

**NOTICE OF MEETING**

**Finance & General Purposes Committee Meeting  
Monday, 22<sup>nd</sup> April 2024**

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

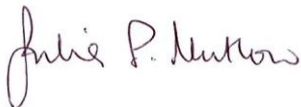
**16<sup>th</sup> April 2024**

**Dear Councillor,**

You are hereby summoned to attend the above meeting to be held on **Monday, 22nd April 2024 at 6pm** 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>24/F&amp;GP/01</b> | <b>Apologies for absence</b>   |
| <b>24/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>24/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, 8 January 2024  |
| <b>24/F&amp;GP/04</b> | <b>Public Question Time</b>  |

To allow questions or reports from members of the public

**24/F&GP/05**

**Payments, receipts and unpaid invoices**

To review and note receipts and payments made in Q4, in line with the Council' Financial Regulations, and note unpaid invoices as at 31<sup>st</sup> March 2024. It is **RECOMMENDED** that Members:

- note payments & receipts
- note outstanding unpaid sales invoices

**24/F&GP/06**

**Reconciliations**

It is **RECOMMENDED** that Members note and approve the following reconciliations as at 31 March 2024:

- Treasurers Account – Lloyds
- 32 Day Deposit Account – Lloyds
- Public Sector Deposit Fund - CCLA
- petty cash

**24/F&GP/07**

**Allotments 2023/24**

To note annual financial statement an reserves position regarding allotments 2023/24 and to consider whether a review report on rent levels for 2025-26, should be brought to Members, in line with the increased maintenance costs over recent years.

**Minutes of  
Finance & General Purposes Committee Meeting  
Monday, 8 January 2024**

**Present:**

**Chairman:** Cllr. K. Beer

**Councillors:** P. Burrows, D. Haggerty, M. Hartnell & A. Singh

**In attendance:** Town Clerk

**Public:** None

**Others:** Cllr. D. Ledger was also in attendance, but not a member of the committee.

**28. Apologies for absence**

Apologies for absence were received from Cllr. Brooks, who was at work, and Cllrs. Dyke & Wood who declined to provide a reason for their absence. Therefore, Members **RESOLVED** to approve the reason for Cllr. Brooks absence but did not approve the absence of Cllrs. Dyke & Wood as no reason had been provided (moved Cllr. Burrows, seconded Cllr. Hartnell)

**29. Declarations of Interest**

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

**30. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 20 November 2023.  
(moved Cllr. Singh, seconded Cllr. Hartnell)

**31. Public Question Time**

No public questions.

**32. Payments, receipts and unpaid invoices**

Members reviewed and **RESOLVED** to ratify the receipts and payments made in Q3, in line with the Council's Financial Regulations, and noted unpaid invoices as at 31<sup>st</sup> December 2023. (moved Cllr. Haggerty, seconded Cllr. Singh)

### 33. Reconciliations

Members **RESOLVED** to note and approve the following reconciliations as at 31 December 2023:

- Treasurers Account – Lloyds
- 32 Day Deposit Account – Lloyds
- Public Sector Deposit Fund - CCLA
- petty cash

(moved Cllr. Haggerty, seconded Cllr. Singh)

### 34. Review of banking arrangements

Members reviewed the bank mandate at Lloyds and **RESOLVED** that the following should remain the authorised signatories on the accounts held at Lloyds:

- Cllr. Beer
- Cllr. Singh
- Cllr. Ledger
- Town Clerk

(moved Cllr. Burrows, seconded Cllr. Haggerty)

### 35. Budgetary Report – Q3 2023-24

Members considered the report and reviewed the Council's budgetary position and earmarked reserves and **RESOLVED** to:

- note the actual financial position, as against budget, at 31 December 2023
- note the material variance
- agree the proposed virement between budget codes, or such other virements as Members consider necessary
- approve an increase of EMR322 (Playparks maintenance and replacement) of £1,000
- authorize the Town Clerk to utilize EMR321 (up to £32,151.79) for the proposed improvements to Fisherman's Gap, once costings are known
- approved the use of EMR331 CIL Contributions (up to £7,026.85) towards improvements to Fisherman's Gap (if needed) and authorized the Town Clerk to commit said expenditure.

(moved Cllr. Burrows, seconded Cllr. Hartnell)

Meeting closed at 6.17pm

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

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

## Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/01/2024	Winter		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
03/01/2024	Dividend		1,119.15	1,119.15		R <input type="checkbox"/>	Receipt(s) Banked
04/01/2024	BACS	425.00		425.00		R <input type="checkbox"/>	Devon First Aid Training
04/01/2024	BACS	1,026.00		1,026.00		R <input type="checkbox"/>	East Devon District Council
06/01/2024	BACS	16.70		16.70		R <input type="checkbox"/>	Bradforbs Building Supplies
06/01/2024	BACS1	633.30		633.30		R <input type="checkbox"/>	Core Office IT
15/01/2024	Fctn Rm		24.00	24.00		R <input type="checkbox"/>	Receipt(s) Banked
15/01/2024	Sews & Sew		205.00	205.00		R <input type="checkbox"/>	Receipt(s) Banked
15/01/2024	Beach Sch		105.00	105.00		R <input type="checkbox"/>	Receipt(s) Banked
15/01/2024	Hartnell		24.00	24.00		R <input type="checkbox"/>	Receipt(s) Banked
16/01/2024	BACS	1,320.60		1,320.60		R <input type="checkbox"/>	Scalwell Lane Nursery
16/01/2024	BACS1	100.00		100.00		R <input type="checkbox"/>	Seaton & District Window Clean
16/01/2024	BACS2	474.00		474.00		R <input type="checkbox"/>	IAC Audit and Consultancy Ltd
16/01/2024	BACS3	244.80		244.80		R <input type="checkbox"/>	
16/01/2024	BACS4	500.00		500.00		R <input type="checkbox"/>	Crazy Crabs
16/01/2024	BACS6	1,110.28		1,110.28		R <input type="checkbox"/>	East Devon District Council
16/01/2024	BACS7	360.00		360.00		R <input type="checkbox"/>	Bramshaw Heating & Plumbing Lt
16/01/2024	DC	58.35		58.35		R <input type="checkbox"/>	Amazon
18/01/2024	BACS	1,555.71		1,555.71		R <input type="checkbox"/>	Tower & Saunders
22/01/2024	DD	239.35		239.35		R <input type="checkbox"/>	EDF Energy
22/01/2024	DD	591.79		591.79		R <input type="checkbox"/>	Engie Gas Ltd
22/01/2024	VAT Q3		2,504.84	2,504.84		R <input type="checkbox"/>	Receipt(s) Banked
23/01/2024	Scribblers		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
25/01/2024	DD	79.01		79.01		R <input type="checkbox"/>	Talk Talk
26/01/2024	BACS	17,232.95		17,232.95		R <input type="checkbox"/>	East Devon District Council
31/01/2024	BACS	1,800.00		1,800.00		R <input type="checkbox"/>	TOZERS SOLICITORS
31/01/2024	BACS1	60.06		60.06		R <input type="checkbox"/>	Tower Services (Seaton) Ltd
31/01/2024	BACS2	382.50		382.50		R <input type="checkbox"/>	K's Cleaning
31/01/2024	BACS	433.54		433.54		R <input type="checkbox"/>	Viking Stationery
31/01/2024	DD	71.00		71.00		R <input type="checkbox"/>	Copycare Ltd
31/01/2024	BACS	274.60		274.60		R <input type="checkbox"/>	Stephanie Jones
31/01/2024	Winter		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
31/01/2024	U3A		90.00	90.00		R <input type="checkbox"/>	Receipt(s) Banked
31/01/2024	Gent. Mves		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>28,989.54</u>	<u>4,323.99</u>				

## Signatory 1:

Name .....Signed .....Date .....

## Signatory 2:

Name .....Signed .....Date .....

## Bank Reconciliation up to 29/02/2024 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>
01/02/2024	Dividend		1,118.77	1,118.77		R <input type="checkbox"/>	Receipt(s) Banked
06/02/2024	Guide Dogs		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
07/02/2024	Donations		120.00	120.00		R <input type="checkbox"/>	Receipt(s) Banked
10/02/2024	BACS	1,320.60		1,320.60		R <input type="checkbox"/>	Scalwell Lane Nursery
10/02/2024	BACS1	57.77		57.77		R <input type="checkbox"/>	Abbots
10/02/2024	BACS2	100.00		100.00		R <input type="checkbox"/>	Seaton & District Window Clean
10/02/2024	BACS3	633.30		633.30		R <input type="checkbox"/>	Core Office IT
10/02/2024	BACS4	875.20		875.20		R <input type="checkbox"/>	
10/02/2024	BACS6	100.00		100.00		R <input type="checkbox"/>	East Devon District Council
10/02/2024	BACS	0.20		0.20		R <input type="checkbox"/>	
10/02/2024	Rent		529.58	529.58		R <input type="checkbox"/>	Receipt(s) Banked
13/02/2024	Rent		529.58	529.58		R <input type="checkbox"/>	Receipt(s) Banked
15/02/2024	BACS	170.00		170.00		R <input type="checkbox"/>	Julia Mutlow
17/02/2024	BACS	380.00		380.00		R <input type="checkbox"/>	Scalwell Lane Nursery
17/02/2024	BACS1	71.72		71.72		R <input type="checkbox"/>	BradforDs Building Supplies
17/02/2024	BACS3	920.40		920.40		R <input type="checkbox"/>	HAGS
17/02/2024	BACS4	70.00		70.00		R <input type="checkbox"/>	Tower Services (Seaton) Ltd
20/02/2024	DD	297.50		297.50		R <input type="checkbox"/>	EDF Energy
20/02/2024	DCT		96.00	96.00		R <input type="checkbox"/>	Receipt(s) Banked
20/02/2024	Beach Sch		60.00	60.00		R <input type="checkbox"/>	Receipt(s) Banked
20/02/2024	Scribblers		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
24/02/2024	DD	79.01		79.01		R <input type="checkbox"/>	Talk Talk
26/02/2024	DD	939.30		939.30		R <input type="checkbox"/>	Engie Gas Ltd
27/02/2024	Proj Food		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
29/02/2024	DD	95.44		95.44		R <input type="checkbox"/>	Copycare Ltd
29/02/2024	DC	1,055.39		1,055.39		R <input type="checkbox"/>	East Devon District Council
		<u>7,165.83</u>	<u>2,573.93</u>				

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

## Bank Reconciliation up to 31/03/2024 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/03/2024	DD	256.14		256.14		R <input checked="" type="checkbox"/>	South West Hygiene
02/03/2024	Dividend		1,042.04	1,042.04		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/03/2024	BACS	164.81		164.81		R <input checked="" type="checkbox"/>	P. Tuckley-reimbursmt
07/03/2024	Pebbles		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/03/2024	BACS	17,493.41		17,493.41		R <input checked="" type="checkbox"/>	East Devon District Council
11/03/2024	BACS1	6,229.33		6,229.33		R <input checked="" type="checkbox"/>	R W Dack & Sons Ltd
11/03/2024	BACS2	306.50		306.50		R <input checked="" type="checkbox"/>	K's Cleaning
11/03/2024	BACS4	1,488.00		1,488.00		R <input checked="" type="checkbox"/>	Clarke Brothers Building Contr
11/03/2024	BACS	19.49		19.49		R <input checked="" type="checkbox"/>	South West Water Business
11/03/2024	BACS1	9.00		9.00		R <input checked="" type="checkbox"/>	South West Hygiene
11/03/2024	DC	6.00		6.00		R <input checked="" type="checkbox"/>	HM Land Registry
11/03/2024	Funct Rm		24.00	24.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/03/2024	Gent. Mves		96.00	96.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/03/2024	Top up	150.00		150.00		R <input checked="" type="checkbox"/>	Petty Cash
13/03/2024	DD	35.00		35.00		R <input checked="" type="checkbox"/>	Information Commissioner
13/03/2024	BACS	1,000.00		1,000.00		R <input checked="" type="checkbox"/>	Seaton Cricket Club
13/03/2024	BACS	65.96		65.96		R <input checked="" type="checkbox"/>	Abbots
13/03/2024	BACS1	72.55		72.55		R <input checked="" type="checkbox"/>	Bradforbs Building Supplies
13/03/2024	BACS2	500.00		500.00		R <input checked="" type="checkbox"/>	Crazy Crabs
13/03/2024	BACS4	108.00		108.00		R <input checked="" type="checkbox"/>	Clinch Plumbing & Heating Ltd
13/03/2024	BACS5	1,260.90		1,260.90		R <input checked="" type="checkbox"/>	Core Office IT
13/03/2024	BACS6	2,641.20		2,641.20		R <input checked="" type="checkbox"/>	Scalwell Lane Nursery
13/03/2024	BACS7	100.00		100.00		R <input checked="" type="checkbox"/>	Seaton & District Window Clean
13/03/2024	BACS8	1,200.00		1,200.00		R <input checked="" type="checkbox"/>	Seaton Print and Design
13/03/2024	BACS9	454.80		454.80		R <input checked="" type="checkbox"/>	SecureForce UK Ltd
13/03/2024	BACS10	248.53		248.53		R <input checked="" type="checkbox"/>	South West Water Business
13/03/2024	BACS11	219.68		219.68		R <input checked="" type="checkbox"/>	Stephanie Jones
13/03/2024	Winter		108.00	108.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/03/2024	BACS	710.26		710.26		R <input checked="" type="checkbox"/>	Zurich Municipal
14/03/2024	German Exc		36.00	36.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/03/2024	BACS	219.68		219.68		R <input checked="" type="checkbox"/>	Stephanie Jones
15/03/2024	BACS1	201.18		201.18		R <input checked="" type="checkbox"/>	Viking Stationery
15/03/2024	Sew&Sews		507.00	507.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/03/2024	BACS	349.20		349.20		R <input checked="" type="checkbox"/>	Harcombe Engineering
25/03/2024	DD	549.89		549.89		R <input checked="" type="checkbox"/>	Engie Gas Ltd
25/03/2024	DD	212.10		212.10		R <input checked="" type="checkbox"/>	EDF Energy
25/03/2024	Gateway		150.00	150.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/03/2024	Scribblers		48.00	48.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/03/2024	EDDC		36.00	36.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/03/2024	Refund		-12.00	-12.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/03/2024	DD	86.38		86.38		R <input checked="" type="checkbox"/>	Talk Talk
27/03/2024	BACS	4,961.00		4,961.00		R <input checked="" type="checkbox"/>	Honiton Carpets
27/03/2024	Map sales		10.50	10.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/03/2024	Settlement		1,680.00	1,680.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/03/2024	BACS	17,585.40		17,585.40		R <input checked="" type="checkbox"/>	East Devon District Council
28/03/2024	BACS1	156.70		156.70		R <input checked="" type="checkbox"/>	Bradforbs Building Supplies
28/03/2024	BACS2	36.00		36.00		R <input checked="" type="checkbox"/>	Devon Association of Local Cou
28/03/2024	BACS	306.50		306.50		R <input checked="" type="checkbox"/>	K's Cleaning

Bank Reconciliation up to 31/03/2024 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>
28/03/2024	U3A		180.00	180.00		R <input type="checkbox"/>	Receipt(s) Banked
28/03/2024	Proj Food		72.00	72.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>59,403.59</u>	<u>4,007.54</u>				

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



Bank Reconciliation up to 31/01/2024 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>
02/01/2024	CASH	2.43		2.43		R <input checked="" type="checkbox"/>	Tesco
04/01/2024	CASH	1.20		1.20		R <input checked="" type="checkbox"/>	Tesco
08/01/2024	CASH	1.95		1.95		R <input checked="" type="checkbox"/>	Post Office
10/01/2024	CASH	1.25		1.25		R <input checked="" type="checkbox"/>	Londis
15/01/2024	CASH	4.95		4.95		R <input checked="" type="checkbox"/>	Tesco
15/01/2024	CASH	3.75		3.75		R <input checked="" type="checkbox"/>	Tesco
15/01/2024	CASH	2.92		2.92		R <input checked="" type="checkbox"/>	Aldi
17/01/2024	CASH	1.45		1.45		R <input checked="" type="checkbox"/>	Aldi
17/01/2024	CASH	4.45		4.45		R <input checked="" type="checkbox"/>	Post Office
17/01/2024	CASH	3.27		3.27		R <input checked="" type="checkbox"/>	Harbour News
22/01/2024	CASH	1.20		1.20		R <input checked="" type="checkbox"/>	Aldi
22/01/2024	CASH	2.19		2.19		R <input checked="" type="checkbox"/>	Harbour News
23/01/2024	CASH	9.39		9.39		R <input checked="" type="checkbox"/>	Tesco
23/01/2024	CASH	1.25		1.25		R <input checked="" type="checkbox"/>	Post Office
31/01/2024	CASH	1.45		1.45		R <input checked="" type="checkbox"/>	Tesco
		43.10	0.00				

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation up to 29/02/2024 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>
01/02/2024	CASH	5.20		5.20		R <input checked="" type="checkbox"/>	Post Office
01/02/2024	CASH	25.20		25.20		R <input checked="" type="checkbox"/>	JPM
06/02/2024	CASH	4.75		4.75		R <input checked="" type="checkbox"/>	Tesco
08/02/2024	CASH	4.80		4.80		R <input checked="" type="checkbox"/>	Post Office
12/02/2024	CASH	1.45		1.45		R <input checked="" type="checkbox"/>	Tesco
15/02/2024	CASH	2.70		2.70		R <input checked="" type="checkbox"/>	Post Office
19/02/2024	CASH	9.70		9.70		R <input checked="" type="checkbox"/>	Tesco
22/02/2024	CASH	6.35		6.35		R <input checked="" type="checkbox"/>	Tesco
26/02/2024	CASH	0.55		0.55		R <input checked="" type="checkbox"/>	Harbour News
28/02/2024	CASH	2.40		2.40		R <input checked="" type="checkbox"/>	Post Office
		<u>63.10</u>	<u>0.00</u>				

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation up to 31/03/2024 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>
04/03/2024	CASH	1.45		1.45		R <input type="checkbox"/>	Aldi
06/03/2024	CASH	0.75		0.75		R <input type="checkbox"/>	Post Office
11/03/2024	CASH	8.00		8.00		R <input type="checkbox"/>	Cllr Amrik Singh
12/03/2024	Top up		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
19/03/2024	CASH	2.40		2.40		R <input type="checkbox"/>	Post Office
25/03/2024	CASH	1.45		1.45		R <input type="checkbox"/>	Tesco
25/03/2024	CASH	13.90		13.90		R <input type="checkbox"/>	Tesco
27/03/2024	CASH	1.45		1.45		R <input type="checkbox"/>	Aldi
		<u>29.40</u>	<u>150.00</u>				

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 29/02/2024  
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	29/02/2024		177,615.65
			<u>177,615.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			177,615.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			177,615.65
		<b>Balance per Cash Book is :-</b>	<b>177,615.65</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Bank Reconciliation up to 29/02/2024 for Cashbook No 3 - Deposit A/C

<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>
29/02/2024	Interest		155.95	155.95		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>155.95</u>				

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 29/02/2024  
for Cashbook 4 - CCLA-Public Sector Deposit Fnd**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA-Public Sector Deposit Fnd	29/02/2024		250,001.00
			<u>250,001.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			250,001.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			250,001.00
		<b>Balance per Cash Book is :-</b>	<b>250,001.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

**Bank Reconciliation Statement as at 29/02/2024  
for Cashbook 2 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	29/02/2024		12.95
			<hr/> 12.95
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			12.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			12.95
		<b>Balance per Cash Book is :-</b>	<b>12.95</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



## Seaton Allotments

### Annual Statement of Accounts 2023/24

<b>INCOME</b>	<b>£</b>
Allotment fees	2,982
Water rates recharge	510
<b>Total</b>	<b>3,502</b>
<b>EXPENDITURE</b>	
Nominal administration charge & software	1,146
Water rates	1,095
Maintenance & repairs	1,050
Annual Grounds Contract	1,194
<b>Total</b>	<b>4,485</b>
<b>Surplus/deficit</b>	<b>-£983</b>

<b>Allotments EMR</b>	
Opening balance as at 1.4.2023	£1,008
Surplus/deficit	-£ 983
Closing Balance as at 31.3.2023	£25

- \* EMR – as at 1 April 2023, the Council held £1,008 in an earmarked reserve that reflected surplus unspent fees for previous years. At the end of each financial year, the EMR is adjusted to reflect the deficit or surplus for any given year. Therefore, as at 31 March 2024, the said reserve will stand at £25 (decreased to reflect monies expenditure over/under income in the preceding year) going forward into the 2024/25 financial year.