

NOTICE OF MEETING

Finance & General Purposes Committee Meeting Monday, 8 September 2025

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

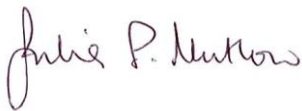
2 September 2025

Dear Councillor,

You are hereby summoned to attend the above meeting to be held on **Monday, 8 September 2025 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

- | | |
|-----------------------|--|
| 25/F&GP/01 | Election of Chair for the municipal year 2025/26 |
| 25/F&GP/02 | Election of Deputy Chair for the municipal year 2025/26 |
| 25/F&GP/03 | Apologies for absence |
| 25/F&GP/04 | 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 |

25/F&GP/05

Minutes of the previous meeting

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

25/F&GP/06

Public Question Time

To allow questions or reports from members of the public

25/F&GP/07

Payments, receipts and unpaid invoices

To review and note receipts and payments made, in line with the Council's Financial Regulations, and note unpaid invoices as at 30 June 2025. It is **RECOMMENDED** that Members:

- note payments & receipts
- note outstanding unpaid sales invoices

25/F&GP/08

Reconciliations

It is **RECOMMENDED** that Members note and approve the following reconciliations as at 30 June 2025:

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

25/F&GP/09

Budgetary Report – Q1 2025-26

To review the Council's budgetary position and earmarked reserves as at 30 June 2025. It is **RECOMMENDED** that Members:

- note the actual financial position, as against budget, as at 30 June 2025
- note the earmarked reserves as at 30 June 2025

25/F&GPC/10

Community Consultation

To delegate to the Town Clerk authority to engage consultants and agree the costs thereof to work with the Council to develop and implement a comprehensive community consultation, in particular with regard to the impact of local government reorganization on assets and services in the town and in order to better understand which are most important to residents to help inform the Council's future budget and plans

(Local Government Act 1972, s111 – power to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions)

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

Present:

Chairman: Cllr. K. Beer

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

In attendance: Town Clerk, Deputy Town Clerk & Facilities Officer.

Public: None

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

22. Apologies for absence

Apologies for absence were received from Cllrs. N. Dyke J. Oldfield & C. Wood and the reasons accepted.

23. Declarations of Interest

Cllr. Hartnell declared an interest as an East Devon District and Devon County Councillor and also that his son was a volunteer at the Gateway Theatre Company. Cllr. Haggerty declared an interest as an East Devon District Councillor.

24. Minutes of the previous meeting

Members **RESOLVED** to approve the minutes of the Finance and General Purposes Committee meeting, held on Monday, 18 November 2024.
(moved Cllr. Singh, seconded Cllr. Burrows)

25. Public Question Time

No members of the public were in attendance.

26. 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 31 December 2024 and to note unpaid invoices. (moved Cllr. Singh, seconded Cllr. Burrows)

27. Reconciliations

Members **RESOLVED** to note and approve the following reconciliations as of 31 December 2024:

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

(moved Cllr. Singh, seconded Cllr. Haggerty)

28. Budgetary Report – Q2 2024-25

Member reviewed the Council's budgetary position and earmarked reserves as at 31 December 2024 and **RESOLVED** to:

- note the actual financial position, as against budget, as of 31 December 2024
- note the material variances

(moved Cllr. Beer, seconded Cllr. Singh)

29. Lloyds 32-day Notice Deposit Account

In line with the Council's Investment Policy Members **RESOLVED** to close the Council's deposit account with Lloyds and to transfer the balance into the CCLA Public Sector Deposit Fund. (moved Cllr. Hartnell, seconded Cllr. Haggerty)

Confidential Items

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

30. Update on Town Hall

Councillors considered carefully the submission from the Gateway Theatre Company ('GTC') and associated appendices. In reaching their decision the Committee balanced the request for financial support to enable GTC to continue trading until April, against the Council's duty to the public purse and all residents of the town, taking account of available budgets and the ongoing significant financial risks presented and, whilst acknowledging the efforts made, unanimously, **RESOLVED** to:

- note the update on actions taken and expenditure already incurred and committed
- note the ongoing significant risks to the Council, particularly in relation to its finances
- to recommend to full Council that GTC's request for £20,000 towards operating costs to enable their continued operation until April be declined, due to the likelihood of GTC being unable to repay either that or the other substantial

expenditure already due under the lease and necessary to ensure the safety of the building

- instruct the Town Clerk to write to GTC advising them of the recommendation and the reasons for it.

(moved Cllr. Hartnell, seconded Cllr. Haggerty)

Meeting closed at 6.53pm

Chairman: _____

Date: _____

Date: 01/07/2025

Seaton Town Council, **Q1 APRIL - JUNE 2025** Page 1

Time: 08:45

User: JULIA

Bank Reconciliation up to 30/06/2025 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/06/2025	DD	1,040.00		1,040.00		R ☒	East Devon District Council
02/06/2025	Dividend		1,287.59	1,287.59		R ☒	Receipt(s) Banked
03/06/2025	Gent. Mves		96.00	96.00		R ☒	Receipt(s) Banked
05/06/2025	BACS	298.98		298.98		R ☒	South West Water Business
05/06/2025	Bennett		36.00	36.00		R ☒	Receipt(s) Banked
09/06/2025	BACS	1,350.00		1,350.00		R ☒	CPRG Ltd t/a Fire Rescue
09/06/2025	DD	1,294.80		1,294.80		R ☒	Core Office IT
09/06/2025	BACS1	180.00		180.00		R ☒	The Cumbria Clock Company Ltd
09/06/2025	BACS2	1,410.00		1,410.00		R ☒	RBS Rialtas Business Solutions
09/06/2025	BACS3	110.00		110.00		R ☒	Seaton & District Window Clean
09/06/2025	BACS4	474.00		474.00		R ☒	IAC Audit and Consultancy Ltd
09/06/2025	BACS5	580.00		580.00		R ☒	Crazy Crabs Beach School
09/06/2025	BACS6	26.22		26.22		R ☒	Devon Contract Ltd
09/06/2025	BACS7	27.14		27.14		R ☒	Abbots
09/06/2025	BACS	718.81		718.81		R ☒	Harcombe Engineering
10/06/2025	NHS		168.00	168.00		R ☒	Receipt(s) Banked
10/06/2025	Hansfords		139.60	139.60		R ☒	Receipt(s) Banked
11/06/2025	Northcott		69.80	69.80		R ☒	Receipt(s) Banked
16/06/2025	BACS1	1,452.66		1,452.66		R ☒	Scalwell Lane Nursery
16/06/2025	BACS2	70.01		70.01		R ☒	Tower Services (Seaton) Ltd
16/06/2025	Scribblers		48.00	48.00		R ☒	Receipt(s) Banked
17/06/2025	BACS	2,568.90		2,568.90		R ☒	Blaze Concepts Lts
17/06/2025	BACS1	40.74		40.74		R ☒	ASAP Ltd
17/06/2025	BACS2	677.35		677.35		R ☒	Ex-Electrics Ltd
17/06/2025	Lenntells		119.80	119.80		R ☒	Receipt(s) Banked
18/06/2025	BACS	16.47		16.47		R ☒	Lloyds
18/06/2025	Sew & Sews		205.00	205.00		R ☒	Receipt(s) Banked
18/06/2025	Hartnell		48.00	48.00		R ☒	Receipt(s) Banked
19/06/2025	Hammett		239.60	239.60		R ☒	Receipt(s) Banked
23/06/2025	Top Up	150.00		150.00		R ☒	Petty Cash
24/06/2025	Postcards		47.20	47.20		R ☒	Receipt(s) Banked
24/06/2025	Auction		340.73	340.73		R ☒	Receipt(s) Banked
25/06/2025	DD	74.81		74.81		R ☒	Talk Talk
26/06/2025	DC	684.95		684.95		R ☒	Tooled Up
26/06/2025	DC	78.00		78.00		R ☒	High Speed Training
30/06/2025	BACS	2,427.85		2,427.85		R ☒	Festive Lighting Co Ltd
30/06/2025	DD	169.99		169.99		R ☒	Eon
30/06/2025	BACS	100.00		100.00		R ☒	Festive Lighting Co Ltd
30/06/2025	BACS	48.00		48.00		R ☒	Devon Association of Local Cou
30/06/2025	BACS1	252.00		252.00		R ☒	K's Cleaning
30/06/2025	BACS2	379.20		379.20		R ☒	Ex-Electrics Ltd
30/06/2025	BACS	320.40		320.40		R ☒	Giant Deckchairs Ltd
30/06/2025	DD	224.50		224.50		R ☒	Copycare Ltd
30/06/2025	BACS3	19,573.98		19,573.98		R ☒	East Devon District Council
30/06/2025	BACS	50.00		50.00		R ☒	Seaton Carnival Cmttee
30/06/2025	MATCH	-169.99		-169.99		R ☒	Eon
30/06/2025	DD	167.99		167.99		R ☒	Eon
30/06/2025	Library		69.80	69.80		R ☒	Receipt(s) Banked

Date: 01/07/2025

Time: 08:45

Seaton Town Council,

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User: JULIA

Bank Reconciliation up to 30/06/2025 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>
30/06/2025	U3A		138.00	138.00		R ☒	Receipt(s) Banked
30/06/2025	Bennett		48.00	48.00		R ☒	Receipt(s) Banked
		<u>36,867.76</u>	<u>3,101.12</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/05/2025 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/05/2025	BACS	8,852.57		8,852.57		R 	HMRC
01/05/2025	DD	1,040.00		1,040.00		R 	East Devon District Council
01/05/2025	BACS	-8,852.57		-8,852.57		R 	HMRC
01/05/2025	Dividend		1,283.70	1,283.70		R 	Receipt(s) Banked
01/05/2025	HMRC		8,852.57	8,852.57		R 	Receipt(s) Banked
12/05/2025	Intercom		24.00	24.00		R 	Receipt(s) Banked
16/05/2025	BACS	50.00		50.00		R 	Shirley Austin
16/05/2025	BACS	65.00		65.00		R 	URC Seaton
16/05/2025	BACS	1,500.00		1,500.00		R 	Cycling Without Age
19/05/2025	DD	708.52		708.52		R 	Eon
19/05/2025	BACS	120.00		120.00		R 	Crazy Crabs Beach School
19/05/2025	BACS1	34.95		34.95		R 	Tower Services (Seaton) Ltd
19/05/2025	BACS2	494.04		494.04		R 	Hampshire Flag Company
19/05/2025	BACS3	1,452.66		1,452.66		R 	Scalwell Lane Nursery
19/05/2025	BACS4	1,188.00		1,188.00		R 	Harcombe Engineering
19/05/2025	BACS5	1,062.00		1,062.00		R 	RBS Rialtas Business Solutions
19/05/2025	DD2	1,328.40		1,328.40		R 	Core Office IT
19/05/2025	DD	0.10		0.10		R 	Eon
19/05/2025	CORR	-708.52		-708.52		R 	Eon
19/05/2025	DD	697.68		697.68		R 	Eon
19/05/2025	DD-CORR	-0.10		-0.10		R 	Eon
19/05/2025	HMG		24.00	24.00		R 	Receipt(s) Banked
19/05/2025	U3A		138.00	138.00		R 	Receipt(s) Banked
19/05/2025	Bennett		60.00	60.00		R 	Receipt(s) Banked
20/05/2025	DC	270.00		270.00		R 	East Devon District Council
20/05/2025	DC	26.22		26.22		R 	Devon Contract Ltd
21/05/2025	BACS	10.35		10.35		R 	Lloyds
21/05/2025	BACS	229.76		229.76		R 	Stephanie Jones
21/05/2025	BACS1	1,760.22		1,760.22		R 	West Devon Fire Protection Ltd
21/05/2025	BACS2	50.16		50.16		R 	Abbots
21/05/2025	BACS3	110.00		110.00		R 	Seaton & District Window Clean
21/05/2025	DD	155.88		155.88		R 	Zoom Video Comms Inc
21/05/2025	CASH	1.20		1.20		R 	Aldi
21/05/2025	CASH	-1.20		-1.20		R 	Aldi-CORR
22/05/2025	CASH	8.68		8.68		R 	Harbour News
22/05/2025	CASH	-8.58		-8.58		R 	Harbour News-CORR
22/05/2025	CASH	-0.10		-0.10		R 	Harbour News-CORR
22/05/2025	Grizzly		300.00	300.00		R 	Receipt(s) Banked
22/05/2025	Sew & Sews		169.00	169.00		R 	Receipt(s) Banked
25/05/2025	BACS	20,015.27		20,015.27		R 	East Devon District Council
29/05/2025	DD	75.00		75.00		R 	Talk Talk
29/05/2025	U3A		138.00	138.00		R 	Receipt(s) Banked
29/05/2025	Scribblers		48.00	48.00		R 	Receipt(s) Banked
31/05/2025	DD	249.82		249.82		R 	Copycare Ltd
31/05/2025	BACS	51.77		51.77		R 	EDF Energy
31/05/2025	BACS1	324.00		324.00		R 	K's Cleaning
31/05/2025	B/Sch Fees		50.00	50.00		R 	Receipt(s) Banked
31/05/2025	TIC		15.00	15.00		R 	Receipt(s) Banked

Date: 02/06/2025

Time: 09:10

Seaton Town Council,

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User: JULIA

Bank Reconciliation up to 31/05/2025 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>
31/05/2025	Intercom		12.00	12.00		R 	Receipt(s) Banked
		32,361.18	11,114.27				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 15/05/2025

Seaton Town Council,

Page 1

Time: 10:41

User: JULIA

Bank Reconciliation up to 30/04/2025 for Cashbook No 1 - Current Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2025	BACS	1,328.40		1,328.40		R 	Core Office IT
01/04/2025	BACS1	5,052.50		5,052.50		R 	Ex-Electrics Ltd
01/04/2025	BACS2	259.80		259.80		R 	Amazon.co.uk
01/04/2025	BACS3	6,658.80		6,658.80		R 	A & A Concrete Repair Ltd
01/04/2025	BACS4	1,680.24		1,680.24		R 	Fireproofing Ltd
01/04/2025	BACS5	89.27		89.27		R 	Value Products Ltd
01/04/2025	BACS6	342.00		342.00		R 	ASAP Ltd
01/04/2025	BACS7	126.00		126.00		R 	A&S Kingdon Ltd
01/04/2025	dDD	1,044.15		1,044.15		R 	East Devon District Council
01/04/2025	Precept		233,374.00	233,374.00		R 	Receipt(s) Banked
01/04/2025	Dividend		1,337.63	1,337.63		R 	Receipt(s) Banked
01/04/2025	BACS		138.00	138.00		R 	Receipt(s) Banked
01/04/2025	CIL		446.22	446.22		R 	Receipt(s) Banked
10/04/2025	Bennett		48.00	48.00		R 	Receipt(s) Banked
17/04/2025	BACS8	47.27		47.27		R 	Tower & Sanders Ltd
17/04/2025	BACS9	3.65		3.65		R 	Abbots
17/04/2025	BACS10	366.00		366.00		R 	Axe Skip Hire Ltd
17/04/2025	BACS11	15,213.92		15,213.92		R 	Clear Insurance Management Ltd
17/04/2025	BACS12	1,639.47		1,639.47		R 	Devon Association of Local Cou
17/04/2025	BACS13	19,827.23		19,827.23		R 	East Devon District Council
17/04/2025	BACS14	580.00		580.00		R 	Crazy Crabs Beach School
17/04/2025	BACS15	96.00		96.00		R 	Harcombe Engineering
17/04/2025	BACS16	572.34		572.34		R 	J. M. Autoservices
17/04/2025	BACS17	200.00		200.00		R 	Scalwell Lane Nursery
17/04/2025	BACS18	110.00		110.00		R 	Seaton & District Window Clean
17/04/2025	BACS19	50.08		50.08		R 	Tower Services (Seaton) Ltd
17/04/2025	BACS20	86.94		86.94		R 	South West Hygiene
17/04/2025	BACS21	270.00		270.00		R 	SLCC Enterprises Ltd
17/04/2025	BACS22	287.20		287.20		R 	Stephanie Jones
17/04/2025	DD	206.48		206.48		R 	Eon
17/04/2025	BACS24	303.74		303.74		R 	Clinch Plumbing & Heating Ltd
17/04/2025	BASC25	2,850.00		2,850.00		R 	Good Directions
17/04/2025	BACS26	270.00		270.00		R 	K's Cleaning
17/04/2025	BACS27	204.46		204.46		R 	Viking Stationery
17/04/2025	DD1	74.81		74.81		R 	Talk Talk
17/04/2025	BACS29	513.60		513.60		R 	Luke & Eugene Carpentry Ltd
17/04/2025	BACS	11.70		11.70		R 	LLoyds
28/04/2025	Scribblers		48.00	48.00		R 	Receipt(s) Banked
28/04/2025	Scribblers		48.00	48.00		R 	Receipt(s) Banked
28/04/2025	Sew & Sews		169.00	169.00		R 	Receipt(s) Banked
28/04/2025	Beach Sch		39.00	39.00		R 	Receipt(s) Banked
30/04/2025	DC	264.71		264.71		R 	EDDC
30/04/2025	BACS	345.36		345.36		R 	RBS Rialtas Business Solutions
30/04/2025	Top up	150.00		150.00		R 	Petty Cash
30/04/2025	DD	134.00		134.00		R 	Copycare Ltd
30/04/2025	DC	20.00		20.00		R 	Owl & Pyramid
30/04/2025	DC	22.12		22.12		R 	Amazon
30/04/2025	Proj Food		36.00	36.00		R 	Receipt(s) Banked

Date: 15/05/2025

Seaton Town Council,

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Time: 10:41

User: JULIA

Bank Reconciliation up to 30/04/2025 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>
30/04/2025	Plan Hold		2,628.00	2,628.00		R ☐	Receipt(s) Banked
30/04/2025	Forrester		34.53	34.53		R ☐	Receipt(s) Banked
30/04/2025	Gent. Mves		96.00	96.00		R ☐	Receipt(s) Banked
		<u>61,302.24</u>	<u>238,442.38</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

PETTY CASH - RECEIPTS & PAYMENTS

Date: 30/06/2025

Seaton Town Council,

Q1 APRIL - JUNE 2025

Page 1
User: JULIA

Time: 11:02

Bank Reconciliation up to 30/06/2025 for Cashbook No 4 - Petty Cash

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
02/06/2025	CASH	1.99		1.99		R ☒	Harbour News
02/06/2025	CASH	5.77		5.77		R ☒	Aldi
04/06/2025	CASH	8.80		8.80		R ☒	EDDC
04/06/2025	DCC	4.00		4.00		R ☒	DCC
04/06/2025	CASH	3.48		3.48		R ☒	Post Office
11/06/2025	CASH	6.05		6.05		R ☒	Tesco
11/06/2025	CASH	3.15		3.15		R ☒	Post Office
11/06/2025	CASH	8.80		8.80		R ☒	EDDC
23/06/2025	Top Up		150.00	150.00		R ☒	Receipt(s) Banked
26/06/2025	CASH	21.10		21.10		R ☒	EDDC/DCC
26/06/2025	CASH	8.80		8.80		R ☒	EDDC
26/06/2025	CASH	3.10		3.10		R ☒	Aldi/Tesco
26/06/2025	CASH	8.99		8.99		R ☒	Harbour News
26/06/2025	CASH	16.10		16.10		R ☒	Julia Mutlow
		100.13	150.00				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 29/05/2025

Seaton Town Council,

Page 1

Time: 11:18

User: JULIA

Bank Reconciliation up to 31/05/2025 for Cashbook No 4 - 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>
19/05/2025	CASH	8.70		8.70		R ☐	Post Office
19/05/2025	CASH	10.00		10.00		R ☐	Owl & Pyramid
19/05/2025	CASH	31.95		31.95		R ☐	Tesco
20/05/2025	CASH	3.99		3.99		R ☐	Seaton D&P
20/05/2025	CASH	1.20		1.20		R ☐	Aldi
22/05/2025	CASH	8.68		8.68		R ☐	Harbour News
27/05/2025	CASH	4.00		4.00		R ☐	Post Office
27/05/2025	CASH	8.80		8.80		R ☐	EDDC
27/05/2025	CASH	12.44		12.44		R ☐	Tesco
28/05/2025	CASH	10.00		10.00		R ☐	RBL Seaton
		<u>99.76</u>	<u>0.00</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 30/04/2025

Time: 09:50

Seaton Town Council,

Page 1

User: JULIA

Bank Reconciliation up to 30/04/2025 for Cashbook No 4 - 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>
30/04/2025	CASH	18.60		18.60		R ☐	Post Office
30/04/2025	CASH	22.49		22.49		R ☐	Aldi/Tesco
30/04/2025	CASH	7.99		7.99		R ☐	Harbour News
30/04/2025	Top up		150.00	150.00		R ☐	Receipt(s) Banked
		<u>49.08</u>	<u>150.00</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 01/07/2025

Seaton Town Council,

Time: 08:45

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 1 - Current Bank A/c

BANK REC

TREASURER

Q 1

Page 1

User: JULIA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurer's Account	30/06/2025		224,047.35
			224,047.35
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			224,047.35
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			224,047.35
		Balance per Cash Book is :-	224,047.35
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 30/06/2025

Seaton Town Council,

Q1

Page 1

Time: 10:24

User: JULIA

Bank Reconciliation Statement as at 30/06/2025
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	30/06/2025		350,001.00
			350,001.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			350,001.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			350,001.00
		Balance per Cash Book is :-	350,001.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

BANK REC

Date: 30/06/2025

Seaton Town Council,

PE-774 CASH

Page 1

Time: 11:02

Bank Reconciliation Statement as at 30/06/2025
for Cashbook 4 - Petty Cash

User: JULIA

Q1

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/06/2025		107.03
			107.03
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			107.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			107.03
		Balance per Cash Book is :-	107.03
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

SEATON TOWN COUNCIL (‘the Council’) FINANCE & GENERAL PURPOSES COMMITTEE	
Date of report	21 July 2025
Item of business	25 F&GP 09
Details	Report on Council’s budgetary position at conclusion of Q1
Purpose of Report	To note the Council’s financial position as against budget, and earmarked reserves as at 30 June 2025
Power/authority	Local Audit & Accountability Act 2014 & Seaton Town Council Financial Regulations
Recommendations	It is RECOMMENDED that Members: • note the actual financial position, as against budget, as at 30 June 2025 • note the earmarked reserves as at 30 June 2025

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 details of all Q1 income and expenditure up to 30 June 2025. Expenditure stands at 24.3% 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. Income – Q1

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 47.6% as the first installment has been received, as well as a small amount of additional income in the form of:

- Marshlands hire fees
- dividends payable on the Council's investment in the Public Sector Deposit Fund
- planter sponsorship
- beach school fees
- miscellaneous TIC income
- CIL contributions
- EDDC plan holding fees

The leases on Marshlands have now been finalised and rental invoices will be issued shortly in respect of both tenants.

Additionally, Members have already been advised of the amount due from the Gateway Theatre Company, which will be payable at the end of March 2026 which currently stands at £15,700.

3. Material variances in excess of 15%

There are no material variances of concern at the end of Q1, so no virements are proposed at this stage.

4. Earmarked Reserves

A summary of monies held in earmarked reserves is attached as Appendix 2. No transfers in or out of EMRs are proposed at this stage.

Conclusion

On the basis of the Council's financial position at the end of Q1, it is anticipated that the Council's expenditure will be on target overall at the end of the financial year with no significant over or underspend. However, due to the rental income from the two new tenants and the monies due from the tenant in the town hall, income is likely to be higher than anticipated.

5. Recommendations

It is **RECOMMENDED** that Members:

- note the actual financial position, as against budget, as at 30 June 2025
- note the earmarked reserves as at 30 June 2025



Marshlands Centre, Harbour Road,
Seaton, Devon EX12 2LT
01297 21388
admin@seaton.gov.uk
www.seaton.gov.uk
Town Mayor: Cllr Amrik Singh
Town Clerk: Julia Mutlow

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 4

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	233,374	466,748	233,374			50.0%	
Precept :- Income	<u>233,374</u>	<u>466,748</u>	<u>233,374</u>			<u>50.0%</u>	<u>0</u>
Net Income	<u>233,374</u>	<u>466,748</u>	<u>233,374</u>				
<u>110 Staffing</u>							
4000 Salaries	43,744	190,025	146,281		146,281	23.0%	
4005 HMRC - Employer NIC	5,623	18,183	12,560		12,560	30.9%	
4010 Pensions	9,580	38,161	28,581		28,581	25.1%	
Staffing :- Indirect Expenditure	<u>58,947</u>	<u>246,369</u>	<u>187,422</u>	<u>0</u>	<u>187,422</u>	<u>23.9%</u>	<u>0</u>
Net Expenditure	<u>(58,947)</u>	<u>(246,369)</u>	<u>(187,422)</u>				
<u>120 Core Costs</u>							
1090 Dividends/interest	3,909	21,000	17,091			18.6%	
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	<u>6,537</u>	<u>27,576</u>	<u>21,039</u>			<u>23.7%</u>	<u>0</u>
4060 Training & Resources	330	2,000	1,670		1,670	16.5%	
4065 Travel & Misc. Expenses	86	515	429		429	16.8%	
4075 Payroll Services	116	468	352		352	24.8%	
4080 Equipment	610	0	(610)		(610)	0.0%	610
4110 Telephone/Wifi	187	850	663		663	22.0%	
4120 Stationery/Postage	212	1,236	1,024		1,024	17.2%	
4125 Professional Subscriptions	1,472	2,060	588		588	71.5%	
4130 Website	2,141	2,472	331		331	86.6%	
4135 Photocopier (inc. lease)	395	2,575	2,180		2,180	15.3%	
4170 Audit Fees	395	2,060	1,665		1,665	19.2%	
4175 Legal and Professional Fees	460	25,000	24,540		24,540	1.8%	
4177 Storage rental	240	1,450	1,210		1,210	16.6%	
4180 Bank & Finance Charges	39	0	(39)		(39)	0.0%	
4190 IT Support & Software	2,323	14,264	11,941		11,941	16.3%	
4195 Accounts Software & Support	2,348	2,500	152		152	93.9%	
4425 Vehicle (inc. insurance)	1,068	3,000	1,932		1,932	35.6%	
4485 Insurance	14,355	19,817	5,462		5,462	72.4%	
4950 General Sundries	54	500	446		446	10.7%	
Core Costs :- Indirect Expenditure	<u>26,829</u>	<u>80,767</u>	<u>53,938</u>	<u>0</u>	<u>53,938</u>	<u>33.2%</u>	<u>610</u>
Net Income over Expenditure	<u>(20,292)</u>	<u>(53,191)</u>	<u>(32,899)</u>				
6000 plus Transfer from EMR	610	0	(610)				
Movement to/(from) Gen Reserve	<u>(19,682)</u>	<u>(53,191)</u>	<u>(33,509)</u>				

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 4

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	1,500	8,000	6,500		6,500	18.8%	
Grants :- Indirect Expenditure	1,500	8,000	6,500	0	6,500	18.8%	0
Net Expenditure	(1,500)	(8,000)	(6,500)				
<u>140 Local Democracy</u>							
4225 Chairman's Allowance	0	250	250		250	0.0%	
4230 Civic Expenses	0	500	500		500	0.0%	
4250 Civic Regalia	0	100	100		100	0.0%	
Local Democracy :- Indirect Expenditure	0	850	850	0	850	0.0%	0
Net Expenditure	0	(850)	(850)				
<u>165 Play Parks & Open Spaces</u>							
4365 Seaton Down	187	1,155	968		968	16.2%	
4370 Cliff Field Gardens	1,726	10,664	8,938		8,938	16.2%	
4375 Elizabeth Road Play Park	358	2,212	1,854		1,854	16.2%	
4377 Underfleet Play Park	243	1,489	1,246		1,246	16.3%	
4380 RoSPA Inspections	0	247	247		247	0.0%	
4675 General Maintenance	855	15,000	14,145		14,145	5.7%	
Play Parks & Open Spaces :- Indirect Expenditure	3,368	30,767	27,399	0	27,399	10.9%	0
Net Expenditure	(3,368)	(30,767)	(27,399)				
<u>170 Amenities - General</u>							
1088 Amenities Hire Fees /Misc. inc	40	150	110			26.7%	
1515 Planter Sponsorship	782	600	(182)			130.4%	
Amenities - General :- Income	822	750	(72)			109.6%	0
4002 EDDC Contribution	0	7,725	7,725		7,725	0.0%	
4045 Contractor/ materials	8	6,000	5,992		5,992	0.1%	
4400 Bin Emptying	0	4,262	4,262		4,262	0.0%	
4405 Maintenance (inc street furnit	0	1,000	1,000		1,000	0.0%	
4422 Footpaths	173	1,071	898		898	16.2%	
4605 Signage & Noticeboards	0	2,000	2,000		2,000	0.0%	
4880 Contractor - Planting and Wate	0	15,100	15,100		15,100	0.0%	
Amenities - General :- Indirect Expenditure	181	37,158	36,977	0	36,977	0.5%	0
Net Income over Expenditure	641	(36,408)	(37,049)				

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 4

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>							
1089 Misc income	341	0	(341)			0.0%	
1300 Function room hire income	2,013	5,000	2,987			40.3%	
Marshlands :- Income	<u>2,354</u>	<u>5,000</u>	<u>2,646</u>			<u>47.1%</u>	<u>0</u>
4500 Business Rates	3,659	13,200	9,541		9,541	27.7%	
4505 Gas	496	4,000	3,504		3,504	12.4%	
4510 Electricity	328	3,000	2,672		2,672	10.9%	
4515 Water	150	800	650		650	18.8%	
4520 Cleaning & Hygiene	1,219	5,865	4,646		4,646	20.8%	
4555 Electrical PAT Testing	0	250	250		250	0.0%	
4560 Fire Inspections & Servicing	285	927	642		642	30.7%	
4610 Kitchen Supplies & General Sun	51	498	447		447	10.3%	
4625 Alarm Contract & Maintenance	0	500	500		500	0.0%	
4675 General Maintenance	869	11,000	10,131		10,131	7.9%	
Marshlands :- Indirect Expenditure	<u>7,058</u>	<u>40,040</u>	<u>32,982</u>	<u>0</u>	<u>32,982</u>	<u>17.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,704)</u>	<u>(35,040)</u>	<u>(30,336)</u>				
<u>195 Town Hall & other leases</u>							
1310 Town Hall Income	0	5,000	5,000			0.0%	
Town Hall & other leases :- Income	<u>0</u>	<u>5,000</u>	<u>5,000</u>			<u>0.0%</u>	<u>0</u>
4675 General Maintenance	15,811	8,000	(7,811)		(7,811)	197.6%	
Town Hall & other leases :- Indirect Expenditure	<u>15,811</u>	<u>8,000</u>	<u>(7,811)</u>	<u>0</u>	<u>(7,811)</u>	<u>197.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(15,811)</u>	<u>(3,000)</u>	<u>12,811</u>				
<u>200 Town Development & Tourism</u>							
1089 Misc income	61	200	139			30.5%	
Town Development & Tourism :- Income	<u>61</u>	<u>200</u>	<u>139</u>			<u>30.5%</u>	<u>0</u>
4275 General Town Marketing (inc. T	317	6,000	5,683		5,683	5.3%	
Town Development & Tourism :- Indirect Expenditure	<u>317</u>	<u>6,000</u>	<u>5,683</u>	<u>0</u>	<u>5,683</u>	<u>5.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(256)</u>	<u>(5,800)</u>	<u>(5,544)</u>				
<u>210 Allotments</u>							
1130 Allotment Fees	(73)	6,200	6,273			(1.2%)	
Allotments :- Income	<u>(73)</u>	<u>6,200</u>	<u>6,273</u>			<u>(1.2%)</u>	<u>0</u>
4515 Water	127	0	(127)		(127)	0.0%	

Detailed Income & Expenditure by Budget Heading 01/07/2025

Month No: 4

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	109	1,314	1,205		1,205	8.3%	
Allotments :- Indirect Expenditure	259	5,314	5,055	0	5,055	4.9%	0
Net Income over Expenditure	(332)	886	1,218				
<u>227 Events</u>							
4265 Events Budget - General	352	5,000	4,648		4,648	7.0%	
4840 Christmas Lights	2,150	11,000	8,850		8,850	19.5%	
Events :- Indirect Expenditure	2,502	16,000	13,498	0	13,498	15.6%	0
Net Expenditure	(2,502)	(16,000)	(13,498)				
<u>280 Community</u>							
1370 CIL Levy Funding	446	0	(446)			0.0%	446
1372 Beach School Fees	74	550	476			13.5%	
Community :- Income	520	550	30			94.6%	446
4835 Banners, Flags & Bunting	891	1,500	609		609	59.4%	
4879 Community engagement	0	1,000	1,000		1,000	0.0%	
4882 Beach School	1,169	6,798	5,629		5,629	17.2%	
Community :- Indirect Expenditure	2,060	9,298	7,238	0	7,238	22.2%	0
Net Income over Expenditure	(1,539)	(8,748)	(7,209)				
6001 less Transfer to EMR	446	0	(446)				
Movement to/(from) Gen Reserve	(1,986)	(8,748)	(6,762)				
Grand Totals:- Income	243,595	512,024	268,429			47.6%	
Expenditure	118,832	488,563	369,731	0	369,731	24.3%	
Net Income over Expenditure	124,762	23,461	(101,301)				
plus Transfer from EMR	610	0	(610)				
less Transfer to EMR	446	0	(446)				
Movement to/(from) Gen Reserve	124,926	23,461	(101,465)				

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Disability Access	4,000.00		4,000.00
321 EMR Fisherman's Gap Imprvmnts	25,000.00		25,000.00
322 EMR Play Parks Maintenance Fun	112,643.50		112,643.50
324 EMR Snow & Flood Warden	1,500.00		1,500.00
325 EMR Election Expenses	10,000.00		10,000.00
326 EMR Street Furniture	2,500.00		2,500.00
327 EMR Equipment Replacement	2,000.00	-610.18	1,389.82
328 EMR General Asset Maintenance	127,450.00		127,450.00
329 EMR Youth Projects	9,276.00		9,276.00
331 EMR CIL Funding	0.00	446.22	446.22
332 EMR Vehicle Replacement Fund	2,000.00		2,000.00
333 EMR Allotments	838.00		838.00
336 EMR Staffing Contingency	20,000.00		20,000.00
	317,207.50	-163.96	317,043.54