

NOTICE OF MEETING

**Finance & General Purposes Committee Meeting
Monday, 8th July 2024**

Councillors: K. Beer, E. Bowman, N. Dyke, D. Haggerty, M. Hartnell, A. Singh & C. Wood

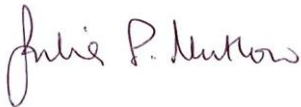
2nd July 2024

Dear Councillor,

You are hereby summoned to attend the above meeting to be held on **Monday, 8 July 2024 at 6pm, or immediately after Planning Committee, whichever is earliest**, at the Marshlands Centre, Harbour Road, Seaton EX12 2LT.

It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role



**Julia Mutlow
Town Clerk**

AGENDA

- | | |
|-----------------------|--|
| 24/F&GP/01 | Apologies for absence |
| 24/F&GP/02 | Declaration of Interests
To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting |
| 24/F&GP/03 | Minutes of the previous meeting
To approve the minutes of the Finance & General Purposes Committee meeting held on Monday, 22 April 2024 |

24/F&GP/04

Public Question Time

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 Q1, in line with the Council's Financial Regulations, and note unpaid invoices as at 30 June 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 30 June 2024:

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

24/F&GP/07

Budgetary Report – Q1 2024-25

To review the Council's budgetary position and earmarked reserves as at 30 June 2024. It is **RECOMMENDED** that Members:

- note the report on the Council's actual financial position as at 30 June 2024
- agree any virements between budget codes as Members consider necessary
- agree adjustments to earmarked reserves as Members consider necessary

**Minutes of
Finance & General Purposes Committee Meeting
Monday, 22 April 2024**

Present:

Chairman: Cllr. K. Beer

Councillors: P. Burrows, K. Brooks, N. Dyke, A. Singh & C. Wood

In attendance: Town Clerk

Public: None

Others: Cllrs. E. Bowman and J. Russell were also in attendance, but not members of the committee.

36. Apologies for absence

Apologies for absence were received from Cllr. Hartnell and the reasons accepted.

37. Declarations of Interest

No interests were declared.

38. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 8 January 2024.
(moved Cllr. Burrows, seconded Cllr. Singh)

39. Public Question Time

No public questions.

40. Payments, receipts and unpaid invoices

In line with the Council's Financial Regulations Members reviewed and **RESOLVED** to ratify the receipts and payments made and noted unpaid invoices as at 31st March 2024.
(moved Cllr. Singh, seconded Cllr. Dyke)

41. Reconciliations

Members **RESOLVED** to 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

(moved Cllr. Singh, seconded Cllr. Beer)

42. Allotments 2023/24

Members noted the statement of income and expenditure relating to the allotments as at 31 March 2024. Furthermore, they noted the diminishing balance in the earmarked reserve for allotments and whether consideration should be given to raising allotment rents by a small amount to cover future maintenance costs. The Town Clerk advised that, in line with the Non-statutory Allotment Rules, 12 months' notice of any increase in allotment rent had to be given to tenants. Members **RESOLVED** to write to all tenants inviting them to a meeting to discuss a possible rise in rent and any other matters tenants may wish to raise. (moved Cllr. Burrows, seconded Cllr. Singh)

Meeting closed at 6.19pm

Chairman: _____

Date: _____

DRAFT

Bank Reconciliation up to 30/06/2024 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>
01/06/2024	CASH	1.20		1.20		R <input checked="" type="checkbox"/>	Tesco
03/06/2024	CASH	1.00		1.00		R <input checked="" type="checkbox"/>	Tesco
03/06/2024	CASH	7.99		7.99		R <input checked="" type="checkbox"/>	Tesco
03/06/2024	CASH	5.49		5.49		R <input checked="" type="checkbox"/>	Aldi
05/06/2024	CASH	1.45		1.45		R <input checked="" type="checkbox"/>	Aldi
06/06/2024	CASH	40.00		40.00		R <input checked="" type="checkbox"/>	Cllr. Amrik Singh
08/06/2024	CASH	1.49		1.49		R <input checked="" type="checkbox"/>	Spar
08/06/2024	Top up		300.00	300.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/06/2024	CASH	1.20		1.20		R <input checked="" type="checkbox"/>	Tesco
11/06/2024	CASH	2.10		2.10		R <input checked="" type="checkbox"/>	Post Office
12/06/2024	CASH	3.10		3.10		R <input checked="" type="checkbox"/>	Post Office
15/06/2024	CASH	11.97		11.97		R <input checked="" type="checkbox"/>	Aldi
15/06/2024	CASH	5.60		5.60		R <input checked="" type="checkbox"/>	Tesco
15/06/2024	CASH	31.15		31.15		R <input checked="" type="checkbox"/>	Tesco
15/06/2024	CASH	18.55		18.55		R <input checked="" type="checkbox"/>	Pebbles
15/06/2024	CASH	40.00		40.00		R <input checked="" type="checkbox"/>	Seaton Fish Bar
15/06/2024	CASH	7.65		7.65		R <input checked="" type="checkbox"/>	Tesco
15/06/2024	CASH	60.00		60.00		R <input checked="" type="checkbox"/>	Mr T & Minions
17/06/2024	CASH	1.55		1.55		R <input checked="" type="checkbox"/>	Post Office
17/06/2024	CASH	1.78		1.78		R <input checked="" type="checkbox"/>	Harbour News
21/06/2024	CASH	1.20		1.20		R <input checked="" type="checkbox"/>	Aldi
24/06/2024	CASH	3.93		3.93		R <input checked="" type="checkbox"/>	Tesco
25/06/2024	CASH	1.35		1.35		R <input checked="" type="checkbox"/>	Post Office
28/06/2024	CASH	9.10		9.10		R <input checked="" type="checkbox"/>	Tesco
28/06/2024	CASH	6.30		6.30		R <input checked="" type="checkbox"/>	Tesco
		265.15	300.00				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 30/06/2024 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>
28/06/2024	Interest		146.00	146.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>146.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024		233,755.90
			<u>233,755.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			233,755.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			233,755.90
		Balance per Cash Book is :-	233,755.90
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/06/2024
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	28/06/2024		76,211.85
			<u>76,211.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			76,211.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			76,211.85
		Balance per Cash Book is :-	76,211.85
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024		64.71
			<hr/> 64.71
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			64.71
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			64.71
		Balance per Cash Book is :-	64.71
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/06/2024
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	30/06/2024		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
		Balance per Cash Book is :-	250,001.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

PURCHASE LEDGER 1 UNPAID INVOICES BY DATE

<u>Invoice Date</u>	<u>Ref</u>	<u>A/c Code</u>	<u>A/c Name</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>	<u>Balance</u>
14/05/2024	2724	NEW001	NEW VISION	1,662.29	332.46	1,994.75	997.37
TOTAL INVOICES				1,662.29	332.46	1,994.75	997.37