



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 19th March at 7.00 pm, which you are summoned to attend.

I. L. Moulard
Isabelle Moulard
Assistant Town Clerk
10th March 2020

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Disclosure of Interests

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

3. Public Participation

To deal with any questions, or brief representations, from members of the public in accordance with Standing Order 3 and Seaford Town Council Policy.

4. Finance Report

- a) To consider report 147/19 regarding receipts, payments and bank reconciliation for November and December 2019 and January 2020 to note the transfers of monies between the Co-operative Current Account and the CCLA Deposit Account. (pages 3 to 8).
- b) To consider report 148/19 regarding the Council budget position for the period of 1st April to 31st January 2020 (pages 9 to 16).

5. Website Payments

- c) To consider report 152/19 regarding the ability for customers to pay on the Councils website. (pages 17 to 18).

6. Exclusion of Press and Public

The Chairman will move that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on the next item on the agenda as the item concerns confidential debtor information.

7. Receipts Due for Payment as at 31/01/2020

To consider exempt report 149/19 informing the Committee of the receipts due for payment at 31st January 2020 (19 to 20).

For further information about items appearing on this agenda please contact Isabelle Mouland, Assistant Town Clerk, 37 Church Street, Seaford, BN25 1HG. Telephone 01323 894 870.

Circulation:

Committee: Councillor M Brown (Chair) and R Morland (Vice-Chair). Councillors N Adil, L Boorman, J Cash, O Honeyman, R Honeyman, J Meek and L Wallraven.

For information: Councillors P Boorman, S Dunn, J Edson, M Everden, M Hayder, R Hayder, J Lord, R Reed, G Rutland and B Webb.

Meeting Cancelled



Seaford Town Council

Report 147/19

Agenda Item No: 4 (a)
Committee: Finance & General Purposes
Date: 19th March 2020
Title: Receipts, Payments and Bank Reconciliation Reports for November and December 2019 and January 2020.
By: Lucy Clark, Finance Manager
Purpose of Report: To advise the Committee of receipts, payments and bank reconciliations for November and December 2019 and January 2020.

Recommendations

You are recommended to note the report.

1. To note (as previously reported) the Co-op Bank balance brought forward from October 2019 is £92,425.97.
 2. To note the November 2019 total receipts of £177,962.55 and total payments of £195,531.77 leaving a balance to carry forward of £74,856.75.
 3. To note the December 2019 total receipts of £140,388.46 and total payments of £149,407.13 leaving a balance to carry forward of £65,838.08.
 4. To note the January 2020 total receipts of £130,851.77 and total payments of £161,972.42 leaving a balance to carry forward of £34,717.43.
 5. To note (as previously reported) that the CCLA investment account brought forward balance from October 2019 is £825,000.
 6. To note that a total of £200,000 has been transferred from the CCLA investment account into the Co-op Bank Account from 1st November 2019 leaving a balance to carry forward of £625,000 as at 31st January 2020.
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1. Information

- 1.1 In line with Financial Regulations 2.2, a member other than the Mayor shall be appointed to verify bank reconciliations. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall then on conclusion be reported, including any exceptions, to the Finance and General Purposes Committee to be noted.
- 1.2 Councillor Mark Brown is the current appointed member and continues to view and verify that he is in agreement with the Co-op bank reconciliations already reconciled by the Finance Manager. However, this task may also be carried out by the Vice Chairman of this Committee.

- 1.3 Therefore, and in line with the above, the bank statements for November and December 2019 and January 2020 have been viewed and verified by Councillor Mark Brown and the signed reconciliation pages are attached in Appendix A.
- 1.4 Cashbooks and BACS Pages detailing the receipts and payments are available to view on the Council Shared Drive. Hard copies will be available on request.
- 1.5 The Finance Manager continues to monitor the Co-operative current account ensuring that there are enough funds to cover monthly outgoings drawing down as necessary from the CCLA account which can be done on a day's notice provided there are two authorised signatories.
- 1.6 For clarity, the CCLA account has been set up in such a way that monies within this account can only be transferred back and forth to the nominated Co-operative Account; other payments from this account cannot be made.
- 1.7 Dividends are earned on holdings daily and are paid at the end of each month. For the months under review, a total of £1,263.43 dividends has been paid into the Council's current account bringing the total interest received in this financial year to £3,756.51.
- 1.8 Since 1st November 2019, a total of £200,000 has been drawn from the CCLA account and transferred into the Co-op Account leaving a balance of £625,000. A copy of the latest bank statement for CCLA is attached in Appendix B.
- 1.9 It is predicted to draw down a further £200,000 by the 31st March.

2. Financial Appraisal

As at 31st January the actual monies held in the Co-operative bank account were £30,936.22 along with the £625,000 held in the CCLA account.

3. Contact Officer

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

Finance Manager

Assistant Town Clerk

NOVEMBER 2019

APPENDIX A.

Date: 06/12/2019

Seaford Town Council 2019/2020 Current Year

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Time: 10:22

Bank Reconciliation Statement as at 30/11/2019
for Cashbook 1 - Current/Deposit Account

User: LC

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Coop Community Direct Plus	29/11/2019	973	62,209.34
			62,209.34
Unpresented Cheques (Minus)			Amount
20/11/2019 DD Nest Pensions			752.66
			752.66
			61,456.68
Receipts not Banked/Cleared (Plus)			
26/11/2019		35.00	
27/11/2019 GOLF PDQ		100.00	
27/11/2019 VIEW PDQ		460.82	
28/11/2019 GOLF PDQ		16.00	
28/11/2019 VIEW PDQ		415.65	
29/11/2019		3,000.00	
29/11/2019 5637		37.37	
29/11/2019 GOLF PDQ		800.00	
29/11/2019 VIEW PDQ		2,266.20	
30/11/2019 GOLF BANK		1,441.50	
30/11/2019 GOLF PDQ		427.50	
30/11/2019 GOLF BANK		175.00	
30/11/2019 VIEW PDQ		948.35	
30/11/2019 VIEW BANK		3,276.48	
			13,400.07
			74,856.75
			Balance per Cash Book is :- 74,856.75
			Difference is :- 0.00

Meeting Cancelled

RECONCILED TO CASHBOOK

Name: LUCY CLARK

Signed: [Signature] Date: 6/12/19

CHECKED AND VERIFIED BY:

Name: M BROWN

Signed: [Signature] Date: 22/12/19

DECEMBER 2019

Date: 08/01/2020

Seaford Town Council 2019/2020 Current Year

Page 1

Time: 16:17

Bank Reconciliation Statement as at 31/12/2019
for Cashbook 1 - Current/Deposit Account

User: LC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	31/12/2019	983	49,072.97
			<u>49,072.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			49,072.97
<u>Receipts not Banked/Cleared (Plus)</u>			
22/12/2019 VIEW BANK		4,006.92	
22/12/2019 VIEW BANK		2,467.50	
29/12/2019 VIEW BANK		3,779.09	
31/12/2019 VIEW PDQ		851.19	
31/12/2019 VIEW BANK		1,302.41	
31/12/2019 GOLF PDQ		594.00	
31/12/2019 GOLF BANK		2,111.00	
31/12/2019 GOLF BANK		1,653.00	
			<u>16,765.11</u>
			65,838.08
		Balance per Cash Book is :-	65,838.08
		Difference is :-	0.00

RECONCILED TO CASHBOOK

Name: Lucy Clark

Signed: [Signature]

Date: 8/1/2020

CHECKED AND VERIFIED BY:

Name: M. Brown

Signed: [Signature]

Date: 24/1/20

JANUARY 2020

Date: 04/02/2020

Seaford Town Council 2019/2020 Current Year

Page 1

Time: 16:33

Bank Reconciliation Statement as at 31/01/2020
for Cashbook 1 - Current/Deposit Account

User: LC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Coop Community Direct Plus	31/01/2020	994	30,936.22
			<u>30,936.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
29/01/2020 CHEQUE Lewes District Council		117.00	117.00
			<u>30,819.22</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
30/01/2020		216.07	
31/01/2020 GOLF PDQ		52.00	
31/01/2020 VIEW PDQ		572.13	
31/01/2020 GOLF BANK		130.00	
31/01/2020 GOLF BANK		710.00	
31/01/2020 VIEW BANK		1,548.01	
31/01/2020 VIEW BANK		700.00	
			<u>3,898.21</u>
			34,717.43
		Balance per Cash Book is :-	34,717.43
		Difference is :-	0.00

Meeting Cancelled

RECONCILED TO CASHBOOK
Name: LUCY CLARK
Signed: [Signature] Date: 4/2/2020
CHECKED AND VERIFIED BY:
Name: M Brown
Signed: [Signature] Date: 16/2/20



STATEMENT

Mrs L Clark
Seaford Town Council
37 Church Street
SEAFORD
East Sussex
BN25 1HG
UK

CLIENT: SEAFORD TOWN COUNCIL

ACCOUNT NAME:

ACCOUNT NUMBER: 0127310001PC

10 FEB 2020

10 FEB 2020

Statement at 31 January 2020

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/01/20	Brought Forward			675,000.00	
17/01/20	Sold - paid to bank	50,000.00		625,000.00	4
31/01/20	Carried Forward			625,000.00	4

Meeting Cancelled

Statement of Dividends paid during the month to 31 January 2020

Date	Receiving Account	Amount Paid £
31-01-20	Nominated bank account	394.26



Seaford Town Council

Report 148/19

Agenda Item No: 4 (b)
Committee: Finance & General Purposes
Date: 19th March 2020
Title: Finance Report
By: Lucy Clark, Finance Manager
Purpose of Report: To inform Members of the Income and Expenditure from 1st April 2019 to 31st January 2020 compared to the annual budget.

Recommendations

You are recommended:

1. To approve the report.

1. Information

- 1.1 Attached in Appendix A is the detailed income and expenditure for the period 1st April 2019 to 31st January 2020 for each Committee compared to the projected annual budget.
- 1.2 Detail for over/under performance of individual budgets is provided by the Cost Centre Managers when reporting to the relevant Committee.
- 1.3 With regards to the Finance and General Purposes Committee report, the overall budget for the period is broadly in line with the projected annual budget.
- 1.4 Variations are reported in Appendix B of this report.

2. Financial Appraisal

The financial implications of this report are detailed above.

3. Contact Officer

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

Finance Manager

Town Clerk

P. 9. Moulton

18/02/2020

Seaford Town Council 2019/2020 Current Year

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Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & General Purposes							
201 Administration							
1054 Income Other	190	100	(90)			190.0%	
1059 Income Photocopying	25	0	(25)			0.0%	
1062 Income Telephone Recharge	493	850	357			58.0%	
1068 Income Stationery Re-Charge	15	0	(15)			0.0%	
1190 Interest Received	3,757	6,042	2,285			62.2%	
Administration :- Income	<u>4,479</u>	<u>6,992</u>	<u>2,513</u>			<u>64.1%</u>	<u>0</u>
4000 Salaries & Wages	255,319	295,667	40,348	40,348		86.4%	
4001 Employers NI	22,635	26,115	3,480	3,480		86.7%	
4002 Employers Superannuation	42,568	54,204	11,636	11,636		78.5%	
4003 Sub-contracted Staff	8,972	8,000	(972)	(972)		112.2%	
4004 Staff Welfare Costs	882	1,176	294	294		75.0%	
4009 Recruitment Costs	259	1,030	771	771		25.1%	
4010 Staff Training	3,388	2,060	(1,328)	(1,328)		164.4%	
4012 Staff Expenses	673	850	177	177		79.2%	
4015 Office Refreshments	186	630	444	444		29.5%	
4051 Rates	2,525	0	(2,525)	(2,525)		0.0%	
4100 Telecommunications	3,284	5,400	2,116	2,116		60.8%	
4105 Postage	306	850	544	544		36.0%	
4106 Stationery	1,437	1,931	494	494		74.4%	
4107 Photocopier	1,254	1,600	346	346		78.4%	
4108 Recycling & Shredding	0	200	200	200		0.0%	
4110 Advertising & Publicity	5,064	4,017	(987)	(987)		124.6%	
4111 Office Purchases - Non Capital	345	1,545	1,200	1,200		22.3%	
4112 Subscriptions	4,872	4,745	(127)	(127)		102.7%	
4113 Software Support	10,039	10,725	686	686		93.6%	
4114 Licence Fee	35	35	0	0		100.0%	
4115 Insurance	1,928	2,008	80	80		96.0%	
4116 Web Site	4,291	2,500	(1,791)	(1,791)		171.7%	
4154 Land Registry Fees	12	20	8	8		60.0%	
4155 Professional Fees	11,611	3,090	(8,521)	(8,521)		375.7%	
4156 Bank Charges	1,325	1,500	175	175		88.4%	
4157 Audit Fees	(79)	9,300	9,379	9,379		(0.8%)	
4182 Catering & Hospitality	137	100	(37)	(37)		137.2%	
4199 Other Expenditure	46	120	74	74		38.7%	
4272 Equipment Purchases - Capital	8,140	2,480	(5,660)	(5,660)		328.2%	
4413 Neighbourhood Plan	2,857	4,000	1,143	1,143		71.4%	
Administration :- Indirect Expenditure	<u>394,252</u>	<u>445,898</u>	<u>51,646</u>	<u>0</u>	<u>51,646</u>	<u>88.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(389,773)</u>	<u>(438,906)</u>	<u>(49,133)</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
205 Premises - Church Street							
1050 Income Rent	6,231	6,042	(189)			103.1%	
Premises - Church Street :- Income	<u>6,231</u>	<u>6,042</u>	<u>(189)</u>			<u>103.1%</u>	<u>0</u>
4901 Term Maintenance DNU	0	500	500		500	0.0%	
Premises - Church Street :- Direct Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
4050 Rent payable	23,762	18,000	(5,762)		(5,762)	132.0%	
4051 Rates	5,624	8,205	2,581		2,581	68.5%	
4059 Church Street Service Charges	7,245	9,300	2,055		2,055	77.9%	
4199 Other Expenditure	7	0	(7)		(7)	0.0%	
4270 Vehicles & Equipment Maint	664	550	(114)		(114)	120.7%	
4275 Building Maintenance	1,058	1,500	442		442	70.5%	
Premises - Church Street :- Indirect Expenditure	<u>38,361</u>	<u>37,555</u>	<u>(806)</u>	<u>0</u>	<u>(806)</u>	<u>102.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(32,129)</u>	<u>(32,013)</u>	<u>116</u>				
206 Premises - Hurdle House							
1050 Income Rent	16,674	22,137	5,463			75.3%	
1051 Income Insurance Recharge	385	384	(1)			100.2%	
Premises - Hurdle House :- Income	<u>17,059</u>	<u>22,521</u>	<u>5,462</u>			<u>75.7%</u>	<u>0</u>
4115 Insurance	398	398	0		0	100.0%	
4301 Public Works Loan Payment	7,501	15,002	7,501		7,501	50.0%	
Premises - Hurdle House :- Indirect Expenditure	<u>7,899</u>	<u>15,400</u>	<u>7,501</u>	<u>0</u>	<u>7,501</u>	<u>51.3%</u>	<u>0</u>
Net Income over Expenditure	<u>9,160</u>	<u>7,121</u>	<u>(2,039)</u>				
210 Civic Expenses							
1081 Young Mayor Income	150	100	(50)			150.0%	
Civic Expenses :- Income	<u>150</u>	<u>100</u>	<u>(50)</u>			<u>150.0%</u>	<u>0</u>
4013 Members Expenses	110	100	(10)		(10)	110.3%	
4014 Member Training	1,257	1,500	243		243	83.8%	
4105 Postage	14	0	(14)		(14)	0.0%	
4106 Stationery	675	1,000	325		325	67.5%	
4110 Advertising & Publicity	0	50	50		50	0.0%	
4113 Software Support	4,631	3,690	(941)		(941)	125.5%	
4115 Insurance	201	196	(5)		(5)	102.6%	
4181 Civic - Mayors Allowance	804	1,500	696		696	53.6%	
4182 Catering & Hospitality	1,725	500	(1,225)		(1,225)	344.9%	
4183 Civic - Awards	127	500	373		373	25.4%	

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4184 Civic - other	490	200	(290)		(290)	245.1%	
4188 Town Crier Expenses	962	125	(837)		(837)	769.6%	
4189 Young Mayor	(71)	600	671		671	(11.8%)	
4190 Election Costs	0	30,000	30,000		30,000	0.0%	
Civic Expenses :- Indirect Expenditure	10,926	39,961	29,035	0	29,035	27.3%	0
Net Income over Expenditure	(10,776)	(39,861)	(29,085)				
215 Grants							
4401 Grants	30,000	30,000	0		0	100.0%	
Grants :- Indirect Expenditure	30,000	30,000	0	0	0	100.0%	0
Net Expenditure	(30,000)	(30,000)	0				
Finance & General Purposes :- Income	27,919	35,655	7,736			78.3%	
Expenditure	481,437	569,314	87,877	0	87,877	84.6%	
Movement to/(from) Gen Reserve	(453,518)						
Grand Totals:- Income	27,919	35,655	7,736			78.3%	
Expenditure	481,437	569,314	87,877	0	87,877	84.6%	
Net Income over Expenditure	(453,518)	(533,659)	(80,141)				
Movement to/(from) Gen Reserve	(453,518)						

Finance & General Purposes Committee Variance Reporting
19/03/2020

2019/2020		Compared to Reported: 19/09/2020	Previously Reported
4003	Administrative Sub Contracted Staff	The overspend will be met by the External Officer Support EMR.	27/09/19 - Showing higher % of budget due to the services of Jo Whitcom assisting the Facilities Dpt with various project works. 28/11/19 - As previously reported.
4010	Staff Training	Further costs have been incurred for unbudgeted training on the new telephone system. Along with other necessary training, the overspend will be approximately £1,500.	27/09/19 - This is higher than the budgeted amount due to Risk Management Training, Tree Survey Inspection Course and Annual Law Update Course that were not budgeted for. There is further training scheduled in the following months and it is likely that the budget will be exceeded by £800. Training is essential for officers to maintain their knowledge to ensure compliance with all legal and statutory requirements. 28/11/19 - As previously reported
4012	Staff Expenses	This account should be in line with the budget by the year end.	27/09/19 - Showing a higher % of budget mainly due to the mileage reclaim to the Future of Our High Street conference in Stockton. 28/11/19 - As previously reported
4051	Rates	This amount should show within the 205 cost centre. A journal has been completed and will show in the February accounts.	N/A
4106	Stationery	This account should be in line with the budget by the year end.	27/09/19 - Showing a higher % of budget largely due to the purchase of the Arnold Baker Administration books
4110	Advertising & Publicity	As previously reported	28/11/2019 - This is over budget due to increase cost of the tax leaflets and July's newsletter. In addition there was new advertising on the Brighton & Hove Mapping Boards and the Seaford Town Map. It is intended to increase this budget to £5K for next year.
4112	Subscriptions	The slight overspend is due to increased costs and an expense included from the year before. There are no further expected costs for this financial year.	27/09/19 - The budget is already at 100% due to the majority of subscriptions being paid at the beginning of the financial year. 28/11/19 - following a journal to the correct code, this account should now stay within budget by the year end.
4113	Software Support	It is expected that this account should be in line with the budget at the year end.	27/09/19 - Showing a higher % of budget due to additional SIRUS accounts purchased and increased cost in IRIS Payroll due to the rise in staff numbers. It is likely that this will be slightly over budget at the year end. 28/11/19 - As previously reported.
4115	Insurance		27/09/19 - The insurance is paid at the beginning of the year and no further costs are expected. 28/11/19 - As previously reported

Finance & General Purposes Committee: Variance Reporting

19/03/2020

		Currently Reported - 31/03/2020	Previously Reported
4116	Website		27/09/19 - This is over budget with further costs expected due to the new website that is currently underway. When setting the budget last year, it was unclear of the costs but it is likely to double. 28/11/2019 - As previously reported
4155	Professional Fees	Due to recent events which are ongoing, this budget has exceeded significantly. It is not yet known what the final costs are likely to be.	
4157	Audit Fees	It is expected that this account will be much lower than budgeted with a saving of around £5,500.	27/09/19 - This is currently showing in credit due to the accrual for external audit costs for 2018/19 yet to be invoiced. 28/11/19 - As previously reported
4199	Other Expenditure		27/09/19 - Showing a higher % of budget due to an incorrect coding which will be rectified in the September accounts 28/11/19 - following on from previously reported, this account has now been rectified.
4272	Equipment Purchase	The £5,660 overspend will partly be covered by the £1,200 remaining budget of 4111 as these two codes have been separated to Capital and Non-Capital. The main reason for the overspend is the purchase of laptops, as previously reported, along with the Server back up battery and new furniture for the office re-structure.	27/09/19 - Showing a higher % of budget due to the new laptops required for the admin offices. 28/11/19 - As previously reported
205	Premises Church Street		
1050	Income Rent		27/09/19 - The Income is showing a higher % due to that 75% of the rent for CAB and TIC is shown in April. The remainder will be invoiced in December so therefore, it should not be expected that we will be much over the budgeted income this year.
4050	Rent Payable	As previously reported.	28/11/19 - This is over budget due to the back dated rent increase dating back to 2018. Although we paid backdated rent in 2018/19, this related to the uplift that they were entitled to charge.
4059	Church Street Service Charges	Although this is currently showing under budget, a recent invoice received will push this over budget by £7,960 which is due to back payment of service charge and an error in last year end's accrual.	
4270	Vehicles & Equip Maint	The overspend largely relates to an increase in cost to the lift servicing along with needing to replace the mixing desk in the Chamber (for the microphones).	

Finance & General Purposes Committee Variance Reporting

19/03/2020

		Previously Reported	Previously Reported
		19/03/2020	19/03/2020
206	Hurdle House		
1051	Income Insurance		27/09/19 - The budgeted income has been fully received for 19/20 28/11/19 - As previously reported.
4115	Insurance		27/09/19 - The insurance costs are all paid out during the first two months of the year. There are no further costs expected on this account. 28/11/19 - As previously reported
4301	Public Works Loan Board		27/09/19 - The PWLB payments come out twice a year and are due to finish in 2025. 28/11/19 - As previously reported.
210 Civic Expenses			
4013	Members Expenses	As previously reported	28/11/19 - This is showing as overbudget due to the travel costs to the annual NALC conference.
4106	Stationery		27/09/19 - Showing a higher % of budget due to the stationery for the newly elected councillors in May. 28/11/19 - As previously reported
4113	Software Support	The overbudget figure relates to how the invoices for which may require an accrual at the year end.	27/09/19 - Showing a higher % of budget due to when the microsoft invoices are received. Due to an overlap with the old and new councillors in May, there is likely to be a slight overspend at year end. 28/11/19 - As previously reported.
4115	Insurance		27/09/19 - The insurance costs relate to the civic regalia which was slightly higher than the budget. There are no further costs expected on this account. 28/11/19 - As previously reported
4182	Catering & Hospitality	This is overspent due to the Freedom of the Town Event held in November 2019 that was not previously budgeted for.	
4183	Civic - Awards	The overspend relates to the above code rather than this one which is not now expected to be overspent.	27/09/19 - The Freedom of the Town Award event was agreed after the budget had been set. Therefore there will be an overspend in this account by the year end of approximately £1,000. 28/11/19 - As previously reported
4184	Civic - Other	The overspend relates to Freedom of the Town scrolls and badges.	19/03/20 - The overspend relates to Freedom of the Town scrolls and badges.
4188	Town Crier Expenses	As previously reported.	28/11/19 - There is a significant overspend due to the Town Crier Uniform needing cleaning and repairing. In addition, the Town Crier sourced a waistcoat for the hot weather at a good price and so with the agreement of the Town Clerk, this was also paid for.

Finance & General Purposes Committee Variance Reporting

19/03/2020

	Current Period: 19/03/2020	Previously Reported
4189 Young Mayor		27/09/19 - This is showing a credit due to an accrual at the beginning of the year. Whilst the general accounts year end runs until the end of March, the Mayoral year runs from May to May. Therefore, the expenditure for the previous young mayor was accrued for the awards at the Town Forum in May so as not to take out of this year's Young Mayor's pot. However, the amount of £136 was not used and as the new Young Mayor has not spent any funds as yet, it shows as a credit. 28/11/19 - As previously reported.
4190 Election Costs		27/09/19 - The cost of the 19/20 elections should cost no more £26,620 leaving £3,380 in the budget. It is intended to put this amount into the election EMR at year end to cover any potential by-elections and to build up to the next elections in 2023. 28/11/19 - As previously reported. 19/03/20 - It is now expected to use the £3,380 as part of the BI Election costs that will be incurred.
215 Grants		
4401 Grants		27/09/19 - Following the annual grants process between April - June, the full grants budget is paid out soon after. No further expenditure will be met from this budget in this financial year. 28/11/19 - As previously reported



Seaford Town Council

Report 152/19

Agenda Item No: 5
Committee: Finance & General Purposes
Date: 19th March 2020
Title: Website Payments
By: Karen Singleton, RFO
Purpose of Report: To Consider a payment system for electronic payments on the Councils Website

Recommendation

You are recommended:

To Approve the use of the STRIPE payment system, to receive electronic payments on the Council's Website.

1. Information.

- 1.1 From September, customers will be able to book to hire West View Beach Huts on the Councils Website. It would be best practice and eliminate any chance of non payment if the customer has to pay for the hire at the same time. At the moment the Council doesn't have that facility.
- 1.2 The Council's website has the ability to include a payments page where customers can go and pay by credit or debit card at the time of booking the beach hut. This page would use a product called Stripe. Stripe has been recommended by the website developers as carrying less risk than other providers.
- 1.3 Stripe has 3D secure authentication to verify the customers identity before the payment is made. Payment is taken immediately whereas some other providers there is a delay.
- 1.4 The Payment Card Industry Data Security Standard (PCI DSS) applies to companies of any size that accept credit card payments. If the Council accepts card payments and processes and transmits cardholder data, the data needs to be hosted securely with a PCI compliant hosting provider. Most Providers charge for this. Stripe do not charge a PCI compliance fee, Stripe shoulders the PCI compliance burden by ensuring that the client never need to handle sensitive card data.

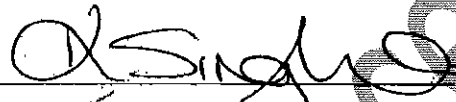
2. Financial Appraisal

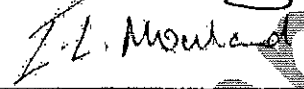
- 2.1 There are no monthly or upfront costs.
- 2.2 Stripe charge per transaction 1.4%+20p for European cards and 2.9%+20p for non-European cards. The fees are deducted from the income received and the Council receives the net amount. Stripe fees will come from 4258/118 Seasonal beach hut revenue expenditure budget.
- 2.3 For comparison PayPal charge 2.9%+30p per transaction.
- 2.4 Set up costs for the website will be £375. This cost will come from the Web site budget code 4116/201. There is £310 contingency amount within this budget so this expenditure will put the code slightly over budget.

3. Contact Officer

The Contact Officer for this report is Karen Singleton, RFO

RFO





Assistant Town Clerk

Meeting Cancelled