

**Minutes of
Finance & General Purposes Committee Meeting
Monday, 20 November 2023**

Present:

Chairman: Cllr. K. Beer

Councillors: P. Burrows, N. Dyke, M. Hartnell, A. Singh & C. Wood

In attendance: Town Clerk

Public: None

Others: Cllr. E. Bowman was also in attendance, but not a member of the committee.

22. Apologies for absence

Apologies for absence were received from Cllrs. Brooks & Haggerty and accepted.

23. Declarations of Interest

Cllr. Hartnell declared a personal interest as an East Devon District and Devon County Councillor. Cllrs. Hartnell & Singh declared personal interests as local business owners.

24. Minutes of the previous meeting

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

25. Public Question Time

No members of the public were present. However, Cllr. Bowman spoke in support of his budget proposals including the installation of flags on the seafront and a new noticeboard at Marshlands. He also spoke in support of the town holding events to commemorate D-Day and would be speaking to Seaton Chamber and others to generate interest. The Town Clerk advised that an approach had been received from a member of the public regarding a community grant for such an event and had been advised that, whilst the policy did not permit the award of grants to individuals, as the proposal was for an event at the Gateway, he had been advised to discuss it with the Manager of the Gateway who may wish to apply for a community grant to assist with funding such an event.

26. Lloyds Business Savings Account

Members noted that a 32-day notice, interest-bearing account had been set up with Lloyds and was currently paying 2.6% interest. A sum of £75,000 had been deposited in said account.

27. Budget 2024-25

Members considered the draft budget that had been agreed in principle at the October meeting of this committee, line by line, along with further proposals from Cllrs. Bowman & Wood that had been put forward since that date (V3.). Various adjustments were agreed and the Town Clerk would arrange for the draft budget to be updated to V4 to reflect these. The Town Clerk advised that a further meeting of Council may be required in December or early January once the tax base was confirmed by EDDC. Members **RESOLVED** to recommend the updated draft to Council for approval, including the agreed adjustments, once the tax base had been received from EDDC so that the precept determined could be calculated. (moved Cllr. Hartnell, seconded Cllr. Beer)

Meeting closed at 7.36pm

Chairman: _____

Date: _____

Bank Reconciliation up to 31/10/2023 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/09/2023	Maps		9.00	9.00		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2023	Postcards		11.30	11.30		R <input type="checkbox"/>	Receipt(s) Banked
01/10/2023	DD	1,026.00		1,026.00		R <input type="checkbox"/>	East Devon District Council
03/10/2023	DIVIDEND	1,023.41		1,023.41		R <input type="checkbox"/>	CCLA
03/10/2023	BACS	-1,023.41		-1,023.41		R <input type="checkbox"/>	CCLA
03/10/2023	PSDF		1,023.41	1,023.41		R <input type="checkbox"/>	Receipt(s) Banked
03/10/2023	Beach Sch		343.00	343.00		R <input type="checkbox"/>	Receipt(s) Banked
04/10/2023	BACS	1,000.00		1,000.00		R <input type="checkbox"/>	Ring & Ride
04/10/2023	BACS	1,000.00		1,000.00		R <input type="checkbox"/>	ReStore
04/10/2023	BACS	1,000.00		1,000.00		R <input type="checkbox"/>	Christians Against Poverty
05/10/2023	Top up	150.00		150.00		R <input type="checkbox"/>	Petty Cash
05/10/2023	BACS1	30.47		30.47		R <input type="checkbox"/>	Abbots
05/10/2023	BACS2	633.30		633.30		R <input type="checkbox"/>	Core Office IT
05/10/2023	bacs	100.00		100.00		R <input type="checkbox"/>	Seaton & District Window Clean
05/10/2023	BACS4	474.00		474.00		R <input type="checkbox"/>	Teign Trees & Landscapes South
05/10/2023	Winter		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
05/10/2023	Gent. Mves		96.00	96.00		R <input type="checkbox"/>	Receipt(s) Banked
07/10/2023	BACS	20.16		20.16		R <input type="checkbox"/>	Bradforbs Building Supplies
07/10/2023	BACS	72.66		72.66		R <input type="checkbox"/>	Tower Services (Seaton) Ltd
07/10/2023	BACS	91.20		91.20		R <input type="checkbox"/>	SecureForce UK Ltd
07/10/2023	Trip		54.00	54.00		R <input type="checkbox"/>	Receipt(s) Banked
07/10/2023	U3A		66.00	66.00		R <input type="checkbox"/>	Receipt(s) Banked
11/10/2023	DC	103.50		103.50		R <input type="checkbox"/>	UK Christmas World
14/10/2023	BACS	7,500.00		7,500.00		R <input type="checkbox"/>	East Devon District Council
14/10/2023	BACS1	1,320.60		1,320.60		R <input type="checkbox"/>	Scalwell Lane Nursery
14/10/2023	BACS2	216.00		216.00		R <input type="checkbox"/>	Devon Association of Local Cou
14/10/2023	BACS	127.68		127.68		R <input type="checkbox"/>	Fenland Leisure Products Ltd
16/10/2023	DD	178.71		178.71		R <input type="checkbox"/>	EDF Energy
18/10/2023	Sew & Sews		169.00	169.00		R <input type="checkbox"/>	Receipt(s) Banked
23/10/2023	DC	11.89		11.89		R <input type="checkbox"/>	On Top Up
23/10/2023	BACS	150.00		150.00		R <input type="checkbox"/>	R. Davies
25/10/2023	U3A		66.00	66.00		R <input type="checkbox"/>	Receipt(s) Banked
25/10/2023	Winter		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
26/10/2023	DD	72.28		72.28		R <input type="checkbox"/>	Engie Gas Ltd
26/10/2023	BACS	59.38		59.38		R <input type="checkbox"/>	Start Traffic Ltd
26/10/2023	BACS	79.01		79.01		R <input type="checkbox"/>	Talk Talk
26/10/2023	Proj. Food		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
28/10/2023	BACS	22.00		22.00		R <input type="checkbox"/>	SLCC-Devon
28/10/2023	EDDC		24.00	24.00		R <input type="checkbox"/>	Receipt(s) Banked
30/10/2023	BACS	348.75		348.75		R <input type="checkbox"/>	K's Cleaning
30/10/2023	BACS1	56.00		56.00		R <input type="checkbox"/>	Hunt Trophies and Engraving
30/10/2023	BACS2	411.18		411.18		R <input type="checkbox"/>	GB Sport & Leisure
30/10/2023	BACS3	132.60		132.60		R <input type="checkbox"/>	Clinch Plumbing & Heating Ltd
30/10/2023	BACS	500.00		500.00		R <input type="checkbox"/>	Crazy Crabs
30/10/2023	BACS1	39.54		39.54		R <input type="checkbox"/>	ASAP Fire Ltd
30/10/2023	DC	337.00		337.00		R <input type="checkbox"/>	SRA
31/10/2023	DD	148.32		148.32		R <input type="checkbox"/>	Microsoft
31/10/2023	DD	163.84		163.84		R <input type="checkbox"/>	Copycare Ltd

Bank Reconciliation up to 31/10/2023 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>
31/10/2023	BACS	85.46		85.46		R <input checked="" type="checkbox"/>	J M Autoservices
31/10/2023	BACS1	20,350.38		20,350.38		R <input checked="" type="checkbox"/>	East Devon District Council
31/10/2023	BACS	76.70		76.70		R <input checked="" type="checkbox"/>	GODADDY.COM
31/10/2023	Gateway		10,021.00	10,021.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>38,088.61</u>	<u>12,002.71</u>				

Signatory 1:

NameSignedDate

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NameSignedDate

Bank Reconciliation up to 30/11/2023 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/11/2023	DD	1,026.00		1,026.00		R <input checked="" type="checkbox"/>	East Devon District Council
06/11/2023	Gentle Mve		120.00	120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/11/2023	Dividend		1,143.65	1,143.65		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/11/2023	Scribblers		48.00	48.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/11/2023	VAT-Q2		7,092.49	7,092.49		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/11/2023	May		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/11/2023	BACS	500.00		500.00		R <input checked="" type="checkbox"/>	Seaton Art Society
09/11/2023	BACS	900.00		900.00		R <input checked="" type="checkbox"/>	Inspiring Connections
09/11/2023	OVRPYMT	0.03		0.03		R <input checked="" type="checkbox"/>	Core Office IT
09/11/2023	Sew & Sews		169.00	169.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/11/2023	RBL			-75.00	75.00	<input type="checkbox"/>	CORRECTION
10/11/2023	CASH	75.00		75.00		R <input checked="" type="checkbox"/>	Royal British Legion
11/11/2023	RBL			-75.00	75.00	<input type="checkbox"/>	CORRECTION
11/11/2023	BACS1	67.20		67.20		R <input checked="" type="checkbox"/>	Bradfords Building Supplies
11/11/2023	BACS	6.87		6.87		R <input checked="" type="checkbox"/>	Abbots
11/11/2023	BACS2	254.60		254.60		R <input checked="" type="checkbox"/>	Stephanie Jones
11/11/2023	BACS3	186.00		186.00		R <input checked="" type="checkbox"/>	ASAP Fire Ltd
11/11/2023	BACS4	1,520.60		1,520.60		R <input checked="" type="checkbox"/>	Scalwell Lane Nursery
11/11/2023	BACS5	360.00		360.00		R <input checked="" type="checkbox"/>	Parish Online
11/11/2023	BACS	100.00		100.00		R <input checked="" type="checkbox"/>	Seaton & District Window Clean
11/11/2023	BACS1	633.30		633.30		R <input checked="" type="checkbox"/>	Core Office IT
11/11/2023	DC	320.00		320.00		R <input checked="" type="checkbox"/>	DVLA
11/11/2023	CASH	75.00		75.00		R <input checked="" type="checkbox"/>	Royal British Legion
13/11/2023	BACS	25.00		25.00		R <input checked="" type="checkbox"/>	Seaton Chamber
13/11/2023	Deposit	75,000.00		75,000.00		R <input checked="" type="checkbox"/>	Deposit A/C
20/11/2023	BACS	70.00		70.00		R <input checked="" type="checkbox"/>	Tower Services (Seaton) Ltd
20/11/2023	BACS1	18.00		18.00		R <input checked="" type="checkbox"/>	Devon Association of Local Cou
20/11/2023	BACS2	27.94		27.94		R <input checked="" type="checkbox"/>	Bradfords Building Supplies
21/11/2023	CASH	150.00		150.00		R <input checked="" type="checkbox"/>	Petty Cash
21/11/2023	B/Sch fees		54.00	54.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/11/2023	DD	162.49		162.49		R <input checked="" type="checkbox"/>	Engie Gas Ltd
25/11/2023	DD	79.01		79.01		R <input checked="" type="checkbox"/>	Talk Talk
27/11/2023	Proj Food		36.00	36.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/11/2023	BACS	24,537.52		24,537.52		R <input checked="" type="checkbox"/>	East Devon District Council
29/11/2023	BACS1	460.59		460.59		R <input checked="" type="checkbox"/>	Stephanie Jones
29/11/2023	BACS2	24.24		24.24		R <input checked="" type="checkbox"/>	Devon Contract Waste Ltd
29/11/2023	BACS3	132.49		132.49		R <input checked="" type="checkbox"/>	South West Water Business
29/11/2023	BACS4	108.00		108.00		R <input checked="" type="checkbox"/>	Devon Association of Local Cou
29/11/2023	BACS5	72.82		72.82		R <input checked="" type="checkbox"/>	Viking Stationery
29/11/2023	BACS6	1,008.00		1,008.00		R <input checked="" type="checkbox"/>	Clarke Brothers Building Contr
29/11/2023	BACS7	286.60		286.60		R <input checked="" type="checkbox"/>	B H CHAPMAN & SONS
29/11/2023	BACS-CORR	0.20		0.20		R <input checked="" type="checkbox"/>	B H CHAPMAN & SONS
29/11/2023	BACS	117.80		117.80		R <input checked="" type="checkbox"/>	Roger Dyer Pat Testing Service
30/11/2023	DD	86.01		86.01		R <input checked="" type="checkbox"/>	Copycare Ltd
30/11/2023	Scribblers		48.00	48.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>108,391.31</u>	<u>8,741.14</u>				

Bank Reconciliation up to 30/11/2023 for Cashbook No 1 - Treasurer's Account

Signatory 1:

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Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/12/2023	DD	1,026.00		1,026.00		R <input type="checkbox"/>	East Devon District Council
04/12/2023	PSDF-Nov23		1,081.44	1,081.44		R <input type="checkbox"/>	Receipt(s) Banked
12/12/2023	BACS	1,000.00		1,000.00		R <input type="checkbox"/>	Coffee & Tots
13/12/2023	BACS	80.00		80.00		R <input type="checkbox"/>	Seaton Acapella
14/12/2023	BACS	383.62		383.62		R <input type="checkbox"/>	South West Water Business
14/12/2023	BACS	100.00		100.00		R <input type="checkbox"/>	Seaton & District Window Clean
14/12/2023	May		12.00	12.00		R <input type="checkbox"/>	Receipt(s) Banked
14/12/2023	Foord		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
14/12/2023	Gent. Mves		96.00	96.00		R <input type="checkbox"/>	Receipt(s) Banked
14/12/2023	Bingo		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
14/12/2023	Maps		8.00	8.00		R <input type="checkbox"/>	Receipt(s) Banked
14/12/2023	Refund		34.50	34.50		R <input type="checkbox"/>	Receipt(s) Banked
15/12/2023	BACS	52.61		52.61		R <input type="checkbox"/>	Abbots
15/12/2023	BACS1	633.27		633.27		R <input type="checkbox"/>	Core Office IT
15/12/2023	BACS2	1,320.60		1,320.60		R <input type="checkbox"/>	Scalwell Lane Nursery
15/12/2023	BACS3	219.68		219.68		R <input type="checkbox"/>	Stephanie Jones
15/12/2023	BACS4	20.17		20.17		R <input type="checkbox"/>	South West Water Business
15/12/2023	BACS5	428.90		428.90		R <input type="checkbox"/>	EDF Energy
19/12/2023	U3A		90.00	90.00		R <input type="checkbox"/>	Receipt(s) Banked
20/12/2023	U3A		72.00	72.00		R <input type="checkbox"/>	Receipt(s) Banked
20/12/2023	U3A		24.00	24.00		R <input type="checkbox"/>	Receipt(s) Banked
21/12/2023	BACS	212.63		212.63		R <input type="checkbox"/>	Rapid Emergency Medical Servic
21/12/2023	DD	339.18		339.18		R <input type="checkbox"/>	Engie Gas Ltd
21/12/2023	BACS1	17,827.08		17,827.08		R <input type="checkbox"/>	East Devon District Council
21/12/2023	BACS2	418.50		418.50		R <input type="checkbox"/>	K's Cleaning
21/12/2023	BACS3	792.00		792.00		R <input type="checkbox"/>	Lubbe & Sons (Bulbs) Ltd
21/12/2023	BACS4	3,959.71		3,959.71		R <input type="checkbox"/>	Harcombe Engineering
21/12/2023	BACS5	156.00		156.00		R <input type="checkbox"/>	Events Hire Solutions Ltd
21/12/2023	BACS6	218.13		218.13		R <input type="checkbox"/>	Honiton Glass
21/12/2023	Proj. Food		66.00	66.00		R <input type="checkbox"/>	Receipt(s) Banked
21/12/2023	Gent. Mves		84.00	84.00		R <input type="checkbox"/>	Receipt(s) Banked
22/12/2023	BACS	10.00		10.00		R <input type="checkbox"/>	Honiton Glass
22/12/2023	MATCH	0.03		0.03		R <input type="checkbox"/>	Core Office IT
22/12/2023	MATCH	-0.03		-0.03		R <input type="checkbox"/>	Core Office IT
22/12/2023	DD	79.01		79.01		R <input type="checkbox"/>	Talk Talk
29/12/2023	DD	160.94		160.94		R <input type="checkbox"/>	Copycare Ltd
		<u>29,438.03</u>	<u>1,639.94</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/10/2023 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>
27/09/2023	CASH	26.10		26.10		R <input checked="" type="checkbox"/>	Cllr Kenneth Beer
03/10/2023	CASH	17.29		17.29		R <input checked="" type="checkbox"/>	Tesco
05/10/2023	CASH	12.15		12.15		R <input checked="" type="checkbox"/>	Post Office
05/10/2023	Top up		150.00	150.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/10/2023	CASH	2.15		2.15		R <input checked="" type="checkbox"/>	Tesco
11/10/2023	CASH	2.44		2.44		R <input checked="" type="checkbox"/>	Aldi
11/10/2023	CASH	5.79		5.79		R <input checked="" type="checkbox"/>	Phil Tuckely
18/10/2023	CASH	1.45		1.45		R <input checked="" type="checkbox"/>	Aldi
23/10/2023	CASH	1.45		1.45		R <input checked="" type="checkbox"/>	Lidl
30/10/2023	CASH	1.20		1.20		R <input checked="" type="checkbox"/>	Tesco
30/10/2023	CASH	18.26		18.26		R <input checked="" type="checkbox"/>	Aldi
		<u>88.28</u>	<u>150.00</u>				

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Bank Reconciliation up to 30/11/2023 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>
01/11/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Tesco
06/11/2023	CASH	12.74		12.74		R <input type="checkbox"/>	Tesco
08/11/2023	CASH	2.70		2.70		R <input type="checkbox"/>	Post Office
10/11/2023	CASH	75.00		75.00		R <input type="checkbox"/>	Royal British Legion
10/11/2023	Wreath		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
11/11/2023	CASH	4.19		4.19		R <input type="checkbox"/>	Post Office
14/11/2023	CASH	6.20		6.20		R <input type="checkbox"/>	Tesco
20/11/2023	CASH	5.45		5.45		R <input type="checkbox"/>	Tesco
20/11/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Tesco
21/11/2023	CASH	27.99		27.99		R <input type="checkbox"/>	Post Office
21/11/2023	CASH		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
27/11/2023	CASH	1.45		1.45		R <input type="checkbox"/>	Tesco
		<u>138.62</u>	<u>175.00</u>				

Signatory 1:

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Bank Reconciliation up to 31/12/2023 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>
27/11/2023	CASH	5.65		5.65		R <input type="checkbox"/>	Post Office
06/12/2023	CASH	7.50		7.50		R <input type="checkbox"/>	Post Office
		<u>13.15</u>	<u>0.00</u>				

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NameSignedDate

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Treasurer's Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurer's Account	31/12/2023		206,873.10
			<u>206,873.10</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			206,873.10
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			206,873.10
		Balance per Cash Book is :-	206,873.10
		Difference is :-	0.00

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NameSignedDate

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 3 - Deposit A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit A/C	31/12/2023		75,240.79
			<hr/> 75,240.79
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			75,240.79
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			75,240.79
		Balance per Cash Book is :-	75,240.79
		Difference is :-	0.00

Signatory 1:

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NameSignedDate

**Bank Reconciliation Statement as at 31/12/2023
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	31/12/2023		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
		Balance per Cash Book is :-	250,001.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2023
for Cashbook 2 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2023		119.15
			<u>119.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			119.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			119.15
		Balance per Cash Book is :-	119.15
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

SEATON TOWN COUNCIL (‘the Council’) FINANCE & GENERAL PURPOSES COMMITTEE	
Date of report	7 January 2024
Item of business	24 F&GP 08
Details	Report on Council’s budgetary position at conclusion of Q3
Purpose of Report	To note position including identification of any over and underspends, reserves and to consider whether to agree virements between budgets and/or adjustments to earmarked reserves
Power/authority	Local Audit & Accountability Act 2014 & Seaton Town Council Financial Regulations
Recommendations	<p>It is RECOMMENDED that Members:</p> <ul style="list-style-type: none"> • note the actual financial position, as against budget, at 30 September 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 • authorise the Town Clerk to utilise EMR321 (up to £32,151.79) for the proposed improvements to Fisherman’s Gap, once costings are known <p>Further, Members are asked to:</p> <ul style="list-style-type: none"> • consider whether to utilise EMR331 CIL Contributions (up to £7,026.85) towards improvements to Fisherman’s Gap (if needed) and, if the decision is in the affirmative, to authorise the Town Clerk to agree such expenditure.

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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 an income and expenditure report up to 31 December 2023. Expenditure stands at **73.6%** 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 – Q3

As most 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 **102%**. Both installments have been received and some additional income also received in the form of:

- grants from Re:Store, Devon County Council and SW Water
- Marshlands room hire fees
- dividends payable on the Council's investment in the Public Sector Deposit Fund
- interest on the Lloyds Deposit Account
- planter sponsorship
- donations/pitch fees at events
- beach school fees
- miscellaneous TIC income

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

3. Material variances in excess of 15%

The following table highlights relevant material variances to the end of Q3. However, overall, the Council is within its agreed budget. The variances highlighted in the Q1 & Q2 reports have not been repeated here. 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:

Overspends			
Code	Detail	Explanation	Proposed virements
227/4840	Christmas lights (105.9%)	Due to the purchase of the frames and significant stocks of bulbs, additional lighting and repairs to cabling and wires, this budget line is currently overspent with a further invoice due from Harcombe in January, once the lights are taken down.	It is proposed that £1,983 be vired from 227/4268 – King’s Coronation which is underspent by £2,983.

4. Earmarked Reserves

A summary of monies held in earmarked reserves is attached as Appendix 2.

It is proposed that as there is a further £1,000 in 227/4278 (King’s Coronation) that will not now be spent, that EMR322 Play parks maintenance & replacement be increased by £1,000.

Additionally, the Council currently hold the following amounts in the following two earmarked reserves:

EMR321	Fisherman’s Gap Improvements	£32,151.79
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EMR331	CIL Contributions	£7,026.85
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Members will be aware, from earlier reports to Council, of the ongoing work being carried out by the Council - in partnership with EDDC and DCC - to replace the town's bus shelters and the associated ground works to improve the area at Fisherman's Gap. This is currently out to consultation.

It has been agreed that DCC will undertake the works under their Minor Works Framework, and the costs will depend on which contractors are available at the relevant time.

Final costings are awaited but, as the time frame for the works is imminent, once these are available authority is sought for the Town Clerk to utilise the funds in EMR321 to fund these works and, Members are also asked to consider whether the available CIL funds in EMR331 can be used, should the costs exceed those already earmarked for Fisherman's Gap. If this is considered appropriate authority is sought for this expenditure.

Conclusion

On the basis of the Council's financial position at the end of Q3, it is anticipated that there will be a small underspend on the Council's budget at the end of the financial year.

5. Recommendations

It is **RECOMMENDED** that Members:

- note the actual financial position, as against budget, at 30 September 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
- authorise the Town Clerk to utilise EMR321 (up to £32,151.79) for the proposed improvements to Fisherman's Gap, once costings are known

Further, Members are asked to:

- consider whether to utilise EMR331 CIL Contributions (up to £7,026.85) towards improvements to Fisherman's Gap (if needed) and, if the decision is in the affirmative, to authorise the Town Clerk to agree such expenditure

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Precept</u>							
1076 Precept	407,470	407,470	0			100.0%	
Precept :- Income	<u>407,470</u>	<u>407,470</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
Net Income	<u>407,470</u>	<u>407,470</u>	<u>0</u>				
<u>110</u> <u>Staffing</u>							
4000 Salaries	121,665	171,541	49,876		49,876	70.9%	
4005 HMRC - Employer NIC	11,919	16,414	4,495		4,495	72.6%	
4010 Pensions	26,645	34,453	7,808		7,808	77.3%	
Staffing :- Indirect Expenditure	<u>160,229</u>	<u>222,408</u>	<u>62,179</u>	<u>0</u>	<u>62,179</u>	<u>72.0%</u>	<u>0</u>
Net Expenditure	<u>(160,229)</u>	<u>(222,408)</u>	<u>(62,179)</u>				
<u>120</u> <u>Core Costs</u>							
1088 Misc Fee Income	20	500	480			4.0%	
1090 CCLA Dividends Received	7,724	0	(7,724)			0.0%	
1091 Interest	241	0	(241)			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	1,000	10,250	9,250			9.8%	
Core Costs :- Income	<u>11,511</u>	<u>14,276</u>	<u>2,765</u>			<u>80.6%</u>	<u>0</u>
4060 Training & Resources	728	1,200	472		472	60.7%	
4065 Travel & Misc. Expenses	150	500	350		350	30.0%	
4066 Zettle fees	0	30	30		30	0.0%	
4075 Payroll Services	338	435	97		97	77.7%	
4080 Equipment	401	2,750	2,349		2,349	14.6%	
4110 Telephone/Wifi	669	816	147		147	82.0%	
4120 Stationery/Postage	646	1,050	404		404	61.5%	
4125 Professional Subscriptions	1,537	1,574	37		37	97.6%	
4130 Website	1,710	1,680	(30)		(30)	101.8%	
4135 Photocopier (inc. lease)	1,198	2,883	1,685		1,685	41.5%	
4170 Audit Fees	1,445	1,830	385		385	79.0%	
4175 Legal and Professional Fees	3,171	6,400	3,229		3,229	49.6%	
4190 IT Support & Software	4,721	11,000	6,280		6,280	42.9%	
4195 Accounts Software & Support	1,492	2,035	543		543	73.3%	
4425 Vehicle	1,347	2,000	653		653	67.3%	
4485 Insurance	4,438	5,250	812		812	84.5%	
4950 General Sundries	258	400	142		142	64.4%	
Core Costs :- Indirect Expenditure	<u>24,247</u>	<u>41,833</u>	<u>17,586</u>	<u>0</u>	<u>17,586</u>	<u>58.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(12,736)</u>	<u>(27,557)</u>	<u>(14,821)</u>				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Grants</u>							
4220 Grants	6,500	8,000	1,500		1,500	81.3%	
Grants :- Indirect Expenditure	6,500	8,000	1,500	0	1,500	81.2%	0
Net Expenditure	(6,500)	(8,000)	(1,500)				
<u>140 Local Democracy</u>							
1088 Misc Fee Income	25	0	(25)			0.0%	
Local Democracy :- Income	25	0	(25)				0
4225 Chairman's Allowance	97	250	154		154	38.6%	
4230 Civic Expenses	250	1,000	750		750	25.0%	
4245 Elections	5,074	0	(5,074)		(5,074)	0.0%	3,000
Local Democracy :- Indirect Expenditure	5,420	1,250	(4,170)	0	(4,170)	433.6%	3,000
Net Income over Expenditure	(5,395)	(1,250)	4,145				
6000 plus Transfer from EMR	3,000						
Movement to/(from) Gen Reserve	(2,395)						
<u>165 Play Parks & Open Spaces</u>							
4365 Seaton Down	680	1,020	340		340	66.7%	
4370 Cliff Field Gardens	6,331	9,413	3,082		3,082	67.3%	
4375 Elizabeth Road Play Park	1,302	1,953	651		651	66.7%	
4377 Underfleet Play Park	882	1,323	441		441	66.7%	
4380 Health & Safety & Inspections	217	210	(7)		(7)	103.1%	
4675 Maintenance - General	1,500	2,000	500		500	75.0%	
Play Parks & Open Spaces :- Indirect Expenditure	10,911	15,919	5,008	0	5,008	68.5%	0
Net Expenditure	(10,911)	(15,919)	(5,008)				
<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	7,500	8,250	750		750	90.9%	
4045 Contractor	1,630	6,000	4,370		4,370	27.2%	
4395 Bus Shelter -Clean & Maint	0	6,500	6,500		6,500	0.0%	
4400 Bin Emptying	2,860	2,860	0		0	100.0%	
4405 Maintenance & replacement (inc	318	3,200	2,882		2,882	9.9%	
4422 Footpaths	630	955	325		325	66.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4605 Signage & Noticeboards	0	2,000	2,000		2,000	0.0%	
4880 Contractor - Planting and Wate	13,437	13,377	(60)		(60)	100.4%	
Amenities - General :- Indirect Expenditure	26,375	43,142	16,767	0	16,767	61.1%	0
Net Income over Expenditure	(25,368)	(41,642)	(16,274)				
<u>190 Marshlands</u>							
1300 Function room hire income	5,378	8,000	2,622			67.2%	
Marshlands :- Income	5,378	8,000	2,622			67.2%	0
4500 Business Rates	9,243	12,000	2,757		2,757	77.0%	
4504 Marshlands Refurbishment	444	0	(444)		(444)	0.0%	444
4505 Gas	1,515	7,301	5,786		5,786	20.7%	
4510 Electricity	1,520	4,260	2,740		2,740	35.7%	
4515 Water	383	1,000	617		617	38.3%	
4520 Cleaning & Hygiene	3,288	5,150	1,862		1,862	63.8%	
4555 Electrical PAT Testing	118	200	82		82	58.9%	
4560 Fire Inspections & Servicing	820	500	(320)		(320)	164.0%	
4610 Kitchen Supplies & General Sun	228	440	212		212	51.8%	
4625 Alarm Contract & Maintenance	274	500	227		227	54.7%	
4673 Legionella Testing	0	644	644		644	0.0%	
4675 Maintenance - General	15,146	10,000	(5,146)		(5,146)	151.5%	13,640
Marshlands :- Indirect Expenditure	32,977	41,995	9,018	0	9,018	78.5%	14,084
Net Income over Expenditure	(27,599)	(33,995)	(6,396)				
6000 plus Transfer from EMR	14,084						
Movement to/(from) Gen Reserve	(13,515)						
<u>195 Town Hall & other leases</u>							
1310 Town Hall & other leases	13,538	5,000	(8,538)			270.8%	
Town Hall & other leases :- Income	13,538	5,000	(8,538)			270.8%	0
4675 Maintenance - General	22,877	8,000	(14,877)		(14,877)	286.0%	18,932
Town Hall & other leases :- Indirect Expenditure	22,877	8,000	(14,877)	0	(14,877)	286.0%	18,932
Net Income over Expenditure	(9,339)	(3,000)	6,339				
6000 plus Transfer from EMR	18,932						
Movement to/(from) Gen Reserve	9,593						

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200</u> <u>Town Development & Tourism</u>							
1089 TIC-misc income	193	250	57			77.1%	
Town Development & Tourism :- Income	193	250	57			77.1%	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%	
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	(3,846)	(12,550)	(8,704)				
<u>210</u> <u>Allotments</u>							
1130 Allotment Fees	2,982	3,000	18			99.4%	
1150 Water Bill Recharge	510	400	(110)			127.5%	
Allotments :- Income	3,492	3,400	(92)			102.7%	0
4196 Allotments Software & Admin	146	1,440	1,294		1,294	10.1%	
4515 Water	1,095	500	(595)		(595)	219.0%	
4675 Maintenance - General	1,050	1,000	(50)		(50)	105.0%	
4730 Annual Grounds Contract	796	1,194	398		398	66.7%	
Allotments :- Indirect Expenditure	3,087	4,134	1,047	0	1,047	74.7%	0
Net Income over Expenditure	404	(734)	(1,138)				
<u>227</u> <u>Events</u>							
1093 Deposit refund	144	0	(144)			0.0%	
1200 Pitch fees/sales %	318	0	(318)			0.0%	
1365 Outdoor Cinema Advertising	550	0	(550)			0.0%	
1612 Ticket sales	1,410	2,000	590			70.5%	
1700 Donations	665	0	(665)			0.0%	
1705 Grants Received	5,800	0	(5,800)			0.0%	
Events :- Income	8,886	2,000	(6,886)			444.3%	0
4265 Events Budget - General	317	3,000	2,683		2,683	10.6%	
4266 Seaton Summer Celebration	7,037	10,000	2,963		2,963	70.4%	
4268 King's Coronation	2,017	5,000	2,983		2,983	40.3%	
4269 Children's Festival	4,923	6,100	1,177		1,177	80.7%	
4840 Christmas Lights	6,988	6,600	(388)		(388)	105.9%	
4842 Outdoor Cinema	2,312	0	(2,312)		(2,312)	0.0%	
Events :- Indirect Expenditure	23,595	30,700	7,105	0	7,105	76.9%	0
Net Income over Expenditure	(14,708)	(28,700)	(13,992)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>280 Community</u>							
1372 Beach School Fees Received	433	1,260	827			34.4%	
Community :- Income	<u>433</u>	<u>1,260</u>	<u>827</u>			<u>34.4%</u>	<u>0</u>
4835 Banners, Flags & Bunting	583	1,500	917		917	38.9%	
4878 Youth Projects	0	5,000	5,000		5,000	0.0%	
4882 Beach School	5,258	6,475	1,217		1,217	81.2%	
Community :- Indirect Expenditure	<u>5,841</u>	<u>12,975</u>	<u>7,134</u>	<u>0</u>	<u>7,134</u>	<u>45.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,407)</u>	<u>(11,715)</u>	<u>(6,308)</u>				
Grand Totals:- Income	451,933	443,156	(8,777)			102.0%	
Expenditure	326,097	443,156	117,059	0	117,059	73.6%	
Net Income over Expenditure	<u>125,836</u>	<u>0</u>	<u>(125,836)</u>				
plus Transfer from EMR	36,016						
Movement to/(from) Gen Reserve	<u>161,852</u>						

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
321 EMR Fisherman's Gap Imprvmts	10,000.00	22,151.79	32,151.79
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	7,000.00	10,000.00
327 EMR Town Hall Heating	38,584.00	-38,584.00	0.00
328 EMR General Asset Maintenance	78,450.00	-14,083.76	64,366.24
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	0.00
336 EMR Staffing Contingency	4,491.31		4,491.31
	<u>209,336.16</u>	<u>-29,515.97</u>	<u>179,820.19</u>