



## Seaford Town Council

### To the Members of the Finance & General Purposes Committee

A meeting of the **Finance & General Purposes Committee** will be held at the **Council Chamber, 37 Church Street, Seaford**, on **Thursday 16 October**, at **7.00 pm**, which you are summoned to attend.

James Corrigan  
Interim Town Clerk  
10 October 2014

### Agenda

**1. Apologies for Absence and Declaration of Substitute Members**

**2. Disclosure of Interests**

To deal with any disclosure by Members of any discloseable pecuniary interests and interests other than pecuniary interests, as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

**3. Public Participation**

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 1 and Seaford Town Council Policy.

**4. Finance Report**

- a) To consider report 131/14 regarding receipts, payments and bank reconciliation for August and September 2014 (pages 3 to 21).
- b) To consider report 132/14 regarding the Council budget position for the period 1 April 2014 to 30 September 2014 (pages 22 to 26).

**5. 2015-16 Budget Framework and Timetable**

To consider report 133/14 regarding the Budget Framework and Timetable for 2015-16 (pages 27 to 29).

**6. Debt Write Off**

To consider report 130/14 regarding the write off of a historical debt (pages 30 to 31).

**7. Town and Parish Election Costs 2015**

To consider report 127/14 regarding the Town and Parish Election costs for 2015 (pages 32 to 34).

**8. Exclusion of the Press and Public**

The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on items 29 and 30 on the agenda as the items concern confidential Council matters.

**9. Recovery of Debt**

To consider exempt report 114/14 regarding recovery of debt (pages 35 to 36).

**10. Staff Matters**

To consider report 128/14 regarding staff matters (pages 37 to 38).

**For further information about items appearing on this agenda please contact James Corrigan, Interim Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894870.**

**Circulation:**

**Committee**

Councillor B Burfield (Chairman), Councillor M Brown (Vice Chairman),  
Councillors S Adeniji, S Dunn P Franklin, S Gauntlet, A Hayder, L Lord, R Needham,  
B Warren.

Councillors R Allen (ex-officio) and A Latham (ex-officio).

**For information:**

Councillors G Cork, T Goodman, B Groves, P Heseltine, S McStravick, L Wallraven,  
A White and I White.



## Seaford Town Council

Report 131/14

**Agenda Item No:** 4(a)  
**Committee:** Finance & General Purposes  
**Date:** 16 October 2014  
**Title:** Receipts, Payments and Bank Reconciliation Reports for August and September 2014  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To advise the Committee of receipts, payments and bank reconciliations for August and September 2014

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### Recommendations

You are recommended:

1. To approve the information contained in the report.
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### 1. Information

- 1.1 Attached as Appendix A is a copy of the bank reconciliation and cashbook listing receipts and payments for August and September 2014 and have been reconciled to the relevant bank statements.

### 2. Financial Appraisal

The appendix comprises the bank account transactions for August and September 2014.

### 3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager

Support Services Manager

Interim Town Clerk

Date: 08/09/2014

Seaford Town Council 2014/2015

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## Bank Reconciliation Statement as at: 31/08/2014 for Cash Book 1 Current/Deposit Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	29/08/2014	314	724,557.23
			<u>724,557.23</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
02/07/2014 202502	Seaford Netball Club		100.00
02/07/2014 202487	Seaford Town Football Club		1,000.00
06/08/2014 202568	The Mission to Seafarers		621.78
06/08/2014 202606	Georgia Raeburn		29.64
15/08/2014 202603	S.J.R Hydraulic Hose Ltd		31.63
19/08/2014 202605	Jacky O'Callaghan		15.00
21/08/2014 202607	Lucy Cunningham		925.00
21/08/2014 202608	Mark Brown		12.90
22/08/2014 202612	G W Ironworks Ltd		576.00
22/08/2014 202614	Hire-a-Loo		95.60
22/08/2014 202616	C.McCormick		120.00
22/08/2014 202617	Mr David Chaffe		141.85
22/08/2014 202618	Mr Richard Wickens		100.00
			<u>3,769.40</u>
			720,787.83
<u>Receipts not Banked/Cleared (Plus)</u>			
18/08/2014			3,965.00
27/08/2014			110.00
28/08/2014			140.00
29/08/2014			1,938.49
29/08/2014			390.10
29/08/2014			82.00
30/08/2014			59.00
31/08/2014			242.00
			<u>6,926.59</u>
			727,714.42
			<b>Balance per Cash Book is :- 727,714.42</b>
			<b>Difference is :- 0.00</b>

## Receipts for Month 5

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	538,313.64				538,313.64	
	Banked on : 01/08/2014	5,624.00					
	Sales Recpts Page 742	5,624.00	5,624.00		101		Sales Recpts Page 742
	Banked on : 01/08/2014	112.00					
	Sales Recpts Page 743	112.00	112.00		101		Sales Recpts Page 743
	Banked on : 01/08/2014	120.00					
PDQ	Golf PDQ	120.00		20.00	120	100.00	Golf PDQ - 01/08/2014
	Banked on : 01/08/2014	4,263.00					
BANKING	GOLF BANKING	4,263.00		710.50	120	3,552.50	GOLF BANKING - 01/08/14
	Banked on : 02/08/2014	324.00					
PL	Golf PDQ	324.00		54.00	120	270.00	Golf PDQ - 02/08/2014
	Banked on : 03/08/2014	347.00					
PDQ	GOLF PDQ	347.00		57.83	120	289.17	GOLF PDQ - 03/08/2014
	Banked on : 03/08/2014	27.00					
PDQ	PDQ GOLF	27.00		4.50	120	22.50	PDQ GOLF 03/08/2014
	Banked on : 04/08/2014	196.00					
PDQ	GOLF PDQ	196.00		32.67	120	163.33	GOLF PDQ - 04/08/2014
	Banked on : 05/08/2014	72.00					
03245	Seaford Art Club	72.00		12.00	520	60.00	19/9/14-25/9/14 Art Club
	Banked on : 05/08/2014	130.99					
	Sales Recpts Page 736	130.99	130.99		101		Sales Recpts Page 736
	Banked on : 05/08/2014	116.59					
	Co-op Bank	116.59			1190 201	116.59	Bank Interest Aug 14
	Banked on : 05/08/2014	150.00					
	Sales Recpts Page 744	150.00	150.00		101		Sales Recpts Page 744
	Banked on : 05/08/2014	150.00					
PDQ	GOLF PDQ	150.00		25.00	120	125.00	GOLF PDQ - 05/08/14
	Banked on : 05/08/2014	55.00					
	Sales Recpts Page 751	55.00	55.00		101		Sales Recpts Page 751
	Banked on : 06/08/2014	226.00					
PDQ	GOLF PDQ	226.00		37.67	120	188.33	GOLF PDQ - 06/08/2014
	Banked on : 07/08/2014	198.00					
PDQ	GOLF PDQ	198.00		33.00	120	165.00	GOLF PDQ - 07/08/2014
	Banked on : 08/08/2014	148.00					
PDQ	GOLF PDQ	148.00		24.67	120	123.33	GOLF PDQ - 08/08/2014
	Banked on : 09/08/2014	270.00					
PDQ	GOLF PDQ	270.00		45.00	120	225.00	GOLF PDQ - 09/08/2014

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## Receipts for Month 5

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 10/08/2014	29.00					
PDQ	GOLF PDQ	29.00		4.83	120	24.17	GOLF PDQ - 10/08/2014
	Banked on : 11/08/2014	184.00					
PDQ	PDQ GOLF	184.00		30.67	120	153.33	PDQ GOLF 11/08/2014
	Banked on : 11/08/2014	2,140.00					
BANKING	GOLF BANKING	2,140.00		356.67	120	1,783.33	GOLF BANKING 11/08/2014
	Banked on : 12/08/2014	1,041.19					
	Sales Recpts Page 745	1,041.19	1,041.19		101		Sales Recpts Page 745
	Banked on : 12/08/2014	92.00					
PL	PDQ GOLF	92.00		15.33	120	76.67	PDQ GOLF 12/08/2014
	Banked on : 13/08/2014	60.00					
PDQ	PDQ GOLF	60.00		10.00	120	50.00	PDQ GOLF 13/08/2014
	Banked on : 13/08/2014	300.00					
	Sales Recpts Page 752	300.00	300.00		101		Sales Recpts Page 752
	Banked on : 14/08/2014	84.00					
PDQ	PDQ GOLF	84.00		14.00	120	70.00	PDQ GOLF 14/08/2014
	Banked on : 15/08/2014	186.00					
PDQ	PDQ GOLF	186.00		31.00	120	155.00	PDQ GOLF 15/8/2014
	Banked on : 16/08/2014	209.00					
PDQ	PDQ GOLF	209.00		34.83	120	174.17	PDQ GOLF 16/08/2014
	Banked on : 17/08/2014	79.00					
PDQ	PDQ GOLF	79.00		13.17	120	65.83	PDQ GOLF 17/08/2014
	Banked on : 18/08/2014	162.00					
PDQ	PDQ GOLF	162.00		27.00	120	135.00	PDQ GOLF 18/08/2014
	Banked on : 18/08/2014	3,965.00					
BANKING	GOLF BANKING	3,965.00		660.83	120	3,304.17	GOLF BANKING 18/08/2014
	Banked on : 19/08/2014	-15.00					
	Jacky O'Callaghan	-15.00			1056 210	-15.00	Rfnd of Stall Money FF Day 14
	Banked on : 19/08/2014	690.84					
	Sales Recpts Page 746	690.84	690.84		101		Sales Recpts Page 746
	Banked on : 19/08/2014	138.00					
PDQ	PDQ GOLF	138.00		23.00	120	115.00	PDQ GOLF 19/08/2014
	Banked on : 19/08/2014	3,000.00					
	Sales Recpts Page 753	3,000.00	3,000.00		101		Sales Recpts Page 753
	Banked on : 19/08/2014	15.00					
Allocation	Jacky O'Callaghan	15.00			1056 210	15.00	Rectify incorrect posting

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Cash Book 1

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Current/Deposit Account

For Month No : 5

## Receipts for Month 5

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 20/08/2014	160.00					
PDQ	PDQ GOLF	160.00		26.67	120	133.33	PDQ GOLF 20/08/2014
	Banked on : 21/08/2014	234.00					
PDQ	PDQ GOLF	234.00		39.00	120	195.00	PDQ GOLF 21/08/2014
	Banked on : 22/08/2014	184.00					
PDQ	PDQ GOLF	184.00		30.67	120	153.33	PDQ GOLF 22/08/2014
	Banked on : 23/08/2014	324.00					
PDQ	PDQ GOLF	324.00		54.00	120	270.00	PDQ GOLF 23/08/2014
	Banked on : 24/08/2014	338.00					
PL	PDQ GOLF	338.00		56.33	120	281.67	PDQ GOLF 24/08/2014
	Banked on : 26/08/2014	52.00					
PDQ	PDQ GOLF	52.00		8.67	120	43.33	PDQ GOLF 26/08/2014
	Banked on : 26/08/2014	50.00					
	Sales Recpts Page 754	50.00	50.00		101		Sales Recpts Page 754
	Banked on : 27/08/2014	110.00					
PDQ	PDQ GOLF	110.00		18.33	120	91.67	PDQ GOLF 27/08/2014
	Banked on : 27/08/2014	87.28					
	Sales Recpts Page 755	87.28	87.28		101		Sales Recpts Page 755
	Banked on : 28/08/2014	140.00					
PDQ	PDQ GOLF	140.00		23.33	120	116.67	PDQ GOLF 28/08/2014
	Banked on : 29/08/2014	1,938.49					
1267	Newhaven & Seaford Sea Cadets	10.00			1070 135	10.00	Stall Payment AFD
1272	Seaford Football Club	1,833.33			1091 220	1,833.33	Window Contribution
1265	Chris Hill	93.00		15.50	520	77.50	Deposit-17/10 to 26/10 Gallery
1268	Sylliva Dunn	1.20		0.20	1059 201	1.00	Printing 15 sheets
1265	Bob Brown	0.96		0.16	1059 201	0.80	Printing of Agenda Item
	Banked on : 29/08/2014	390.10					
	Sales Recpts Page 749	390.10	390.10		101		Sales Recpts Page 749
	Banked on : 29/08/2014	82.00					
PDQ	PDQ GOLF	82.00		13.67	120	68.33	PDQ GOLF 29/08/2014
	Banked on : 29/08/2014	278,751.00					
1ACS	Lewes District Council	278,751.00			1176 801	258,097.00	2nd Precept Installment 2014
					1177 801	20,654.00	2nd Support Grant Installment
	Banked on : 30/08/2014	59.00					
PDQ	PDQ GOLF	59.00		9.83	120	49.17	PDQ GOLF 30/08/2014
	Banked on : 31/08/2014	242.00					
PDQ	PDQ GOLF	242.00		40.33	120	201.67	PDQ GOLF 31/08/2014

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Cash Book 1

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Current/Deposit Account

For Month No : 5

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Total Receipts for Month	308,031.48	11,631.40	2,614.86	293,785.22
Cash Book Totals	<u>846,345.12</u>	<u>11,631.40</u>	<u>2,614.86</u>	<u>832,098.86</u>



Date: 08/09/2014

## Seaford Town Council 2014/2015

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Cash Book 1

User : LC

Current/Deposit Account

For Month No : 5

## Payments for Month 5

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
28/07/2014	Countrywide Farmers Plc	202575X	-420.00	-420.00		501		Cheque made to incorrect supp.
28/07/2014	Countrymans Contractors Ltd	202575	420.00	420.00		501		To pay invoice CC2152
31/08/2014	South East Water	00841X	137.69	137.69		501		4588-20/05/14 - 20/06/14
31/08/2014	South East Water	01481X	37.29	37.29		501		4619- Warmem15/01/14- 03/07/2014
31/08/2014	South East Water	401401X	8.58	8.58		501		4587 - 16/12/13 - 16/06/14
01/08/2014	Lewes District Council	Std Ord	231.00			4051 113	231.00	Rates The Crypt Studio 2014/15
01/08/2014	Lewes District Council	Std Ord	61.00			4051 108	61.00	Rates High & Over 2013-14
01/08/2014	Lewes District Council	Std Ord	316.00			4051 113	316.00	Rates Gallery 2013-14
01/08/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rent - Beach Hut 60
01/08/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates Beach Hut 59
01/08/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 58
01/08/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 57
01/08/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 56
01/08/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 55
01/08/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 54
01/08/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 53
01/08/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 52
01/08/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 29
01/08/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 28
01/08/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 27
01/08/2014	Lewes District Council	Std Ord	59.00			4051 105	59.00	Rates - The Base
01/08/2014	Lewes District Council	Std Ord	57.00			4051 205	57.00	Rates - TIC
01/08/2014	Lewes District Council	Std Ord	976.00			4051 205	976.00	Rates - 37 Church Street
04/08/2014	Public Works Loan Board	DD	7,501.20			4301 206	7,501.20	Aug Installment-ref 203 07943
06/08/2014	UK Fuels	46242	149.13	149.13		501		4667-desl & g.card 01/07-31/7
06/08/2014	Talk Talk Business	470/882	87.28	87.28		501		4618 -TIC 02/06/14- 30/06/2014
06/08/2014	The Mission to Seafarers	202568	621.78			4195 135	621.78	Donation Monies AFD
06/08/2014	Georgia Raeburn	202606	29.64			4110 201	29.64	Re-imburement of facebook fee
07/08/2014	AHGTC	202570	35.00			4112 201	35.00	Town Crier

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Payments for Month 5				Nominal Ledger			
Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount Transaction Detail
							Membership 14
17/08/2014	Materials petty cash	202569	231.50			201	231.50 Materials Petty Cash Top Up
18/08/2014	Avoncrop Amenity Products	202571	814.75	814.75		501	4672-Grass Seed Mix
18/08/2014	QualitySolicitors Barwells	202572	990.00	990.00		501	4678-Easement of deed H/Hse
18/08/2014	Collier Turf Care Ltd	202573	136.30	136.30		501	4666-hose coupling & clamps
18/08/2014	Cosmo Construction Services Lt	202574	777.60	777.60		501	4691-Concrete & Tarmac Gully
18/08/2014	Countrywide Farmers Plc	202575	420.00	420.00		501	4665-Hedge Cutting
18/08/2014	Drivewise (Autos) Ltd	202576	227.76	227.76		501	2587-cylinder & puncture rep
18/08/2014	Water for work & Home Ltd	202577	58.80	58.80		501	4684-Bottled Water July 2014
18/08/2014	Europlants Ltd	202578	1,456.01	1,456.01		501	4682-Season. Mainten Aug 14
18/08/2014	House Martins	202579	1,480.00	1,480.00		501	4681-Certificate 10
18/08/2014	IGF Invoice Finance Ltd	202580	360.00	360.00		501	4661-Ad in Golf News July 14
18/08/2014	Jell Plastics Ltd	202581	28.50	28.50		501	4673-Rake Lift
18/08/2014	John + Sons Glass	202582	558.72	558.72		501	4688-Supply & Fit Glass
18/08/2014	Mr P S Kennard	202583	144.00	144.00		501	4679-Bus Stop July Clean
18/08/2014	Lewes District Council	202584	38,308.51	38,308.51		501	4686-Crouch Garden Hinge
18/08/2014	Lucus Leisure Ltd	202585	81.14	81.14		501	4692-Grub Screw & equipment
18/08/2014	Mitchell's Groundcare Machiner	202586	594.14	594.14		501	4664-Saxon triple unit & belts
18/08/2014	Office Depot UK Ltd	202587	52.20	52.20		501	4680-Stationery Order
18/08/2014	Sussex Downs College	202588	275.00	275.00		501	4669-Course Jas.Pollard
18/08/2014	John Spicer	202589	1,500.00	1,500.00		501	4677-Labour Salts/Crch St J.Sp
18/08/2014	Tanleys Printers Ltd	202590	636.00	636.00		501	4670-Newsletter July printed
18/08/2014	Wave Leisure Trust	202591	500.00	500.00		501	4668-summer holiday programme
18/08/2014	Land Registry	BACS	21.00			4155 201	21.00 Land Registry Search 7781534
1/08/2014	Barclaycard	78590	139.89	139.89		501	4706-PDQ Golf 01/07 - 31/07/14
3/08/2014	The Co-operative Bank	BACS	6.00			4156 201	6.00 Foreign Income Charge
4/08/2014	Lewes District Council	BACS	-1,382.30	-1,382.30		501	Credit of overpayment
4/08/2014	02 (UK) Ltd	725/001	10.63	10.63		501	4674-Mobile 1/7-31/7/14
5/08/2014	Barnsley Lock & Safe Co Ltd	202592	54.00	54.00		501	4712-Abloy Keys
5/08/2014	Beacon Fencing Ltd	202593	282.60	282.60		501	4711-Wooden Posts

## Payments for Month 5

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
5/08/2014	RH & RW Clutton	202594	1,252.70	1,252.70		501		4707- Hurdis Hse / RICS valuat
5/08/2014	Water for work & Home Ltd	202595	50.00	50.00		501		4697-Water Cooler - Golf Club
5/08/2014	Ernest Doe & Sons Ltd	202596	532.16	532.16		501		4700-Equipment/pressure filter
5/08/2014	East Sussex County Council	202597	444.05	444.05		501		4714-Replace Latern - SALTS
5/08/2014	GBR Technology Ltd	202598	142.80	142.80		501		4705-Influx Wetting Agent
5/08/2014	G W Ironworks Ltd	202599	198.00	198.00		501		4713-Repair Gate
5/08/2014	Lewes District Council	202600	16,228.85	16,228.85		501		4702-Outdoor Recharge - May 14
5/08/2014	David Ogilvie Engineering Ltd	202601	2,142.00	2,142.00		501		4717-Remov&Install of Bea She
5/08/2014	Trade UK	202602	185.41	185.41		501		4716-Line marker paint
5/08/2014	S.J.R Hydraulic Hose Ltd	202603	31.63	31.63		501		4703-Hydraulic Hose
5/08/2014	Sussex Trade Windows Ltd	202604	2,200.00	2,200.00		501		4710-Supply & Fit - Football Cl
5/08/2014	Co-Operative Bank	BACS	49.34	49.34		501		4724-FD On-line 01/07-31/07/14
5/08/2014	Southern Water	37287067	33.52	33.52		501		4617 - 13/12/13-10/06/14
5/08/2014	Southern Water	4600017	82.01	82.01		501		4609- 21/05/2014 - 20/06/2014
5/08/2014	Land Registry	BACS	9.00			4155 101	9.00	Land Registry Search 15/08/14
5/08/2014	Jacky O'Callaghan	202605	-15.00			1056 210	-15.00	Refund Stall Money FF Day 14
5/08/2014	Jacky O'Callaghan	202605X	15.00			1056 210	15.00	Refund Stall Money FF Day 14
5/08/2014	Jacky O'Callaghan	202605	15.00			1056 210	15.00	Refund of Stall FFD stall
5/08/2014	Talk Talk Business	1383098/88	239.71	239.71		501		4709-01/07/14-31/07/14
5/08/2014	Mr J R Corrigan	202621	4,213.25	4,213.25		501		4734-Interim Clerk 01/08-20/08
5/08/2014	Lucy Cunningham	202607	925.00			4500 116	925.00	Filming Commission 13/3-05/08
5/08/2014	Post Office Ltd	202609	4,815.48			515	4,815.48	August PAYE 14
5/08/2014	Mark Brown	202608	12.90			4013 210	12.90	CAB Meeting - Parking
5/08/2014	QualitySolicitors Barwells	202610	881.00	881.00		501		4730-Solicitors Fees
5/08/2014	CPL Petroleum	202611	735.53	735.53		501		4719-Gasoil Aug 14
5/08/2014	G W Ironworks Ltd	202612	576.00	576.00		501		4725-Railing repairs to Martel
5/08/2014	Helixhr Ltd	202613	220.70	220.70		501		4731-Minute Taker 14/08/2014
5/08/2014	Hire-a-Loo	202614	95.60	95.60		501		4721-Chem Toilet 01/07-31/07
5/08/2014	Lewes District Council	202615	120.00	120.00		501		4733-Ad for Tour

Date: 08/09/2014

## Seaford Town Council 2014/2015

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Cash Book 1

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Current/Deposit Account

For Month No : 5

## Payments for Month 5

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
12/08/2014	C.McCormick	202616	120.00	120.00		501		of Britain 4727-Ad for Tour of Britain
12/08/2014	Mr David Chaffe	202617	141.85	141.85		501		4728- Neighbourhood Plan Presen
12/08/2014	Mr Richard Wickens	202618	100.00	100.00		501		4729 - Neighbourhood Plan Pres
12/08/2014	Tanleys Printers Ltd	202619	200.40	200.40		501		4720-Receipt Books
12/08/2014	East Sussex Pension Fund	202620	3,878.08			517	3,878.08	August pension payments
12/08/2014	Co-op Bank	BACS	15,069.39			516	15,069.39	Salaries - August 2014
12/08/2014	Fraser Morley	BACS	3,367.00	3,367.00		501		4723-Retainer Aug 14
<b>Total Payments for Month</b>			118,630.70	83,507.73	0.00		35,122.97	
<b>Balance Carried Fwd</b>			727,714.42					
<b>Cash Book Totals</b>			<u>846,345.12</u>	<u>83,507.73</u>	<u>0.00</u>		<u>762,837.38</u>	

**Bank Reconciliation Statement as at: 30/09/2014 for Cash Book 1 Current/Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	30/09/2014	320	475,244.43
			<u>475,244.43</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
02/07/2014 202487	Seaford Town Football Club	1,000.00	
05/09/2014 202634	AAT	86.00	
09/09/2014 Petty Cash	Petty Cash	137.00	
11/09/2014 202641	Express Drainage Ltd	90.00	
19/09/2014 202649	Express Drainage Ltd	132.00	
19/09/2014 202658	Police & Crime Commissioner fc	549.70	
24/09/2014 202664	East Sussex Pension Fund	2,324.19	
24/09/2014 202665	Post Office Ltd	2,383.76	
26/09/2014 202666	Sussex Events Ltd	1,065.00	
26/09/2014 202667	Lewes District Council	1,684.60	
26/09/2014 202668	Newsquest (Sussex) Ltd	1,380.01	
26/09/2014 202669	Mr David Osborne	190.00	
26/09/2014 202670	Richard Soan Roofing Services	3,448.80	
26/09/2014 202671	Smith of Derby Ltd	3,362.40	
26/09/2014 202672	T.Parker & Sons(Turf Managemr	257.28	
			<u>18,090.74</u>
			457,153.69
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
02/09/2014		341.75	
09/09/2014		137.00	
26/09/2014		40.00	
27/09/2014		305.00	
28/09/2014		145.00	
30/09/2014		60.00	
30/09/2014		1,412.23	
30/09/2014		74.00	
30/09/2014		2,495.00	
			<u>5,009.98</u>
			462,163.67
	<b>Balance per Cash Book is :-</b>		<b>462,163.66</b>
	<b>Difference is :-</b>		<b>0.00</b>

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## Seaford Town Council 2014/2015

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## Cash Book 1

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## Current/Deposit Account

For Month No : 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		727,714.42				727,714.42	
	Banked on : 01/09/2014	5,512.00					
	Sales Recpts Page 762	5,512.00	5,512.00		101		Sales Recpts Page 762
	Banked on : 01/09/2014	45.00					
PDQ	PDQ	45.00		7.50	120	37.50	PDQ 01/09/2014
	Banked on : 01/09/2014	3,732.00					
BANKING	GOLF BANKING	3,732.00		622.00	120	3,110.00	GOLF BANKING 01/09-07/09/14
	Banked on : 01/09/2014	75.00					
	Sales Recpts Page 765	75.00	75.00		101		Sales Recpts Page 765
	Banked on : 01/09/2014	112.00					
	Sales Recpts Page 771	112.00	112.00		101		Sales Recpts Page 771
	Banked on : 02/09/2014	364.95					
	Sales Recpts Page 756	364.95	364.95		101		Sales Recpts Page 756
	Banked on : 02/09/2014	140.00					
PDQ	PDQ	140.00		23.33	120	116.67	PDQ 02/09/2014
	Banked on : 03/09/2014	144.00					
PDQ	PDQ	144.00		24.00	120	120.00	PDQ 03/09/2014
	Banked on : 04/09/2014	70.00					
PDQ	PDQ	70.00		11.67	120	58.33	PDQ 04/09/2014
	Banked on : 05/09/2014	162.00					
PDQ	PDQ	162.00		27.00	120	135.00	PDQ 05/09/2014
	Banked on : 05/09/2014	118.68					
BACS	Co-op Bank	118.68			1190 201	118.68	Interest Received - Sept 14
	Banked on : 06/09/2014	412.00					
PDQ	PDQ	412.00		68.67	120	343.33	PDQ 06/09/2014
	Banked on : 07/09/2014	357.00					
PDQ	PDQ	357.00		59.50	120	297.50	PDQ 07/09/2014
	Banked on : 08/09/2014	142.00					
PDQ	PDQ	142.00		23.67	120	118.33	PDQ GOLF 08/09/2014
	Banked on : 09/09/2014	67.20					
	Sales Recpts Page 763	67.20	67.20		101		Sales Recpts Page 763
	Banked on : 09/09/2014	137.00					
	Sales Recpts Page 764	137.00	137.00		101		Sales Recpts Page 764
	Banked on : 09/09/2014	11.00					
03279	Various Donators	11.00			550	11.00	Mayors charity - Cllrs Ice buc
	Banked on : 09/09/2014	62.00					
PDQ	PDQ GOLF	62.00		10.33	120	51.67	PDF GOLF 09/09/2014

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## Receipts for Month 6

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked on : 09/09/2014	88.42					
	Sales Recpts Page 772	88.42	88.42		101		Sales Recpts Page 772
	Banked on : 10/09/2014	42.00					
PDQ	PDQ GOLF	42.00		7.00	120	35.00	PDQ GOLF 10/09/2014
	Banked on : 10/09/2014	11.70					
	Sales Recpts Page 773	11.70	11.70		101		Sales Recpts Page 773
	Banked on : 11/09/2014	148.00					
PDQ	PDQ GOLF	148.00		24.67	120	123.33	PDQ GOLF 11/09/2014
	Banked on : 12/09/2014	184.00					
PDQ	PDQ GOLF	184.00		30.67	120	153.33	PDQ GOLF 12/09/2014
	Banked on : 13/09/2014	101.00					
PDQ	PDQ GOLF	101.00		16.83	120	84.17	PDQ GOLF 13/09/2014
	Banked on : 14/09/2014	259.00					
PDQ	PDQ GOLF	259.00		43.17	120	215.83	PDQ GOLF 14/09/2014
	Banked on : 14/09/2014	1,631.00					
BANKING	GOLF BANKING	1,631.00		271.83	120	1,359.17	GOLF BANKING 08/09 - 14/09
	Banked on : 15/09/2014	62.00					
PDQ	PDQ GOLF	62.00		10.33	120	51.67	PDQ GOLF 15/09/2014
	Banked on : 15/09/2014	79.67					
BACS	Seaford Allotments	79.67			1054 125	79.67	Hire a Loo Contribution
	Banked on : 16/09/2014	40.00					
PDQ	PDQ GOLF	40.00		6.67	120	33.33	PDQ GOLF 16/09/2014
	Banked on : 16/09/2014	1,500.00					
	Sales Recpts Page 774	1,500.00	1,500.00		101		Sales Recpts Page 774
	Banked on : 17/09/2014	493.55					
	Sales Recpts Page 767	493.55	493.55		101		Sales Recpts Page 767
	Banked on : 17/09/2014	510.00					
03287	Mike Walls	10.00			1054 105	10.00	Salts Rec Ground Key - Perman
03288	Brad Mitchell	500.00			1090 135	500.00	Funfair - Tour of Britain 14
	Banked on : 17/09/2014	52.00					
PDQ	PDQ GOLF	52.00		8.67	120	43.33	PDQ GOLF 17/09/2014
	Banked on : 18/09/2014	94.00					
PDQ	PDQ GOLF	94.00		15.67	120	78.33	PDQ GOLF 18/09/2014
	Banked on : 19/09/2014	86.00					
PDQ	PDQ GOLF	86.00		14.33	120	71.67	PDQ GOLF 19/09/2014
	Banked on : 20/09/2014	494.00					

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## Seaford Town Council 2014/2015

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## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
PDQ	PDQ GOLF	494.00		82.33	120	411.67	PDQ GOLF 20/09/2014
	Banked on : 21/09/2014	34.00					
PDQ	PDQ GOLF	34.00		5.67	120	28.33	PDQ GOLF 21/09/2014
	Banked on : 21/09/2014	1,856.00					
BANKING	GOLF BANKING	1,856.00		309.33	120	1,546.67	GOLF BANKING 21/09/2014
	Banked on : 22/09/2014	300.60					
	Sales Recpts Page 768	300.60	300.60		101		Sales Recpts Page 768
	Banked on : 22/09/2014	30.00					
PDQ	GOLF PDQ	30.00		5.00	120	25.00	GOLF PDQ - 22/09/2014
	Banked on : 24/09/2014	112.00					
PDQ	GOLF PDQ	112.00		18.67	120	93.33	GOLF PDQ - 24/09/2014
	Banked on : 25/09/2014	50.00					
	Sales Recpts Page 776	50.00	50.00		101		Sales Recpts Page 776
	Banked on : 25/09/2014	142.00					
PDQ	GOLF PDQ	142.00		23.67	120	118.33	GOLF PDQ - 25/09/2014
	Banked on : 26/09/2014	1,875.00					
	Sales Recpts Page 775	1,875.00	1,875.00		101		Sales Recpts Page 775
	Banked on : 26/09/2014	40.00					
PDQ	GOLF PDQ	40.00		6.67	120	33.33	GOLF PDQ - 26/09/2014
	Banked on : 27/09/2014	305.00					
PDQ	GOLF PDQ	305.00		50.83	120	254.17	GOLF PDQ - 27/09/2014
	Banked on : 28/09/2014	145.00					
PDQ	GOLF PDQ	145.00		24.17	120	120.83	GOLF PDQ - 28/09/2014
	Banked on : 30/09/2014	60.00					
03304	Last Minute Artists	60.00			520	60.00	Deposit L/M artis 11-12 Oct 14
	Banked on : 30/09/2014	1,412.23					
	Sales Recpts Page 769	1,412.23	1,412.23		101		Sales Recpts Page 769
	Banked on : 30/09/2014	300.00					
	Sales Recpts Page 777	300.00	300.00		101		Sales Recpts Page 777
	Banked on : 30/09/2014	74.00					
PDQ	GOLF PDQ	74.00		12.33	120	61.67	GOLF PDQ - 30/09/2014
	Banked on : 30/09/2014	2,495.00					
BANKING	GOLF BANKING	2,495.00		415.83	120	2,079.17	GOLF BANKING - 22/9 -30/9/14

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Seaford Town Council 2014/2015

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Total Receipts for Month	26,771.00	12,299.65	2,282.01	12,189.34
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Cash Book Totals	<u>754,485.42</u>	<u>12,299.65</u>	<u>2,282.01</u>	<u>739,903.76</u>
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## Seaford Town Council 2014/2015

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Current/Deposit Account

For Month No : 6

## Payments for Month 6

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/09/2014	Lewes District Council	Std Ord	231.00			4051 113	231.00	Rates The Crypt Studio 2014/15
01/09/2014	Lewes District Council	Std Ord	61.00			4051 108	61.00	Rates High & Over 2013-14
01/09/2014	Lewes District Council	Std Ord	316.00			4051 113	316.00	Rates Gallery 2013-14
01/09/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rent - Beach Hut 60
01/09/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates Beach Hut 59
01/09/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 58
01/09/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 57
01/09/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 56
01/09/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 55
01/09/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 54
01/09/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 53
01/09/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 52
01/09/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 29
01/09/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 28
01/09/2014	Lewes District Council	Std Ord	21.00			4051 118	21.00	Rates - Beach Hut 27
01/09/2014	Lewes District Council	Std Ord	59.00			4051 105	59.00	Rates - The Base
01/09/2014	Lewes District Council	Std Ord	57.00			4051 205	57.00	Rates - TIC
01/09/2014	Lewes District Council	Std Ord	976.00			4051 205	976.00	Rates - 37 Church Street
01/09/2014	South East Water	00841X	168.54	168.54		501		4685 - 20/6 - 28/7/14
01/09/2014	Land Registry	DD	51.00			4155 201	51.00	Land Registry - various sites
02/09/2014	Southern Electric	97431	4,115.07	4,115.07		501		Crypt - 26/4 - 21/07/2014
02/09/2014	Land Registry	81534	18.00			4155 201	18.00	Land Registry Search
02/09/2014	Land Registry	DD	18.00			4155 201	18.00	Land Registry Search
03/09/2014	Seaford Head Golf Club	202623	371.25			4046 101	371.25	9 Subscriptions
03/09/2014	Lewes District Council	202622	21.00			4114 201	21.00	Temp. Event Notice
04/09/2014	Seaford Baptist Church	202624	73.50	73.50		501		4743-Hire room 14 & 27/08/14
04/09/2014	Collier Turf Care Ltd	202625	84.00	84.00		501		4748-Target Rings
04/09/2014	Countrywide Farmers Plc	202626	216.00	216.00		501		4747-Sensipro/Roundup
04/09/2014	Water for work & Home Ltd	202627	398.43	398.43		501		4745-Rental for water cooler
04/09/2014	Europlants Ltd	202628	1,456.01	1,456.01		501		4755-Seasonal Mainten Sept 14

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Current/Deposit Account

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## Payments for Month 6

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
04/09/2014	House Martins	202629	1,480.00	1,480.00		501		4758-Certificate 11
04/09/2014	Chris Rolley Associates	202630	750.00	750.00		501		4744-Agreement Seaford Allotme
04/09/2014	Vale Brothers Ltd	202631	178.80	178.80		501		Protective clothing
04/09/2014	Vaughtons	202632	647.84	647.84		501		4756-Mayors badges & ribbonsx2
04/09/2014	Wybone Ltd	202633	294.00	294.00		501		4738 - Refurb. charge dog bins
05/09/2014	AAT	202634	86.00			4112 201	86.00	Lucy Clark-AAT Membership14/15
08/09/2014	Talk Talk Business	470/882	88.42	88.42		501		4708 - 01/08 - 31/08/14
09/09/2014	Petty Cash	Petty Cash	137.00			201	137.00	Petty Cash Top - Up
09/09/2014	Land Registry	81534	12.00			4155 201	12.00	Land Registry Search
10/09/2014	UK Fuels	46242	170.69	170.69		501		4774-Lube oil,Unleaded, Diesel
10/09/2014	Barclaycard	78590	112.63	112.63		501		PDQ 01/08/14 - 31/08/14
11/09/2014	Avoncrop Amenity Products	202636	770.72	770.72		501		4759-Dispatch refund
11/09/2014	Beacon Fencing Ltd	202637	75.00	75.00		501		4768-Knee Rail Brackets
11/09/2014	J Cheesmur & Sons (Lewes) Ltd	202638	190,427.83	190,427.83		501		4771-Certificate 12
11/09/2014	Mr J R Corrigan	202639	4,510.10	4,510.10		501		4778-Interim clerk21/8-10/9/14
11/09/2014	Ernest Doe & Sons Ltd	202640	179.24	179.24		501		4773-Equipment
11/09/2014	Express Drainage Ltd	202641	90.00	90.00		501		4770- SALTS - Blocked Gully
11/09/2014	East Web Ltd	202642	36.00	36.00		501		4762-update to website
11/09/2014	Office Depot UK Ltd	202643	99.29	99.29		501		4777-Stationery order x3
11/09/2014	Society of Local Council Clerk	202644	180.00	180.00		501		4761-Ad for Jobfinder
11/09/2014	Tanleys Printers Ltd	202645	264.00	264.00		501		4766- Tour of Britain Program
11/09/2014	Wynne's/Seaford Fencing	202646	48.94	48.94		501		4769-Hoe & Compost
11/09/2014	Materials petty cash	202635	176.91			201	176.91	Replenish. of float- Sept 14
15/09/2014	Petty Cash	Top-up/cas	90.00			201	90.00	Replenish float
15/09/2014	Co-Operative Bank	FD Fees	45.80	45.80		501		4806-01/08- 31/08/14FD On-line
16/09/2014	Land Registry	81534	6.00			4155 201	6.00	Land Registry Search
16/09/2014	02 (UK) Ltd	860725/001	9.43	9.43		501		4757-01/08 - 31/08/14 Golf Mob
19/09/2014	Avoncrop Amenity Products	202647	1,765.80	1,765.80		501		4780-Merit Turf
19/09/2014	Chris Hatcher & Son	202648	64.00	64.00		501		4788 -Gas Safety Check 9/9/14
19/09/2014	Express Drainage Ltd	202649	132.00	132.00		501		4785-Drainage Crouch BC 09/14
19/09/2014	Godfreys (Sevenoaks) Ltd	202650	161.80	161.80		501		4779 - Strimmer

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## Payments for Month 6

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
								Head
19/09/2014	Haven Security Ltd	202651	54.00	54.00		501		4789 - Engineer callout CCTV
19/09/2014	Hire-a-Loo	202652	95.60	95.60		501		4795-Chem.Toilet 01/08 - 31/08
19/09/2014	Mr P S Kennard	202653	144.00	144.00		501		4790-Beach Shelt. Cleaning Aug
19/09/2014	KMK Productions	202654	174.00	174.00		501		4787 - 30 x Hi Vis Coats
19/09/2014	Thomas Mansfield Solicitors Lt	202655	1,977.00	1,977.00		501		4801-Legal Advice Aug 14
19/09/2014	National Association of Local	202656	240.00	240.00		501		4783 - Advert on website 09/14
19/09/2014	N Power	202657	123.06	123.06		501		4797 -Elec 5/6-21/7/14 HH
19/09/2014	Police & Crime Commissioner fo	202658	549.70	549.70		501		4794 - CCTV Aug - Oct 2014
19/09/2014	SSALC Ltd	202659	72.00	72.00		501		4782-Chairs Network 25.09.14
19/09/2014	John Spicer	202660	645.00	645.00		501		4781 - Labour Aug 14
19/09/2014	CJ Thorne & Co Ltd	202661	20,808.00	20,808.00		501		4786-Splashpoint remedial repa
19/09/2014	Mark Brown	202663	75.80			4181 210	75.80	MayorsTravel Expenses
19/09/2014	Wave Leisure Trust Ltd	202662	880.00			4185 210	880.00	Family F/Day incom/distrib.
19/09/2014	Postage by Phone - Pitney Bowe	80257	300.00	300.00		501		4805-Frank.Machine Top - Up
22/09/2014	Talk Talk Business	83098/882	194.64	194.64		501		4802-01/09 - 30/09/14Church St
24/09/2014	East Sussex Pension Fund	202664	2,324.19			517	2,324.19	Pension Contribution Sept 2014
24/09/2014	Post Office Ltd	202665	2,383.76			515	2,383.76	PAYE -Sept 2014
25/09/2014	Co-op Bank	BACS	11,972.07			516	11,972.07	Staff Salaries - Sep 4
25/09/2014	Fraser Morley	BACS	3,367.00	3,367.00		501		4811-Retainer Sept 14
25/09/2014	Public Works Loan Board	DD	22,131.06			4301 102	22,131.06	PWLB Repayment - Club House
26/09/2014	Sussex Events Ltd	202666	1,065.00	1,065.00		501		4813-Tour of Brit.Events Manag
26/09/2014	Lewes District Council	202667	1,684.60	1,684.60		501		4815-01/09-30/09/2014Dog Bins
26/09/2014	Newsquest (Sussex) Ltd	202668	1,380.01	1,380.01		501		4818-Ads for Business Manager
26/09/2014	Mr David Osborne	202669	190.00	190.00		501		4803-Music performance13/9/14
26/09/2014	Richard Soan Roofing Services	202670	3,448.80	3,448.80		501		4817 - Crouch Bowling Roof
26/09/2014	Smith of Derby Ltd	202671	3,362.40	3,362.40		501		4812-Hurdis-Centenary Clock
26/09/2014	T.Parker & Sons(Turf	202672	257.28	257.28		501		4819-premium K 10

Date: 03/10/2014

Seaford Town Council 2014/2015

Page No: 372

Time: 15:59

Cash Book 1

User : LC

Current/Deposit Account

For Month No : 6

Payments for Month 6

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
26/09/2014	Kent County Council (KCS)	51165	369.41	369.41		501		Ltr 4741- Rental 01/06/14-31/08/14
30/09/2014	Total Gas & Power	1026869	20.33	20.33		501		4722-Gas Stand.charge Aug 14
<b>Total Payments for Month</b>			<b>292,321.75</b>	<b>249,615.71</b>	<b>0.00</b>		<b>42,706.04</b>	
<b>Balance Carried Fwd</b>			<b>462,163.66</b>					
<b>Cash Book Totals</b>			<b>754,485.42</b>	<b>249,615.71</b>	<b>0.00</b>		<b>504,869.70</b>	



## Seaford Town Council

### Report 132/14

<b>Agenda Item No:</b>	<b>4 (b)</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>14 August 2014</b>
<b>Title:</b>	<b>Finance Report</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>Inform Members of Income and Expenditure for the period 1 April 2014 to 30 September 2014 compared to projected annual budget.</b>

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#### Recommendations

**You are recommended:**

- 1. To approve the report.**
- 

#### 1. Information

- 1.1** Attached at Appendix A are the statements detailing income and expenditure for the period 1 April 2014 to 30 September 2014 compared to the projected annual budget.
- 1.2** Overall the budget % for the period is broadly in line with the projected annual budget.
- 1.3** Variances not previously reported may be explained as:
  - a)** 4009 / Recruitment Costs – these costs will be higher than expected due to the recruitment of the new Town Clerk.
  - b)** 4185 / Fun Day & Tourney – the overspend of £430 is offset by the income code (see 1056).
  - c)** 4261 / Grounds Maint Non Contract – there is an overspend showing in this account due to the payment of £17,340 for works to Splash Point. £8,670 is offset by the income code as half the cost was met by LDC. The remainder of £8,670 will come from the general reserve thus showing an overspend in this account.
  - d)** 1090 / Income Physical Activity – this relates to income to the Tour of Britain day and will be offset against our expenses.

**2. Financial Appraisal**

The financial implications of this report are detailed in Section 1 of the report.

**3. Contact Officer**

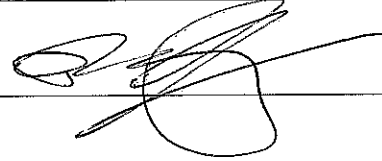
The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



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Interim Town Clerk



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<u>Expenditure Detail</u>	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4000 Salaries & Wages	125,548	237,426	111,878		111,878	52.9 %
4001 Employers NI	9,696	19,659	9,963		9,963	49.3 %
4002 Employers Superannuation	16,030	36,803	20,773		20,773	43.6 %
4009 Recruitment Costs	1,775	2,000	225		225	88.8 %
4010 Staff Training	3,743	7,000	3,257		3,257	53.5 %
4011 Staff Protective Clothing	556	1,000	444		444	55.6 %
4012 Staff Expenses	253	500	248		248	50.5 %
4013 Members Expenses	13	150	137		137	8.6 %
4014 Member Training	402	1,500	1,098		1,098	26.8 %
4015 Office Refreshments	108	0	-108		-108	0.0 %
4041 Golf Professional Retainer	20,202	41,006	20,804		20,804	49.3 %
4045 Golf Course Player Costs	-373	2,350	2,723		2,723	-15.9 %
4046 Golf Club Membership Fees	18,851	0	-18,851		-18,851	0.0 %
4050 Rent payable	7,500	17,500	10,000		10,000	42.9 %
4051 Rates	15,116	20,730	5,614		5,614	72.9 %
4052 Water & Sewerage	1,954	16,459	14,505		14,505	11.9 %
4055 Electricity	7,493	14,421	6,928		6,928	52.0 %
4056 Gas	950	5,744	4,794		4,794	16.5 %
4059 Church Street Service Charges	0	8,500	8,500		8,500	0.0 %
4060 Refuse	224	320	96		96	70.1 %
4100 Telecommunications	1,628	5,250	3,622		3,622	31.0 %
4105 Postage	1,207	2,705	1,498		1,498	44.6 %
4106 Stationery	1,051	2,750	1,699		1,699	38.2 %
4107 Photocopier	1,483	2,300	817		817	64.5 %
4110 Advertising & Publicity	1,273	4,500	3,227		3,227	28.3 %
4111 Office Equipment New	978	1,500	522		522	65.2 %
4112 Subscriptions	3,741	4,442	701		701	84.2 %
4113 Software Support	961	3,830	2,869		2,869	25.1 %
4114 Licence Fee	96	110	14		14	87.3 %
4115 Insurance	25,429	28,363	2,934		2,934	89.7 %
4116 Web Site	108	1,800	1,693		1,693	6.0 %
4155 Professional Fees	62,978	12,000	-50,978		-50,978	524.8 %
4156 Bank Charges	843	2,257	1,414		1,414	37.4 %
4157 Audit Fees	-1,600	3,900	5,500		5,500	-41.0 %
4180 Room Hire	82	0	-82		-82	0.0 %
4181 Civic - Mayors Allowance	301	1,500	1,199		1,199	20.0 %
4182 Catering & Hospitality	50	850	800		800	5.9 %
4183 Civic - Awards	605	2,000	1,395		1,395	30.3 %
4184 Civic - other	111	450	339		339	24.8 %
4185 Fun Day & Tourney	880	450	-430		-430	195.6 %



	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4188 Town Crier Expenses	35	125	90		90	28.0 %
4189 Young Mayor	2	500	498		498	0.5 %
4190 Election Costs	0	9,000	9,000		9,000	0.0 %
4195 Community Services Events Exp	1,172	200	-972		-972	586.1 %
4199 Other Expenditure	496	1,917	1,421		1,421	25.9 %
4201 Cleaning	30	5,276	5,246		5,246	0.6 %
4251 Dog Bin Emptying	4,747	7,597	2,850		2,850	62.5 %
4253 Shelters	600	1,848	1,248		1,248	32.5 %
4260 Grounds Maintenance Contract	41,715	172,612	130,897		130,897	24.2 %
4261 Grounds Maint non contract	49,269	45,839	-3,430		-3,430	107.5 %
4262 Tree Warden Expenses	41	2,310	2,269		2,269	1.8 %
4263 Bus Shelter Maintenance/Clean	90	750	660		660	12.0 %
4270 Vehicles & Equipment Maint	4,752	15,506	10,754		10,754	30.6 %
4271 Vehicle & Equipment Lease`	20,996	20,996	0		0	100.0 %
4272 Equipment Purchase	852	20,000	19,148		19,148	4.3 %
4273 Christmas Lights	1,624	13,000	11,376		11,376	12.5 %
4274 Projects Expenditure	246	35,000	34,754		34,754	0.7 %
4275 Building Maintenance	9,885	6,500	-3,385		-3,385	152.1 %
4276 CCTV	8,285	9,285	1,000		1,000	89.2 %
4277 New Golf Club House	674,731	0	-674,731		-674,731	0.0 %
4281 Christmas Event Expenses	130	0	-130		-130	0.0 %
4290 Physical Activity Proj Expenses	2,520	8,000	5,480		5,480	31.5 %
4301 Public Works Loan Payment	38,677	108,889	70,212		70,212	35.5 %
4401 Grants	18,303	29,750	11,447		11,447	61.5 %
4402 Seaford in Bloom	7,362	0	-7,362		-7,362	0.0 %
4405 Grants in Kind	0	2,200	2,200		2,200	0.0 %
4410 Swimming Pool	0	10,000	10,000		10,000	0.0 %
4500 Nature Reserve Expenses	8,371	10,500	2,129		2,129	79.7 %
<b>Total OverHead</b>	<b>1,227,177</b>	<b>1,051,625</b>	<b>-175,552</b>	<b>0</b>	<b>-175,552</b>	<b>116.7 %</b>
<b><u>Income Detail</u></b>						
1000 Golf Course Season Ticket	153,485	194,615	-41,130			78.9 %
1001 Golf Course Green Fees M-F	32,528	53,352	-20,824			61.0 %
1002 Golf Course Green Fees w/eb/h	24,460	44,883	-20,423			54.5 %
1003 Golf Course Specials	18,899	40,500	-21,601			46.7 %
1004 Golf Course Locker	0	3,500	-3,500			0.0 %
1005 Golf Course Credit Card Charge	121	160	-39			75.6 %
1007 Golf Course Air Traffic	3,750	5,130	-1,380			73.1 %
1050 Income Rent	41,061	27,204	13,857			150.9 %
1051 Income Insurance Recharge	2,157	2,880	-723			74.9 %
1053 Income Grants	12,554	6,534	6,020			192.1 %

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1054 Income Other	2,535	8,992	-6,457			28.2 %
1056 Income Fun Day & Tourney	430	0	430			0.0 %
1057 Income Electricity Recharge	3,081	2,345	736			131.4 %
1058 Income Water Recharge	952	2,041	-1,089			46.6 %
1059 Income Photocopying	8	25	-17			31.3 %
1060 Beach Huts Site Licence	14,905	14,880	25			100.2 %
1061 Beach Hut Annual Rent	11,430	11,430	0			100.0 %
1062 Income Telephone Recharge	362	858	-496			42.2 %
1063 Income Gas Recharged	-697	0	-697			0.0 %
1065 Income Xmas Lights	0	500	-500			0.0 %
1066 Income Concession	61,425	59,425	2,000			103.4 %
1070 Income Community Serv Events	1,095	0	1,095			0.0 %
1071 Income Base Rent	801	300	501			266.9 %
1072 Income Tree Wardens	315	0	315			0.0 %
1075 Income Christmas Event	0	400	-400			0.0 %
1090 Income Physical Activity Proj	700	0	700			0.0 %
1091 Income Building Maintenance	1,833	0	1,833			0.0 %
1092 Income Grnds Maint Non Contrat	8,670	0	8,670			0.0 %
1100 Income Advertising	0	2,000	-2,000			0.0 %
1176 Precept	516,194	557,502	-41,308			92.6 %
1177 Council Tax Support Grant	41,308	0	41,308			0.0 %
1190 Interest Received	743	2,500	-1,757			29.7 %
1200 Income Nature Reserve	3,833	2,000	1,833			191.7 %
1304 PWLB - New Club House	410,000	0	410,000			0.0 %
<b>Total Income</b>	<b>1,368,938</b>	<b>1,043,956</b>	<b>324,982</b>			<b>131.1 %</b>
<b>Total Expenditure</b>	<b>1,227,177</b>	<b>1,051,625</b>	<b>-175,552</b>	<b>0</b>	<b>-175,552</b>	<b>116.7 %</b>
<b>Total Income</b>	<b>1,368,938</b>	<b>1,043,956</b>	<b>324,982</b>			<b>131.1 %</b>
<b>Net Expenditure over Income</b>	<b>-141,762</b>	<b>7,669</b>	<b>149,431</b>			



## Seaford Town Council

### Report 133-14

<b>Agenda Item No:</b>	<b>5</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>16 October 2016</b>
<b>Title:</b>	<b>2015-16 Budget Framework and Timetable</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To advise the Committee of the proposed Budget Framework and Timetable for 2015-16.</b>

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#### Recommendations

**You are recommended:**

1. To approve the Budget Framework and Timetable.
- 

#### 1. Information

- 1.1 Financial Regulation 6 states that the RFO is responsible for the development of the Budget Framework and Timetable each year, which will set out the proposed strategy and timescale for the setting of the annual Revenue and Capital Budget. The Budget Framework and Timetable will be approved each year by F&GP Committee.
- 1.2 In the autumn, each Committee shall formulate proposals for their own area of responsibility in respect of revenue.
- 1.3 The preparation of the budget for 2014-15 will commence in due course now that September transactions have been processed. The transactions for the six months to September will be used as a base for a reforecast budget for 2014-15 and initial budget for 2015-16.
- 1.4 Members are reminded that the Council recently adopted a Capital Wish List with prioritisation therein. This will be used as the basis of any significant capital works if funds allow.
- 1.5 At the end of the financial year when the Council's end of year position is known, the Council will have an opportunity to allocate any surplus funds if there are any, to projects on the Capital Wish List.

1.6 The proposed timetable is:

27 Nov 14	Community Services Committee	Budget approval
2 Dec 14	Golf Course Committee	Budget approval
18 Dec 14	F&GP Committee	Budget approval
15 Jan 15	Council	Final approval & Precept set

**2. Financial Appraisal**

There are no immediate financial implications resulting from this report.

**3. Contact Officer**

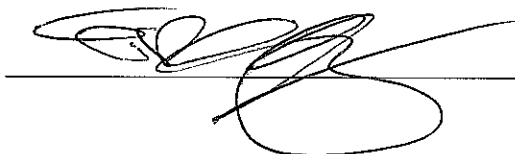
The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



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Interim Town Clerk



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## Seaford Town Council

### Report 130/14

<b>Agenda Item No:</b>	<b>6</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>16<sup>th</sup> October 2014</b>
<b>Title:</b>	<b>Debt Write Off</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Purpose of Report:</b>	<b>To seek approval to write off a historical debt</b>

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#### Recommendations

- 1. To consider approval to write off an outstanding concession debt from 2011.**
- 

#### 1. Information

- 1.1** Imogen Carron was the previous Concession holder at the Salts Café prior to First Come First.
- 1.2** Whilst leasing the property, Ms I Carron improved the internal decorations at her own considerable expense.
- 1.3** Unfortunately her business began to fail and Ms I Carron was finding it difficult to keep up with the rental repayments and eventually had to give up the business.
- 1.4** Ms I Carron has a debt of £2,029.18 which consists of £1,572 for rent and £457.18 for water recharges.
- 1.5** Previous attempts to reclaim the debt were refused by Ms I Carron claiming that the debt should be offset against her own expenses for the internal decorations.
- 1.6** It appears that the previous RFO was looking into which costs incurred by Ms I Carron would be met by the Council to offset these invoices but this was never completed.
- 1.7** It is recommended that members of this Committee consider whether or not to now write this debt off on the grounds that this was offset with the improvements made to the Café at that time.

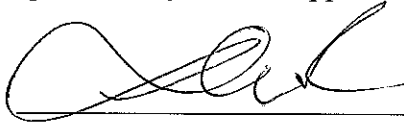
**2. Financial Appraisal**

2.1 The financial implications of this report as shown above in item 1.

**3. Contact Officer**

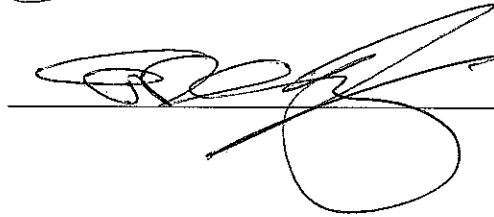
The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



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Interim Town Clerk



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## Seaford Town Council

Report 127/14

**Agenda Item No:** 7

**Committee:** Finance & General Purposes

**Date:** 18 October 2014

**Title:** Town and Parish Council Election Costs 2015

**By:** Lucy Clark, Support Services Manager

**Purpose of Report:** To note the estimated costs for the 2015 Town and Parish Council Elections.

---

### Recommendations

1. To note the letter from Lewes District Council advising of the estimated costs for the 2015 elections.
- 

### 1. Information

- 1.1 A letter has been received from Lewes District Council informing of the best estimate for the anticipated maximum costs of the 2015 elections. At the current time, the estimated maximum charge for Seaford Town Council is £24,200. The letter is attached in Appendix A.

### 2. Financial Appraisal

- 2.1 The financial implications of this report as shown above in item 1.

### 3. Contact Officer

The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager

Interim Town Clerk

**Lewes District Council**

Southover House  
Southover Road  
Lewes BN7 1AB  
01273 471600  
01273 484488  
minicom  
[www.lewes.gov.uk](http://www.lewes.gov.uk)

Town Clerk  
Seaford Town Council  
37 Church Street  
Seaford  
BN25 1HG



direct dial 01273 484116  
my ref JG/SA  
your ref  
date 19 September 2014

Dear Sir/Madam

**Town and Parish Council Election Costs 2015**

I am writing to give you Lewes District Council's estimated maximum cost for the Town and Parish Council elections to be held in May 2015.

You may recall that a review of how the charges were calculated was conducted in 2008 and a fairer method was established. It was accepted that the method used in the past, where smaller Town and Parish Councils were charged on a similar basis to larger ones, had been unfair.

A more equitable system is now used whereby Towns and Parishes pay proportionately for the election costs they incur. The costs are broken down and apportioned according to fees, clerical, travelling, printing, polling stations & count and administration costs.

The charges are calculated according to the East Sussex Authorities Scale of Fees & Expenses for Local Elections which has been adopted by all District Councils in East Sussex.

At the current time, the estimated maximum charge for Seaford Town Council for the elections in May 2015 will be **£24,200**.

Please note this is a **maximum** estimated figure. To calculate this figure, the following criteria have been used:

1. Lewes District Council pay all the costs incurred for the District Council elections and charge Town and Parish Councils for the costs incurred for their element of the elections in May 2015.

*Cont'd....*



2. The 2015 figure is based on the actual election cost to that Town and Parish Council in 2011 plus 10% inflation (based on normal inflation increase of 2.5% each year since 2011).
3. The estimated maximum figure is based on the assumption that six Town and Parish Councils will be contested which we anticipate to be the lowest number of Councils likely to be contested. However, it is possible that more than six Councils will be contested which would lower the costs. The more Councils that are contested, the lower the costs will be for Town and Parish Councils. We have given you a figure for the worst case scenario so that you can budget accordingly.
4. For those Councils that were not contested in 2011, their figure is based on the costs incurred by Councils with a similar sized electorate.

Clearly, we can not know in advance of the election how many Town and Parish Councils will be contested, hence our estimate above. After the election, we will be able to give you a full breakdown of the election costs.

This is Lewes District Council's best estimate for the anticipated maximum costs of the 2015 elections which we hope will help Town and Parish Councils in preparing their budgets. However, all Councils must recognise that elections involve significant variables which affect costs, such as changes in legislation and whether the elections are contested or uncontested.

Councils that were uncontested in 2011 should note that these Councils could be contested in 2015. Consequently, they should be prepared for the possibility of election costs being significantly higher than in 2011.

I hope that providing you with an estimated maximum figure for election costs will assist you in setting your Council's budgets for next year.

Yours sincerely



Jackie Gavigan  
Head of Democratic Services and  
Deputy Returning Officer