



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 12 June 2014**, at **7.00 pm**, which you are summoned to attend.

James Corrigan
Interim Town Clerk
06 June 2014

Agenda

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

2. **Minutes**

To approve the minutes of the meeting held on 1 May 2014.

3. **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.

4. **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.

5. **Finance Report**

- a) To consider report 45/14 regarding receipts, payments and bank reconciliation for March and April 2014 (pages 3 to 21).
- b) To consider report 46/14 regarding the Council budget position for the period 1 April 2013 to 31 March 2014 (pages 23 to 27).
- c) To consider report 47/14 regarding the Council budget position for the period 1 April 2014 to 30 April 2014 (pages 29 to 33).

6. **Annual Return and Final Accounts for Year Ended 31 March 2014**

- a) To consider report 41/14 presenting the Final Accounts and Annual Return for the year ended 31 March 2014 (pages 35 to 46).

7. Grant Application 2014-15

- a) To consider report 48/14 concerning small grant requests (pages 47 to 50).
- b) To consider report 44/14 concerning large grant requests (pages 51 to 53).

8. Staffing Matters

To consider report 42/14 regarding staffing updates (pages 55 to 56).

9. Capital Projects Update

To consider report 43/14 concerning an update on Capital Projects (pages 57 to 58).

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 45/14

Agenda Item No: 5(a)
Committee: Finance & General Purposes
Date: 12 June 2014
Title: Receipts, Payments and Bank Reconciliation Reports for March and April 2014
By: Lucy Clark, Support Services Manager
Purpose of Report: To advise the Committee of receipts, payments and bank reconciliations for March and April 2014

Recommendations

You are recommended:

1. To approve the information contained in the report.
-

1. Information

- 1.1 Attached as Appendix A is a copy of the bank reconciliation and cashbook listing receipts and payments for March and April 2014.
- 1.2 In accordance with Town Council procedures names relating to individuals have been blanked from the list of receipts and payments, as this document is public. The transactions listed in Appendix A have been reconciled to the relevant bank statements.

2. Financial Appraisal

The appendix comprises the bank account transactions for March and April 2014.

3. Contact Officer

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

Support Services Manager



Interim Town Clerk



Bank Reconciliation Statement as at: 31/03/2014 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	31/03/2014	282	<u>551,575.94</u>
			551,575.94

Unpresented Cheques (Minus)

		<u>Amount</u>
06/03/2014 202271	Seaford Chamber of Commerce	60.00 8
12/03/2014 202289	Auditing Solutions Ltd	480.00 1
19/03/2014 202290	Lewes Town Council	50.00 6/5
20/03/2014 202293	East Sussex Pension Fund	3,583.60 15
21/03/2014 202295		219.70 8
24/03/2014 202300		925.00 1
24/03/2014 202299	Royal Air Forces Association	50.00 3
24/03/2014 202298	The Royal society of St.George	50.00 2
24/03/2014 202297	St.Wilfrid's Hospice	50.00 4
24/03/2014 202296	Kent,Surrey&Sussex Air Ambula	50.00 4
26/03/2014 202301	Tanleys Printers Ltd	150.00 1
26/03/2014 202302	Golfguard Ltd	3,200.00 14
26/03/2014 202303	Lewes District Council	55.36 1
27/03/2014 202304	Seaford Baptist Church	5.80 9
28/03/2014 202310		171.55 4
28/03/2014 202305	Auditing Solutions Ltd	480.00 20
28/03/2014 202306		26.00 9
28/03/2014 202307	Hedleys Solicitors	331.20 7
28/03/2014 202308	RBS Software Solutions	855.60 8
28/03/2014 202309	Zurich Management Services	20,469.86 7
31/03/2014 202312		21.86 15
31/03/2014 202311		227.94 9
31/03/2014 202313		20.12 7
		<u>31,533.59</u>
		520,042.35

Receipts not Banked/Cleared (Plus)

27/03/2014		3,062.00 1
28/03/2014		384.80 1
28/03/2014		3,589.23 2
29/03/2014		6,684.00 2
30/03/2014		1,816.00 2
31/03/2014		3,914.00 3
31/03/2014		22,161.00 4
		<u>41,611.03</u>
		561,653.38

SJ Pollard for Auditing Solutions Ltd Balance per Cash Book is :-

561,653.39

Difference is :-

0.00

Date: 06/06/2014

Seaford Town Council YEAR END 2013/14

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Cash Book 1

User : EH

Current/Deposit Account

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	181,871.46				181,871.46	
	Banked on : 01/03/2014	130.00					
PDQ	PDQ	130.00		21.67	120	108.33	PDQ - 01/03/2014
	Banked on : 02/03/2014	290.00					
PDQ	PDQ	290.00		48.33	120	241.67	PDQ - 02/03/2014
	Banked on : 03/03/2014	759.98					
	Sales Recpts Page 629	759.98	759.98		101		Sales Recpts Page 629
	Banked on : 04/03/2014	27.00					
PDQ	PDQ	27.00		4.50	120	22.50	PDQ - 04/03/2014
	Banked on : 05/03/2014	38.63					
	COOP	38.63			1190 201	38.63	Bank Interest March 14
	Banked on : 05/03/2014	22.00					
PDQ	PDQ	22.00		3.67	120	18.33	PDQ - 05/03/2014
	Banked on : 06/03/2014	60.00					
2970	Last Minute Artists Pop up	60.00		10.00	520	50.00	LastMin-15/03-16/03/14-Crypt
	Banked on : 06/03/2014	2,150.00					
	Sales Recpts Page 628	2,150.00	2,150.00		101		Sales Recpts Page 628
	Banked on : 07/03/2014	24.00					
PDQ	PDQ	24.00		4.00	120	20.00	PDQ - 07/03/2014
	Banked on : 08/03/2014	917.23					
PDQ	PDQ	917.23		152.87	120	764.36	PDQ - 08/03/2014
	Banked on : 09/03/2014	96.00					
PDQ	PDQ	96.00		16.00	120	80.00	PDQ - 09/03/2014
	Banked on : 10/03/2014	372.00					
	Sales Recpts Page 630	372.00	372.00		101		Sales Recpts Page 630
	Banked on : 10/03/2014	1,172.23					
PDQ	PDQ	1,172.23		195.37	120	976.86	PDQ - 10/03/2014
	Banked on : 11/03/2014	23.10					
	Sales Recpts Page 636	23.10	23.10		101		Sales Recpts Page 636
	Banked on : 11/03/2014	1,250.00					
	Sales Recpts Page 637	1,250.00	1,250.00		101		Sales Recpts Page 637
	Banked on : 11/03/2014	4,319.00					
Golf Bank	Golf Banking	4,319.00		719.83	120	3,599.17	Golf Banking - 11/03/2014
	Banked on : 11/03/2014	22.00					
PDQ	PDQ	22.00		3.67	120	18.33	PDQ - 11/03/2014
	Banked on : 12/03/2014	319.00					
	Sales Recpts Page 638	319.00	319.00		101		Sales Recpts Page 638

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Cash Book 1

User : EH

Current/Deposit Account

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 12/03/2014	123.00					
PDQ	PDQ	123.00		20.50	120	102.50	PDQ - 12/03/2014
	Banked on : 13/03/2014	124.00					
PDQ	PDQ	124.00		20.67	120	103.33	PDQ - 13/03/2014
	Banked on : 14/03/2014	137.00					
PDQ	PDQ	137.00		22.83	120	114.17	PDQ - 14/03/2014
	Banked on : 15/03/2014	841.00					
PDQ	PDQ	841.00		140.17	120	700.83	PDQ - 15/03/2014
	Banked on : 16/03/2014	165.00					
PDQ	PDQ	165.00		27.50	120	137.50	PDQ - 16/03/2014
	Banked on : 17/03/2014	45.00					
PDQ	PDQ	45.00		7.50	120	37.50	PDQ - 17/03/2014
	Banked on : 18/03/2014	6,391.00					
Golf Bank	Golf Banking	6,391.00		1,065.17	120	5,325.83	Golf Banking - 18/03/2014
	Banked on : 18/03/2014	1,190.00					
PDQ	PDQ	1,190.00		198.33	120	991.67	PDQ - 18/03/2014
	Banked on : 19/03/2014	297.15					
237.15	Phil Duncan	237.15		39.52	520	197.63	Arts@crypt25/7-10/08/14
2976	William Bovington	60.00		10.00	520	50.00	Arts@crypt 15-16/03/14
	Banked on : 19/03/2014	4,359.00					
	Sales Recpts Page 642	4,359.00	4,359.00		101		Sales Recpts Page 642
	Banked on : 19/03/2014	449.00					
PDQ	PDQ	449.00		74.83	120	374.17	PDQ - 19/03/2014
	Banked on : 20/03/2014	372.00					
	Sales Recpts Page 631	372.00	372.00		101		Sales Recpts Page 631
	Banked on : 20/03/2014	515.00					
PDQ	PDQ	515.00		85.83	120	429.17	PDQ - 20/03/2014
	Banked on : 21/03/2014	1,014.00					
PDQ	PDQ	1,014.00		169.00	120	845.00	PDQ - 21/03/2014
	Banked on : 22/03/2014	274.00					
PDQ	PDQ	274.00		45.67	120	228.33	PDQ - 22/03/2014
	Banked on : 23/03/2014	230.00					
PDQ	PDQ	230.00		38.33	120	191.67	PDQ - 23/03/2014
	Banked on : 24/03/2014	372.00					
	Sales Recpts Page 632	372.00	372.00		101		Sales Recpts Page 632
	Banked on : 24/03/2014	1,143.00					

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Seaford Town Council YEAR END 2013/14

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Cash Book 1

User : EH

Current/Deposit Account

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Sales Recpts Page 633	1,143.00	1,143.00		101		Sales Recpts Page 633
	Banked on : 24/03/2014	16.95					
	Sales Recpts Page 639	16.95	16.95		101		Sales Recpts Page 639
	Banked on : 24/03/2014	7,437.00					
Golf Bank	Golf Banking	7,437.00		1,239.50	120	6,197.50	Golf Banking - 24/03/2014
	Banked on : 24/03/2014	942.00					
PDQ	PDQ	942.00		157.00	120	785.00	PDQ - 24/03/2014
	Banked on : 25/03/2014	50.00					
	Sales Recpts Page 634	50.00	50.00		101		Sales Recpts Page 634
	Banked on : 25/03/2014	14,627.31					
4656	BPS CO-OP	14,627.31			516	14,627.31	March Salaries 14
	Banked on : 25/03/2014	-14,627.31					
4656	BPS CO-OP	-14,627.31			516	-14,627.31	March Salaries 14
	Banked on : 25/03/2014	1,108.00					
PDQ	PDQ	1,108.00		184.67	120	923.33	PDQ - 25/03/2014
	Banked on : 25/03/2014	494.54					
	Sales Recpts Page 644	494.54	494.54		101		Sales Recpts Page 644
	Banked on : 25/03/2014	444,844.25					
Chaps	Public Works Loan Board	444,844.25			1304 102	444,844.25	Loan for New Club House
	Banked on : 26/03/2014	4,421.23					
PDQ	PDQ	4,421.23		736.87	120	3,684.36	PDQ - 26/03/2014
	Banked on : 27/03/2014	1.00					
02985	Clr S Dunn	1.00			1059 201	1.00	Photocopying - Smarter Seaford
	Banked on : 27/03/2014	37.00					
02988	S.Watts & J.Hatt	37.00		6.17	530	30.83	Martello fields (June 14)
	Banked on : 27/03/2014	6,351.75					
	Sales Recpts Page 641	6,351.75	6,351.75		101		Sales Recpts Page 641
	Banked on : 27/03/2014	3,062.00					
PDQ	PDQ	3,062.00		510.33	120	2,551.67	PDQ - 27/03/2014
	Banked on : 28/03/2014	384.80					
3004	Mr Geoff Adams	34.80		5.80	530	29.00	Base 2/4,16/4,30/4/2014
3005	Mr William Cole	350.00		58.33	530	291.67	Fun Fair - 08/4-11/4/14
	Banked on : 28/03/2014	17,954.00					
Golf Bank	Golf Banking	17,954.00		2,992.33	120	14,961.67	Golf Banking - 28/03/2014
	Banked on : 28/03/2014	3,589.23					
PDQ	PDQ	3,589.23		598.20	120	2,991.03	PDQ - 28/03/2014

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Seaford Town Council YEAR END 2013/14

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Cash Book 1

User : EH

Current/Deposit Account

For Month No : 12

Receipts for Month 12

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 : 28/03/2014		372.00					
	Sales Recpts Page 645	372.00	372.00		101		Sales Recpts Page 645
Banked on : 28/03/2014		1,143.00					
	Sales Recpts Page 646	1,143.00	1,143.00		101		Sales Recpts Page 646
Banked on : 28/03/2014		30.00					
Hut 27	P Garland	30.00			1054 201	30.00	Early.Termin.Admin fee Garlan
Banked on : 29/03/2014		6,684.00					
PDQ	PDQ	6,684.00		1,114.00	120	5,570.00	PDQ - 29/03/2014
Banked on : 30/03/2014		1,816.00					
PDQ	PDQ	1,816.00		302.67	120	1,513.33	PDQ - 30/03/2014
Banked on : 31/03/2014		3,914.00					
PDQ	PDQ	3,914.00		652.33	120	3,261.67	PDQ - 31/03/2014
Banked on : 31/03/2014		22,161.00					
Golf Bank	Golf Banking	22,161.00		3,693.50	120	18,467.50	Golf Banking
Banked on : 31/03/2014		372.00					
	Sales Recpts Page 647	372.00	372.00		101		Sales Recpts Page 647
Banked on : 31/03/2014		1,003.00					
BTP137	Groundwork London	1,003.00			1072 135	1,003.00	Big Tree Project Grant
Total Receipts for Month		558,222.07	19,920.32	15,397.46		522,904.29	
Cash Book Totals		740,093.54	19,920.32	15,397.46		704,775.76	

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Seaford Town Council YEAR END 2013/14

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Cash Book 1

User : EH

Current/Deposit Account

For Month No : 12

Payments for Month 12

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>
03/03/2014	The Royal Society of St.George	202266	48.00			4181 210	48.00	Mayor & Consort Engagement
03/03/2014	South East Water	0841X	186.42	186.42		501		4269 - 16/12/13-28/01/14
04/03/2014	Postage by Phone - Pitney Bowe	70259	307.20	307.20		501		4320 - Franking Charges Feb 14
05/03/2014	UK Fuels	46242	25.60	25.60		501		4312-Diesel/Guard Card Feb 14
06/03/2014	Action in Market Towns	202267	90.00	90.00		501		4271 -Course 12/03/2014
06/03/2014	Avoncrop Amenity Products	202268	1,161.60	1,161.60		501		4261 - Merit Turf
06/03/2014	Barnsley Lock & Safe Co Ltd	202269	845.76	845.76		501		4298 - Padlock & Keys
06/03/2014	Beacon Fencing Ltd	202270	97.92	97.92		501		4276 - Treated posts (Martello
06/03/2014	Seaford Chamber of Commerce	202271	60.00	60.00		501		4292-Fees01/06/13 - 31/05/2014
06/03/2014	Chris Hatcher & Son	202272	97.20	97.20		501		4300-Pipework-Leak-Crouch
06/03/2014	Drivewise (Autos) Ltd	202273	40.92	40.92		501		4305-Fit inner tube to mower
06/03/2014	Ernest Doe & Sons Ltd	202274	273.73	273.73		501		4282 - equipment maintenance
06/03/2014	East Sussex County Council	202275	25.00	25.00		501		4294-temp attach.license xmas
06/03/2014	Hire-a-Loo	202276	95.60	95.60		501		4285 - 01/01/2014 - 31/01/2014
06/03/2014	House Martins	202277	4,440.00	4,440.00		501		4286 - certificates3,4 &5
06/03/2014	John Shaw (Machinery) Ltd	202278	132.49	132.49		501		4304-Golf Equipment /Tools
06/03/2014	Office Depot UK Ltd	202279	83.97	83.97		501		4268 - Eye Wash Kit/First Aid
06/03/2014	Safehaven Security Ltd	202280	54.00	54.00		501		4277-Fit x 2 deadlocks hut 27
06/03/2014	Sussex Downs College	202281	475.00	475.00		501		4293 -Business Admin Apprentic
06/03/2014	Sherriff Amenity	202282	235.32	235.32		501		4303-Soluble Iron
06/03/2014	John Spicer	202283	850.00	850.00		501		4295 - Feb 14 Maintenance work
06/03/2014	Timber Requirements (Seaford)	202284	9.74	9.74		501		4299 - Hardboard
06/03/2014	Vaughtons	202285	15.10	15.10		501		4290 - N/Ribbon (mayoress cha)
06/03/2014	Worldwide Webdesign Ltd	202286	180.00	180.00		501		4302-webhosting & maintenance
06/03/2014	Vaughtons	202285	-15.10	-15.10		501		Neck Ribbon
07/03/2014	Materials petty cash	202287	297.03			201	297.03	Materials Float - Mar 14
10/03/2014	Talk Talk Business	70882	97.92	97.92		501		4270-TIC 01/02 - 28/02/2014
10/03/2014	Barclaycard	78590	44.33	44.33		501		4339-G/Bank Charges PDQ
11/03/2014	Society of Local Council Clerk	202288	480.00			4112 201	480.00	Members. SLCC 14/15 T.Clerks

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Seaford Town Council YEAR END 2013/14

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Cash Book 1

User : EH

Current/Deposit Account

For Month No : 12

Payments for Month 12

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>
11/03/2014	British Telecom	9Q034	57.56	57.56		501		4328-Broadband line
12/03/2014	Auditing Solutions Ltd	202289	480.00	480.00		501		4323-Interim internal audit 13
14/03/2014	Co-Operative Bank	4656	4.32	4.32		501		4332-Salaries Feb 14
14/03/2014	02 (UK) Ltd	725001	8.95	8.95		501		4333-Greenkeepers Mobile Feb
17/03/2014	Southern Water	600017	111.09	111.09		501		4284 - 17/12/13-28/1/14 water
19/03/2014	Lewes Town Council	202290	50.00			4181 210	50.00	Mayor & Consort Engagement
19/03/2014	Talk Talk Business	98882	220.52	220.52		501		4343-01/02/14-17/03/2014
20/03/2014	J Cheesmur & Sons (Lewes) Ltd	202291	112,736.04	112,736.04		501		4318 - Payment Cert 6
20/03/2014	Post Office Ltd	202292	4,768.26			515	4,768.26	HMRC -March PAYE 2014
20/03/2014	East Sussex Pension Fund	202293	3,583.60			517	3,583.60	March 2014 Pension Payments
21/03/2014		202295	219.70		36.62	4261 116	91.94	Comm.Payback&Clf Safety Item
						4274 225	127.76	Comm.Payback&Clf Safety Item
24/03/2014		202300	925.00			4500 116	925.00	Filming Commission
24/03/2014	Royal Air Forces Association	202299	50.00			4183 210	50.00	Donation-D.Mabey Charity
24/03/2014	The Royal society of St.George	202298	50.00			4183 210	50.00	Donation-D.Mabey charity
24/03/2014	St.Wilfrid's Hospice	202297	50.00			4183 210	50.00	Donation-D.Mabey charity
24/03/2014	Kent,Surrey&Sussex Air	202296	50.00			4183 210	50.00	Donation-D.Mabey charity
25/03/2014		BACS	3,363.00	3,363.00		501		4319 - March 14 Retainer
25/03/2014	CO-OP Bank	BACS	14,627.31			516	14,627.31	March 14 Salaries
26/03/2014	Tanleys Printers Ltd	202301	150.00	150.00		501		4342-Membership forms 2014
26/03/2014	Golfguard Ltd	202302	3,200.00	3,200.00		501		4341-Green fee players 2014
26/03/2014	Lewes District Council	202303	55.36	55.36		501		4322-B/Rates Hurdis Hse 03/14
27/03/2014	Seaford Baptist Church	202304	5.80			4184 210	5.80	Deposit-Hall Hire Town Forum
28/03/2014		202310	171.55			4012 201	73.55	Travel Expenses 12-14
						4010 201	98.00	Travel Expenses 12-14
28/03/2014	Auditing Solutions Ltd	202305	480.00	480.00		501		4345-Audit 13/03/2014
28/03/2014		202306	26.00	26.00		501		4367-Webhosting 2014/2015
28/03/2014	Hedleys Solicitors	202307	331.20	331.20		501		4344-Legal advice re:SHGC Feb

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Cash Book 1

User : EH

Current/Deposit Account

For Month No : 12

Payments for Month 12

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>
28/03/2014	RBS Software Solutions	202308	855.60	855.60		501		4366-RBS 2014/2015
28/03/2014	Zurich Management Services	202309	20,469.86	20,469.86		501		4365-Insurance 2014/2015
31/03/2014	Southern Electric	97431	334.76	334.76		501		4287- Martello28/10/13- 22/01/14
31/03/2014	1	202312	21.86		3.64	4262 135	18.22	Fencing for Beach Garden
31/03/2014		202311	227.94		37.99	4275 220	189.95	Crypt lighting
31/03/2014		202313	20.12			4012 201	20.12	Travel Expenses
Total Payments for Month			178,440.15	152,793.98	78.25		25,604.54	
Balance Carried Fwd			561,653.38					
Cash Book Totals			740,093.54	152,793.98	78.25		587,257.92	

Bank Reconciliation Statement as at: 30/04/2014 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	30/04/2014	288	820,607.90
			<u>820,607.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
14/04/2014 202339	Iris Business Software Ltd	38.40	
14/04/2014 202341	SSALC Ltd	17.00	
24/04/2014 202345		198.05	
24/04/2014 202342	British & International Golf G	140.00	
24/04/2014 202343	British & International Golf G	82.00	
24/04/2014 202344	British & International Golf G	26.00	
24/04/2014 202347	Wave Leisure Trust	1,413.79	
24/04/2014 202348	Seaford Scene	112.80	
30/04/2014 202353	Alan Hawkins Flooring	370.00	
30/04/2014 202354	Avoncrop Amenity Products	207.60	
30/04/2014 202355	Beacon Fencing Ltd	230.09	
30/04/2014 202356	Blachere IlluminationUK Ltd	1,949.24	
30/04/2014 202357	BNC Signs	120.00	
30/04/2014 202358	C.C. Printing Ltd	447.60	
30/04/2014 202359	Collier Turf Care Ltd	814.39	
30/04/2014 202360	Countrywide Farmers Plc	344.40	
30/04/2014 202361	CPL Petroleum	745.40	
30/04/2014 202362	CTLA	4,428.00	
30/04/2014 202363	Direct Reports Ltd	8,609.76	
30/04/2014 202364	Drivewise (Autos) Ltd	12.00	
30/04/2014 202365	Ernest Doe & Sons Ltd	11.08	
30/04/2014 202366	Godfreys (Sevenoaks) Ltd	235.05	
30/04/2014 202367	Hire-a-Loo	95.60	
30/04/2014 202368	House Martins	1,480.00	
30/04/2014 202369	Intersport	78.44	
30/04/2014 202370	Iris Business Software Ltd	297.60	
30/04/2014 202371	Mr P S Kennard	144.00	
30/04/2014 202372	Kier MG Limited	60.85	
30/04/2014 202373	Lewes District Council	32,808.34	
30/04/2014 202374	Midland Flags	7.50	
30/04/2014 202375	Office Depot UK Ltd	279.79	
30/04/2014 202376	Orchard Street Furniture	108.00	
30/04/2014 202377	T Parker & Sons (Turf Managem	1,893.12	
30/04/2014 202378	Plumpton College	425.00	
30/04/2014 202379	Police & Crime Commissioner fc	7,500.00	
30/04/2014 202380	RBS Software Solutions	597.90	
30/04/2014 202381	SSALC Ltd	2,712.21	
30/04/2014 202382	Seaford Community Partnership	2,000.00	
30/04/2014 202383	Sherriff Amenity	2,147.71	
30/04/2014 202384	John Spicer	768.00	

Bank Reconciliation Statement as at: 30/04/2014 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>
30/04/2014 202385	Uckfield Town Council	108.00	
30/04/2014 202386	Wave Leisure Trust	300.00	
30/04/2014 202387	Wilbar Associates Limited	339.60	
30/04/2014 202388	Zurich Management Services	114.00	
19/03/2014 202290	Lewes Town Council	50.00	
			74,868.31
			<u>745,739.59</u>
 <u>Receipts not Banked/Cleared (Plus)</u>			
01/04/2014		0.81	
28/04/2014		206.00	
29/04/2014		258.00	
30/04/2014		290.00	
30/04/2014		4,792.00	
			5,546.81
			<u>751,286.40</u>
		Balance per Cash Book is :-	751,286.41
		Difference is :-	0.00

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Seaford Town Council 2014/2015

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Cash Book 1

User : EH

Current/Deposit Account

For Month No : 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		561,653.38				561,653.38	
Banked on : 01/04/2014		19,258.81					
	Sales Recpts Page 650	19,258.81	19,258.81		101		Sales Recpts Page 650
Banked on : 01/04/2014		7,534.00					
PDQ	PDQ GOLF	7,534.00		1,255.67	120	6,278.33	PDQ GOLF 01/04/14
Banked on : 02/04/2014		372.00					
	Sales Recpts Page 661	372.00	372.00		101		Sales Recpts Page 661
Banked on : 02/04/2014		2,164.00					
PDQ	PDQ GOLF	2,164.00		360.67	120	1,803.33	PDQ GOLF 02/04/14
Banked on : 03/04/2014		2,395.00					
PDQ	PDQ GOLF	2,395.00		399.17	120	1,995.83	PDQ GOLF 03/04/14
Banked on : 04/04/2014		56.47					
	COOP	56.47			1190 201	56.47	BANK INTEREST APRIL 14
Banked on : 04/04/2014		3,184.00					
PDQ	PDQ GOLF	3,184.00		530.67	120	2,653.33	PDQ GOLF 04/04/14
Banked on : 04/04/2014		278,751.00					
LDC	LDC	278,751.00			1176 801	278,751.00	Precept - LDC
Banked on : 05/04/2014		4,347.00					
PDQ	PDQ GOLF	4,347.00		724.50	120	3,622.50	PDQ GOLF 05/04/14
Banked on : 06/04/2014		1,517.00					
PDQ	PDQ GOLF	1,517.00		252.83	120	1,264.17	PDQ GOLF 06/04/14
Banked on : 06/04/2014		28,946.00					
BANKING	GOLF BANKING	28,946.00		4,824.33	120	24,121.67	GOLF BANKING 1-6/4/14
Banked on : 07/04/2014		1,400.00					
	Sales Recpts Page 654	1,400.00	1,400.00		101		Sales Recpts Page 654
Banked on : 07/04/2014		600.00					
	Sales Recpts Page 662	600.00	600.00		101		Sales Recpts Page 662
Banked on : 07/04/2014		533.63					
PDQ	PDQ GOLF	533.63		88.94	120	444.69	PDQ GOLF 07/04/14
Banked on : 08/04/2014		372.00					
	Sales Recpts Page 663	372.00	372.00		101		Sales Recpts Page 663
Banked on : 08/04/2014		1,523.63					
PDQ	PDQ GOLF	1,523.63		253.94	120	1,269.69	PDQ GOLF 08/04/14
Banked on : 09/04/2014		1,113.00					
PDQ	PDQ GOLF	1,113.00		185.50	120	927.50	PDQ GOLF 09/04/14
Banked on : 10/04/2014		86.00					
PDQ	PDQ GOLF	86.00		14.33	120	71.67	PDQ GOLF 10/04/14

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Seaford Town Council 2014/2015

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Cash Book 1

User : EH

Current/Deposit Account

For Month No : 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 11/04/2014	1,500.00					
	Sales Recpts Page 651	1,500.00	1,500.00		101		Sales Recpts Page 651
	Banked on : 11/04/2014	9,250.00					
	Sales Recpts Page 653	9,250.00	9,250.00		101		Sales Recpts Page 653
	Banked on : 11/04/2014	7,806.75					
	Sales Recpts Page 657	7,806.75	7,806.75		101		Sales Recpts Page 657
	Banked on : 11/04/2014	54.00					
PDQ	PDQ GOLF	54.00		9.00	120	45.00	PDQ GOLF 11/4/14
	Banked on : 11/04/2014	3,403.00					
BANKING	GOLF BANKING	3,403.00		567.17	120	2,835.83	GOLF BANKING 7-11/4/14
	Banked on : 11/04/2014	12,603.62					
03025	Seaford In Bloom	12,553.62			1053 121	12,140.16	Donation for Seaford planting
					1053 121	413.46	Winter Bedding - 2013/14
03019		30.00			1070 135	30.00	Stalls at AFD
03024	R.B.L. Seaford & Newhaven	20.00			1070 135	20.00	2 charity stalls at AFD
	Banked on : 12/04/2014	3,093.00					
PDQ	PDQ GOLF	3,093.00		515.50	120	2,577.50	PDQ GOLF 12/4/14
	Banked on : 13/04/2014	631.00					
PDQ	PDQ GOLF	631.00		105.17	120	525.83	PDQ GOLF 13/4/14
	Banked on : 14/04/2014	1,507.40					
	Sales Recpts Page 652	1,507.40	1,507.40		101		Sales Recpts Page 652
	Banked on : 14/04/2014	151.63					
SEA008	SEAFORD ALLOTMENTS	151.63			1054 125	151.63	HIRE-A-LOO jan/feb 14
	Banked on : 14/04/2014	372.00					
	Sales Recpts Page 664	372.00	372.00		101		Sales Recpts Page 664
	Banked on : 14/04/2014	84.00					
PDQ	PDQ GOLF	84.00		14.00	120	70.00	PDQ GOLF 14/4/14
	Banked on : 15/04/2014	649.00					
PDQ	PDQ GOLF	649.00		108.17	120	540.83	PDQ GOLF 15/04/14
	Banked on : 16/04/2014	759.00					
PDQ	PDQ GOLF	759.00		126.50	120	632.50	PDQ GOLF 16/04/14
	Banked on : 17/04/2014	372.00					
	Sales Recpts Page 665	372.00	372.00		101		Sales Recpts Page 665
	Banked on : 17/04/2014	388.00					
PDQ	PDQ GOLF	388.00		64.67	120	323.33	PDQ GOLF 17/04/14
	Banked on : 18/04/2014	1,481.00					
PDQ	PDQ GOLF	1,481.00		246.83	120	1,234.17	PDQ GOLF 18/4/14

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Seaford Town Council 2014/2015

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Cash Book 1

User : EH

Current/Deposit Account

For Month No : 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 19/04/2014	921.00					
PDQ	PDQ GOLF	921.00		153.50	120	767.50	PDQ GOLF19/4/14
	Banked on : 20/04/2014	19.00					
PDQ	PDQ GOLF	19.00		3.17	120	15.83	PDQ GOLF 20/4/14
	Banked on : 20/04/2014	5,997.00					
BANKING	GOLF BANKING	5,997.00		999.50	120	4,997.50	GOLF BANKING 12-20/4/14
	Banked on : 21/04/2014	1,067.23					
PDQ	PDQ GOLF	1,067.23		177.87	120	889.36	PDQ GOLF 21/4/14
	Banked on : 22/04/2014	64.00					
PDQ	PDQ GOLF	64.00		10.67	120	53.33	PDQ GOLF 22/4/14
	Banked on : 23/04/2014	372.00					
	Sales Recpts Page 666	372.00	372.00		101		Sales Recpts Page 666
	Banked on : 23/04/2014	64.00					
PDQ	PDQ GOLF	64.00		10.67	120	53.33	PDQ GOLF 23/4/14
	Banked on : 24/04/2014	4,576.60					
	Sales Recpts Page 660	4,576.60	4,576.60		101		Sales Recpts Page 660
	Banked on : 24/04/2014	450.00					
03016	Last Minute Artists	60.00		10.00	520	50.00	deposit arts@thecrypt 12/4/14
03043	Last Minute Artists	60.00		10.00	520	50.00	LMA-dep-arts@crypt 26/27/04/14
03018	Pomegranate	300.00			1054 210	300.00	pom spon. mayors grdn trail
03035	Seaford Baptist Church	10.00		1.67	1070 135	8.33	AFD Stall x1
03040		20.00		3.33	1070 135	16.67	AFD Stall Comm x 1
	Banked on : 24/04/2014	148.00					
PDQ	PDQ GOLF	148.00		24.67	120	123.33	PDQ GOLF 24/04/14
	Banked on : 25/04/2014	50.00					
	Sales Recpts Page 667	50.00	50.00		101		Sales Recpts Page 667
	Banked on : 26/04/2014	249.00					
PDQ	PDQ GOLF	249.00		41.50	120	207.50	PDQ GOLF 26/4/14
	Banked on : 27/04/2014	144.00					
PDQ	PDQ GOLF	144.00		24.00	120	120.00	PDQ GOLF 27/4/14
	Banked on : 28/04/2014	206.00					
PDQ	PDQ GOLF	206.00		34.33	120	171.67	PDQ GOLF 28/4/14
	Banked on : 29/04/2014	258.00					
PDQ	PDQ GOLF	258.00		43.00	120	215.00	PDQ GOLF 29/4/14
	Banked on : 30/04/2014	290.00					
PDQ	PDQ GOLF	290.00		48.33	120	241.67	PDQ GOLF 30/4/14

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Seaford Town Council 2014/2015

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Cash Book 1

User : EH

Current/Deposit Account

For Month No : 1

Receipts for Month 1

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 : 30/04/2014		4,792.00					
BANKING	GOLF BANKING	4,792.00		798.67	120	3,993.33	GOLF BANKING 30/04/2014
Banked on : 30/04/2014		29,884.88					
BACS	HMRC	29,884.88			105	29,884.88	HMRC - VAT
Total Receipts for Month		447,811.65	47,809.56	13,042.44		386,959.65	
Cash Book Totals		<u>1,009,465.04</u>	<u>47,809.56</u>	<u>13,042.44</u>		<u>948,613.04</u>	

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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 : 1

Payments for Month 1

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>
01/04/2014	South East Water	00841X	106.79	106.79		501		4337-metered 28/1/14-21/2/14
01/04/2014	British Gas Business	50470	890.97	890.97		501		4359-Gas 24/11/13- 10/03/14
01/04/2014	Total Gas & Power	6869	4.20	4.20		501		4310 - 28/11/13 - 27/01/14
01/04/2014	Southern Electric	97431	2,940.30	2,940.30		501		4361-T/off- 12/12/13-11/03/14
01/04/2014	Lewes District Council	DD	63.30			4051 108	63.30	Rates High & Over 2014-15
01/04/2014	Lewes District Council	DD	228.90			4051 113	228.90	Rates - They Crypt Studio
01/04/2014	Lewes District Council	DD	52.50			4051 205	52.50	Rates for TIC - 2014-15
01/04/2014	Lewes District Council	DD	311.70			4051 113	311.70	Rates Crypt Gallery 2014-15
01/04/2014	Lewes District Council	DD	57.75			4051 105	57.75	Rates The Base - 2014-15
01/04/2014	Lewes District Council	DD	976.50			4051 205	976.50	Rates 37 Church Street 2014/15
01/04/2014	Lewes District Council	DD	18.25			4051 118	18.25	Rates Beach Hut 60
01/04/2014	Lewes District Council	DD	18.25			4051 118	18.25	Rates Beach Hut 59
01/04/2014	Lewes District Council	DD	18.25			4051 118	18.25	Lewes District Council
01/04/2014	Lewes District Council	DD	18.25			4051 118	18.25	Rates Beach Hut 57
01/04/2014	Lewes District Council	DD	18.25			4051 118	18.25	Rates Beach Hut 56
01/04/2014	Lewes District Council	DD	18.25			4051 118	18.25	Rates Beach Hut 55
01/04/2014	Lewes District Council	DD	18.25			4051 118	18.25	Rates Beach Hut 54
01/04/2014	Lewes District Council	DD	18.25			4051 118	18.25	Rates Beach Hut 53
01/04/2014	Lewes District Council	DD	18.25			4051 118	18.25	Rates Beach Hut 52
01/04/2014	Lewes District Council	DD	18.25			4051 118	18.25	Rates Beach Hut 29
01/04/2014	Lewes District Council	DD	18.25			4051 118	18.25	Rates Beach Hut 28
01/04/2014	Lewes District Council	DD	18.25			4051 118	18.25	Rates Beach Hut 27
01/04/2014	Lewes District Council	DD	-0.30			4051 205	-0.30	Rates TIC 2014/15 Adjustment
04/04/2014	Vaughtons	202314	15.10	15.10		501		4373-Neck Ribbon (Chain)
07/04/2014		202315	25.00			4275 205	25.00	Install White/Pin Boards
07/04/2014	Avoncrop Amenity Products	202316	1,734.14	1,734.14		501		4350-Merit Turf
07/04/2014	J Cheesmur & Sons (Lewes) Ltd	202317	97,013.09	97,013.09		501		4362 - Works & Cert. March 14
07/04/2014	English Woodlands	202319	1,758.50	1,758.50		501		4370-Trees
07/04/2014	Ernest Doe & Sons Ltd	202320	48.76	48.76		501		4349-Equipment
07/04/2014	East Sussex Security	202321	360.00	360.00		501		4375-30/7/13- 29/7/14
07/04/2014	Value Products Ltd	202322	27.42	27.42		501		4346-H&S Law poster
07/04/2014	South Coast Glazing	202323	192.00	192.00		501		4348-Reglazing of bus shelter
07/04/2014	Godfreys (Sevenoaks) Ltd	202324	75.06	75.06		501		4363 - Materials
07/04/2014	Hire-a-Loo	202325	86.35	86.35		501		4340-01/02-

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Seaford Town Council 2014/2015

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Cash Book 1

User : EH

Current/Deposit Account

For Month No : 1

Payments for Month 1

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
07/04/2014	Mr P S Kennard	202326	288.00	288.00		501		28/02/14 toilet 4326-Bus Stop Cleaning Feb 14
07/04/2014	Office Depot UK Ltd	202328	68.82	68.82		501		4331-stationery
07/04/2014	Police & Crime Commissioner fo	202329	549.70	549.70		501		4358-Feb-April 2014
07/04/2014	Seaford Head Golf Club	202330	475.80	475.80		501		4335-portakabin cleaning Jan14
07/04/2014	Sussex Wildlife Trust	202331	3,868.80	3,868.80		501		4338-Officer Jan- Mar 14
07/04/2014	Tacit	202332	31.20	31.20		501		4355-Switch Tip
07/04/2014	Uk Point of Sale Group Ltd	202333	62.40	62.40		501		4369-Exterior Leaflet Holder
07/04/2014	Wynne's/Seaford Fencing	202334	144.57	144.57		501		4315 - Tools & Equipment
07/04/2014	Lewes District Council	202327	23,795.72	23,795.72		501		4351-pub.conv 1/11/13-28/2/14
07/04/2014	Talk Talk Business	70/882	83.65	83.65		501		4327-01/03/14- 31/03/14 TIC
08/04/2014	Postage by Phone - Pitney Bowe	20326	300.00	300.00		501		4420-April 2014
09/04/2014	Countrywide Farmers Plc	202335	88.74	88.74		501		4377-Sulphate Iron
09/04/2014	Office Depot UK Ltd	202336	143.71	143.71		501		4378-Stationery
09/04/2014	Nordis Signs	202337	146.94	146.94		501		4380-Signage
09/04/2014	Ernest Doe & Sons Ltd	202338	294.25	294.25		501		4381-Equipment
09/04/2014	UK Fuels	46242	173.80	173.80		501		4447 - Annual guard card
10/04/2014	Barclaycard	578590	185.52	185.52		501		4379-Golf Bank Charges-Mar 14
11/04/2014	Public Work Loans Board	PWLB	9,044.35			4301 205	9,044.35	PWLB-Church Street-April 14
11/04/2014	Kent County Council (KCS)	48956	716.06	716.06		501		4324-copier 1/10/13-31/12/2013
14/04/2014	Iris Business Software Ltd	202339	38.40	38.40		501		4394-Laser payslips
14/04/2014	P J Chaffin Ltd	202340	144.00	144.00		501		4382-Pruning branch/elm dis.
14/04/2014	SSALC Ltd	202341	17.00	17.00		501		4385 - Subscription 2014
14/04/2014	Co-Operative Bank	4656	4.32	4.32		501		4412-Salaries- March 14
15/04/2014	Southern Water	600017	61.98	61.98		501		4336-drainage 29/1/14-21/2/14
16/04/2014	O2 (UK) Ltd	725/001	9.89	9.89		501		4448- Mobile March 14
22/04/2014	EDF Energy	2948	402.56	402.56		501		4411-01/01/14- 31/03/14
23/04/2014	Talk Talk Business	098/882	274.78	274.78		501		4418-01/03/14- 31/03/14
24/04/2014		202345	198.05		33.01	4183 210	165.04	Mayors award T/Forum 14
24/04/2014	British & International Golf G	202342	140.00	140.00		501		4407-BIGGA N.Stphns 31/1/14-15
24/04/2014	British & International Golf G	202343	82.00	82.00		501		4408-Bigga C.Walsh 2014/15 new

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Current/Deposit Account

For Month No : 1

Payments for Month 1

Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
24/04/2014	British & International Golf G	202344	26.00	26.00		501		4409-Bigga R.Sewell 2014/15new
24/04/2014	Lewes District Council	202346	57.20	57.20		501		4386 Apr - June 14 Collection
24/04/2014	Wave Leisure Trust	202347	1,413.79	1,413.79		501		4406-Recharges Oct-Mar 14
24/04/2014	Seaford Scene	202348	112.80	112.80		501		4403-Advert for SHGC April 14
24/04/2014	Lewes District Council	202349	197.10	197.10		501		4404-Hurdis House Rates 04/14
24/04/2014	Lewes District Council	202350	153.20	153.20		501		4405-Hurdis Hse 2nd flr 04/14
24/04/2014	Seaford Head Golf Club	202351	16,335.00	16,335.00		501		4443-297 Membership Fees
25/04/2014		BACS	3,367.00	3,367.00		501		4427 - April 14
25/04/2014	Co-op	4656	14,704.23			516	14,704.23	Salaries April 14
30/04/2014	Alan Hawkins Flooring	202353	370.00	370.00		501		4431-Salts Shower Flooring
30/04/2014	Avoncrop Amenity Products	202354	207.60	207.60		501		4383 - Nozzles & Adapters
30/04/2014	Beacon Fencing Ltd	202355	230.09	230.09		501		4428-Posts
30/04/2014	Blachere IlluminationUK Ltd	202356	1,949.24	1,949.24		501		4389 - xmas lights 14/15 prt 1
30/04/2014	BNC Signs	202357	120.00	120.00		501		4390- lettering/coun. chamber
30/04/2014	C.C. Printing Ltd	202358	447.60	447.60		501		4655 - Plastic Membership Cards
30/04/2014	Collier Turf Care Ltd	202359	814.39	814.39		501		Green equipment
30/04/2014	Countrywide Farmers Plc	202360	344.40	344.40		501		4396-Green equipment
30/04/2014	CPL Petroleum	202361	745.40	745.40		501		4398-GasOil
30/04/2014	CTLA	202362	4,428.00	4,428.00		501		4410-Comm Bus April 14-Mar 15
30/04/2014	Direct Reports Ltd	202363	8,609.76	8,609.76		501		4442-Professional Investigatio
30/04/2014	Drivewise (Autos) Ltd	202364	12.00	12.00		501		4395-Repair of punt. on mower
30/04/2014	Ernest Doe & Sons Ltd	202365	11.08	11.08		501		4433-Equipment
30/04/2014	Godfreys (Sevenoaks) Ltd	202366	235.05	235.05		501		4391 - oil line equipment
30/04/2014	Hire-a-Loo	202367	95.60	95.60		501		4415-1/3/14- 31/3/14 Chemical
30/04/2014	House Martins	202368	1,480.00	1,480.00		501		4426-Certificate 7 Club House
30/04/2014	Intersport	202369	78.44	78.44		501		4417-D.Mabey Shield & Engravin
30/04/2014	Iris Business Software Ltd	202370	297.60	297.60		501		4423-Iris 2014/15
30/04/2014	Mr P S Kennard	202371	144.00	144.00		501		4435-B/Shelter w/cleaning04/14
30/04/2014	Kier MG Limited	202372	60.85	60.85		501		4399-Signage
30/04/2014	Lewes District Council	202373	32,808.34	32,808.34		501		4388 - Outdoor Contract Mar 14

Continued on Page 8

Date: 06/06/2014

Seaford Town Council 2014/2015

Page No: 8

Time: 11:32

Cash Book 1

User : EH

Current/Deposit Account

For Month No : 1

Payments for Month 1

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>
30/04/2014	Midland Flags	202374	7.50	7.50		501		4402-Sussex Flag
30/04/2014	Office Depot UK Ltd	202375	279.79	279.79		501		4439-Stationery
30/04/2014	Orchard Street Furniture	202376	108.00	108.00		501		4429-Foot For Bench
30/04/2014	T Parker & Sons (Turf Manageme	202377	1,893.12	1,893.12		501		4397-Green Equipment
30/04/2014	Plumpton College	202378	425.00	425.00		501		Appre - S Lambert
30/04/2014	Police & Crime Commissioner fo	202379	7,500.00	7,500.00		501		4422-01/04/2014 - 30/09/2014
30/04/2014	RBS Software Solutions	202380	597.90	597.90		501		4425 - Year End 13/14
30/04/2014	SSALC Ltd	202381	2,712.21	2,712.21		501		4421-SALC/NALC subscrip 14/15
30/04/2014	Seaford Community Partnership	202382	2,000.00	2,000.00		501		4400-Seaford Youth Forum
30/04/2014	Sherriff Amenity	202383	2,147.71	2,147.71		501		4434-Equipment
30/04/2014	John Spicer	202384	768.00	768.00		501		4445-Labour April 14
30/04/2014	Uckfield Town Council	202385	108.00	108.00		501		4430-Inspecting Childrens Play
30/04/2014	Wave Leisure Trust	202386	300.00	300.00		501		4432-Green Gym 13/4,23/4,21/5
30/04/2014	Wilbar Associates Limited	202387	339.60	339.60		501		4387-course for t/wrdn 22/4/14
30/04/2014	Zurich Management Services	202388	114.00	114.00		501		4401-LCAS Member 14/15 May
01/05/2014		202352	571.55			4010 201	351.15	Travel & Training Expenses
						4012 201	220.40	Travel & Training Expenses
Total Payments for Month			258,750.18	232,297.65	33.01		26,419.52	
Balance Carried Fwd			750,714.86					
Cash Book Totals			<u>1,009,465.04</u>	<u>232,297.65</u>	<u>33.01</u>		<u>777,134.38</u>	

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Seaford Town Council

Report 46/14

Agenda Item No:	5 (b)
Committee:	Finance & General Purposes
Date:	12 June 2014
Title:	Finance Report
By:	Lucy Clark, Support Services Manager
Purpose of Report:	Inform Members of Income and Expenditure for the period 1 April 2013 to 31 March 2014 compared to projected annual budget.

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 2013 to 31 March 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)** 4012 / Staff Expenses – the variance is showing an underspend of £374 but here has since been a claim of £572 that should have come out of the 2013/14 budget.
 - b)** 4055 / Electricity – the variance is showing an underspend which is due to invoices from Southern Electric not being received for the golf club. An accrual should have been made for approx. £2K.
 - c)** 4059 / Church Street Service Charges – the amount -£6,756 is showing as a credit in this account due to a historical accrual being removed at the year-end by Andrew Neale from RBS which then reduced the original cost code resulting in a credit figure.
 - d)** 4183 / Civic Awards – the amount of -£454.00 is showing as a credit in this account due to an accrual from 2012/13 for an honours board that was thought would be purchased during 2013/14.

- e) 4275 / Building Maintenance – the amount -£1,707 is showing as a credit in this account due to a historical accrual being removed at the year-end by Andrew Neale from RBS which then reduced the original cost code resulting in a credit figure.

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



Interim Town Clerk



Projected Budget Income & Expenditure by Account 31/03/2014

Account Code Report

	Actual Year to Date	Projected Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<u>Expenditure Detail</u>						
4000 Salaries & Wages	215,165	217,395	2,230		2,230	99.0 %
4001 Employers NI	15,947	16,625	678		678	95.9 %
4002 Employers Superannuation	31,575	30,772	-803		-803	102.6 %
4009 Recruitment Costs	714	1,000	286		286	71.4 %
4010 Staff Training	4,316	5,800	1,484		1,484	74.4 %
4011 Staff Protective Clothing	689	720	31		31	95.7 %
4012 Staff Expenses	26	400	374		374	6.5 %
4013 Members Expenses	52	150	98		98	34.9 %
4014 Member Training	444	1,000	556		556	44.4 %
4041 Golf Professional Retainer	39,837	40,400	563		563	98.6 %
4045 Golf Course Player Costs	2,509	2,000	-509		-509	125.4 %
4050 Rent payable	15,000	15,000	0		0	100.0 %
4051 Rates	19,693	19,640	-53		-53	100.3 %
4052 Water & Sewerage	17,234	15,861	-1,373		-1,373	108.7 %
4055 Electricity	5,463	10,281	4,818		4,818	53.1 %
4056 Gas	2,854	3,120	266		266	91.5 %
4059 Church Street Service Charges	-6,756	8,250	15,006		15,006	-81.9 %
4060 Refuse	207	310	103		103	66.7 %
4100 Telecommunications	4,506	4,480	-26		-26	100.6 %
4105 Postage	1,743	2,592	849		849	67.3 %
4106 Stationery	1,999	2,118	119		119	94.4 %
4107 Photocopier	2,706	1,960	-746		-746	138.1 %
4110 Advertising & Publicity	1,059	3,500	2,441		2,441	30.3 %
4111 Office Equipment New	1,595	2,695	1,100		1,100	59.2 %
4112 Subscriptions	3,598	4,214	616		616	85.4 %
4113 Software Support	-1,291	3,805	5,096		5,096	-33.9 %
4114 Licence Fee	110	110	0		0	100.0 %
4115 Insurance	23,964	25,676	1,712		1,712	93.3 %
4116 Web Site	180	800	620		620	22.5 %
4155 Professional Fees	5,596	24,000	18,404		18,404	23.3 %
4156 Bank Charges	1,852	2,203	351		351	84.1 %
4157 Audit Fees	2,700	3,900	1,200		1,200	69.2 %
4181 Civic - Mayors Allowance	742	1,500	758		758	49.4 %
4182 Catering & Hospitality	0	300	300		300	0.0 %
4183 Civic - Awards	-454	2,000	2,454		2,454	-22.7 %
4184 Civic - other	304	300	-4		-4	101.5 %
4185 Fun Day & Tourney	1,190	1,190	0		0	100.0 %
4187 Young Mayors Awards	-515	0	515		515	0.0 %
4188 Town Crier Expenses	75	125	50		50	60.0 %
4189 Young Mayor	0	500	500		500	0.0 %

Projected Budget Income & Expenditure by Account 31/03/2014

Month No : 12

Account Code Report

	Actual Year to Date	Projected Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4190 Election Costs	3,883	6,000	2,117		2,117	64.7 %
4195 Community Services Events Exp	929	795	-134		-134	116.8 %
4199 Other Expenditure	1,387	2,033	646		646	68.2 %
4201 Cleaning	2,929	7,187	4,258		4,258	40.8 %
4250 Public Seating	263	368	105		105	71.5 %
4251 Dog Bin Emptying	9,086	8,068	-1,018		-1,018	112.6 %
4252 Litter & Dog Bin Pch & Maint	383	383	0		0	99.9 %
4253 Shelters	1,672	1,848	176		176	90.5 %
4260 Grounds Maintenance Contract	165,795	165,796	1		1	100.0 %
4261 Grounds Maint non contract	39,092	38,828	-264		-264	100.7 %
4262 Tree Warden Expenses	1,633	2,310	677		677	70.7 %
4263 Bus Shelter Maintenance/Clean	216	750	534		534	28.8 %
4270 Vehicles & Equipment Maint	13,656	15,006	1,350		1,350	91.0 %
4271 Vehicle & Equipment Lease`	20,996	20,996	0		0	100.0 %
4272 Equipment Purchase	6,327	15,000	8,673		8,673	42.2 %
4273 Christmas Lights	9,667	12,600	2,933		2,933	76.7 %
4274 Projects Expenditure	33,964	39,672	5,708		5,708	85.6 %
4275 Building Maintenance	-1,707	8,500	10,207		10,207	-20.1 %
4276 CCTV	9,015	9,098	83		83	99.1 %
4277 New Golf Club House	441,279	0	-441,279		-441,279	0.0 %
4290 Pysical Activity Proj Expenses	2,444	8,000	5,556		5,556	30.6 %
4301 Public Works Loan Payment	33,091	33,091	0		0	100.0 %
4401 Grants	26,403	29,750	3,347		3,347	88.7 %
4402 Seaford in Bloom	2,873	9,245	6,372		6,372	31.1 %
4405 Grants in Kind	1,706	2,000	294		294	85.3 %
4410 Swimming Pool	3,562	4,000	438		438	89.0 %
4500 Nature Reserve Expenses	14,254	11,972	-2,282		-2,282	119.1 %
Total OverHead	1,261,429	929,988	-331,441	0	-331,441	135.6 %
Income Detail						
1000 Golf Course Season Ticket	147,973	145,967	2,006			101.4 %
1001 Golf Course Green Fees M-F	47,217	48,503	-1,286			97.3 %
1002 Golf Course Green Fees w/eb/h	40,360	40,840	-480			98.8 %
1003 Golf Course Specials	33,342	39,081	-5,739			85.3 %
1005 Golf Course Credit Card Charge	100	146	-46			68.6 %
1007 Golf Course Air Traffic	5,000	5,000	0			100.0 %
1049 Income Postage Recharge	28	30	-2			94.0 %
1050 Income Rent	35,278	28,726	6,552			122.8 %
1051 Income Insurance Recharge	2,804	2,803	1			100.0 %
1052 Income Projects	0	4,672	-4,672			0.0 %
1053 Income Grants	8,563	11,320	-2,757			75.6 %

	Actual Year to Date	Projected Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1054 Income Other	5,675	12,746	-7,071			44.5 %
1055 Income Seating	368	368	0			100.0 %
1056 Income Fun Day & Tourney	740	740	0			100.0 %
1057 Income Electricity Recharge	4,213	3,479	734			121.1 %
1058 Income Water Recharge	1,144	2,022	-878			56.6 %
1059 Income Photocopying	96	25	71			383.6 %
1060 Beach Huts Site Licence	14,400	14,400	0			100.0 %
1061 Beach Hut Annual Rent	10,239	10,239	0			100.0 %
1062 Income Telephone Recharge	938	852	86			110.1 %
1063 Income Gas Recharged	373	535	-162			69.7 %
1065 Income Xmas Lights	1,385	500	885			277.0 %
1066 Income Concession	58,985	56,985	2,000			103.5 %
1068 Income Stationery Re-Charge	6	0	6			0.0 %
1070 Income Community Serv Events	596	595	1			100.1 %
1071 Income Base Rent	197	300	-103			65.7 %
1072 Income Tree Wardens	1,003	0	1,003			0.0 %
1075 Income Christmas Event	1,335	400	935			333.8 %
1100 Income Advertising	431	500	-69			86.2 %
1176 Precept	473,572	523,720	-50,148			90.4 %
1177 Council Tax Support Grant	50,148	0	50,148			0.0 %
1190 Interest Received	3,533	2,500	1,033			141.3 %
1200 Income Nature Reserve	3,700	2,300	1,400			160.9 %
1301 CS Events Bin Hire	7	0	7			0.0 %
1303 Income Crypt Building Repair	23	0	23			0.0 %
1304 PWLB - New Club House	444,844	0	444,844			0.0 %
Total Income	1,398,616	960,294	11,741			145.6 %
Expenditure	1,261,429	929,988	-331,441	0	-331,441	135.6 %
Income	1,398,616	960,294	438,322			145.6 %
Net Expenditure over Income	-137,187	-30,306	106,881			

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Seaford Town Council

Report 47/14

Agenda Item No:	5 (c)
Committee:	Finance & General Purposes
Date:	12 June 2014
Title:	Finance Report
By:	Lucy Clark, Support Services Manager
Purpose of Report:	Inform Members of Income and Expenditure for the period 1 April 2014 to 30 April 2014 compared to the annual budget.

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 April 2014 compared to the annual budget.
- 1.2** Overall the budget % for the period is broadly in line with the projected annual budget however there are some variances that may be explained as follows:
 - a)** 4010 / Staff Training – an amount of £425 has been spent in this year but should have been accrued as was part of the budget for 2013/14.
 - b)** 4012 / Staff Expenses – an amount of £220 has been spent in this year but should have been accrued as was part of the budget for 2013/14.
 - c)** 4045 / Golf Player Costs – there is currently a credit amount of £343 which relates to an accrual for plastic membership cards.
 - d)** 4261 / Grounds Maint Non-Contract - there is currently a credit amount of £2,056 which relates to accruals for purchase orders raised during 2013/14.
 - e)** 4274 / Projects Expenditure - there is currently a credit amount of £13,420 which relates to accruals for purchase orders raised during 2013/14.
 - f)** 4277 / New Golf Club House – there is currently a credit amount of £1,525 which relates to an accrual for CDM-C Services.

- g) 4500 / Nature Reserve – there is currently a credit amount of £3,204 which relates to an accrual from 2013/14.
- h) 1050 / Income Rent – the account is currently showing income as £35,278. This is due to historic invoices raised for an amount of £25,156. With a view to these invoices falling through, they were being held in the accruals code which showed as a debtor on the balance sheet only. As part of the year end close down, the year-end adjustment to the account reversed this amount off the balance sheet so as at 1st April 2014 it is now showing as income raised again. The actual income raised for period one should show as £10,122.

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

Interim Town Clerk



	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
Expenditure Detail						
4000 Salaries & Wages	19,016	237,426	218,410		218,410	8.0 %
4001 Employers NI	1,312	19,659	18,347		18,347	6.7 %
4002 Employers Superannuation	2,830	36,803	33,973		33,973	7.7 %
4009 Recruitment Costs	0	2,000	2,000		2,000	0.0 %
4010 Staff Training	876	7,000	6,124		6,124	12.5 %
4011 Staff Protective Clothing	0	1,000	1,000		1,000	0.0 %
4012 Staff Expenses	220	500	280		280	44.1 %
4013 Members Expenses	0	150	150		150	0.0 %
4014 Member Training	50	1,500	1,450		1,450	3.3 %
4041 Golf Professional Retainer	3,367	41,006	37,639		37,639	8.2 %
4045 Golf Course Player Costs	-373	2,350	2,723		2,723	-15.9 %
4046 Golf Club Membership Fees	16,335	0	-16,335		-16,335	0.0 %
4050 Rent payable	7,500	17,500	10,000		10,000	42.9 %
4051 Rates	2,260	20,730	18,470		18,470	10.9 %
4052 Water & Sewerage	-1,083	16,459	17,542		17,542	-6.6 %
4055 Electricity	-628	14,421	15,049		15,049	-4.4 %
4056 Gas	0	5,744	5,744		5,744	0.0 %
4059 Church Street Service Charges	0	8,500	8,500		8,500	0.0 %
4060 Refuse	0	320	320		320	0.0 %
4100 Telecommunications	322	5,250	4,928		4,928	6.1 %
4105 Postage	300	2,705	2,405		2,405	11.1 %
4106 Stationery	243	2,750	2,507		2,507	8.8 %
4107 Photocopier	308	2,300	1,992		1,992	13.4 %
4110 Advertising & Publicity	-99	4,500	4,599		4,599	-2.2 %
4111 Office Equipment New	0	1,500	1,500		1,500	0.0 %
4112 Subscriptions	3,475	4,442	967		967	78.2 %
4113 Software Support	961	3,830	2,869		2,869	25.1 %
4114 Licence Fee	0	110	110		110	0.0 %
4115 Insurance	24,124	28,363	4,239		4,239	85.1 %
4116 Web Site	0	1,800	1,800		1,800	0.0 %
4155 Professional Fees	8,906	12,000	3,094		3,094	74.2 %
4156 Bank Charges	53	2,257	2,204		2,204	2.3 %
4157 Audit Fees	-2,000	3,900	5,900		5,900	-51.3 %
4181 Civic - Mayors Allowance	0	1,500	1,500		1,500	0.0 %
4182 Catering & Hospitality	0	850	850		850	0.0 %
4183 Civic - Awards	65	2,000	1,935		1,935	3.3 %
4184 Civic - other	0	450	450		450	0.0 %
4185 Fun Day & Tourney	0	450	450		450	0.0 %
4188 Town Crier Expenses	0	125	125		125	0.0 %
4189 Young Mayor	0	500	500		500	0.0 %

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4190 Election Costs	0	9,000	9,000		9,000	0.0 %
4195 Community Services Events Exp	8	200	193		193	3.8 %
4199 Other Expenditure	0	1,917	1,917		1,917	0.0 %
4201 Cleaning	6	5,276	5,270		5,270	0.1 %
4251 Dog Bin Emptying	0	7,597	7,597		7,597	0.0 %
4253 Shelters	120	1,848	1,728		1,728	6.5 %
4260 Grounds Maintenance Contract	-292	172,612	172,904		172,904	-0.2 %
4261 Grounds Maint non contract	-2,056	44,339	46,395		46,395	-4.6 %
4262 Tree Warden Expenses	0	2,310	2,310		2,310	0.0 %
4263 Bus Shelter Maintenance/Clean	18	750	732		732	2.4 %
4270 Vehicles & Equipment Maint	236	15,506	15,270		15,270	1.5 %
4271 Vehicle & Equipment Lease`	0	20,996	20,996		20,996	0.0 %
4272 Equipment Purchase	0	20,000	20,000		20,000	0.0 %
4273 Christmas Lights	1,624	13,000	11,376		11,376	12.5 %
4274 Projects Expenditure	-13,420	35,000	48,420		48,420	-38.3 %
4275 Building Maintenance	-1,036	6,500	7,536		7,536	-15.9 %
4276 CCTV	0	9,285	9,285		9,285	0.0 %
4277 New Golf Club House	-1,525	0	1,525		1,525	0.0 %
4290 Pysical Activity Proj Expenses	300	8,000	7,700		7,700	3.8 %
4301 Public Works Loan Payment	9,044	108,889	99,845		99,845	8.3 %
4401 Grants	6,428	29,750	23,322		23,322	21.6 %
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	-3,204	10,500	13,704		13,704	-30.5 %
Total OverHead	84,591	1,050,125	965,534	0	965,534	8.1 %

Income Detail

1000 Golf Course Season Ticket	145,254	194,615	-49,361			74.6 %
1001 Golf Course Green Fees M-F	3,590	53,352	-49,762			6.7 %
1002 Golf Course Green Fees w/eb/h	4,857	44,883	-40,026			10.8 %
1003 Golf Course Specials	2,048	40,500	-38,453			5.1 %
1004 Golf Course Locker	0	3,500	-3,500			0.0 %
1005 Golf Course Credit Card Charge	85	160	-75			52.8 %
1007 Golf Course Air Traffic	1,250	5,130	-3,880			24.4 %
1050 Income Rent	30,058	27,204	2,854			110.5 %
1051 Income Insurance Recharge	0	2,880	-2,880			0.0 %
1053 Income Grants	413	6,534	-6,121			6.3 %
1054 Income Other	1,735	8,992	-7,257			19.3 %
1057 Income Electricity Recharge	0	2,345	-2,345			0.0 %
1058 Income Water Recharge	0	2,041	-2,041			0.0 %
1059 Income Photocopying	0	25	-25			0.0 %

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1060 Beach Huts Site Licence	14,606	14,880	-274			98.2 %
1061 Beach Hut Annual Rent	11,430	11,430	0			100.0 %
1062 Income Telephone Recharge	69	858	-789			8.0 %
1065 Income Xmas Lights	0	500	-500			0.0 %
1066 Income Concession	59,425	59,425	0			100.0 %
1070 Income Community Serv Events	75	0	75			0.0 %
1071 Income Base Rent	0	300	-300			0.0 %
1075 Income Christmas Event	0	400	-400			0.0 %
1100 Income Advertising	0	2,000	-2,000			0.0 %
1176 Precept	258,097	557,502	-299,405			46.3 %
1177 Council Tax Support Grant	20,654	0	20,654			0.0 %
1190 Interest Received	56	2,500	-2,444			2.3 %
1200 Income Nature Reserve	21	2,000	-1,979			1.0 %
Total Income	553,722	1,043,956	-490,234			53.0 %
Total Expenditure	84,591	1,050,125	965,534	0	965,534	8.1 %
Total Income	553,722	1,043,956	-490,234			53.0 %
Net Expenditure over Income	-469,131	6,169	475,300			

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Seaford Town Council

Report 41/14

Agenda Item No:	6
Committee:	Finance & General Purposes
Date:	12 June 2014
Title:	Annual Return and Final Accounts for the Year Ended 31 March 2014.
By:	Lucy Clark, Support Services Manager.
Purpose of Report:	To present Final Accounts and Annual Return for the year ended 31 March 2014.

Recommendations

You are recommended:

- 1. To note the accounting statements for the year ended 31 March 2014, as at Appendix A of this report.**
-

1. Information

- 1.1** As part of the end of year audit requirements, the Town Council is required by law to complete an Annual Return with supporting documentation which is to be approved by a meeting of the Full Council.
- 1.2** Attached in Appendix A is Section 1 of the Return, Accounting Statements 2013/14, together with the supporting documentation. The Statement of Accounts requires approval by Council and signature by the Mayor and RFO (in our case Interim Town Clerk, James Corrigan) and will be presented at the next Council Meeting scheduled for 19 June 2014. The accounts are "subject to audit" as they have not yet been audited by Littlejohn LLP, who are the Council's appointed external auditors.
- 1.3** Section 4 of the Return has been completed by the Internal Auditor and a copy is attached as Appendix B.
- 1.4** Once The Annual Return has been approved and signed at Full Council, it must be submitted to Littlejohn LLP by 30 June 2014.

2. Financial Appraisal

There are no financial implications in this report.

3. Contact Officer

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

Support Services Manager



Interim Town Clerk



Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here: **SEAFORD TOWN COUNCIL**

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	330,217	362,948	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	509,629	473,572	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	462,406	925,044	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	284,675	262,687	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	33,091	33,091	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	621,538	965,650	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	362,948	500,136	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	538,243	692,030	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	8,937,751	8,938,401	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	214,137	637,094	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes ✓	no ✓	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2014

Seaford Town Council YEAR END 2013/14

SECTION 1 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	330,217	362,948	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records
2 Annual Precept	509,629	473,572	Total amount of Precept income received in the year
3 Total other receipts	462,406	925,044	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	284,675	262,687	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5 Loan interest/Capital repayments	33,091	33,091	Total expenditure or payments of capital and interest made during the year on the Council borrowings
6 Total other payments	621,538	965,650	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7 Balances carried forward	362,948	500,136	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	538,243	692,030	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	8,937,751	8,938,401	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register
10 Total Borrowings	214,137	637,094	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 1;
- * Bank Reconciliation as at 31 March

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
1	217,660	221,650	310	0	General Fund
1	0	6,000	320	0	Reserve Elections
1	10,757	10,757	321	0	Reserve Building Improvements
1	13,269	13,269	322	0	Crypt - Ancient monument
1	8,465	8,465	323	0	Crypt - Professional Fees
1	2,264	0	324	0	Crypt - General Fund - Capital
1	1,153	0	325	0	Crypt - General Fund - Revenue
1	10,318	9,276	326	0	Reserve Open Spaces
1	13,850	10,430	327	0	Reserve S106
1	6,000	6,000	328	0	Signage Reserve
1	12,280	12,203	334	0	Seaford Head Nature Reserve
1	10,000	10,000	337	0	Reserve Church St Utilities
1	10,000	10,000	339	0	Reserve Golf Course Project
1	8,890	10,919	340	0	Reserve Equipment
1	561	51	341	0	Seaford Residents Assn
1	2,000	2,000	342	0	Tree Planting
1	2,750	2,750	343	0	Grit Bin Reserve
1	0	29,178	344	0	Projects Reserve
1	Balances brought forward	330,217	362,948	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records	

2	509,629	473,572	1176	801	Precept
2	Annual Precept	509,629	473,572	Total amount of Precept income received in the year	

3	151,788	147,973	1000	101	Golf Course Season Ticket
3	46,130	47,217	1001	101	Golf Course Green Fees M-F
3	46,879	40,360	1002	101	Golf Course Green Fees web/h
3	39,110	33,342	1003	101	Golf Course Specials
3	2,059	0	1004	101	Golf Course Locker
3	241	100	1005	101	Golf Course Credit Card Charge
3	5,000	5,000	1007	101	Golf Course Air Traffic
3	0	28	1049	201	Income Postage Recharge
3	4,688	0	1050	101	Income Rent
3	1,703	1,140	1050	105	Income Rent
3	2,635	2,571	1050	106	Income Rent
3	4,165	4,268	1050	107	Income Rent
3	4,966	6,471	1050	113	Income Rent
3	3,750	3,750	1050	116	Income Rent
3	0	-266	1050	117	Income Rent
3	1,275	1,275	1050	119	Income Rent
3	833	833	1050	125	Income Rent
3	664	7,236	1050	205	Income Rent
3	8,000	8,000	1050	206	Income Rent
3	393	0	1051	101	Income Insurance Recharge
3	1,178	1,213	1051	105	Income Insurance Recharge
3	687	705	1051	106	Income Insurance Recharge

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	174	179	1051	119	Income Insurance Recharge
3	517	707	1051	206	Income Insurance Recharge
3	6,534	6,534	1053	116	Income Grants
3	4,375	2,029	1053	121	Income Grants
3	256	0	1053	135	Income Grants
3	1,377	267	1054	101	Income Other
3	940	0	1054	114	Income Other
3	83	0	1054	116	Income Other
3	238	0	1054	117	Income Other
3	50	54	1054	118	Income Other
3	3,492	0	1054	121	Income Other
3	4,689	896	1054	125	Income Other
3	400	0	1054	135	Income Other
3	298	191	1054	201	Income Other
3	5,600	4,267	1054	205	Income Other
3	98	0	1054	301	Income Other
3	763	0	1055	105	Income Seating
3	801	0	1055	116	Income Seating
3	130	368	1055	117	Income Seating
3	590	740	1056	210	Income Fun Day & Tourney
3	1,139	441	1057	101	Income Electricity Recharge
3	130	138	1057	106	Income Electricity Recharge
3	2,144	3,634	1057	117	Income Electricity Recharge
3	1,974	1,144	1058	105	Income Water Recharge
3	51	0	1058	117	Income Water Recharge
3	153	96	1059	201	Income Photocopying
3	14,000	14,400	1060	118	Beach Huts Site Licence
3	10,320	10,239	1061	118	Beach Hut Annual Rent
3	848	938	1062	201	Income Telephone Recharge
3	1,373	373	1063	101	Income Gas Recharged
3	1,937	0	1064	135	Income Young Mayor/Personality
3	909	1,385	1065	135	Income Xmas Lights
3	13,800	14,800	1066	105	Income Concession
3	2,875	0	1066	108	Income Concession
3	3,650	3,970	1066	116	Income Concession
3	36,400	40,215	1066	117	Income Concession
3	22	6	1068	201	Income Stationery Re-Charge
3	16	596	1070	135	Income Community Serv Events
3	0	197	1071	105	Income Base Rent
3	0	1,003	1072	135	Income Tree Wardens
3	1,567	1,335	1075	135	Income Christmas Event
3	1,092	0	1080	210	Income Jubilee Event
3	1,569	0	1090	135	Income Physical Activity Proj
3	0	431	1100	101	Income Advertising
3	0	50,148	1177	801	Council Tax Support Grant

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	4,988	3,533	1190	201	Interest Received
3	0	3,700	1200	116	Income Nature Reserve
3	3,900	0	1200	120	Income Nature Reserve
3	0	7	1301	135	CS Events Bin Hire
3	0	23	1303	113	Income Crypt Building Repair
3	0	444,844	1304	102	PWLB - New Club House
3	Total other receipts	462,406	925,044	Total income or receipts as recorded in the cashbook minus the Precept	
4	75,969	69,438	4000	101	Salaries & Wages
4	157,991	145,727	4000	201	Salaries & Wages
4	4,451	4,145	4001	101	Employers NI
4	13,218	11,803	4001	201	Employers NI
4	12,597	12,663	4002	101	Employers Superannuation
4	20,449	18,912	4002	201	Employers Superannuation
4	Staff costs	284,675	262,687	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	18,089	18,089	4301	205	Public Works Loan Payment
5	15,002	15,002	4301	206	Public Works Loan Payment
5	Loan interest/Capital repayments	33,091	33,091	Total expenditure or payments of capital and interest made during the year on the Council borrowings	
6	1,557	714	4009	201	Recruitment Costs
6	0	441	4010	101	Staff Training
6	1,617	3,875	4010	201	Staff Training
6	678	689	4011	101	Staff Protective Clothing
6	250	26	4012	201	Staff Expenses
6	0	52	4013	201	Members Expenses
6	5	0	4013	210	Members Expenses
6	441	0	4014	201	Member Training
6	0	444	4014	210	Member Training
6	35,000	39,837	4041	101	Golf Professional Retainer
6	813	2,509	4045	101	Golf Course Player Costs
6	15,000	15,000	4050	205	Rent payable
6	1,790	886	4051	101	Rates
6	563	578	4051	105	Rates
6	585	601	4051	108	Rates
6	5,220	5,359	4051	113	Rates
6	1,797	2,122	4051	118	Rates
6	9,815	10,092	4051	205	Rates
6	0	55	4051	206	Rates
6	22,884	13,304	4052	101	Water & Sewerage
6	2,941	2,627	4052	105	Water & Sewerage
6	2,098	1,374	4052	106	Water & Sewerage
6	24	158	4052	108	Water & Sewerage

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	132	198	4052	113	Water & Sewerage
6	124	103	4052	117	Water & Sewerage
6	0	-530	4052	205	Water & Sewerage
6	5,695	2,204	4055	101	Electricity
6	271	336	4055	105	Electricity
6	260	306	4055	106	Electricity
6	846	783	4055	113	Electricity
6	2,145	3,969	4055	117	Electricity
6	1,507	1,534	4055	134	Electricity
6	0	-3,670	4055	205	Electricity
6	2,747	994	4056	101	Gas
6	1,486	1,861	4056	113	Gas
6	71	0	4056	206	Gas
6	0	-6,756	4059	205	Church Street Service Charges
6	301	367	4060	101	Refuse
6	96	-160	4060	205	Refuse
6	302	285	4100	101	Telecommunications
6	306	77	4100	113	Telecommunications
6	3,502	4,146	4100	201	Telecommunications
6	0	223	4100	205	Telecommunications
6	0	-225	4100	210	Telecommunications
6	192	263	4105	101	Postage
6	3	0	4105	113	Postage
6	1,581	1,481	4105	201	Postage
6	0	87	4106	101	Stationery
6	111	0	4106	113	Stationery
6	2,263	1,913	4106	201	Stationery
6	53	0	4106	210	Stationery
6	2,188	2,706	4107	201	Photocopier
6	2,701	795	4110	101	Advertising & Publicity
6	107	244	4110	113	Advertising & Publicity
6	213	20	4110	201	Advertising & Publicity
6	547	1,595	4111	201	Office Equipment New
6	4,308	3,598	4112	201	Subscriptions
6	265	150	4113	101	Software Support
6	3,246	-1,441	4113	201	Software Support
6	75	75	4114	101	Licence Fee
6	35	35	4114	201	Licence Fee
6	10,009	9,618	4115	101	Insurance
6	2,724	2,823	4115	105	Insurance
6	1,557	1,621	4115	106	Insurance
6	1,145	-147	4115	113	Insurance
6	2,020	2,081	4115	115	Insurance
6	1,131	1,165	4115	116	Insurance
6	493	498	4115	117	Insurance

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	983	1,041	4115	118	Insurance
6	174	179	4115	119	Insurance
6	839	889	4115	134	Insurance
6	129	137	4115	135	Insurance
6	3,336	3,319	4115	201	Insurance
6	722	741	4115	206	Insurance
6	980	180	4116	201	Web Site
6	2,929	276	4155	101	Professional Fees
6	0	220	4155	125	Professional Fees
6	2,267	5,100	4155	201	Professional Fees
6	1,988	1,590	4156	101	Bank Charges
6	83	262	4156	201	Bank Charges
6	2,229	2,700	4157	201	Audit Fees
6	0	142	4181	206	Civic - Mayors Allowance
6	1,500	600	4181	210	Civic - Mayors Allowance
6	27	0	4182	201	Catering & Hospitality
6	750	0	4182	210	Catering & Hospitality
6	2,750	-454	4183	210	Civic - Awards
6	0	8	4184	201	Civic - other
6	155	296	4184	210	Civic - other
6	690	1,190	4185	210	Fun Day & Tourney
6	1,987	-515	4187	135	Young Mayors Awards
6	30	75	4188	210	Town Crier Expenses
6	500	0	4189	210	Young Mayor
6	4,778	3,883	4190	201	Election Costs
6	232	929	4195	135	Community Services Events Exp
6	124	0	4199	101	Other Expenditure
6	0	2	4199	118	Other Expenditure
6	4,689	938	4199	125	Other Expenditure
6	0	-201	4199	130	Other Expenditure
6	1,054	649	4199	201	Other Expenditure
6	131	0	4199	301	Other Expenditure
6	4,316	5,010	4201	101	Cleaning
6	1,412	-318	4201	105	Cleaning
6	274	339	4201	113	Cleaning
6	0	48	4201	201	Cleaning
6	0	-2,150	4201	205	Cleaning
6	640	0	4250	105	Public Seating
6	678	0	4250	116	Public Seating
6	120	263	4250	117	Public Seating
6	890	1,653	4251	101	Dog Bin Emptying
6	1,643	1,526	4251	105	Dog Bin Emptying
6	1,081	1,271	4251	106	Dog Bin Emptying
6	1,017	1,144	4251	107	Dog Bin Emptying
6	1,780	2,034	4251	108	Dog Bin Emptying

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	1,017	763	4251	116	Dog Bin Emptying
6	2,817	694	4251	117	Dog Bin Emptying
6	91	85	4252	105	Litter & Dog Bin Pch & Maint
6	0	227	4252	106	Litter & Dog Bin Pch & Maint
6	757	71	4252	108	Litter & Dog Bin Pch & Maint
6	122	0	4252	116	Litter & Dog Bin Pch & Maint
6	114	0	4252	117	Litter & Dog Bin Pch & Maint
6	1,909	1,672	4253	117	Shelters
6	87,509	89,548	4260	105	Grounds Maintenance Contract
6	47,172	48,271	4260	106	Grounds Maintenance Contract
6	5,664	5,796	4260	107	Grounds Maintenance Contract
6	20,303	20,776	4260	108	Grounds Maintenance Contract
6	1,370	1,402	4260	125	Grounds Maintenance Contract
6	26,353	21,974	4261	101	Grounds Maint non contract
6	4,420	3,463	4261	105	Grounds Maint non contract
6	2,633	3,427	4261	106	Grounds Maint non contract
6	1,689	2,000	4261	107	Grounds Maint non contract
6	1,792	4,911	4261	108	Grounds Maint non contract
6	220	270	4261	116	Grounds Maint non contract
6	2,065	3,046	4261	117	Grounds Maint non contract
6	1,656	1,633	4262	135	Tree Warden Expenses
6	258	216	4263	301	Bus Shelter Maintenance/Clean
6	12,569	12,915	4270	101	Vehicles & Equipment Maint
6	525	441	4270	205	Vehicles & Equipment Maint
6	0	300	4270	206	Vehicles & Equipment Maint
6	20,996	20,996	4271	101	Vehicle & Equipment Lease`
6	0	6,327	4272	101	Equipment Purchase
6	2,376	0	4272	105	Equipment Purchase
6	2,500	0	4272	125	Equipment Purchase
6	9,437	9,667	4273	135	Christmas Lights
6	0	4,750	4274	101	Projects Expenditure
6	12,793	0	4274	105	Projects Expenditure
6	4,670	0	4274	106	Projects Expenditure
6	1,328	0	4274	107	Projects Expenditure
6	2,642	-389	4274	113	Projects Expenditure
6	1,168	0	4274	116	Projects Expenditure
6	8,245	0	4274	117	Projects Expenditure
6	80	0	4274	135	Projects Expenditure
6	0	29,603	4274	225	Projects Expenditure
6	413	0	4275	101	Building Maintenance
6	1,037	0	4275	105	Building Maintenance
6	101	0	4275	106	Building Maintenance
6	456	0	4275	113	Building Maintenance
6	2,050	0	4275	114	Building Maintenance
6	90	0	4275	117	Building Maintenance

Working details for ANNUAL RETURN - Year ended 31 March 2014

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	240	0	4275	118	Building Maintenance
6	0	-10,000	4275	205	Building Maintenance
6	950	0	4275	206	Building Maintenance
6	0	8,293	4275	220	Building Maintenance
6	8,947	9,015	4276	134	CCTV
6	58,875	-3,050	4277	101	New Golf Club House
6	0	444,329	4277	102	New Golf Club House
6	10,860	0	4280	210	Jubilee Event Expenditure
6	690	0	4281	135	Christmas Event Expenses
6	0	2,444	4290	135	Physical Activity Proj Expenses
6	455	0	4400	215	S137
6	23,045	26,403	4401	215	Grants
6	7,867	2,873	4402	121	Seaford in Bloom
6	2,096	1,706	4405	215	Grants in Kind
6	390	3,562	4410	130	Swimming Pool
6	0	14,254	4500	116	Nature Reserve Expenses
6	3,977	0	4500	120	Nature Reserve Expenses
6	Total other payments	621,538	965,650	Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5)	
7	Balances carried forwrd	362,948	500,136	Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]	
8	410,314	561,653	201	0	Current/Deposit Account
8	127,805	129,995	210	0	Treasury Deposit
8	55	123	220	0	Petty Cash
8	0	188	222	0	Materials petty cash
8	70	70	225	0	Golf Proshop Float
8	Total Cash & Investments	538,243	692,030	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9	8,937,751	8,938,401	9	0	Total Fixed Assets
9	Total Fixed Assets	8,937,751	8,938,401	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register	
10	214,137	637,094	10	0	Total Borrowings
10	Total Borrowings	214,137	637,094	The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)	

Section 4 – Annual internal audit report 2013/14 to

SEAFORD TOWN COUNCIL

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered**
A Appropriate accounting records have been kept properly throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K Trust funds (including charitable) The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd
Date 31/6/2014

*Note: If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).



Seaford Town Council

Report 48/14

Agenda Item No:	7 (a)
Committee:	Finance & General Purposes
Date:	12 June 2014
Title:	Small Grant Applications for 2014-15
By:	Lucy Clark, Support Services Manager
Wards Affected:	All Seaford wards
Purpose of Report:	To consider small grant requests as detailed in Appendix A

Recommendations

You are recommended:

- 1. To consider small grant requests as detailed in Appendix A**
-

1. Information

- 1.1** At the meeting of 27 February 2014, this Committee approved the Grant Application form and accompanying letter inviting applications for small grants and approved the allocation of £6,356 to facilitate the payment of small grants up to a maximum of £500.
- 1.2** An application form was sent to organisations that have previously applied to the Council for a grant and to other organisations that requested an application form.
- 1.3** The deadline for returning the completed forms to the Council with all of the information requested was noon on 30 May 2014.
- 1.4** Thirty four completed applications have been received requesting a total of £12,658. Two applications were unable to provide accounts and a constitution, the letter and application form quite clearly state that applications without these items will not be considered. These four applications are highlighted in Appendix A.
- 1.5** Full applications and supporting documents have been placed in the Members' Room for consideration prior to the meeting.
- 1.6** Where organisations exist for the sole benefit and pleasure of their members or undertake activities which do not compliment the functions of the Council, Members should give careful consideration, given the limited funds available.

2. Financial Appraisal

The budget allocated to small grants is £6,356.

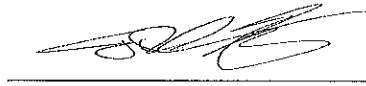
3. Contact Officer

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

Support Services Manager



Interim Town Clerk



Grant Requests 2014-2015 - up to £500

Name of Organisation	Constitution	Accounts	Purpose of Grant	Awarded 2013	Requested 2014
6th Seaford Scout Group	YES	YES	To relay the floor in main hall	£0	£500
ABC Fund	YES	YES	Patomine Tickets	£50	£500
Bishopstone Parish Hall Management Committee	YES	YES	Replacement tables and chairs / furniture	£0	£200
Cuckmere Community Bus Ltd	YES	YES	On going maintenance	£500	£500
Down Syndrome Development Trust & Cradle Hill School	YES	YES	Activity days for the children	£0	£490
East Blatchington Pond Conservation	YES	YES	Waders and equipment to clean the pond	£0	£250
Friends of Seaford Library	YES	YES	to pay for hiring the Seaford Little Theatre	£0	£50.00
Homestart	YES	YES	to support one family on a scheme	£0	£394.00
Inner Lights	YES	YES	To help costs towards transport	£0	£200
Martello Rotary Club of Seaford	YES	YES	Sports Award Presentation Evening	£0	£500
Mercread Youth Centre	YES	YES	Maintenance costs and up keep of building	£0	£500
National Coastwatch Institution (Newhaven)	Yes	Yes	Replace Flat roof on building	£300	£500
Newhaven & Seaford Sailing Club Ltd	YES	YES	To provide a meeting hut for cadets	£0	£500
Seaford Battery Service	NO	NO	To pay rent for the use of the hall as St James Trust	£0	£150
Seaford Community Table Tennis Club	YES	YES	Purchase of new table, net and balls	£0	£450
Seaford Little Theatre	YES	YES	to go towards costs of installing 2 ceiling fans in auditorium	£200	£500
Seaford Live	YES	YES	Hiring of premises	£300	£500

Grant Requests 2014-2015 - up to £500

Name of Organisation	Constitution	Accounts	Purpose of Grant	Awarded 2013	Requested 2014
Seaford Museum & Heritage	YES	YES	towards costs to disability access	£300	£500
Seaford Music Society	YES	YES	To pay fee's for the artists who perform	£50	£100
Seaford Netball Club	YES	YES	To introduce free trials for certain age groups	£100	£300
Seaford Parochial Church Council	YES	YES	Maintenance of Clock for st.leon's church	£0	£150
Seaford Seniors' Forum	YES	YES	to undertake projects and initiatives appropriate to the members	£200	£500
Seaford Silver Band	YES	YES	Visit Bonningstedt, replace band uniforms	£400	£500
Seaford Street Pastors	NO	NO	Training, uniforms, insurnace cover	£0	£250
Seaford Stroke & Caring Club Charity Trust	YES	YES	Entertainment, hire of hall, supplies	£100	£100
Seaford Twinning Association	YES	YES	To replace a Plaque	£0	£300
Seahaven Scoutex	YES	YES	Fund raising equipment	£0	£300
Squadron Air Cadets 1218 (Newhaven)	YES	YES	Equipment for training	£0	£500
St James' Trust (Seaford)	YES	YES	Help running costs of the drop-in centre	£200	£500
The Crouch Bowling Club	YES	YES	To buy garden furniture	£0	£324.00
Vanguard Explorer Scout Unit	YES	YES	Vehicle Hire and camping equipment	£0	£500
Vitalise	YES	YES	Contribution towards staying costs	£0	500.00
Waves Seaford Ltd	YES	YES	Core funding, adi in fundraising event as one of Mayors charities	£100	£500
Willet Charitable Trust	YES	YES	Materials of potholed road on trust land	£50	£150
					£12,658.00



Seaford Town Council

Report 44/14

Agenda Item No:	7(b)
Committee:	Finance & General Purposes Committee
Date:	12 June 2014
Title:	Large Grant Applications for 2014-15
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To consider large grant requests as detailed in Appendix A

Recommendations

You are recommended:

- 1. To consider large grant requests as detailed in Appendix A**
-

1. Information

- 1.1** The meeting of this Committee held on 27 February 2014 approved the Grant Application form and accompanying letter inviting applications for large grants and approved the allocation of £7,000 to facilitate the payment of large grants (over £500).
- 1.2** An application form was sent to organisations that have previously applied to the Council for a grant and to other organisations that requested an application form.
- 1.3** The deadline for returning the completed forms to the Council with all of the information requested was noon on 30 May 2014.
- 1.4** Eight completed applications have been received requesting a total of £17,53 However one application (highlighted) cannot provide accounts due to their accountant being on long term sickness.
- 1.5** Full applications and supporting documents have been placed in the Members' Room for consideration prior to the meeting.
- 1.6** Where organisations exist for the sole benefit and pleasure of their members or undertake activities which do not compliment the functions of the Council, Members should give careful consideration, given the limited funds available.

2. Financial Appraisal

The budget allocated to large grants is £7,000. Any amounts not allocated can be held within the budget line for utilisation at a later date should the requirement arise.

3. Contact Officer

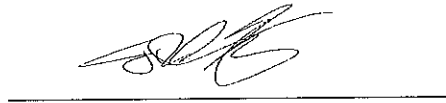
The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



A handwritten signature in black ink, appearing to read 'Lucy Clark', is written over a horizontal line.

Interim Town Clerk



A handwritten signature in black ink is written over a horizontal line.

Grant Requests 2014-2015 - Over £500

Name of Organisation	Constitution	Accounts	Purpose of Grant	Awarded 2013	Requested 2014
Seaford Bonfire Society	YES	YES	To help provide security to ensure public safety	£1,000	£1,000.00
Seaford Community Partnership	YES	YES	Printing of leaflets	-	£1,530.00
Seaford Lifeguards	YES	YES	Equipment to make public safety videos	£2,000.00	£1,972.00
Seaford Musical Theatre & SMTJ	YES	YES	Motorised Electric Stage Curtain	-	£1,800.00
Seaford Rugby Football Club	YES	YES	help towards the building extension and refurbishment	£1,725.00	£5,000.00
Seaford Town Football Club	YES	YES	Installing PVC Mesh around pitch	£1,250.00	£2,250.00
Seahaven FM	YES	NO	New radio equipment	-	£1,981.67
Zap Art	YES	YES	Educational outreach project about the impact of WW1 on communities in Newhaven & Seaford,	-	£2,000.00
					£17,533.67

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Seaford Town Council

Report 42/14

Agenda Item No:	8
Committee:	Finance & General Purposes
Date:	12 June 2014
Title:	Staff Matters Update
By:	Lucy Clark, Support Services Manager
Purpose of Report:	To advise on staff matters.

Recommendations

You are recommended:

- 1. To endorse the appointment of Miss Jasmine Pollard as Apprentice Administration Assistant.**
 - 2. To agree to a proposed change in working hours for the PA to the Town Clerk**
-

1. Information

- 1.1** Following the interviews held on 20 May 2014, Miss Jasmine Pollard has been appointed as Apprentice Administration Assistant and commenced her appointment on 2nd June 2014.
- 1.2** Under the current staffing structure, the position of the PA to the Town Clerk is currently contracted to work 15 hours per week.
- 1.3** Since April 2014, the PA to the Town Clerk, Miss Georgia Raeburn, has been working more than her contracted 15 hours per week due to ever increasing work demands and has now built up a total of fifty hours which have been agreed to be taken as time in lieu.
- 1.4** With no immediate sign of the work load decreasing, and the constant requirement for additional hours to be worked, it is recommended that the contracted hours of this role be increased to 21 hours per week which would benefit both Miss Raeburn and the Council.

2. Financial Appraisal

The cost of the Apprentice Administration Assistant will be within current salaries & associated costs budgets. The cost of extending the hours to the PA to the Town Clerk role would equate to an additional amount of £194 per month.

3. Contact Officer

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

Support Services Manager



Interim Town Clerk





Seaford Town Council

Report 43/14

Agenda Item No:	9
Committee:	Finance & General Purposes
Date:	12 June 2014
Title:	Capital projects update
By:	James Corrigan, Interim Town Clerk
Purpose of Report:	To update on progress.

Recommendations

You are recommended:

- 1. To approve the use of officer to undertake a capital wish list.**
 - 2. To reallocate the funds left over, up to £15,000, as a result of this to immediate maintenance issues.**
-

1. Information

- 1.1** The Committee has previously sanctioned a spend of £15,000 for a condition survey of its assets. However, this can be avoided in my view alternatively an officer survey of all properties should be undertaken. If there is a concern regarding any individual properties structural integrity a more detailed survey can then be purchased. The maximum potential saving therefore being £15,000.
- 1.2** Discussions have taken place with Projects and Facilities Manager to determine the most efficient way forward.
- 1.3** The intention is to develop an inventory of all short term maintenance jobs as well as all longer term capital wish list projects. The Council can then decide on priorities within the wish list.
- 1.4** The £15,000 saved on the external appraisal of the buildings can in turn be used to deal with the outstanding list of immediate maintenance jobs.

2. Financial Appraisal

Cost neutral on current budget plans.

3. Contact Officer

The Contact Officer for this report is James Corrigan, Interim Town Clerk.

Interim Town Clerk