30/06/2023 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>
27/06/2023	DC	24.00		24.00		R <input type="checkbox"/>	iStock
27/06/2023	DC	8.40		8.40		R <input type="checkbox"/>	iStock
27/06/2023	BACS	263.50		263.50		R <input type="checkbox"/>	K's Cleaning
27/06/2023	DD	79.01		79.01		R <input type="checkbox"/>	Talk Talk
27/06/2023	Sense		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
28/06/2023	Nat Worx		69.80	69.80		R <input type="checkbox"/>	Receipt(s) Banked
29/06/2023	BACS	9,186.60		9,186.60		R <input type="checkbox"/>	Bramshaw Heating & Plumbing Lt
29/06/2023	McLennan		28.80	28.80		R <input type="checkbox"/>	Receipt(s) Banked
30/06/2023	DD	222.00		222.00		R <input type="checkbox"/>	Copycare Ltd
30/06/2023	BACS	17,515.54		17,515.54		R <input type="checkbox"/>	East Devon District Council
30/06/2023	BACS1	229.14		229.14		R <input type="checkbox"/>	Stephanie Jones
30/06/2023	BACS2	362.83		362.83		R <input type="checkbox"/>	Viking Stationery
30/06/2023	BACS	58.80		58.80		R <input type="checkbox"/>	Signs South West
30/06/2023	Lentalls		119.80	119.80		R <input type="checkbox"/>	Receipt(s) Banked
30/06/2023	Haalf		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
30/06/2023	U3A		66.00	66.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>44,007.11</u>	<u>4,657.26</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/06/2023
for Cashbook 1 - Treasurer's Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Treasurer's Account	30/06/2023		266,785.46
			<u>266,785.46</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			266,785.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			266,785.46
		Balance per Cash Book is :-	266,785.46
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/06/2023
for Cashbook 2 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	09/06/2023		76.28
			<hr/> 76.28
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			76.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			76.28
		Balance per Cash Book is :-	76.28
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

SEATON TOWN COUNCIL (‘the Council’) FINANCE & GENERAL PURPOSES COMMITTEE	
Date of report	17 Jul 2023
Item of business	23 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 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 actual financial position, as against budget, at 30 June 2023 • note the material variances • approve the transfers from earmarked reserves for the previously approved works to Marshlands and the final payment for the town hall heating • approve the transfer of £10,000 from EMR327 to EMR325

1. Background

As required by the Council’s Financial Regulations, statements of all receipts and payments as against the annual budget are presented regularly to the Council, via the Finance & General Purposes Committee. 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 substantive material variances (ie those in excess of 15% of the requisite budget), leading to balanced budgets at the financial year end.

Attached, as Appendix 1 to this report, Members will find details of all Q1 income and expenditure, up to 30 June 2023. Expenditure stands at 24.5% of target 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 these are annual payments, these do not present cause for 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 – Q1

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 50.2%. The first installment has been received and a small amount of additional income also received in the form of:

- grants from Re:Store, Devon County Council and SW Water
- Marshlands hire fees
- dividends payable on the Council's investment in the CCLA Public Sector Deposit Fund
- planter sponsorship
- beach school fees
- miscellaneous TIC income
- gazebo hire fees

Currently, most projected income lines are on target to be achieved with some having exceeded the target.

3. Material variances in excess of 15%

The following table highlights material variances to the end of Q1, albeit that, overall, the Council is within its agreed budget. However, where such variances occur on the substantive budget codes, these are detailed below with explanations. Details of any significant underspends are also identified. Members are asked to note the same and, where they consider it appropriate, to agree the corresponding virement proposals:

Possible & Actual Overspends			
Code	Detail	Explanation	Proposed virements
120/4195	Accounts software & support (73.3%)	The Council's accounts software supplier was taken over towards the end of the last financial year and it is anticipated that further fees may be due throughout the year.	None at this stage, but this will be monitored each quarter and Members updated
140/4245	Elections	On advice from the Council's auditor, monies held to fund elections were held as an earmarked reserve. The 2023 election cost £2,000 over the anticipated fees of £3,000 (which was transferred out of the EMR for that purpose).	Please see the proposal regarding transfers between EMRs at paragraph 4 below.
Underspends			
227/4226	Seaton Summer Celebration (68.9%)	Due to prudent management of expenditure this event was delivered for £3,105 under budget	None at this stage, but this will be reviewed after the next community consultation.
227/4268	King's Coronation (39.3%)	Due to lower take up of the small community grants scheme than was anticipated, the underspend on this events stands at £3,036	None at this stage, but this will be reviewed after the next community consultation.

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:

Code	Detail	Amount
EMR325	Election Expenses	3,000.00
EMR327	Town Hall Heating*	11,483.25
EMR 328	General Asset Maintenance (including works to Marshlands)**	400.00
	TOTAL	£14,883.25
<p>*at the time of writing the final invoice in respect of the town hall central heating replacement is awaited and will be transferred from EMR327, WHEN RECEIVED</p> <p>**as monies, already committed to the works at Marshlands, are expended transfers will be made from EMR328</p>		

In addition to the he following transfers detailed above in respect of Marshlands and the final payment for the town hall central heating, one further transfer is proposed:

Elections – should the Council be required to fund an election, as a result of a casual vacancy, it currently has no available budget or EMR to fund this. Enquiries have been made of EDDC, as the authority responsible for running elections, and advice has been received that any such election is likely to cost more than the 2023 District/Parish elections as, in that instance, the cost was split 50/50 between both the district and town councils. As such, and in order to ensure the Council has sufficient funds to cover any future election, it is proposed that a transfer is made from an alternative EMR.

After payment of the balance of the cost of the central heating, EMR 327 Town Hall Heating will stand at £20,000. It is therefore proposed that a sum of £10,000 is transferred from that to EMR 325 Elections. As the clocktower repairs will be funded from the 2023-24 maintenance budget from the town hall, this will leave £10,000 in EMR 327 towards urgent maintenance at the town hall.

Conclusion

On the basis of the Council’s financial position at the end of Q1, 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.

5. Recommendations

It is **RECOMMENDED** that Members:

- note the actual financial position, as against budget, at 30 June 2023
- note the material variances
- approve the transfers from earmarked reserves for the previously approved works to Marshlands and the final payment for the town hall heating
- approve the transfer of £10,000 from EMR327 to EMR325

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Precept</u>							
1076 Precept	203,735	407,470	203,735			50.0%	
Precept :- Income	<u>203,735</u>	<u>407,470</u>	<u>203,735</u>			<u>50.0%</u>	<u>0</u>
Net Income	<u>203,735</u>	<u>407,470</u>	<u>203,735</u>				
<u>110 Staffing</u>							
4000 Salaries	38,801	171,541	132,740		132,740	22.6%	
4005 HMRC - Employer NIC	3,785	16,414	12,629		12,629	23.1%	
4010 Pensions	8,497	34,453	25,956		25,956	24.7%	
Staffing :- Indirect Expenditure	<u>51,083</u>	<u>222,408</u>	<u>171,325</u>	<u>0</u>	<u>171,325</u>	<u>23.0%</u>	<u>0</u>
Net Expenditure	<u>(51,083)</u>	<u>(222,408)</u>	<u>(171,325)</u>				
<u>120 Core Costs</u>							
1088 Misc Fee Income	20	500	480			4.0%	
1090 CCLA Dividends Received	1,419	0	(1,419)			0.0%	
1110 EDDC Plan Holding Fees	2,526	2,526	0			100.0%	
1120 Allotments Administration	0	1,000	1,000			0.0%	
1705 Grants Received	3,800	10,250	6,450			37.1%	
Core Costs :- Income	<u>7,765</u>	<u>14,276</u>	<u>6,511</u>			<u>54.4%</u>	<u>0</u>
4060 Training & Resources	60	1,200	1,140		1,140	5.0%	
4065 Travel & Misc. Expenses	6	500	494		494	1.2%	
4066 Zettle fees	0	30	30		30	0.0%	
4075 Payroll Services	109	435	326		326	25.0%	
4080 Equipment	65	2,750	2,685		2,685	2.4%	
4110 Telephone/Wifi	202	816	614		614	24.8%	
4120 Stationery/Postage	254	800	546		546	31.7%	
4125 Professional Subscriptions	1,079	1,574	495		495	68.6%	
4130 Website	1,710	1,680	(30)		(30)	101.8%	
4135 Photocopier (inc. lease)	434	2,883	2,449		2,449	15.0%	
4170 Audit Fees	395	1,830	1,435		1,435	21.6%	
4175 Legal and Professional Fees	1,187	6,400	5,213		5,213	18.6%	
4190 IT Support & Software	1,157	11,000	9,843		9,843	10.5%	
4195 Accounts Software & Support	1,492	2,035	543		543	73.3%	
4425 Vehicle	776	2,000	1,224		1,224	38.8%	
4485 Insurance	4,438	5,500	1,062		1,062	80.7%	
4950 General Sundries	63	400	337		337	15.8%	
Core Costs :- Indirect Expenditure	<u>13,428</u>	<u>41,833</u>	<u>28,405</u>	<u>0</u>	<u>28,405</u>	<u>32.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,663)</u>	<u>(27,557)</u>	<u>(21,894)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2023

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Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Grants</u>							
4220 Grants	100	8,000	7,900		7,900	1.3%	
Grants :- Indirect Expenditure	100	8,000	7,900	0	7,900	1.2%	0
Net Expenditure	(100)	(8,000)	(7,900)				
<u>140 Local Democracy</u>							
4225 Chairman's Allowance	62	250	189		189	24.6%	
4230 Civic Expenses	175	1,000	825		825	17.5%	
4245 Elections	5,074	0	(5,074)		(5,074)	0.0%	3,000
Local Democracy :- Indirect Expenditure	5,310	1,250	(4,060)	0	(4,060)	424.8%	3,000
Net Expenditure	(5,310)	(1,250)	4,060				
6000 plus Transfer from EMR	3,000						
Movement to/(from) Gen Reserve	(2,310)						
<u>165 Play Parks & Open Spaces</u>							
4365 Seaton Down	170	1,020	850		850	16.7%	
4370 Cliff Field Gardens	1,584	9,413	7,829		7,829	16.8%	
4375 Elizabeth Road Play Park	326	1,953	1,628		1,628	16.7%	
4377 Underfleet Play Park	572	1,323	752		752	43.2%	
4380 Health & Safety & Inspections	217	210	(7)		(7)	103.1%	
4675 Maintenance - General	763	2,000	1,237		1,237	38.1%	
Play Parks & Open Spaces :- Indirect Expenditure	3,630	15,919	12,289	0	12,289	22.8%	0
Net Expenditure	(3,630)	(15,919)	(12,289)				
<u>170 Amenities - General</u>							
1088 Misc Fee Income	0	1,000	1,000			0.0%	
1515 Planter Sponsorship	1,007	500	(507)			201.4%	
Amenities - General :- Income	1,007	1,500	493			67.1%	0
4002 EDDC - cleaning contribution	0	8,250	8,250		8,250	0.0%	
4045 Contractor	0	6,000	6,000		6,000	0.0%	
4395 Bus Shelter -Clean & Maint	0	6,500	6,500		6,500	0.0%	
4400 Bin Emptying	0	2,860	2,860		2,860	0.0%	
4405 Maintenance & replacement (inc	240	3,200	2,960		2,960	7.5%	
4422 Footpaths	158	955	798		798	16.5%	
4605 Signage & Noticeboards	0	2,000	2,000		2,000	0.0%	
4880 Contractor - Planting and Wate	0	13,377	13,377		13,377	0.0%	
Amenities - General :- Indirect Expenditure	398	43,142	42,744	0	42,744	0.9%	0
Net Income over Expenditure	609	(41,642)	(42,251)				

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>190 Marshlands</u>							
1300 Function room hire income	2,127	8,000	5,873			26.6%	
Marshlands :- Income	2,127	8,000	5,873			26.6%	0
4500 Business Rates	3,087	12,000	8,913		8,913	25.7%	
4504 Marshlands Refurbishment	400	0	(400)		(400)	0.0%	400
4505 Gas	735	7,301	6,566		6,566	10.1%	
4510 Electricity	440	4,260	3,820		3,820	10.3%	
4515 Water	87	1,000	913		913	8.7%	
4520 Cleaning & Hygiene	1,233	5,150	3,917		3,917	23.9%	
4555 Electrical PAT Testing	0	200	200		200	0.0%	
4560 Fire Inspections & Servicing	0	500	500		500	0.0%	
4610 Kitchen Supplies & General Sun	90	440	350		350	20.4%	
4625 Alarm Contract & Maintenance	198	500	303		303	39.5%	
4673 Legionella Testing	0	644	644		644	0.0%	
4675 Maintenance - General	177	10,000	9,823		9,823	1.8%	
Marshlands :- Indirect Expenditure	6,446	41,995	35,549	0	35,549	15.3%	400
Net Income over Expenditure	(4,319)	(33,995)	(29,676)				
6000 plus Transfer from EMR	400						
Movement to/(from) Gen Reserve	(3,919)						
<u>195 Town Hall & other leases</u>							
1310 Town Hall & other leases	3,517	5,000	1,483			70.3%	
Town Hall & other leases :- Income	3,517	5,000	1,483			70.3%	0
4675 Maintenance - General	11,483	8,000	(3,483)		(3,483)	143.5%	11,483
Town Hall & other leases :- Indirect Expenditure	11,483	8,000	(3,483)	0	(3,483)	143.5%	11,483
Net Income over Expenditure	(7,966)	(3,000)	4,966				
6000 plus Transfer from EMR	11,483						
Movement to/(from) Gen Reserve	3,517						
<u>200 Town Development & Tourism</u>							
1089 TIC-misc income	72	250	178			28.7%	
Town Development & Tourism :- Income	72	250	178			28.7%	0
4275 General Town Marketing	50	3,000	2,950		2,950	1.7%	
4318 Art Trail	0	2,000	2,000		2,000	0.0%	
4321 Disability Access Improvements	3,083	5,000	1,917		1,917	61.7%	

Detailed Income & Expenditure by Budget Heading 30/06/2023

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Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4322 Coach Friendly Signage	0	2,000	2,000		2,000	0.0%	
4324 Water Safety Project	906	800	(106)		(106)	113.3%	
Town Development & Tourism :- Indirect Expenditure	4,039	12,800	8,761	0	8,761	31.6%	0
Net Income over Expenditure	(3,967)	(12,550)	(8,583)				
<u>210 Allotments</u>							
1130 Allotment Fees	2,936	3,000	64			97.9%	
1150 Water Bill Recharge	510	400	(110)			127.5%	
Allotments :- Income	3,446	3,400	(46)			101.3%	0
4196 Allotments Software & Admin	146	1,440	1,294		1,294	10.1%	
4515 Water	33	500	467		467	6.6%	
4675 Maintenance - General	0	1,000	1,000		1,000	0.0%	
4730 Annual Grounds Contract	199	1,194	995		995	16.7%	
Allotments :- Indirect Expenditure	378	4,134	3,756	0	3,756	9.1%	0
Net Income over Expenditure	3,068	(734)	(3,802)				
<u>227 Events</u>							
1093 Deposit refund	109	0	(109)			0.0%	
1612 Ticket sales	0	2,000	2,000			0.0%	
1700 Donations	705	0	(705)			0.0%	
Events :- Income	814	2,000	1,186			40.7%	0
4265 Events Budget - General	0	3,000	3,000		3,000	0.0%	
4266 Seaton Summer Celebration	6,895	10,000	3,105		3,105	68.9%	
4268 King's Coronation	1,964	5,000	3,036		3,036	39.3%	
4269 Children's Festival	447	6,100	5,653		5,653	7.3%	
4840 Christmas Lights	750	6,600	5,850		5,850	11.4%	
4842 Outdoor Cinema	282	0	(282)		(282)	0.0%	
Events :- Indirect Expenditure	10,338	30,700	20,362	0	20,362	33.7%	0
Net Income over Expenditure	(9,524)	(28,700)	(19,176)				
<u>280 Community</u>							
1372 Beach School Fees Received	103	1,260	1,158			8.1%	
Community :- Income	103	1,260	1,158			8.1%	0
4835 Banners, Flags & Bunting	583	1,500	917		917	38.9%	
4878 Youth Projects	0	5,000	5,000		5,000	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2023

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Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4882 Beach School	1,258	6,475	5,217		5,217	19.4%	
Community :- Indirect Expenditure	<u>1,841</u>	<u>12,975</u>	<u>11,134</u>	<u>0</u>	<u>11,134</u>	<u>14.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,738)</u>	<u>(11,715)</u>	<u>(9,977)</u>				
Grand Totals:- Income	222,586	443,156	220,570			50.2%	
Expenditure	108,474	443,156	334,682	0	334,682	24.5%	
Net Income over Expenditure	<u>114,112</u>	<u>0</u>	<u>(114,112)</u>				
plus Transfer from EMR	14,883						
Movement to/(from) Gen Reserve	<u>128,995</u>						

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
321 EMR Seafront Enhancements	10,000.00		10,000.00
322 EMR Play Parks Maintenance Fun	50,000.00		50,000.00
324 EMR Snow & Flood Warden	1,500.00		1,500.00
325 EMR Election Expenses	3,000.00	-3,000.00	0.00
327 EMR Town Hall Heating	38,584.00	-11,483.25	27,100.75
328 EMR General Asset Maintenance	78,450.00	-400.00	78,050.00
329 EMR Youth Projects	9,276.00		9,276.00
331 EMR CIL Funding	7,026.85		7,026.85
333 EMR Allotments	1,008.00		1,008.00
334 EMR Bus/Seafront Shelters	6,000.00		6,000.00
336 EMR Staffing Contingency	4,491.31		4,491.31
	<u>209,336.16</u>	<u>-14,883.25</u>	<u>194,452.91</u>