

## **NOTICE OF MEETING**

### **Finance & General Purposes Committee Meeting Monday, 19<sup>th</sup> January 2026**

**Councillors: E. Bowman, P. Burrows, N. Dyke, M. Hartnell, K. Pike, J. Rowland, A. Singh & C. Wood**

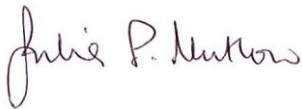
**13 January 2026**

**Dear Councillor,**

You are hereby summoned to attend the above meeting to be held on **Monday, 19 January 2026 at 6pm, or immediately after the conclusion of the 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 made 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>26/F&amp;GP/01</b> | <b>Apologies for absence</b>   |
| <b>26/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>26/F&amp;GP/03</b> | <b>Minutes of the previous meeting</b>   |

To approve the minutes of the Finance & General Purposes  
Committee meeting held on Monday, 20 October 2025

**26/F&GP/04**

**Public Question Time**

To allow questions or reports from members of the public

**26/F&GP/05**

**Payments, receipts and unpaid invoices**

To review and note receipts and payments made in Q3, in line with the Council's Financial Regulations, and note unpaid invoices as at 31 December 2025. It is **RECOMMENDED** that Members:

- note payments & receipts
- note outstanding unpaid sales invoices

**26/F&GP/06**

**Reconciliations**

It is **RECOMMENDED** that Members note and approve the following reconciliations as at 31 December 2025:

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

**26/F&GP/07**

**Budgetary Report – Q3 2025-26**

To review the Council's budgetary position and earmarked reserves as at 31 December 2025. It is **RECOMMENDED** that Members:

- note the actual financial position, as against budget, as at 31 December 2025
- note the earmarked reserves as at 31 December 2025

**Minutes of  
Finance & General Purposes Committee Meeting  
Monday, 20 October 2025**

**Present:**

**Chairman:** Cllr. Hartnell

**Councillors:** P. Burrows, N. Dyke, K. Pike & A. Singh

**In attendance:** Town Clerk & Facilities Officer

**Public:** None

**11. Apologies for absence**

Apologies for absence were noted from Cllr. E. Bowman, J. Rowland & C. Wood, and the reasons accepted.

**12. Declarations of Interest**

Cllr. Hartnell declared an interest as an East Devon District Councillor and also that his son was a volunteer and was contracted on a self-employed basis by the Gateway Theatre Company. Cllr. Dyke declared an interest as a volunteer at the Gateway Theatre Company. Cllr Singh declared an interest as the Chair of Seaton Martial Arts Centre.

**13. Minutes of the previous meeting**

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 8 September 2025.  
(moved Cllr. Singh, seconded Cllr. Pike)

**14. Public Question Time**

No members of the public were in attendance.

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

In line with the Council's Financial Regulations, Members reviewed and **RESOLVED** to ratify the receipts and payments made as of 30 September 2025 and to note unpaid invoices. (moved Cllr. Singh, seconded Cllr. Pike)

**16. Reconciliations**

Members **RESOLVED** to note and approve the following reconciliations as of 30 September 2025:

- Treasurers Account – Lloyds

- Public Sector Deposit Fund – CCLA
  - Petty cash
- (moved Cllr. Singh, seconded Cllr. Dyke)

#### **17. Budgetary Report – Q2 2025-26**

Members reviewed the Council's budgetary position and earmarked reserves as at 30 September 2025. Furthermore, a verbal update was received from officers as regards quotations for essential upgrades to surfacing in Elizabeth Road and the Underfleet playparks. Members **RESOLVED** to:

- engage the contractor, Outdoor Play UK, to carry out the work in accordance with the quotation received on 20 October 2025, to a maximum value of £40,000, which included a small contingency of £2,700 to include a contingency
- authorize the Town Clerk to make enquiries of the s106 officer at EDDC to establish whether developer contributions could be utilized to fund these essential works and, in the absence of such agreement from EDDC, to authorize the funding of these works from EMR322 (Play Parks Maintenance Fund)
- note the actual financial position, as against budget, as of 30 September 2025
- note the earmarked reserves as of 30 September 2025, subject to any adjustment that may be required depending on the outcome of the request to EDDC regarding developer contributions
- note outstanding unpaid sales invoices
- authorise the Town Clerk to make such ongoing transfers between the Public Sector Deposit Fund to the Treasurer's Account at Lloyds, as necessary, to ensure the balance in the Treasurer's Account is sufficient to cover 4 months' average expenditure.

(moved Cllr. Dyke, seconded Cllr. Burrows)

#### **18. Draft Budget Proposal 2026/27**

Members noted the general and earmarked reserves and actual income/expenditure as against budget as at the end of Q2, along with the year-end forecast. Furthermore, Members discussed at length and acknowledged the practical and financial reality of the imminent local government reorganization in Devon and likely associated devolution of assets and services to town and parish councils, sometimes at short notice. The importance of encouraging as many people as possible to engage with the community consultation that had recently been launched was reiterated, as the budgetary decisions being made for 2026-27 would need to reflect the forthcoming financial challenges, as a result of devolution, so it was important to understand the community's priorities. Members noted the initial draft and further noted that an updated draft would be brought to the committee in November reflecting, more specifically the priorities that were identified as the consultation progressed.

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Meeting closed at 6.40pm

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

















































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

DRAFT

















































**Bank Reconciliation up to 31/10/2025 for Cashbook No 1 - Current Bank 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>
17/07/2025	Ins claim		212.10	212.10		R 	Receipt(s) Banked
29/09/2025	CASH	2.65		2.65		R 	Tesco
30/09/2025	DC	95.70		95.70		R 	Post Office
01/10/2025	CASH	-2.65		-2.65		R 	Tesco-CORR
01/10/2025	Burgin		30.00	30.00		R 	Receipt(s) Banked
01/10/2025	Ripley		33.60	33.60		R 	Receipt(s) Banked
01/10/2025	Paddick		50.40	50.40		R 	Receipt(s) Banked
01/10/2025	Carrah		58.80	58.80		R 	Receipt(s) Banked
01/10/2025	Parkyn		48.00	48.00		R 	Receipt(s) Banked
01/10/2025	Merritt		63.00	63.00		R 	Receipt(s) Banked
01/10/2025	Lister		42.60	42.60		R 	Receipt(s) Banked
01/10/2025	Oldfield		66.00	66.00		R 	Receipt(s) Banked
01/10/2025	Tunnell		48.00	48.00		R 	Receipt(s) Banked
01/10/2025	Ballard		49.80	49.80		R 	Receipt(s) Banked
01/10/2025	Turrell		50.40	50.40		R 	Receipt(s) Banked
01/10/2025	Markham		45.30	45.30		R 	Receipt(s) Banked
01/10/2025	Hallett		77.40	77.40		R 	Receipt(s) Banked
01/10/2025	Hamlett		85.80	85.80		R 	Receipt(s) Banked
01/10/2025	Barton		61.80	61.80		R 	Receipt(s) Banked
01/10/2025	Leadbetter		42.00	42.00		R 	Receipt(s) Banked
01/10/2025	Pearce		43.80	43.80		R 	Receipt(s) Banked
01/10/2025	Pestel		35.40	35.40		R 	Receipt(s) Banked
01/10/2025	Stone		96.60	96.60		R 	Receipt(s) Banked
01/10/2025	Janda		49.20	49.20		R 	Receipt(s) Banked
01/10/2025	Stocker		49.20	49.20		R 	Receipt(s) Banked
01/10/2025	Hunt		42.60	42.60		R 	Receipt(s) Banked
01/10/2025	May		48.00	48.00		R 	Receipt(s) Banked
01/10/2025	Veal		54.60	54.60		R 	Receipt(s) Banked
01/10/2025	CCLA		1,157.87	1,157.87		R 	Receipt(s) Banked
01/10/2025	Hartnoll		42.60	42.60		R 	Receipt(s) Banked
01/10/2025	CORR		-2.65	-2.65		R 	Receipt(s) Banked
01/10/2025	CORR		2.65	2.65		R 	Receipt(s) Banked
01/10/2025	Summers		64.80	64.80		R 	Receipt(s) Banked
06/10/2025	Coward		33.60	33.60		R 	Receipt(s) Banked
09/10/2025	DD	1,294.80		1,294.80		R 	Core Office IT
09/10/2025	BACS	3,652.00		3,652.00		R 	ReStore Axe Valley
09/10/2025	DD	150.00		150.00		R 	East Devon District Council
09/10/2025	Amato		69.00	69.00		R 	Receipt(s) Banked
09/10/2025	Jones		49.20	49.20		R 	Receipt(s) Banked
09/10/2025	Luckhurst		78.00	78.00		R 	Receipt(s) Banked
09/10/2025	Henagulph		59.40	59.40		R 	Receipt(s) Banked
09/10/2025	Husain		52.20	52.20		R 	Receipt(s) Banked
09/10/2025	Petrova		100.20	100.20		R 	Receipt(s) Banked
09/10/2025	Bourne		42.00	42.00		R 	Receipt(s) Banked
09/10/2025	Knight		80.40	80.40		R 	Receipt(s) Banked
09/10/2025	White		46.80	46.80		R 	Receipt(s) Banked
09/10/2025	Anning		67.80	67.80		R 	Receipt(s) Banked
09/10/2025	Rayner		34.20	34.20		R 	Receipt(s) Banked

**Bank Reconciliation up to 31/10/2025 for Cashbook No 1 - Current Bank 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>
09/10/2025	Strapp		60.00	60.00		R 	Receipt(s) Banked
09/10/2025	Sykes		70.80	70.80		R 	Receipt(s) Banked
09/10/2025	Waters		48.60	48.60		R 	Receipt(s) Banked
09/10/2025	Ginn		44.40	44.40		R 	Receipt(s) Banked
09/10/2025	Wheaton		42.00	42.00		R 	Receipt(s) Banked
09/10/2025	Bennett		60.60	60.60		R 	Receipt(s) Banked
09/10/2025	Davies		33.60	33.60		R 	Receipt(s) Banked
09/10/2025	Sparrow		52.20	52.20		R 	Receipt(s) Banked
09/10/2025	Cox		55.20	55.20		R 	Receipt(s) Banked
09/10/2025	McLennan		57.60	57.60		R 	Receipt(s) Banked
09/10/2025	Nickels		70.20	70.20		R 	Receipt(s) Banked
09/10/2025	Burt		59.40	59.40		R 	Receipt(s) Banked
09/10/2025	Higgins		55.80	55.80		R 	Receipt(s) Banked
09/10/2025	Harrison		50.40	50.40		R 	Receipt(s) Banked
09/10/2025	Scribblers		24.00	24.00		R 	Receipt(s) Banked
09/10/2025	U3A		162.00	162.00		R 	Receipt(s) Banked
09/10/2025	Havis		33.60	33.60		R 	Receipt(s) Banked
09/10/2025	Legg		66.00	66.00		R 	Receipt(s) Banked
09/10/2025	Hobley		102.60	102.60		R 	Receipt(s) Banked
13/10/2025	BACS	96.00		96.00		R 	Ex-Electrics Ltd
13/10/2025	BACS1	95.39		95.39		R 	Harcombe Engineering
13/10/2025	VACS2	1,452.66		1,452.66		R 	Scalwell Lane Nursery
13/10/2025	BAC3	42.00		42.00		R 	Devon Association of Local Cou
13/10/2025	BACS4	120.00		120.00		R 	Crazy Crabs Beach School
13/10/2025	BACS5	51.94		51.94		R 	Abbots
13/10/2025	BACS6	115.00		115.00		R 	Seaton & District Window Clean
13/10/2025	DC	37.50		37.50		R 	Disability Rights UK
13/10/2025	Courts		64.20	64.20		R 	Receipt(s) Banked
18/10/2025	Hughes		50.40	50.40		R 	Receipt(s) Banked
18/10/2025	Hayes		57.60	57.60		R 	Receipt(s) Banked
18/10/2025	Ham		56.40	56.40		R 	Receipt(s) Banked
18/10/2025	Thomas		42.00	42.00		R 	Receipt(s) Banked
18/10/2025	Godbeer		42.00	42.00		R 	Receipt(s) Banked
18/10/2025	Davies		41.40	41.40		R 	Receipt(s) Banked
18/10/2025	Ellis		43.20	43.20		R 	Receipt(s) Banked
18/10/2025	Sew & Sews		169.00	169.00		R 	Receipt(s) Banked
18/10/2025	Wood		25.20	25.20		R 	Receipt(s) Banked
18/10/2025	Wood		34.20	34.20		R 	Receipt(s) Banked
18/10/2025	Jeary		69.00	69.00		R 	Receipt(s) Banked
18/10/2025	Traynor		76.20	76.20		R 	Receipt(s) Banked
18/10/2025	Long		40.80	40.80		R 	Receipt(s) Banked
18/10/2025	Letheren		54.00	54.00		R 	Receipt(s) Banked
18/10/2025	Verran		48.60	48.60		R 	Receipt(s) Banked
18/10/2025	Lloyd-Dav		67.20	67.20		R 	Receipt(s) Banked
18/10/2025	VAT Q2		8,090.58	8,090.58		R 	Receipt(s) Banked
18/10/2025	Bennett		48.00	48.00		R 	Receipt(s) Banked
20/10/2025	DD	75.41		75.41		R 	Eon
25/10/2025	DD	154.72		154.72		R 	Eon

## Bank Reconciliation up to 31/10/2025 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
25/10/2025	BACS	29.00		29.00		R 	SLCC - Devon
25/10/2025	BACS	22.34		22.34		R 	LLoyds
25/10/2025	DD	74.81		74.81		R 	Talk Talk
25/10/2025	BACS	199.42		199.42		R 	UK Safety Management
25/10/2025	BACS1	70.00		70.00		R 	Tower Services (Seaton) Ltd
25/10/2025	BACS2	25.50		25.50		R 	Hunt Trophies and Engraving
25/10/2025	BACS4	546.00		546.00		R 	Ex-Electrics Ltd
25/10/2025	BACS5	198.00		198.00		R 	Euro Lifts Ltd
25/10/2025	BACS6	26.22		26.22		R 	Devon Contract Ltd
25/10/2025	CASH	19.30		19.30		R 	Tesco/Aldi
25/10/2025	CORR	-19.30		-19.30		R 	Tesco/Aldi
25/10/2025	bBACS	229.76		229.76		R 	Stephanie Jones
25/10/2025	BACS1	951.61		951.61		R 	J. M. Autoservices
25/10/2025	BACS2	252.00		252.00		R 	K's Cleaning
25/10/2025	BACS4	19,794.41		19,794.41		R 	East Devon District Council
25/10/2025	BACS5	175.78		175.78		R 	Copycare Ltd
25/10/2025	BACS	0.03		0.03		R 	Stephanie Jones
25/10/2025	DC	79.10		79.10		R 	Go Daddy
25/10/2025	Stride		71.40	71.40		R 	Receipt(s) Banked
25/10/2025	Chapple		82.80	82.80		R 	Receipt(s) Banked
25/10/2025	Denham		74.40	74.40		R 	Receipt(s) Banked
25/10/2025	James		87.00	87.00		R 	Receipt(s) Banked
25/10/2025	Dawes		51.00	51.00		R 	Receipt(s) Banked
25/10/2025	Little		43.20	43.20		R 	Receipt(s) Banked
25/10/2025	Rowland		34.20	34.20		R 	Receipt(s) Banked
25/10/2025	Hammett		160.80	160.80		R 	Receipt(s) Banked
25/10/2025	Marshall		45.30	45.30		R 	Receipt(s) Banked
25/10/2025	Hazell		42.60	42.60		R 	Receipt(s) Banked
25/10/2025	Stevens		68.40	68.40		R 	Receipt(s) Banked
25/10/2025	Tuckley		64.80	64.80		R 	Receipt(s) Banked
25/10/2025	Davies		-0.40	-0.40		R 	Receipt(s) Banked
25/10/2025	Hopson		42.60	42.60		R 	Receipt(s) Banked
25/10/2025	Lewis		42.00	42.00		R 	Receipt(s) Banked
25/10/2025	Scribblers		48.00	48.00		R 	Receipt(s) Banked
25/10/2025	Joule		42.00	42.00		R 	Receipt(s) Banked
25/10/2025	Hill		57.00	57.00		R 	Receipt(s) Banked
25/10/2025	Read		58.80	58.80		R 	Receipt(s) Banked
25/10/2025	Smith		40.80	40.80		R 	Receipt(s) Banked
25/10/2025	Howe		42.00	42.00		R 	Receipt(s) Banked
25/10/2025	Shaw		45.60	45.60		R 	Receipt(s) Banked
25/10/2025	Smart		78.00	78.00		R 	Receipt(s) Banked
25/10/2025	Wilkinson		73.20	73.20		R 	Receipt(s) Banked
25/10/2025	Haworth		42.00	42.00		R 	Receipt(s) Banked
25/10/2025	Kings Crt		12.00	12.00		R 	Receipt(s) Banked
25/10/2025	Mollor		48.00	48.00		R 	Receipt(s) Banked
25/10/2025	Fever		85.20	85.20		R 	Receipt(s) Banked
25/10/2025	Claim		494.90	494.90		R 	Receipt(s) Banked
28/10/2025	TRANSFER	152,000.00		152,000.00		R 	CCLA-Public Sector Deposit Fnd



Bank Reconciliation up to 31/10/2025 for Cashbook No 1 - Current Bank 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>
		<u>182,107.10</u>	<u>15,809.05</u>				

Signatory 1:

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

Signatory 2:

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

**Bank Reconciliation up to 30/11/2025 for Cashbook No 1 - Current Bank A/c**

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
08/11/2025	BACS	1,800.00		1,800.00		R <input type="checkbox"/>	TOZERS SOLICITORS
08/11/2025	BACS1	475.00		475.00		R <input type="checkbox"/>	SLCC Enterprises Ltd
08/11/2025	BACS2	864.00		864.00		R <input type="checkbox"/>	Rock Compliance Ltd
08/11/2025	BACS3	12,514.50		12,514.50		R <input type="checkbox"/>	Outdoor Play Devon Ltd
08/11/2025	BACS4	115.00		115.00		R <input type="checkbox"/>	Seaton & District Window Clean
08/11/2025	BACS5	438.00		438.00		R <input type="checkbox"/>	Harcombe Engineering
08/11/2025	BACS6	620.00		620.00		R <input type="checkbox"/>	Crazy Crabs Beach School
08/11/2025	DD	670.00		670.00		R <input type="checkbox"/>	East Devon District Council
08/11/2025	BACS	1,000.00		1,000.00		R <input type="checkbox"/>	Insoiring Cnnctions CIC
08/11/2025	BACS	-670.00		-670.00		R <input type="checkbox"/>	East Devon District Council
08/11/2025	BACS	669.00		669.00		R <input type="checkbox"/>	East Devon District Council
08/11/2025	BACS	750.00		750.00		R <input type="checkbox"/>	AVCAP
08/11/2025	DD	1,294.80		1,294.80		R <input type="checkbox"/>	Core Office IT
08/11/2025	Gregory		59.40	59.40		R <input type="checkbox"/>	Receipt(s) Banked
08/11/2025	Rotariu		63.00	63.00		R <input type="checkbox"/>	Receipt(s) Banked
08/11/2025	Gentle Mve		72.00	72.00		R <input type="checkbox"/>	Receipt(s) Banked
08/11/2025	U3A		138.00	138.00		R <input type="checkbox"/>	Receipt(s) Banked
08/11/2025	DCC		13,299.75	13,299.75		R <input type="checkbox"/>	Receipt(s) Banked
08/11/2025	Dividend		1,241.16	1,241.16		R <input type="checkbox"/>	Receipt(s) Banked
11/11/2025	CASH	150.00		150.00		R <input type="checkbox"/>	Petty Cash
11/11/2025	CASH	150.00		150.00		R <input type="checkbox"/>	Petty Cash
11/11/2025	CORR		150.00	150.00		R <input type="checkbox"/>	Receipt(s) Banked
12/11/2025	NHS		60.00	60.00		R <input type="checkbox"/>	Receipt(s) Banked
15/11/2025	BACS	1,757.72		1,757.72		R <input type="checkbox"/>	Scalwell Lane Nursery
15/11/2025	BACS1	299.40		299.40		R <input type="checkbox"/>	B H CHAPMAN & SONS
15/11/2025	BACS2	11,155.72		11,155.72		R <input type="checkbox"/>	Arch Fire Systems Ltd
15/11/2025	DD	267.64		267.64		R <input type="checkbox"/>	Eon
18/11/2025	BACS	12.66		12.66		R <input type="checkbox"/>	Lloyds
22/11/2025	BACS	315.00		315.00		R <input type="checkbox"/>	K's Cleaning
22/11/2025	DD	293.34		293.34		R <input type="checkbox"/>	Eon
30/11/2025	BACS	408.00		408.00		R <input type="checkbox"/>	Ex-Electrics Ltd
30/11/2025	DC	345.00		345.00		R <input type="checkbox"/>	DVLA
30/11/2025	BACS	314.72		314.72		R <input type="checkbox"/>	Stephanie Jones
30/11/2025	DD	74.81		74.81		R <input type="checkbox"/>	Talk Talk
30/11/2025	BACS	248.06		248.06		R <input type="checkbox"/>	Viking Stationery
30/11/2025	BACS1	401.38		401.38		R <input type="checkbox"/>	South West Water Business
30/11/2025	BACS2	83.42		83.42		R <input type="checkbox"/>	Tower Services (Seaton) Ltd
30/11/2025	BACS3	2,778.00		2,778.00		R <input type="checkbox"/>	Outdoor Play Devon Ltd
30/11/2025	BACS4	53.50		53.50		R <input type="checkbox"/>	J. M. Autoservices
30/11/2025	BACS5	20,192.22		20,192.22		R <input type="checkbox"/>	East Devon District Council
		<u>59,840.89</u>	<u>15,083.31</u>				

**Signatory 1:**



































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

Bank Reconciliation up to 30/11/2025 for Cashbook No 1 - Current Bank A/c

Signatory 2:

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

**Bank Reconciliation up to 31/12/2025 for Cashbook No 1 - Current Bank A/c**

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/12/2025	Dividend		1,642.54	1,642.54		R 	Receipt(s) Banked
06/12/2025	DD	669.00		669.00		R 	East Devon District Council
06/12/2025	Bennett		96.00	96.00		R 	Receipt(s) Banked
06/12/2025	Henderson		12.00	12.00		R 	Receipt(s) Banked
06/12/2025	Scribblers		48.00	48.00		R 	Receipt(s) Banked
06/12/2025	Davies		0.40	0.40		R 	Receipt(s) Banked
06/12/2025	U3A		138.00	138.00		R 	Receipt(s) Banked
10/12/2025	NHS		60.00	60.00		R 	Receipt(s) Banked
11/12/2025	BACS	2,000.00		2,000.00		R 	Seaton Primary PTA
11/12/2025	DD	234.22		234.22		R 	Copycare Ltd
11/12/2025	DC	64.45		64.45		R 	Etsy
11/12/2025	Gent. Mves		96.00	96.00		R 	Receipt(s) Banked
13/12/2025	DD	1,261.20		1,261.20		R 	Core Office IT
13/12/2025	DD	291.57		291.57		R 	Eon
13/12/2025	BACS	25.61		25.61		R 	Tower Services (Seaton) Ltd
13/12/2025	BACS1	541.80		541.80		R 	A&S Kingdon Ltd
13/12/2025	BACS2	62.96		62.96		R 	Abbots
13/12/2025	BACS3	96.00		96.00		R 	Harcombe Engineering
13/12/2025	BACS4	364.48		364.48		R 	Stephanie Jones
13/12/2025	BACS5	1,496.24		1,496.24		R 	Scalwell Lane Nursery
13/12/2025	BACS6	120.00		120.00		R 	Crazy Crabs Beach School
13/12/2025	BACS7	175.22		175.22		R 	J. M. Autoservices
13/12/2025	BACS8	115.00		115.00		R 	Seaton & District Window Clean
13/12/2025	BACS9	360.00		360.00		R 	Parish Online
13/12/2025	BACS	37,543.50		37,543.50		R 	Outdoor Play Devon Ltd
13/12/2025	Crocker		57.60	57.60		R 	Receipt(s) Banked
22/12/2025	BACS	25.87		25.87		R 	Lloyds
22/12/2025	BACS	19,755.03		19,755.03		R 	East Devon District Council
23/12/2025	DD	420.74		420.74		R 	Eon
23/12/2025	DD	74.80		74.80		R 	Talk Talk
23/12/2025	Scribblers		60.00	60.00		R 	Receipt(s) Banked
29/12/2025	U3A		96.00	96.00		R 	Receipt(s) Banked
31/12/2025	BACS	252.00		252.00		R 	K's Cleaning
31/12/2025	BACS	1,496.24		1,496.24		R 	Scalwell Lane Nursery
31/12/2025	TRSF		60,000.00	60,000.00		R 	Receipt(s) Banked
		<u>67,445.93</u>	<u>62,306.54</u>				

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/12/2025  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurer's Account	31/12/2025		119,036.64
			<u>119,036.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			119,036.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			119,036.64
		<b>Balance per Cash Book is :-</b>	<b>119,036.64</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/12/2025  
for Cashbook 3 - 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	31/12/2025		442,001.00
			<u>442,001.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			442,001.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			442,001.00
		<b>Balance per Cash Book is :-</b>	<b>442,001.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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

**Bank Reconciliation Statement as at 31/12/2025  
for Cashbook 4 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2025		120.51
			<u>120.51</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			120.51
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			120.51
		<b>Balance per Cash Book is :-</b>	<b>120.51</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>19 January 2026</b>
<b>Item of business</b>	<b>26 F&amp;GP 07</b>
<b>Details</b>	<b>Report on Council’s budgetary position at conclusion of Q3</b>
<b>Purpose of Report</b>	<b>To note the Council’s financial position as against budget, and earmarked reserves as at 31 December 2025</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, as at 31 December 2025</li> <li>• note the general and earmarked reserves as at 31 December 2025</li> </ul>

## 1. Overview

As required by the Council’s Financial Regulations, statements of all receipts and payments as against the annual budget are presented regularly to the Council, via the Finance & General Purposes Committee. This enables underspends to be identified, and adjustments made, where Members believe funds could be more appropriately allocated, and ensures that Members are kept updated on any substantive material variances (ie those in excess of 15% of the requisite budget), leading to balanced budgets at the financial year end.

Attached, as Appendix 1 to this report, Members will find details of all income and expenditure up to 31 December 2025. Income stands at 100.9% over target budget; expenditure stands at 80.6% of target budget. It should be noted that some budget lines, such as bin emptying and professional subscriptions 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. Financial holdings as at end of Q3**

As at 31 December 2025, the Council held **£561,156** comprised the following amounts:

- Treasurer's Account – Lloyds - £119,036
- Petty cash - £120
- Public Sector Deposit Fund – CCLA - £442,000

## **3. Review of expenditure as against budget as at 31 December 2025**

Whilst expenditure as against budget is slightly higher than anticipated at this point in the financial year, this is not of concern, as this additional expenditure predominantly relates to the cost of upgrades to the play parks and the new fire panel at the town hall.

These costs will be offset by the following receipts and VAT refund, totalling £74,926, due in Q4:

- EDDC - £44,000 grant funding from developer contributions towards the play park upgrades
- Gateway Theatre Company - £18,126 due under the lease in 2025/26, and payments deferred from 2024/25

As a result of this expenditure, additionally, the VAT refund from HMRC for Q3 will also be higher than usual, at £12,800.

## **4. General & Earmarked Reserves**

### General Reserves

The Council's average expenditure per calendar month is currently in the region of £44,000. The Council therefore always holds at least 4 months average monthly expenditure in general reserves. This currently equates to a minimum of £176,000.

### Earmarked Reserves

As at the end of Q3, the Council held £269,362 in earmarked reserves for the current financial year. These will shortly be adjusted to reflect the decision of the Council on 8 December 2025 – as part of the budget setting process – which included the increased earmarked reserves that the Council has decided to take forward into the new financial year to prepare for local government reorganisation and potential asset transfers.

## 5. Conclusion

In summary, the following table reflects the anticipated position as at the March 2026:

Detail	Amount	Totals
<b>Cash holdings on 31 December 2025</b>	561,156	561,156
<b>Add Q4 receipts:</b>		
- EDDC grant	44,000	
- GTC costs due	18,126	+74,926
- Q3 VAT refund	12,800	
	Cumulative total	636,082
<b>Less Q4 expenditure/reserves:</b>		
- general reserves	176,000	
- earmarked reserves	269,362	-577,362
- remaining in year spend	132,000	
	<b>Total anticipated underspend/surplus on 31 March 2026</b>	<b>£58,720</b>

In line with the financial discussions in December, which formed the basis for the budget and precept being agreed for 2026-27, the Council's financial position is broadly as anticipated, the only difference being the higher VAT refund.

## 6. Recommendations

It is **RECOMMENDED** that Members:

- note the actual financial position, as against budget, as at 31 December 2025
- note the general and earmarked reserves as at 31 December 2025

## Detailed Income &amp; Expenditure by Budget Heading 01/01/2026

Month No: 10

## 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	466,748	466,748	0			100.0%	
Precept :- Income	<b>466,748</b>	<b>466,748</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>466,748</b>	<b>466,748</b>	<b>0</b>				
<u>110 Staffing</u>							
4000 Salaries	132,929	190,025	57,096		57,096	70.0%	
4005 HMRC - Employer NIC	17,125	18,183	1,058		1,058	94.2%	
4010 Pensions	29,111	38,161	9,050		9,050	76.3%	
Staffing :- Indirect Expenditure	<b>179,164</b>	<b>246,369</b>	<b>67,205</b>	<b>0</b>	<b>67,205</b>	<b>72.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(179,164)</b>	<b>(246,369)</b>	<b>(67,205)</b>				
<u>120 Core Costs</u>							
1089 Misc income	707	0	(707)			0.0%	
1090 Dividends/interest	11,658	21,000	9,342			55.5%	
1110 EDDC Plan Holding Fees	2,628	2,576	(52)			102.0%	
1705 Grants Received	0	4,000	4,000			0.0%	
Core Costs :- Income	<b>14,993</b>	<b>27,576</b>	<b>12,583</b>			<b>54.4%</b>	<b>0</b>
4060 Training & Resources	694	2,000	1,306		1,306	34.7%	
4065 Travel & Misc. Expenses	245	515	270		270	47.6%	
4075 Payroll Services	359	468	109		109	76.6%	
4080 Equipment	610	0	(610)		(610)	0.0%	610
4110 Telephone/Wifi	561	850	289		289	66.0%	
4120 Stationery/Postage	729	1,236	507		507	59.0%	
4125 Professional Subscriptions	1,947	2,060	113		113	94.5%	
4130 Website	2,207	2,472	265		265	89.3%	
4135 Photocopier (inc. lease)	1,215	2,575	1,360		1,360	47.2%	
4170 Audit Fees	1,760	2,060	300		300	85.4%	
4175 Legal and Professional Fees	13,975	25,000	11,025		11,025	55.9%	
4177 Storage rental	719	1,450	731		731	49.6%	
4180 Bank & Finance Charges	143	0	(143)		(143)	0.0%	
4190 IT Support & Software	9,240	14,264	5,024		5,024	64.8%	
4195 Accounts Software & Support	2,348	2,500	152		152	93.9%	
4425 Vehicle (inc. insurance)	3,331	3,000	(331)		(331)	111.0%	
4485 Insurance	14,938	15,317	379		379	97.5%	
4950 General Sundries	226	500	274		274	45.2%	
Core Costs :- Indirect Expenditure	<b>55,248</b>	<b>76,267</b>	<b>21,019</b>	<b>0</b>	<b>21,019</b>	<b>72.4%</b>	<b>610</b>
<b>Net Income over Expenditure</b>	<b>(40,255)</b>	<b>(48,691)</b>	<b>(8,436)</b>				
6000 plus Transfer from EMR	610	0	(610)				
<b>Movement to/(from) Gen Reserve</b>	<b>(39,645)</b>	<b>(48,691)</b>	<b>(9,046)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/01/2026

Month No: 10

## 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 & Donations Paid	9,902	8,000	(1,902)		(1,902)	123.8%	3,652
Grants :- Indirect Expenditure	<u>9,902</u>	<u>8,000</u>	<u>(1,902)</u>	<u>0</u>	<u>(1,902)</u>	<u>123.8%</u>	<u>3,652</u>
<b>Net Expenditure</b>	<u>(9,902)</u>	<u>(8,000)</u>	<u>1,902</u>				
6000 plus Transfer from EMR	3,652	0	(3,652)				
<b>Movement to/(from) Gen Reserve</b>	<u>(6,250)</u>	<u>(8,000)</u>	<u>(1,750)</u>				
<u>140 Local Democracy</u>							
4225 Chairman's Allowance	29	250	221		221	11.7%	
4230 Civic Expenses	28	500	472		472	5.6%	
4250 Civic Regalia	0	100	100		100	0.0%	
Local Democracy :- Indirect Expenditure	<u>57</u>	<u>850</u>	<u>793</u>	<u>0</u>	<u>793</u>	<u>6.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(57)</u>	<u>(850)</u>	<u>(793)</u>				
<u>165 Play Parks &amp; Open Spaces</u>							
4365 Seaton Down	867	1,155	288		288	75.0%	
4370 Cliff Field Gardens	8,025	10,664	2,639		2,639	75.3%	
4375 Elizabeth Road Play Park	1,660	2,212	552		552	75.0%	
4377 Underfleet Play Park	1,124	1,489	365		365	75.5%	
4380 RoSPA/Tree Inspections	1,280	247	(1,033)		(1,033)	518.2%	
4675 General Maintenance	45,292	15,000	(30,292)		(30,292)	301.9%	44,030
Play Parks & Open Spaces :- Indirect Expenditure	<u>58,247</u>	<u>30,767</u>	<u>(27,480)</u>	<u>0</u>	<u>(27,480)</u>	<u>189.3%</u>	<u>44,030</u>
<b>Net Expenditure</b>	<u>(58,247)</u>	<u>(30,767)</u>	<u>27,480</u>				
6000 plus Transfer from EMR	44,030	0	(44,030)				
<b>Movement to/(from) Gen Reserve</b>	<u>(14,217)</u>	<u>(30,767)</u>	<u>(16,550)</u>				
<u>170 Amenities - General</u>							
1088 Amenities Hire Fees /Misc. inc	60	150	90			40.0%	
1515 Planter Sponsorship	782	600	(182)			130.4%	
Amenities - General :- Income	<u>842</u>	<u>750</u>	<u>(92)</u>			<u>112.3%</u>	<u>0</u>
4002 EDDC Contribution	0	7,725	7,725		7,725	0.0%	
4045 Contractor/ materials	908	6,000	5,092		5,092	15.1%	
4400 Bin Emptying	5,408	4,262	(1,146)		(1,146)	126.9%	
4405 Maintenance (inc street furnit	0	1,000	1,000		1,000	0.0%	
4422 Footpaths	803	1,071	268		268	75.0%	
4605 Signage & Noticeboards	33	2,000	1,968		1,968	1.6%	

## Detailed Income &amp; Expenditure by Budget Heading 01/01/2026

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4880 Contractor - Planting and Wate	13,990	15,100	1,110		1,110	92.6%	
Amenities - General :- Indirect Expenditure	<b>21,141</b>	<b>37,158</b>	<b>16,017</b>	<b>0</b>	<b>16,017</b>	<b>56.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(20,299)</b>	<b>(36,408)</b>	<b>(16,109)</b>				
<u>190 Marshlands</u>							
1089 Misc income	341	0	(341)			0.0%	
1300 Function room hire income	4,343	5,000	657			86.9%	
1360 Rental Income	22,181	0	(22,181)			0.0%	
Marshlands :- Income	<b>26,865</b>	<b>5,000</b>	<b>(21,865)</b>			<b>537.3%</b>	<b>0</b>
4500 Business Rates	7,616	13,200	5,584		5,584	57.7%	
4505 Gas	1,280	4,000	2,720		2,720	32.0%	
4510 Electricity	1,853	3,000	1,147		1,147	61.8%	
4515 Water	638	800	162		162	79.8%	
4520 Cleaning & Hygiene	3,604	5,865	2,261		2,261	61.5%	
4555 Electrical PAT Testing	166	250	84		84	66.5%	
4560 Fire Inspections & Servicing	1,010	927	(83)		(83)	109.0%	
4610 Kitchen Supplies & General Sun	180	498	318		318	36.1%	
4625 Alarm Contract & Maintenance	303	500	197		197	60.6%	
4675 General Maintenance	9,671	11,000	1,329		1,329	87.9%	
Marshlands :- Indirect Expenditure	<b>26,322</b>	<b>40,040</b>	<b>13,718</b>	<b>0</b>	<b>13,718</b>	<b>65.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>543</b>	<b>(35,040)</b>	<b>(35,583)</b>				
<u>195 Town Hall &amp; other leases</u>							
1310 Town Hall Income	0	5,000	5,000			0.0%	
Town Hall & other leases :- Income	<b>0</b>	<b>5,000</b>	<b>5,000</b>			<b>0.0%</b>	<b>0</b>
4675 General Maintenance	25,348	8,000	(17,348)		(17,348)	316.8%	
Town Hall & other leases :- Indirect Expenditure	<b>25,348</b>	<b>8,000</b>	<b>(17,348)</b>	<b>0</b>	<b>(17,348)</b>	<b>316.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(25,348)</b>	<b>(3,000)</b>	<b>22,348</b>				
<u>200 Town Development &amp; Tourism</u>							
1089 Misc income	130	200	70			65.1%	
Town Development & Tourism :- Income	<b>130</b>	<b>200</b>	<b>70</b>			<b>65.1%</b>	<b>0</b>
4275 General Town Marketing (inc. T	595	6,000	5,405		5,405	9.9%	
Town Development & Tourism :- Indirect Expenditure	<b>595</b>	<b>6,000</b>	<b>5,405</b>	<b>0</b>	<b>5,405</b>	<b>9.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(465)</b>	<b>(5,800)</b>	<b>(5,335)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/01/2026

Month No: 10

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Allotments</u>							
1130 Allotment Fees	5,616	6,200	584			90.6%	
Allotments :- Income	<b>5,616</b>	<b>6,200</b>	<b>584</b>			<b>90.6%</b>	<b>0</b>
4515 Water	340	0	(340)		(340)	0.0%	
4675 General Maintenance	23	3,000	2,977		2,977	0.8%	
4680 Administration Cost	0	1,000	1,000		1,000	0.0%	
4730 Annual Grounds Contract	905	1,314	409		409	68.9%	
Allotments :- Indirect Expenditure	<b>1,267</b>	<b>5,314</b>	<b>4,047</b>	<b>0</b>	<b>4,047</b>	<b>23.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>4,349</b>	<b>886</b>	<b>(3,463)</b>				
<u>227 Events</u>							
4265 Events Budget - General	430	5,000	4,570		4,570	8.6%	
4840 Christmas Lights	4,179	11,000	6,821		6,821	38.0%	
Events :- Indirect Expenditure	<b>4,608</b>	<b>16,000</b>	<b>11,392</b>	<b>0</b>	<b>11,392</b>	<b>28.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,608)</b>	<b>(16,000)</b>	<b>(11,392)</b>				
<u>280 Community</u>							
1089 Misc income	412	0	(412)			0.0%	
1370 CIL Levy Funding	446	0	(446)			0.0%	446
1372 Beach School Fees	366	550	184			66.5%	
Community :- Income	<b>1,224</b>	<b>550</b>	<b>(674)</b>			<b>222.5%</b>	<b>446</b>
4835 Banners, Flags & Bunting	1,176	1,500	324		324	78.4%	
4879 Community engagement	5,395	5,500	105		105	98.1%	
4882 Beach School	5,339	6,798	1,459		1,459	78.5%	
Community :- Indirect Expenditure	<b>11,910</b>	<b>13,798</b>	<b>1,888</b>	<b>0</b>	<b>1,888</b>	<b>86.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(10,686)</b>	<b>(13,248)</b>	<b>(2,562)</b>				
6001 less Transfer to EMR	446	0	(446)				
<b>Movement to/(from) Gen Reserve</b>	<b>(11,132)</b>	<b>(13,248)</b>	<b>(2,116)</b>				
Grand Totals:- Income	<b>516,418</b>	<b>512,024</b>	<b>(4,394)</b>			<b>100.9%</b>	
Expenditure	<b>393,810</b>	<b>488,563</b>	<b>94,753</b>	<b>0</b>	<b>94,753</b>	<b>80.6%</b>	
<b>Net Income over Expenditure</b>	<b>122,608</b>	<b>23,461</b>	<b>(99,147)</b>				
plus Transfer from EMR	<b>48,292</b>	<b>0</b>	<b>(48,292)</b>				
less Transfer to EMR	<b>446</b>	<b>0</b>	<b>(446)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>170,454</b>	<b>23,461</b>	<b>(146,993)</b>				