

## **NOTICE OF MEETING**

### **Finance & General Purposes Committee Meeting Monday 16th October 2023**

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

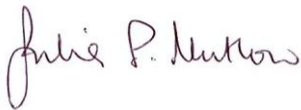
**11 October 2023**

**Dear Councillor,**

You are hereby summoned to attend the above meeting to be held on **Monday, 16<sup>th</sup> October 2023 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>23/F&amp;GP/01</b> | <b>Apologies for absence</b>   |
| <b>23/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>23/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, 17 July 2023  |

**23/F&GP/04**

**Public Question Time**

To allow questions or reports from members of the public

**23/F&GP/05**

**Payments, receipts and unpaid invoices**

To review and note receipts and payments made in Q2, in line with the Council's Financial Regulations, and note unpaid invoices as at 30<sup>th</sup> September 2023. It is **RECOMMENDED** that Members:

- note payments & receipts
- note outstanding unpaid invoices

**23/F&GP/06**

**Bank Reconciliation**

It is **RECOMMENDED** that Members approve the bank reconciliation to 30<sup>th</sup> September 2023

**23/F&GP/07**

**Petty cash reconciliation**

It is **RECOMMENDED** that Members approve the petty cash reconciliation to 30<sup>th</sup> September 2023

**23/F&GP/08**

**Budgetary Report – Q2 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 September 2023
- note the material variances
- agree the proposed virement between budget codes, or such other virements as Members consider necessary
- note the movements from earmarked reserves

**23/F&GP/09**

**Report on Council's cash holdings and Financial Services Compensation Scheme (FCSA) protections**

To consider whether the Council should spread its cash deposits across a number of banks and/or consider associated financial platforms

**23/F&GP/09**

**Budgetary Review & Planning 2024/25**

To note actual income/expenditure against budget to date and consider initial draft budget proposals for the 2024/25 financial year.

## **Minutes of Finance & General Purposes Committee Meeting Monday, 17 July 2023**

### **Present:**

**Chairman:** Cllr. K. Beer

**Councillors:** K. Brooks, P. Burrows, N. Dyke, D. Haggerty, 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.

### **1. Election of Chairman**

Cllr. Beer was elected as Chairman of the Finance & General Purposes Committee Meeting. (moved Cllr. Singh, seconded Cllr. Haggerty)

### **2. Election of Deputy Chairman**

Cllr. Wood was elected as Deputy Chairman of the Finance & General Purposes Committee Meeting. (moved Cllr. Haggerty, seconded Cllr. Beer)

### **3. Apologies for absence**

Apologies for absence were received from Cllr. Hartnell.

### **4. Declarations of Interest**

Cllr. Haggerty declared a personal interest as an East Devon District Councillor. Cllr. Burrows declared a personal interest as a Friend of Seaton Library.

### **5. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 6 February 2023.  
(moved Cllr. Singh, seconded Cllr. Haggerty)

### **6. Public Question Time**

No questions were received.

### **7. Payments, receipts & unpaid invoices**

Members received a schedule of payments, receipts and outstanding invoices as at 30 June 2023 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. Singh, seconded Cllr. Burrows)

### **8. Bank Reconciliation**

Members **RESOLVED** to approve the bank reconciliation to 30 June 2023.  
(moved Cllr. Singh, seconded Cllr. Haggerty)

### **9. Petty Cash Reconciliation**

Members **RESOLVED** to approve the petty cash reconciliation to 30 June 2023.  
(moved Cllr. Singh, seconded Cllr. Beer)

### **10. Budgetary Report – Q1 2023-24**

Members reviewed the Council's financial position as against budget as at the end of Q1 (30 June 2023) and **RESOLVED** to:

- 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 when invoices are received
  - approve the transfer of £10,000 from EMR327 to EMR325
- (moved Cllr. Singh, seconded Cllr. Haggerty)

### **Confidential Items**

The Chairman moved that in accordance with the Council's Standing Order 1(d) press and public be excluded from the meeting during discussion of the following items on the agenda as matters being discussed included commercially sensitive information.

### **11. Update on Marshlands**

Members **RESOLVED** to:

- note the updated report
- authorise the Town Clerk to work with DCC on a business case, on the basis detailed in this report with the agenda
- authorise further expenditure of £223 + VAT, to cover the increased costs of materials required for works to Marshlands central heating

















































(moved Cllr. Singh, seconded Cllr. Haggerty) Cllr. Burrows abstained.

Meeting closed at 6.28pm

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

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

## Bank Reconciliation up to 31/07/2023 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/07/2023	Gentle Mvs		96.00	96.00		R 	Receipt(s) Banked
03/07/2023	Hammett		119.80	119.80		R 	Receipt(s) Banked
04/07/2023	PSDF-July		938.15	938.15		R 	Receipt(s) Banked
05/07/2023	BACS	12.72		12.72		R 	Janet Probert
07/07/2023	DC	6.00		6.00		R 	HM Land Registry
07/07/2023	BACS	1,000.00		1,000.00		R 	Seaton PTFA
08/07/2023	BACS	17.98		17.98		R 	Abbots
08/07/2023	BACS1	622.50		622.50		R 	Core Office IT
08/07/2023	BACS2	60.00		60.00		R 	Tower Services (Seaton) Ltd
08/07/2023	BACS3	84.00		84.00		R 	Signs South West
08/07/2023	BACS4	60.00		60.00		R 	National Association of Local
08/07/2023	BACS5	24.24		24.24		R 	Devon Contract Waste Ltd
08/07/2023	DC	56.00		56.00		R 	Hiscox Ltd
08/07/2023	DC	6.00		6.00		R 	HM Land Registry
08/07/2023	DC	-6.00		-6.00		R 	HM Land Registry
08/07/2023	BACS	1,026.00		1,026.00		R 	East Devon District Council
10/07/2023	Northcott		269.80	269.80		R 	Receipt(s) Banked
13/07/2023	BACS	450.00		450.00		R 	Events Hire Solutions Ltd
13/07/2023	Haylock		30.90	30.90		R 	Receipt(s) Banked
13/07/2023	SAVE Food		12.00	12.00		R 	Receipt(s) Banked
13/07/2023	Inkommen		24.00	24.00		R 	Receipt(s) Banked
14/07/2023	BACS	36.00		36.00		R 	Devon Association of Local Cou
14/07/2023	BACS1	19.03		19.03		R 	Harcombe Engineering
14/07/2023	BACS2	1,290.60		1,290.60		R 	Scalwell Lane Nursery
14/07/2023	BACS3	100.00		100.00		R 	Seaton & District Window Clean
14/07/2023	BACS4	36.00		36.00		R 	Core Office IT
14/07/2023	VAT-Q1		5,897.31	5,897.31		R 	Receipt(s) Banked
14/07/2023	Art Soc.		300.00	300.00		R 	Receipt(s) Banked
15/07/2023	Thomas		21.00	21.00		R 	Receipt(s) Banked
20/07/2023	Haylock		5.00	5.00		R 	Receipt(s) Banked
20/07/2023	Hansfords		139.60	139.60		R 	Receipt(s) Banked
21/07/2023	BACS	105.49		105.49		R 	PPL PRS Ltd
21/07/2023	BACS	28.62		28.62		R 	PPL PRS Ltd
21/07/2023	DC	39.98		39.98		R 	Amazon.co.uk
21/07/2023	BACS	73.63		73.63		R 	Bradfords Building Supplies
21/07/2023	DD	8,938.75		8,938.75		R 	Bramshaw Heating & Plumbing Lt
21/07/2023	Sew & Sews		205.00	205.00		R 	Receipt(s) Banked
21/07/2023	Tramway		300.00	300.00		R 	Receipt(s) Banked
22/07/2023	DD	160.17		160.17		R 	EDF Energy
22/07/2023	DD	83.73		83.73		R 	Engie Gas Ltd
22/07/2023	Ballard		24.90	24.90		R 	Receipt(s) Banked
24/07/2023	CASH	4.40		4.40		R 	Post Office
24/07/2023	CASH	1.45		1.45		R 	Tesco
24/07/2023	CASH	7.00		7.00		R 	Abbots DIY
24/07/2023	CASH	2.20		2.20		R 	Post Office
24/07/2023	CASH CORR	-15.05		-15.05		R 	Various
26/07/2023	Top up	150.00		150.00		R 	Petty Cash
26/07/2023	Scribblers		48.00	48.00		R 	Receipt(s) Banked

## Bank Reconciliation up to 31/07/2023 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/07/2023	BACS	86.00		86.00		R <input type="checkbox"/>	James Hallam Ltd
27/07/2023	DD	79.01		79.01		R <input type="checkbox"/>	Talk Talk
27/07/2023	Winter		48.00	48.00		R <input type="checkbox"/>	Receipt(s) Banked
29/07/2023	BACS	16,929.71		16,929.71		R <input type="checkbox"/>	East Devon District Council
29/07/2023	BACS1	254.60		254.60		R <input type="checkbox"/>	Stephanie Jones
29/07/2023	BACS2	12,777.00		12,777.00		R <input type="checkbox"/>	Scalwell Lane Nursery
29/07/2023	BACS3	12.29		12.29		R <input type="checkbox"/>	Tower Services (Seaton) Ltd
29/07/2023	BACS4	1,440.00		1,440.00		R <input type="checkbox"/>	Leslie Technical Services Ltd
29/07/2023	BACS5	279.00		279.00		R <input type="checkbox"/>	K's Cleaning
29/07/2023	BACS6	276.18		276.18		R <input type="checkbox"/>	ASAP Fire Ltd
31/07/2023	BACS	1,260.00		1,260.00		R <input type="checkbox"/>	PKF Littlejohn LLP
31/07/2023	BACS1	76.50		76.50		R <input type="checkbox"/>	
31/07/2023	DD	172.92		172.92		R <input type="checkbox"/>	Copycare Ltd
31/07/2023	BACS	262.50		262.50		R <input type="checkbox"/>	Linda Carter
31/07/2023	Gentle Mve		96.00	96.00		R <input type="checkbox"/>	Receipt(s) Banked
		<u>48,387.15</u>	<u>8,575.46</u>				

















































## Signatory 1:

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

## Signatory 2:

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

## Bank Reconciliation up to 31/08/2023 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/08/2023	DD	1,026.00		1,026.00		R 	East Devon District Council
01/08/2023	EDDC		18.00	18.00		R 	Receipt(s) Banked
02/08/2023	BACS	622.50		622.50		R 	Core Office IT
02/08/2023	Art Soc		300.00	300.00		R 	Receipt(s) Banked
02/08/2023	PSDF		1,035.42	1,035.42		R 	Receipt(s) Banked
04/08/2023	BACS	828.00		828.00		R 	The Cumbria Clock Company Ltd
04/08/2023	BACS1	100.00		100.00		R 	Seaton & District Window Clean
04/08/2023	BACS2	475.97		475.97		R 	Creative Solutions
04/08/2023	BACS4	1,242.00		1,242.00		R 	Advanced Aboriculture Ltd
04/08/2023	U3A		66.00	66.00		R 	Receipt(s) Banked
04/08/2023	Winter		48.00	48.00		R 	Receipt(s) Banked
05/08/2023	CHQ	53.50		53.50		R 	Pebbles Coffe Shop
11/08/2023	BACS	65.22		65.22		R 	Abbots
11/08/2023	BACS1	1,974.00		1,974.00		R 	Clarke Brothers Building Contr
11/08/2023	BACS2	1,932.00		1,932.00		R 	The Cumbria Clock Company Ltd
11/08/2023	Bacs3	289.68		289.68		R 	Devon Association of Local Cou
11/08/2023	BACS4	30.00		30.00		R 	The Community Waffle House CIC
11/08/2023	BACS5	1,320.60		1,320.60		R 	Scalwell Lane Nursery
11/08/2023	Foord		12.00	12.00		R 	Receipt(s) Banked
12/08/2023	CASH	48.30		48.30		R 	MOP-Various
12/08/2023	CASH	-48.30		-48.30		R 	MOP-Various-CORR
14/08/2023	BACS	9,823.14		9,823.14		R 	Bramshaw Heating & Plumbing Lt
14/08/2023	Postcards		48.30	48.30		R 	Receipt(s) Banked
15/08/2023	Sew & Sews		133.00	133.00		R 	Receipt(s) Banked
17/08/2023	DH Team		240.00	240.00		R 	Receipt(s) Banked
17/08/2023	Winter		30.00	30.00		R 	Receipt(s) Banked
17/08/2023	Foord		36.00	36.00		R 	Receipt(s) Banked
19/08/2023	BACS	100.00		100.00		R 	Pebbles Coffe Shop
19/08/2023	BACS1	350.00		350.00		R 	Fun Science Exeter
19/08/2023	BACS2	275.00		275.00		R 	Circus Berzercus
19/08/2023	BACS3	150.00		150.00		R 	Caroline Muldoon Design
19/08/2023	BACS4	176.40		176.40		R 	ASAP Fire Ltd
19/08/2023	BACS	384.00		384.00		R 	Teign Trees & Landscapes South
19/08/2023	BACS	250.00		250.00		R 	Cameron Love
21/08/2023	BACS	120.00		120.00		R 	Washingpool Farm
21/08/2023	U3A		24.00	24.00		R 	Receipt(s) Banked
21/08/2023	Amber Hous		25.00	25.00		R 	Receipt(s) Banked
21/08/2023	Ragini		30.00	30.00		R 	Receipt(s) Banked
22/08/2023	BACS	189.37		189.37		R 	EDF Energy
22/08/2023	Slim World		30.00	30.00		R 	Receipt(s) Banked
23/08/2023	DD	86.96		86.96		R 	Engie Gas Ltd
24/08/2023	DC	64.00		64.00		R 	East Devon District Council
24/08/2023	DC	11.89		11.89		R 	Top Up Mobile
25/08/2023	DC	4.30		4.30		R 	Tesco
25/08/2023	BACS	3,458.03		3,458.03		R 	Lighting & Illumination Tech E
25/08/2023	BACS1	16,661.12		16,661.12		R 	East Devon District Council
25/08/2023	BACS2	345.00		345.00		R 	Dynamic Entertainments Agency
25/08/2023	BACS4	298.45		298.45		R 	Viking Stationery

## Bank Reconciliation up to 31/08/2023 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
25/08/2023	BACS5	678.57		678.57		R <input type="checkbox"/>	South West Water Business
25/08/2023	DC	7.98		7.98		R <input type="checkbox"/>	Amazon.co.uk
25/08/2023	CASH	0.95		0.95		R <input type="checkbox"/>	Jo Hemery
25/08/2023	SFWG		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
25/08/2023	Actionline		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
25/08/2023	Grassroots		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
25/08/2023	Donations		128.62	128.62		R <input type="checkbox"/>	Receipt(s) Banked
25/08/2023	SCF-donat		12.01	12.01		R <input type="checkbox"/>	Receipt(s) Banked
26/08/2023	Cinema		1,692.00	1,692.00		R <input type="checkbox"/>	Receipt(s) Banked
29/08/2023	CASH-CORR	-0.95		-0.95		R <input type="checkbox"/>	Jo Hemery-CORR
29/08/2023	Maps		36.00	36.00		R <input type="checkbox"/>	Receipt(s) Banked
29/08/2023	Radar key		5.00	5.00		R <input type="checkbox"/>	Receipt(s) Banked
29/08/2023	Postcards		9.60	9.60		R <input type="checkbox"/>	Receipt(s) Banked
30/08/2023	Top Up	150.00		150.00		R <input type="checkbox"/>	Petty Cash
31/08/2023	DD	79.01		79.01		R <input type="checkbox"/>	Talk Talk
31/08/2023	BACS	60.02		60.02		R <input type="checkbox"/>	Tower Services (Seaton) Ltd
31/08/2023	BAVS	203.68		203.68		R <input type="checkbox"/>	Stephanie Jones
31/08/2023	323.40	323.40		323.40		R <input type="checkbox"/>	Rapid Emergency Medical Servic
31/08/2023	BACS1	364.25		364.25		R <input type="checkbox"/>	K's Cleaning
31/08/2023	250	250.00		250.00		R <input type="checkbox"/>	East Devon District Council
31/08/2023	BACS	660.89		660.89		R <input type="checkbox"/>	Seaton County Primary School P
31/08/2023	BACS1	880.94		880.94		R <input type="checkbox"/>	Andrew Gwyn Davies
31/08/2023	BACS2	72.00		72.00		R <input type="checkbox"/>	Harcombe Engineering
31/08/2023	BACS	6,548.77		6,548.77		R <input type="checkbox"/>	Bramshaw Heating & Plumbing Lt
		<u>52,986.64</u>	<u>4,048.95</u>				

## Signatory 1:

















































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

## Signatory 2:

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



## Bank Reconciliation up to 30/09/2023 for Cashbook No 1 - Treasurer's Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/09/2023	BACS	1,026.00		1,026.00		R 	East Devon District Council
01/09/2023	TRANS	1,082.98		1,082.98		R 	CCLA
01/09/2023	BACS	217.12		217.12		R 	Copycare Ltd
01/09/2023	TRANS	-1,082.98		-1,082.98		R 	CCLA
01/09/2023	Pitch fee		40.00	40.00		R 	Receipt(s) Banked
01/09/2023	Precept		203,735.00	203,735.00		R 	Receipt(s) Banked
01/09/2023	Donation		70.00	70.00		R 	Receipt(s) Banked
01/09/2023	Amber Hous		5.00	5.00		R 	Receipt(s) Banked
04/09/2023	DC	42.19		42.19		R 	The Edge Systems
04/09/2023	PDSF-Aug.		1,082.98	1,082.98		R 	Receipt(s) Banked
06/09/2023	BACS	30.00		30.00		R 	Gateway Theatre Co
06/09/2023	BACS	30.00		30.00		R 	Gateway Theatre Co
06/09/2023	BACS	-30.00		-30.00		R 	Gateway Theatre Co
06/09/2023	Gent Mves		48.00	48.00		R 	Receipt(s) Banked
06/09/2023	Winter		36.00	36.00		R 	Receipt(s) Banked
06/09/2023	Zeus		40.00	40.00		R 	Receipt(s) Banked
07/09/2023	U3A		42.00	42.00		R 	Receipt(s) Banked
08/09/2023	BACS	20.40		20.40		R 	South West Water Business
08/09/2023	BACS1	1,320.60		1,320.60		R 	Scalwell Lane Nursery
08/09/2023	BACS2	306.00		306.00		R 	ASAP Fire Ltd
08/09/2023	BACS3	3,900.00		3,900.00		R 	Crazy Crabs
08/09/2023	BACS4	458.00		458.00		R 	SLCC Enterprises Ltd
08/09/2023	BACS	612.50		612.50		R 	Core Office IT
09/09/2023	BACS	100.00		100.00		R 	Seaton & District Window Clean
09/09/2023	BACS	10.00		10.00		R 	Core Office IT
09/09/2023	MATCH	10.00		10.00		R 	Core Office IT
09/09/2023	MATCH	-10.00		-10.00		R 	Core Office IT
11/09/2023	BACS	216.00		216.00		R 	HSS ProService Ltd
11/09/2023	BACS1	163.53		163.53		R 	South West Water Business
11/09/2023	Gateway		30.00	30.00		R 	Receipt(s) Banked
11/09/2023	Marc Smith		30.00	30.00		R 	Receipt(s) Banked
11/09/2023	Mart Art		30.00	30.00		R 	Receipt(s) Banked
11/09/2023	S/Computer		30.00	30.00		R 	Receipt(s) Banked
13/09/2023	Owl & Pyra		30.00	30.00		R 	Receipt(s) Banked
15/09/2023	Sew & Sews		97.00	97.00		R 	Receipt(s) Banked
22/09/2023	DCC Grant		3,000.00	3,000.00		R 	Receipt(s) Banked
26/09/2023	DC	11.89		11.89		R 	On Top Up
28/09/2023	BACS	79.01		79.01		R 	Talk Talk
28/09/2023	BACS1	74.01		74.01		R 	Engie Gas Ltd
28/09/2023	BACS2	177.06		177.06		R 	EDF Energy
29/09/2023	BACS	16,643.22		16,643.22		R 	East Devon District Council
29/09/2023	BACS1	139.18		139.18		R 	Bradfords Building Supplies
29/09/2023	BACS2	24.24		24.24		R 	Devon Contract Waste Ltd
29/09/2023	BACS3	202.01		202.01		R 	Copycare Ltd
29/09/2023	BACS4	112.16		112.16		R 	Viking Stationery
29/09/2023	BACS5	108.00		108.00		R 	Devon Association of Local Cou
29/09/2023	BACS	203.68		203.68		R 	Stephanie Jones
30/09/2023	Scribblers		48.00	48.00		R 	Receipt(s) Banked

Bank Reconciliation up to 30/09/2023 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	<input type="checkbox"/>	Receipt(s) Banked
30/09/2023	Postcards		11.30		11.30	<input type="checkbox"/>	Receipt(s) Banked
		<u>26,196.80</u>	<u>208,414.28</u>				

Signatory 1:

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

Signatory 2:

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

Date: 02/10/2023

Seaton Town Council 2023-24

Page 1

Time: 17:14

**Bank Reconciliation Statement as at 30/09/2023  
for Cashbook 1 - Treasurer's Account**

User: JULIA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
377959.72	30/09/2023		360,233.26
			<u>360,233.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			360,233.26
<u>Unpresented Receipts (Plus)</u>			
30/09/2023 Maps		9.00	
30/09/2023 Postcards		11.30	
			<u>20.30</u>
			360,253.56
		<b>Balance per Cash Book is :-</b>	<b>360,253.56</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 30/09/2023  
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	30/09/2023		34.20
			<hr/> 34.20
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			34.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			34.20
		<b>Balance per Cash Book is :-</b>	<b>34.20</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

<b>SEATON TOWN COUNCIL (‘the Council’) FINANCE &amp; GENERAL PURPOSES COMMITTEE</b>	
<b>Date of report</b>	<b>16 October 2023</b>
<b>Item of business</b>	<b>23 F&amp;GP 08</b>
<b>Details</b>	<b>Report on Council’s budgetary position at conclusion of Q2</b>
<b>Purpose of Report</b>	<b>To note position including identification of any over and underspends, reserves and to consider whether to agree virements between budgets and/or adjustments to earmarked reserves</b>
<b>Power/authority</b>	<b>Local Audit &amp; Accountability Act 2014 &amp; Seaton Town Council Financial Regulations</b>
<b>Recommendations</b>	<p>It is <b>RECOMMENDED</b> that Members:</p> <ul style="list-style-type: none"> <li>• note the actual financial position, as against budget, at 30 September 2023</li> <li>• note the material variances</li> <li>• agree the proposed virement between budget codes, or such other virements as Members consider necessary</li> <li>• note movements to and from earmarked reserves</li> </ul>

## 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, up to 30 September 2023. Expenditure stands at 51.4% 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 – Q2

As the majority of the Council's income is derived from the precept - which is payable in two installments in April and September - this explains why the income as against budget stands at 98.1%. 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
- planter sponsorship
- 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 material variances to the end of Q2, albeit that, overall, the Council is within its agreed budget. The variances highlighted in the Q1 report 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
120/4120	Stationery/postage (73.3%)	This includes 2 substantial stationery orders and the increased costs of postage	It is proposed that £250 be vired from 120/448–Insurance.

#### **4. Earmarked Reserves**

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

#### **Conclusion**

On the basis of the Council's financial position at the end of Q2, 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 variances
- agree the proposed virement between budget codes, or such other virements as Members consider necessary
- note movements to and from earmarked reserves

## Detailed Income &amp; Expenditure by Budget Heading 03/10/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Precept</u>							
1076 Precept	407,470	407,470	0			100.0%	
Precept :- Income	<b>407,470</b>	<b>407,470</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>407,470</b>	<b>407,470</b>	<b>0</b>				
<u>110 Staffing</u>							
4000 Salaries	76,879	171,541	94,662		94,662	44.8%	
4005 HMRC - Employer NIC	7,471	16,414	8,943		8,943	45.5%	
4010 Pensions	16,837	34,453	17,616		17,616	48.9%	
Staffing :- Indirect Expenditure	<b>101,187</b>	<b>222,408</b>	<b>121,221</b>	<b>0</b>	<b>121,221</b>	<b>45.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(101,187)</b>	<b>(222,408)</b>	<b>(121,221)</b>				
<u>120 Core Costs</u>							
1088 Misc Fee Income	20	500	480			4.0%	
1090 CCLA Dividends Received	3,393	0	(3,393)			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	<b>6,939</b>	<b>14,276</b>	<b>7,337</b>			<b>48.6%</b>	<b>0</b>
4060 Training & Resources	421	1,200	779		779	35.1%	
4065 Travel & Misc. Expenses	27	500	473		473	5.5%	
4066 Zettle fees	0	30	30		30	0.0%	
4075 Payroll Services	218	435	217		217	50.0%	
4080 Equipment	218	2,750	2,532		2,532	7.9%	
4110 Telephone/Wifi	400	816	416		416	49.0%	
4120 Stationery/Postage	557	800	243		243	69.6%	
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)	927	2,883	1,956		1,956	32.2%	
4170 Audit Fees	1,445	1,830	385		385	79.0%	
4175 Legal and Professional Fees	1,899	6,400	4,501		4,501	29.7%	
4190 IT Support & Software	3,241	11,000	7,759		7,759	29.5%	
4195 Accounts Software & Support	1,492	2,035	543		543	73.3%	
4425 Vehicle	836	2,000	1,164		1,164	41.8%	
4485 Insurance	4,438	5,500	1,062		1,062	80.7%	
4610 Kitchen Supplies & General Sun	12	0	(12)		(12)	0.0%	
4950 General Sundries	139	400	261		261	34.6%	
Core Costs :- Indirect Expenditure	<b>19,518</b>	<b>41,833</b>	<b>22,315</b>	<b>0</b>	<b>22,315</b>	<b>46.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(12,579)</b>	<b>(27,557)</b>	<b>(14,978)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 03/10/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Grants</u>							
4220 Grants	1,100	8,000	6,900		6,900	13.8%	
Grants :- Indirect Expenditure	<u>1,100</u>	<u>8,000</u>	<u>6,900</u>	<u>0</u>	<u>6,900</u>	<u>13.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,100)</u>	<u>(8,000)</u>	<u>(6,900)</u>				
<u>140 Local Democracy</u>							
4225 Chairman's Allowance	72	250	179		179	28.6%	
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	<u>5,320</u>	<u>1,250</u>	<u>(4,070)</u>	<u>0</u>	<u>(4,070)</u>	<u>425.6%</u>	<u>3,000</u>
<b>Net Expenditure</b>	<u>(5,320)</u>	<u>(1,250)</u>	<u>4,070</u>				
6000 plus Transfer from EMR	3,000						
<b>Movement to/(from) Gen Reserve</b>	<u>(2,320)</u>						
<u>165 Play Parks &amp; Open Spaces</u>							
4365 Seaton Down	425	1,020	595		595	41.7%	
4370 Cliff Field Gardens	3,957	9,413	5,456		5,456	42.0%	
4375 Elizabeth Road Play Park	814	1,953	1,139		1,139	41.7%	
4377 Underfleet Play Park	551	1,323	772		772	41.7%	
4380 Health & Safety & Inspections	217	210	(7)		(7)	103.1%	
4675 Maintenance - General	1,184	2,000	816		816	59.2%	
Play Parks & Open Spaces :- Indirect Expenditure	<u>7,148</u>	<u>15,919</u>	<u>8,771</u>	<u>0</u>	<u>8,771</u>	<u>44.9%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(7,148)</u>	<u>(15,919)</u>	<u>(8,771)</u>				
<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	<u>1,007</u>	<u>1,500</u>	<u>493</u>			<u>67.1%</u>	<u>0</u>
4002 EDDC - cleaning contribution	0	8,250	8,250		8,250	0.0%	
4045 Contractor	1,035	6,000	4,965		4,965	17.3%	
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	256	3,200	2,944		2,944	8.0%	
4422 Footpaths	394	955	561		561	41.2%	
4605 Signage & Noticeboards	0	2,000	2,000		2,000	0.0%	
4880 Contractor - Planting and Wate	12,777	13,377	600		600	95.5%	
Amenities - General :- Indirect Expenditure	<u>14,462</u>	<u>43,142</u>	<u>28,680</u>	<u>0</u>	<u>28,680</u>	<u>33.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(13,455)</u>	<u>(41,642)</u>	<u>(28,187)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 03/10/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>190 Marshlands</u>							
1300 Function room hire income	3,918	8,000	4,082			49.0%	
Marshlands :- Income	<b>3,918</b>	<b>8,000</b>	<b>4,082</b>			<b>49.0%</b>	<b>0</b>
4500 Business Rates	6,165	12,000	5,835		5,835	51.4%	
4504 Marshlands Refurbishment	400	0	(400)		(400)	0.0%	400
4505 Gas	968	7,301	6,333		6,333	13.3%	
4510 Electricity	941	4,260	3,319		3,319	22.1%	
4515 Water	250	1,000	750		750	25.0%	
4520 Cleaning & Hygiene	2,193	5,150	2,957		2,957	42.6%	
4555 Electrical PAT Testing	0	200	200		200	0.0%	
4560 Fire Inspections & Servicing	632	500	(132)		(132)	126.4%	
4610 Kitchen Supplies & General Sun	165	440	275		275	37.5%	
4625 Alarm Contract & Maintenance	198	500	303		303	39.5%	
4673 Legionella Testing	0	644	644		644	0.0%	
4675 Maintenance - General	14,006	10,000	(4,006)		(4,006)	140.1%	13,640
Marshlands :- Indirect Expenditure	<b>25,918</b>	<b>41,995</b>	<b>16,077</b>	<b>0</b>	<b>16,077</b>	<b>61.7%</b>	<b>14,040</b>
<b>Net Income over Expenditure</b>	<b>(22,000)</b>	<b>(33,995)</b>	<b>(11,995)</b>				
6000 plus Transfer from EMR	14,040						
<b>Movement to/(from) Gen Reserve</b>	<b>(7,960)</b>						
<u>195 Town Hall &amp; other leases</u>							
1310 Town Hall & other leases	3,517	5,000	1,483			70.3%	
Town Hall & other leases :- Income	<b>3,517</b>	<b>5,000</b>	<b>1,483</b>			<b>70.3%</b>	<b>0</b>
4675 Maintenance - General	22,877	8,000	(14,877)		(14,877)	286.0%	18,932
Town Hall & other leases :- Indirect Expenditure	<b>22,877</b>	<b>8,000</b>	<b>(14,877)</b>	<b>0</b>	<b>(14,877)</b>	<b>286.0%</b>	<b>18,932</b>
<b>Net Income over Expenditure</b>	<b>(19,360)</b>	<b>(3,000)</b>	<b>16,360</b>				
6000 plus Transfer from EMR	18,932						
<b>Movement to/(from) Gen Reserve</b>	<b>(428)</b>						
<u>200 Town Development &amp; Tourism</u>							
1089 TIC-misc income	185	250	65			73.9%	
Town Development & Tourism :- Income	<b>185</b>	<b>250</b>	<b>65</b>			<b>73.9%</b>	<b>0</b>
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 &amp; Expenditure by Budget Heading 03/10/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	<b>4,039</b>	<b>12,800</b>	<b>8,761</b>	<b>0</b>	<b>8,761</b>	<b>31.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,854)</b>	<b>(12,550)</b>	<b>(8,696)</b>				
<u>210 Allotments</u>							
1130 Allotment Fees	2,982	3,000	18			99.4%	
1150 Water Bill Recharge	(169)	400	569			(42.1%)	
Allotments :- Income	<b>2,813</b>	<b>3,400</b>	<b>587</b>			<b>82.7%</b>	<b>0</b>
4196 Allotments Software & Admin	146	1,440	1,294		1,294	10.1%	
4515 Water	33	500	467		467	6.6%	
4675 Maintenance - General	478	1,000	522		522	47.8%	
4730 Annual Grounds Contract	498	1,194	697		697	41.7%	
Allotments :- Indirect Expenditure	<b>1,154</b>	<b>4,134</b>	<b>2,980</b>	<b>0</b>	<b>2,980</b>	<b>27.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,659</b>	<b>(734)</b>	<b>(2,393)</b>				
<u>227 Events</u>							
1093 Deposit refund	109	0	(109)			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	<b>8,852</b>	<b>2,000</b>	<b>(6,852)</b>			<b>442.6%</b>	<b>0</b>
4265 Events Budget - General	111	3,000	2,889		2,889	3.7%	
4266 Seaton Summer Celebration	6,907	10,000	3,093		3,093	69.1%	
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	3,632	6,600	2,968		2,968	55.0%	
4842 Outdoor Cinema	2,312	0	(2,312)		(2,312)	0.0%	
Events :- Indirect Expenditure	<b>19,902</b>	<b>30,700</b>	<b>10,798</b>	<b>0</b>	<b>10,798</b>	<b>64.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(11,051)</b>	<b>(28,700)</b>	<b>(17,649)</b>				
<u>280 Community</u>							
1372 Beach School Fees Received	103	1,260	1,158			8.1%	
Community :- Income	<b>103</b>	<b>1,260</b>	<b>1,158</b>			<b>8.1%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 03/10/2023

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	4,758	6,475	1,717		1,717	73.5%	
Community :- Indirect Expenditure	<u>5,341</u>	<u>12,975</u>	<u>7,634</u>	<u>0</u>	<u>7,634</u>	<u>41.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(5,238)</u>	<u>(11,715)</u>	<u>(6,477)</u>				
Grand Totals:- Income	434,803	443,156	8,353			98.1%	
Expenditure	227,966	443,156	215,190	0	215,190	51.4%	
<b>Net Income over Expenditure</b>	<u>206,837</u>	<u>0</u>	<u>(206,837)</u>				
plus Transfer from EMR	35,972						
<b>Movement to/(from) Gen Reserve</b>	<u>242,809</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	7,000.00	10,000.00
327	EMR Town Hall Heating	38,584.00	-28,932.21	9,651.79
328	EMR General Asset Maintenance	78,450.00	-14,039.92	64,410.08
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
		<b>209,336.16</b>	<b>-35,972.13</b>	<b>173,364.03</b>