



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 22 August 2013**, at **7.00 pm**, which you are summoned to attend.

S. Shippen
Town Clerk
16 August 2013

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Minutes

To approve the minutes of the meeting held on 20 June 2013.

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 59 /13 regarding receipts, payments and bank reconciliation for May and June 2013 (pages 3 to 23).
- b) To consider report 60/13 regarding the Council budget position for the period 1 April 2013 to 31 July 2013 (pages 25 to 29).

6. Staff Matters

- a) To approve the minutes of the Personnel Sub-Committee held 5 July 2013 (pages 31 to 32)
- b) To consider report 61/13 regarding staffing update (pages 33 to 34).
- c) To consider report 62/13 regarding 2013 pay award (pages 35 to 38)

7. Training

- a) To consider report 63/13 concerning forthcoming SALC Training (pages 39 to 40).
- b) To consider report 64/13 regarding NALC Larger Councils conference (pages 41 to 42).

8. Seaford Bonfire Society

To consider report 65/13 regarding an update on the grant to Seaford Bonfire Society (pages 43 to 44).

9. Responsible Finance Officer Update

To consider report 66/13 regarding issues raised with the Chairman & Vice Chairman of Finance & General Purposes Committee (pages 45 to 46).

**For further information about items appearing on this agenda please contact
Mrs S J Shippen, 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, R Allen (ex-officio), P Franklin, S Gauntlet, T Goodman, A Hayder,
R Needham, B Warren, A White (ex-officio), and I White.

For information:

Councillors A Campbell, S Dunn, B Groves, P Hesletine, A Latham, S McStravick, R Scarfe and
L Wallraven.



Seaford Town Council

Report 59/13

| | |
|---------------------------|--|
| Agenda Item No: | 5(a) |
| Committee: | Finance & General Purposes |
| Date: | 22 August 2013 |
| Title: | Receipts, Payments and Bank Reconciliation Reports for May and June 2013 |
| By: | Sam Shippen, Town Clerk |
| Wards Affected: | All Seaford wards |
| Purpose of Report: | To advise the Committee of receipts, payments and bank reconciliation for May and June 2013 |

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 cashbook listing receipts and payments for May and June 2013 and the bank reconciliation for these months.
- 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 information.
- 1.3** 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 May and June 2013.

3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk

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Date: 02/07/2013

Seaford Town Council 2013/14

Page No: 1

Time: 16:33

User: SJC

Bank Reconciliation Statement as at: 31/05/2013 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 | 31/05/2013 | 232 | 659,733.17 |
| | | | <u>659,733.17</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| 19/04/2013 201869 | Sussex Associations of Local C | 2,634.28 | |
| 30/04/2013 201883 | Seaford Downs Syndrome speci | 1,791.90 | |
| 22/05/2013 201924 | 8th Seaford Rainbows | 50.00 | |
| 22/05/2013 201925 | 9th Seaford Scout Group | 200.00 | |
| 22/05/2013 201926 | 1218 (Newhaven) Sqn Air Cadet | 100.00 | |
| 22/05/2013 201927 | ABC Fund | 50.00 | |
| 22/05/2013 201928 | Cuckmere Community Bus Ltd | 500.00 | |
| 22/05/2013 201929 | Eastbourne Area Epilepsy Grp | 50.00 | |
| 22/05/2013 201931 | Kent, Surrey & Susx Ambulance | 400.00 | |
| 22/05/2013 201933 | Newhaven & Lewes MENCAP | 50.00 | |
| 22/05/2013 201934 | Relate South East Sussex | 50.00 | |
| 22/05/2013 201935 | Neighbourhood Watch Associati | 200.00 | |
| 22/05/2013 201936 | East Sussx Disability Associat | 100.00 | |
| 22/05/2013 201937 | Seaford Handbell Ringers | 250.00 | |
| 22/05/2013 201938 | Seaford Hard of Hearing Club | 100.00 | |
| 22/05/2013 201939 | Seaford Inner Light Club | 100.00 | |
| 22/05/2013 201940 | Seaford Little Theatre | 200.00 | |
| 22/05/2013 201941 | Seaford Live | 300.00 | |
| 22/05/2013 201942 | Seaford Museum & Heritage Soc | 200.00 | |
| 22/05/2013 201944 | Seaford Netball Club | 100.00 | |
| 22/05/2013 201945 | Seaford Seniors Forum | 200.00 | |
| 22/05/2013 201947 | Seaford Stroke & Caring Club | 100.00 | |
| 22/05/2013 201948 | Seaford Twinning Association | 100.00 | |
| 22/05/2013 201950 | The Parish of Sutton with S'fd | 100.00 | |
| 22/05/2013 201951 | St Wilfrid's Hospice | 100.00 | |
| 22/05/2013 201952 | The Clinton Centre | 50.00 | |
| 22/05/2013 201896 | Action in Rural Sussex | 780.00 | |
| 22/05/2013 201904 | GreenTek Solutions Ltd | 343.62 | |
| 22/05/2013 201905 | Hire-a-Loo | 92.52 | |
| 22/05/2013 201906 | Iris Business Software Ltd | 267.60 | |
| 22/05/2013 201913 | Running Imp International Spor | 13.71 | |
| 22/05/2013 201916 | Sussex Events Ltd | 120.00 | |
| 22/05/2013 201921 | Wybone Ltd | 848.21 | |
| 22/05/2013 201922 | Zurich Management Services | 114.00 | |
| 22/05/2013 201897 | AQUARIUS SOLUTIONS | 180.00 | |
| 22/05/2013 201958 | CWJ Landscapes Ltd | 150.00 | |
| 24/05/2013 201959 | [REDACTED] | 30.00 | |
| 28/05/2013 201961 | The Royal Society of St George | 50.00 | |
| 28/05/2013 201962 | The Post Office Ltd | 225.00 | |
| 31/05/2013 201963 | [REDACTED] | 119.99 | |

Bank Reconciliation Statement as at: 31/05/2013 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> |
|--|----------------------------|------------------------------------|-------------------|
| 31/05/2013 201964 | Pomegranate | 50.00 | |
| 31/05/2013 201965 | Seaford Lifeguards | 2,000.00 | |
| 31/05/2013 201919 | Vaughtons | 317.33 | |
| 22/02/2013 201822 | The Lifesaving Academy Ltd | 150.00 | |
| | | | <u>13,928.16</u> |
| | | | 645,805.01 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| 27/05/2013 | | 2,823.00 | |
| 29/05/2013 | | 40.00 | |
| 30/05/2013 | | 10.00 | |
| 31/05/2013 | | 340.00 | |
| 31/05/2013 | | 1,218.00 | |
| 31/05/2013 | | 147.30 | |
| 31/05/2013 | | 318.75 | |
| | | | <u>4,897.05</u> |
| | | | 650,702.06 |
| | | Balance per Cash Book is :- | 650,702.06 |
| | | Difference is :- | 0.00 |

Receipts for Month 2

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c Centre | £ Amount | Transaction Detail |
|------------------------|-----------------------|-----------------|-----------|--------|------------|------------|---------------------------------|
| Balance Brought Fwd : | | 693,253.10 | | | | 693,253.10 | |
| Banked on : 01/05/2013 | | 112.00 | | | | | |
| pdq | golf pdq | 112.00 | | 18.67 | 120 | 93.33 | golf pdq |
| Banked on : 01/05/2013 | | 360.00 | | | | | |
| | Sales Recpts Page 503 | 360.00 | 360.00 | | 101 | | Sales Recpts Page 503 |
| Banked on : 02/05/2013 | | 345.00 | | | | | |
| pdq | golf pdq | 345.00 | | 57.50 | 120 | 287.50 | pdq |
| Banked on : 02/05/2013 | | 0.50 | | | | | |
| adj pdq | pdq | 0.50 | | 0.08 | 120 | 0.42 | adj pdq |
| Banked on : 03/05/2013 | | 837.00 | | | | | |
| pdq | pdq | 837.00 | | 139.50 | 120 | 697.50 | pdq |
| Banked on : 03/05/2013 | | 336.50 | | | | | |
| 2839 | ██████████ | 16.50 | | | 520 | 16.50 | ██████████ Shared Oct |
| 2840 | ██████████ | 10.00 | | | 1056 210 | 10.00 | ██████████ Stall Fun Day |
| 2844 | ██████████ | 40.00 | | | 1056 210 | 40.00 | ██████████ Stall Funday |
| 2843 | ██████████ | 20.00 | | | 1070 135 | 20.00 | ██████████ Stall Armed Forces D |
| 2847 | Museum | 10.00 | | | 1056 210 | 10.00 | Museum Stall Fun Day |
| 2848 | Museum | 10.00 | | | 1070 135 | 10.00 | Museum Stall Armed Forces Day |
| 2842 | ██████████ | 60.00 | | 10.00 | 1050 113 | 50.00 | ██████████ Last Minute Artists |
| 2845 | ██████████ | 60.00 | | 10.00 | 1050 113 | 50.00 | ██████████ Last Minute Artists |
| 2836 | Firm | 11.00 | | 1.83 | 1050 105 | 9.17 | Firm Base Hire |
| 2835 | Siglo | 99.00 | | 16.50 | 1050 105 | 82.50 | Siglo Base Hire |
| Banked on : 03/05/2013 | | 936.00 | | | | | |
| | Sales Recpts Page 504 | 936.00 | 936.00 | | 101 | | Sales Recpts Page 504 |
| Banked on : 03/05/2013 | | 135.49 | | | | | |
| interest | CoOp | 135.49 | | | 1190 201 | 135.49 | Bank Interest |
| Banked on : 04/05/2013 | | 175.00 | | | | | |
| pdq | pdq | 175.00 | | 29.17 | 120 | 145.83 | pdq |
| Banked on : 05/05/2013 | | 294.00 | | | | | |
| pdq | pdq | 294.00 | | 49.00 | 120 | 245.00 | pdq |
| Banked on : 06/05/2013 | | 278.00 | | | | | |
| pdq | pdq | 278.00 | | 46.33 | 120 | 231.67 | pdq |
| Banked on : 07/05/2013 | | 714.00 | | | | | |
| pdq | pdq | 714.00 | | 119.00 | 120 | 595.00 | pdq |
| Banked on : 07/05/2013 | | 833.00 | | | | | |
| | Sales Recpts Page 507 | 833.00 | 833.00 | | 101 | | Sales Recpts Page 507 |
| Banked on : 08/05/2013 | | 121.00 | | | | | |
| pdq | pdq | 121.00 | | 20.17 | 120 | 100.83 | pdq |

Date: 15/06/2013

Seaford Town Council 2013/14

Page No: 2

Time: 17:21

Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c Centre | £ Amount | Transaction Detail |
|-------------|------------------------|-----------------|-----------|--------|------------|----------|-----------------------------------|
| | Banked on : 08/05/2013 | 3,626.00 | | | | | |
| golf | golf banking | 3,626.00 | | 604.33 | 120 | 3,021.67 | golf banking |
| | Banked on : 09/05/2013 | 41.00 | | | | | |
| pdq | pdq | 41.00 | | 6.83 | 120 | 34.17 | pdq |
| | Banked on : 09/05/2013 | 131.00 | | | | | |
| 2849 | [REDACTED] | 60.00 | | | 520 | 60.00 | Stone Cross Deposit July |
| 2852 | [REDACTED] Art Group | 16.50 | | | 520 | 16.50 | [REDACTED] Art Grp Dep Oc |
| 2850 | [REDACTED] | 16.50 | | | 520 | 16.50 | [REDACTED] Deposit Shared Oct |
| 2854 | M&Co | 28.00 | | | 550 | 28.00 | M&Co Donation |
| 2851 | Macauley Lifeguards | 10.00 | | | 1070 135 | 10.00 | Lifeguards Stall AFD |
| | Banked on : 10/05/2013 | 126.00 | | | | | |
| pdq | pdq | 126.00 | | 21.00 | 120 | 105.00 | pdq |
| | Banked on : 11/05/2013 | 94.00 | | | | | |
| pdq | pdq | 94.00 | | 15.67 | 120 | 78.33 | pdq |
| | Banked on : 12/05/2013 | 522.00 | | | | | |
| pdq | pdq | 522.00 | | 87.00 | 120 | 435.00 | pdq |
| | Banked on : 14/05/2013 | 218.00 | | | | | |
| pdq | pdq | 218.00 | | 36.33 | 120 | 181.67 | pdq |
| | Banked on : 15/05/2013 | 112.00 | | | | | |
| pdq | pdq | 112.00 | | 18.67 | 120 | 93.33 | pdq |
| | Banked on : 16/05/2013 | 50.00 | | | | | |
| pdq | pdq | 50.00 | | 8.33 | 120 | 41.67 | pdq |
| | Banked on : 17/05/2013 | 80.00 | | | | | |
| pdq | pdq | 80.00 | | 13.33 | 120 | 66.67 | pdq |
| | Banked on : 18/05/2013 | 127.00 | | | | | |
| pdq | pdq | 127.00 | | 21.17 | 120 | 105.83 | pdq |
| | Banked on : 19/05/2013 | 202.00 | | | | | |
| pdq | pdq | 202.00 | | 33.67 | 120 | 168.33 | pdq |
| | Banked on : 19/05/2013 | 3,665.50 | | | | | |
| golf | golf banking | 3,665.50 | | 610.92 | 120 | 3,054.58 | golf banking |
| | Banked on : 20/05/2013 | 55.00 | | | | | |
| pdq | pdq | 55.00 | | 9.17 | 120 | 45.83 | pdq |
| | Banked on : 20/05/2013 | 296.00 | | | | | |
| 2858 | [REDACTED] | 50.00 | | 8.33 | 1050 113 | 41.67 | [REDACTED] Last Minute Artists |
| 2859 | [REDACTED] | 43.50 | | 7.25 | 1050 113 | 36.25 | [REDACTED] Balance Shared June |
| 2861 | [REDACTED] | 20.00 | | | 1070 135 | 20.00 | [REDACTED] 2 Stalls AFD |
| 2863 | [REDACTED] | 40.00 | | | 1056 210 | 40.00 | [REDACTED] Newhaven Ent stall Fur |
| 2865 | [REDACTED] | 16.50 | | | 520 | 16.50 | [REDACTED] Shared Oct |

Continued on Page 3

Date: 15/08/2013

Seaford Town Council 2013/14

Page No: 3

Time: 17:21

Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c Centre | £ Amount | Transaction Detail |
|-------------|------------------------|-----------------|-----------|--------|------------|----------|------------------------|
| 2857 | [REDACTED] | 66.00 | | 11.00 | 1050 113 | 55.00 | [REDACTED] Hire |
| 2856 | [REDACTED] | 60.00 | | 10.00 | 1050 113 | 50.00 | [REDACTED] Last Minute |
| | Banked on : 20/05/2013 | 4,738.75 | | | | | |
| | Sales Recpts Page 505 | 4,738.75 | 4,738.75 | | 101 | | Sales Recpts Page 505 |
| | Banked on : 20/05/2013 | 37.00 | | | | | |
| | Sales Recpts Page 508 | 37.00 | 37.00 | | 101 | | Sales Recpts Page 508 |
| | Banked on : 21/05/2013 | 36.00 | | | | | |
| pdq | pdq | 36.00 | | 6.00 | 120 | 30.00 | pdq |
| | Banked on : 22/05/2013 | 595.00 | | | | | |
| pdq | pdq | 595.00 | | 99.17 | 120 | 495.83 | pdq |
| | Banked on : 22/05/2013 | 181.96 | | | | | |
| | Sales Recpts Page 509 | 181.96 | 181.96 | | 101 | | Sales Recpts Page 509 |
| | Banked on : 23/05/2013 | 380.00 | | | | | |
| pdq | pdq | 380.00 | | 63.33 | 120 | 316.67 | pdq |
| | Banked on : 24/05/2013 | 42.00 | | | | | |
| pdq | pdq | 42.00 | | 7.00 | 120 | 35.00 | pdq |
| | Banked on : 24/05/2013 | 4,971.17 | | | | | |
| | Sales Recpts Page 510 | 4,971.17 | 4,971.17 | | 101 | | Sales Recpts Page 510 |
| | Banked on : 25/05/2013 | 784.00 | | | | | |
| pdq | pdq | 784.00 | | 130.67 | 120 | 653.33 | pdq |
| | Banked on : 26/05/2013 | 434.00 | | | | | |
| pdq | pdq | 434.00 | | 72.33 | 120 | 361.67 | pdq |
| | Banked on : 27/05/2013 | 414.00 | | | | | |
| pdq | pdq | 414.00 | | 69.00 | 120 | 345.00 | pdq |
| | Banked on : 27/05/2013 | 2,823.00 | | | | | |
| golf | golf banking | 2,823.00 | | 470.50 | 120 | 2,352.50 | golf banking |
| | Banked on : 28/05/2013 | 14.00 | | | | | |
| pdq | pdq | 14.00 | | 2.33 | 120 | 11.67 | pdq |
| | Banked on : 28/05/2013 | 50.00 | | | | | |
| | Sales Recpts Page 511 | 50.00 | 50.00 | | 101 | | Sales Recpts Page 511 |
| | Banked on : 29/05/2013 | 40.00 | | | | | |
| pdq | pdq | 40.00 | | 6.67 | 120 | 33.33 | pdq |
| | Banked on : 30/05/2013 | 10.00 | | | | | |
| pdq | pdq | 10.00 | | 1.67 | 120 | 8.33 | pdq |
| | Banked on : 31/05/2013 | 340.00 | | | | | |
| pdq | pdq | 340.00 | | 56.67 | 120 | 283.33 | pdq |

Continued on Page 4

9

Date: 15/08/2013

Seaford Town Council 2013/14

Page No: 4

Time: 17:21

Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 2

Receipts for Month 2

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c Centre | £ Amount | Transaction Detail |
|---------------------------------|---------------------|--------------------------|-------------------------|------------------------|------------|--------------------------|-----------------------------|
| Banked on : 31/05/2013 | | 1,218.00 | | | | | |
| golf | golf banking | 1,218.00 | | 203.00 | 120 | 1,015.00 | golf banking |
| Banked on : 31/05/2013 | | 147.30 | | | | | |
| 2872 | Seaford wasps | 10.00 | | | 1056 210 | 10.00 | Seaford wasps Fun day Stall |
| 2869 | Utility Warehouse | 10.00 | | | 1056 210 | 10.00 | Utility warehouse Stall |
| 2866 | [REDACTED] | 16.50 | | | 520 | 16.50 | [REDACTED] Shared Oct |
| 2874 | [REDACTED] | 10.00 | | | 1070 135 | 10.00 | [REDACTED] AFD Stall |
| 2873 | [REDACTED] | 30.00 | | 5.00 | 1054 118 | 25.00 | [REDACTED] assignment Fee |
| 2871 | [REDACTED] | 0.80 | | 0.13 | 1059 201 | 0.67 | [REDACTED] Copies |
| 2868 | [REDACTED] | 20.00 | | | 1070 135 | 20.00 | [REDACTED] Stall AFD |
| 2867 | Last Minute Artists | 50.00 | | 8.33 | 1050 113 | 41.67 | Last Minute Artists |
| Banked on : 31/05/2013 | | 318.75 | | | | | |
| Sales Recpts Page 506 | | 318.75 | 318.75 | | 101 | | Sales Recpts Page 506 |
| Total Receipts for Month | | 32,397.92 | 12,426.63 | 3,242.55 | | 16,728.74 | |
| Cash Book Totals | | <u>725,651.02</u> | <u>12,426.63</u> | <u>3,242.55</u> | | <u>709,981.84</u> | |

Continued on Page 5

Payments for Month 2

Nominal Ledger

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|----------|--------------|-------------|---------|------------|----------|------------------------------|
| 01/05/2013 | Lewes District Council | Std Ord | 226.00 | | | 4051 113 | 226.00 | Rates 2013-14 Church St |
| 01/05/2013 | Lewes District Council | Std Ord | 60.00 | | | 4051 108 | 60.00 | Rates High & Over 2013-14 |
| 01/05/2013 | Lewes District Council | Std Ord | 310.00 | | | 4051 113 | 310.00 | Rates Gallery 2013 14 |
| 01/05/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rent - Beach Hut 2 |
| 01/05/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rate - Beach Hut 2 |
| 01/05/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 29 |
| 01/05/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 52 |
| 01/05/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 53 |
| 01/05/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 54 |
| 01/05/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 55 |
| 01/05/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 56 |
| 01/05/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 57 |
| 01/05/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 58 |
| 01/05/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 59 |
| 01/05/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 60 |
| 01/05/2013 | Lewes District Council | Std Ord | 58.00 | | | 4051 105 | 58.00 | Rates - The Base |
| 01/05/2013 | Lewes District Council | Std Ord | 185.00 | | | 4051 101 | 185.00 | Rates - Golf Club |
| 01/05/2013 | Lewes District Council | Std Ord | 55.00 | | | 4051 205 | 55.00 | Rates - TIC |
| 01/05/2013 | Lewes District Council | Std Ord | 954.00 | | | 4051 205 | 954.00 | Rates - 37 Church Street |
| 01/05/2013 | South East Water | 8200841x | 261.87 | 261.87 | | 501 | | Purchase Ledger |
| 02/05/2013 | Hampshire Flag Company | 201884 | 74.93 | | 12.49 | 4261 108 | 62.44 | Flag War Memorial |
| 03/05/2013 | Auditing Solutions Ltd | 201885 | 480.00 | 480.00 | | 501 | | 3748 - 2nd Visit March |
| 03/05/2013 | Running Imp International Spor | 201887 | 73.98 | 73.98 | | 501 | | 3747 - YMA 10th April |
| 03/05/2013 | Tanleys Printers Ltd | 201888 | 259.20 | 259.20 | | 501 | | 3751 - Artwork Cancelled |
| 03/05/2013 | Hire-a-Loo | 201889 | 95.60 | 95.60 | | 501 | | 3746 March Hire |
| 03/05/2013 | In The Pipeline Ltd | 201890 | 47.25 | 47.25 | | 501 | | 3097 Allotment WaterPipe |
| 03/05/2013 | Petty Cash | 201891 | 120.00 | | | 201 | 120.00 | Replenish Petty Cash |
| 03/05/2013 | Office Depot UK Ltd | 201886 | 762.70 | 762.70 | | 501 | | 2535 - Stationery |
| 08/05/2013 | UK Fuels | 00046242 | 80.11 | 80.11 | | 501 | | 3763 - Fuel - 03/04 24/04 |
| 08/05/2013 | Dunster House Ltd | 201892 | 5,605.97 | | 934.33 | 4274 106 | 4,671.64 | Log Cabin Comm Grdn |
| 08/05/2013 | John Spicer | 201893 | 250.00 | | | 115 | 250.00 | Spicer - Materials Float |

Date: 15/08/2013

Seaford Town Council 2013/14

Page No: 6

Time: 17:21

Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 2

Payments for Month 2

Nominal Ledger

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|------------|--------------|-------------|---------|------------|----------|--------------------------------------|
| 09/05/2013 | Talk Talk Business | 01384470/8 | 83.74 | 83.74 | | 501 | | 3765 - April 2013 |
| 10/05/2013 | Kent County Council (KCS) | 43688 | 175.18 | 175.18 | | 501 | | 3716 - Copier 1/10 31/12/12 |
| 10/05/2013 | Barclaycard | 578590 | 375.12 | 375.12 | | 501 | | 3786 - PDQ Charges April |
| 14/05/2013 | Co-Operative Bank | 4656 | 3.60 | 3.60 | | 501 | | Purchase Ledger |
| 15/05/2013 | 02 (UK) Ltd | 3860725/00 | 9.07 | 9.07 | | 501 | | 3771 - 1-31 May 13 |
| 15/05/2013 | HMRC | 201894 | 6,768.06 | | | 105 | 6,768.06 | VAT March Quarte |
| 15/05/2013 | HMRC | 201895 | 4,889.09 | | | 515 | 4,889.09 | PAYE & NIC APRIL |
| 15/05/2013 | Southern Water | 5004869 | 1,210.17 | 1,210.17 | | 501 | | 3281 Waste water back dated |
| 20/05/2013 | British Gas Business | 240487 | 307.62 | 307.62 | | 501 | | 3815 April |
| 20/05/2013 | Southern Water | 4600017 | 223.36 | 223.36 | | 501 | | 3281 Waste water back dated |
| 22/05/2013 | Talk Talk Business | 01383098/8 | 243.18 | 243.18 | | 501 | | Purchase Ledger |
| 22/05/2013 | 7th Seaford Brownies | 201923 | 100.00 | | | 4400 215 | 100.00 | 7th Seaford Brownies |
| 22/05/2013 | 8th Seaford Rainbows | 201924 | 50.00 | | | 4400 215 | 50.00 | 8th Seaford Rainbows |
| 22/05/2013 | 9th Seaford Scout Group | 201925 | 200.00 | | | 4400 215 | 200.00 | 9th Seaford Scout Group |
| 22/05/2013 | 1218 (Newhaven) Sqn Air | 201926 | 100.00 | | | 4400 215 | 100.00 | 1218 (Newhaven) Sqn Air Cadets |
| 22/05/2013 | ABC Fund | 201927 | 50.00 | | | 4400 215 | 50.00 | ABC Fund |
| 22/05/2013 | Cuckmere Community Bus Ltd | 201928 | 500.00 | | | 4400 215 | 500.00 | Cuckmere Community Bus Ltd |
| 22/05/2013 | Eastbourne Area Epilepsy Grp | 201929 | 50.00 | | | 4400 215 | 50.00 | Eastbourne Area Epilepsy Grp |
| 22/05/2013 | Friends of the Old Brickfield | 201930 | 50.00 | | | 4400 215 | 50.00 | Friends of the Old Brickfield |
| 22/05/2013 | Kent, Surrey & Susx Ambulance | 201931 | 400.00 | | | 4400 215 | 400.00 | Kent, Surrey & Susx Ambulance |
| 22/05/2013 | National Coastwatch Institutio | 201932 | 300.00 | | | 4400 215 | 300.00 | National Coastwatch Institutio |
| 22/05/2013 | Newhaven & Lewes MENCAP | 201933 | 50.00 | | | 4400 215 | 50.00 | Newhaven & Lewes MENCAP |
| 22/05/2013 | Relate South East Sussex | 201934 | 50.00 | | | 4400 215 | 50.00 | Relate South East Sussex |
| 22/05/2013 | Neighbourhood Watch | 201935 | 200.00 | | | 4400 215 | 200.00 | Neighbourhood Watch Associatio |
| 22/05/2013 | East Sussx Disability Associat | 201936 | 100.00 | | | 4400 215 | 100.00 | East Sussx Disability Associat |
| 22/05/2013 | Seaford Handbell Ringers | 201937 | 250.00 | | | 4400 215 | 250.00 | Seaford Handbell Ringers |
| 22/05/2013 | Seaford Hard of Hearing Club | 201938 | 100.00 | | | 4400 215 | 100.00 | Seaford Hard of Hearing Club |
| 22/05/2013 | Seaford Inner Light Club | 201939 | 100.00 | | | 4400 215 | 100.00 | Seaford Inner Ligh Club |
| 22/05/2013 | Seaford Little Theatre | 201940 | 200.00 | | | 4400 215 | 200.00 | Seaford Little Theatre |
| 22/05/2013 | Seaford Live | 201941 | 300.00 | | | 4400 215 | 300.00 | Seaford Live |
| 22/05/2013 | Seaford Museum & Heritage Soc. | 201942 | 200.00 | | | 4400 215 | 200.00 | Seaford Museum & Heritage Soc. |

Continued on Page 7

Date: 15/08/2013

Seaford Town Council 2013/14

Page No: 7

Time: 17:21

Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 2

Payments for Month 2

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> |
|-------------|--------------------------------|---------------|---------------------|--------------------|----------------|-------------------|-----------------|--------------------------------|
| 22/05/2013 | Seaford Music Society | 201943 | 50.00 | | | 4400 215 | 50.00 | Seaford Music Society |
| 22/05/2013 | Seaford Netball Club | 201944 | 100.00 | | | 4400 215 | 100.00 | Seaford Netball Cl |
| 22/05/2013 | Seaford Seniors Forum | 201945 | 200.00 | | | 4400 215 | 200.00 | Seaford Seniors Forum |
| 22/05/2013 | Seaford Silver Bank | 201946 | 400.00 | | | 4400 215 | 400.00 | Seaford Silver Ban |
| 22/05/2013 | Seaford Stroke & Caring Club | 201947 | 100.00 | | | 4400 215 | 100.00 | Seaford Stroke & Caring Club |
| 22/05/2013 | Seaford Twinning Association | 201948 | 100.00 | | | 4400 215 | 100.00 | Seaford Twinning Association |
| 22/05/2013 | St James' Trust | 201949 | 200.00 | | | 4400 215 | 200.00 | St James' Trust |
| 22/05/2013 | The Parish of Sutton with S'fd | 201950 | 100.00 | | | 4400 215 | 100.00 | The Parish of Sutton with S'fd |
| 22/05/2013 | St Wilfrid's Hospice | 201951 | 100.00 | | | 4400 215 | 100.00 | St Wilfrid's Hospice |
| 22/05/2013 | The Clinton Centre | 201952 | 50.00 | | | 4400 215 | 50.00 | The Clinton Centre |
| 22/05/2013 | Vitalise | 201953 | 100.00 | | | 4400 215 | 100.00 | Vitalise |
| 22/05/2013 | Waves Seaford Ltd | 201954 | 100.00 | | | 4400 215 | 100.00 | Waves Seaford Ltd |
| 22/05/2013 | Willet Charitable Trust | 201955 | 50.00 | | | 4400 215 | 50.00 | Willet Charitable Trust |
| 22/05/2013 | Action in Rural Sussex | 201896 | 780.00 | 780.00 | | 501 | | 3789 - Employmen Service |
| 22/05/2013 | Blachere IlluminationUK Ltd | 201899 | 1,949.24 | 1,949.24 | | 501 | | 3784 - Hire of Xma Lights Yr2 |
| 22/05/2013 | BNC Signs | 201900 | 285.00 | 285.00 | | 501 | | 3820 - Notice Boar |
| 22/05/2013 | Chubb Electronic Security Syst | 201901 | 349.16 | 349.16 | | 501 | | 3821 - Alarm Contract |
| 22/05/2013 | Collier Turf Care Ltd | 201902 | 641.15 | 641.15 | | 501 | | 3783 - Turf Care Products |
| 22/05/2013 | Godfreys (Sevenoaks) Ltd | 201903 | 312.20 | 312.20 | | 501 | | 3823 - Mower Part |
| 22/05/2013 | GreenTek Solutions Ltd | 201904 | 343.62 | 343.62 | | 501 | | 3777 - Roller Bearings |
| 22/05/2013 | Hire-a-Loo | 201905 | 92.52 | 92.52 | | 501 | | 3779 - 1/04/2013 - 30/04/2013 |
| 22/05/2013 | Iris Business Software Ltd | 201906 | 267.60 | 267.60 | | 501 | | 3824 - Iris Payroll Software |
| 22/05/2013 | John Shaw (Machinery) Ltd | 201907 | 91.92 | 91.92 | | 501 | | 3776 - various part |
| 22/05/2013 | John Spicer | 201908 | 691.00 | 691.00 | | 501 | | 3818 - Leak & Stand Pipe Locks |
| 22/05/2013 | Mr P S Kennard | 201909 | 138.00 | 138.00 | | 501 | | 3775 - April 2013 |
| 22/05/2013 | Peter Mannington | 201910 | 540.00 | 540.00 | | 501 | | 3774 - Verti Drain |
| 22/05/2013 | Postage by Phone - Pitney Bowe | 201911 | 326.36 | 326.36 | | 501 | | 3826.2013/14 Service Contract |
| 22/05/2013 | National Association of Local | 201912 | 264.00 | 264.00 | | 501 | | 3773 - P Franklin |
| 22/05/2013 | Running Imp International Spor | 201913 | 13.71 | 13.71 | | 501 | | 3772 - Town Forum Award |
| 22/05/2013 | Seaford Baptist Church | 201914 | 55.00 | 55.00 | | 501 | | 3827 - Town Forum Hall Hire |
| 22/05/2013 | Sherriff Amenity | 201915 | 2,148.00 | 2,148.00 | | 501 | | 3769 - Fairway Fertiliser |
| 22/05/2013 | Sussex Events Ltd | 201916 | 120.00 | 120.00 | | 501 | | 3767 - YMA 10.04.13 |
| 22/05/2013 | Tacit | 201917 | 100.20 | 100.20 | | 501 | | 3766 - Switch Tip |

Continued on Page 8

13

Date: 15/08/2013

Seaford Town Council 2013/14

Page No: 8

Time: 17:21

Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 2

Payments for Month 2

Nominal Ledger

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c Centre | £ Amount | Transaction Detail |
|---------------------------------|--------------------------------|-----------|-------------------|------------------|---------------|------------|-------------------|-------------------------------|
| 22/05/2013 | Verde Sports Ltd | 201920 | 776.45 | 776.45 | | 501 | | 3788 - Ditch Mats |
| 22/05/2013 | Wybone Ltd | 201921 | 848.21 | 848.21 | | 501 | | 3838 - Bins, Locks & Posts |
| 22/05/2013 | Zurich Management Services | 201922 | 114.00 | 114.00 | | 501 | | 3790 - LCAS May 13 - May 14 |
| 22/05/2013 | T Parker & Sons (Turf Manageme | 301918 | 1,298.90 | 1,298.90 | | 501 | | 3787 - Ferrosol Liquid |
| 22/05/2013 | AQUARIUS SOLUTIONS | 201897 | 180.00 | 180.00 | | 501 | | 3819 - Graffiti Removal |
| 22/05/2013 | Beacon Fencing Ltd | 201898 | 75.00 | 75.00 | | 501 | | 3785 - Birdsmouth Straps |
| 22/05/2013 | CWJ Landscapes Ltd | 201958 | 150.00 | 150.00 | | 501 | | 3778 - Turf Crouch |
| 24/05/2013 | ██████████ | 201959 | 30.00 | | | 4110 113 | 30.00 | Seaford Scene Article |
| 24/05/2013 | East Sussex Pension Fund | 201960 | 7,124.02 | | | 517 | 7,124.02 | Pension Fund April & May |
| 25/05/2013 | Fraser Morley | bacs 2505 | 3,333.33 | 3,333.33 | | 501 | | Purchase Ledger |
| 25/05/2013 | Payroll | BACS 2505 | 13,209.37 | | | 516 | 13,209.37 | may payroll |
| 28/05/2013 | Total Gas & Power | 1026869 | 1,190.34 | 1,190.34 | | 501 | | Purchase Ledger |
| 28/05/2013 | The Royal Society of St George | 201961 | 50.00 | | | 4181 210 | 50.00 | Lunch at Deans Place x 2 |
| 28/05/2013 | The Post Office Ltd | 201962 | 225.00 | | | 4270 101 | 225.00 | Tax for Mazda Jun 13 - May 14 |
| 31/05/2013 | Kent County Council (KCS) | 43930 | 369.41 | 369.41 | | 501 | | Purchase Ledger |
| 31/05/2013 | Southern Electric | 812297431 | 4,425.53 | 4,425.53 | | 501 | | Purchase Ledger |
| 31/05/2013 | ██████████ | 201963 | 119.99 | | | 551 | 119.99 | Prizes for Mayors Grdn Trail |
| 31/05/2013 | Pomegranate | 201964 | 50.00 | | | 551 | 50.00 | 2nd Prize - Mayors Grdn Trail |
| 31/05/2013 | Seaford Lifeguards | 201965 | 2,000.00 | | | 4400 215 | 2,000.00 | Seaford Lifeguards |
| 31/05/2013 | Vaughtons | 201919 | 317.33 | 317.33 | | 501 | | 3760 - Past Mayor: Badge |
| 31/05/2013 | Ernest Doe & Sons Ltd | 201957 | 89.60 | 89.60 | | 501 | | 3757 - Credit for Rakes |
| Total Payments for Month | | | 74,948.96 | 27,368.53 | 946.82 | | 46,633.61 | |
| Balance Carried Fwd | | | 650,702.06 | | | | | |
| Cash Book Totals | | | 725,651.02 | 27,368.53 | 946.82 | | 697,335.68 | |

Bank Reconciliation Statement as at: 30/06/2013 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 | 28/06/2013 | 237 | 644,108.65 |
| | | | <u>644,108.65</u> |

| <u>Unpresented Cheques (Minus)</u> | <u>Amount</u> |
|--|------------------|
| 19/04/2013 201869 Sussex Associations of Local C | 2,634.28 |
| 22/05/2013 201924 8th Seaford Rainbows | 50.00 |
| 22/05/2013 201925 9th Seaford Scout Group | 200.00 |
| 21/06/2013 201969 Auditing Solutions Ltd | 360.00 |
| 21/06/2013 201970 Avoncrop Amenity Products | 2,344.83 |
| 21/06/2013 201971 P J Chaffin | 576.00 |
| 21/06/2013 201972 Chris Hatcher & Son | 66.00 |
| 21/06/2013 201973 Collier Turf Care Ltd | 840.00 |
| 21/06/2013 201974 Coppard | 6,410.40 |
| 21/06/2013 201975 CPL Petroleum | 738.26 |
| 21/06/2013 201976 Godfreys (Sevenoaks) Ltd | 146.90 |
| 21/06/2013 201977 Hedleys Solicitors | 2,063.40 |
| 21/06/2013 201981 Mr P S Kennard | 138.00 |
| 21/06/2013 201982 Recognition Express | 8.34 |
| 21/06/2013 201983 [REDACTED] | 160.00 |
| 21/06/2013 201984 Frank B Scragg & Co | 288.00 |
| 21/06/2013 201985 Society of Local Council Clerk | 198.00 |
| 21/06/2013 201986 Police & Crime Commissioner fc | 6,816.64 |
| 21/06/2013 201987 Tates of Sussex | 68.48 |
| 21/06/2013 201988 UK Fuels | 75.60 |
| 21/06/2013 201980 Liston Products Limited | 171.51 |
| 21/06/2013 201978 Lewes District Council | 16,579.49 |
| 21/06/2013 201979 Lewes District Council | 16,201.99 |
| 21/06/2013 201990 [REDACTED] | 10.00 |
| 25/06/2013 201992 [REDACTED] | 219.31 |
| 25/06/2013 201993 [REDACTED] | 89.19 |
| 26/06/2013 201994 H M Revenue & Customs | 4,942.80 |
| 27/06/2013 201995 East Sussex Pension Fund | 3,562.01 |
| 27/06/2013 201996 H M Revenue & Customs | 4,916.34 |
| 27/06/2013 201997 The Mayor's Charities | 30.00 |
| 22/02/2013 201822 The Lifesaving Academy Ltd | 150.00 |
| | <u>71,055.77</u> |
| | 573,052.88 |

Receipts not Banked/Cleared (Plus)

| | |
|------------|--------|
| 26/06/2013 | 102.00 |
| 26/06/2013 | 49.50 |
| 27/06/2013 | 468.00 |
| 27/06/2013 | 165.00 |
| 28/06/2013 | 126.00 |

Bank Reconciliation Statement as at: 30/06/2013 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> |
|--|-----------------------|------------------------------------|-------------------|
| 29/06/2013 | | 429.25 | |
| 30/06/2013 | | 316.00 | |
| 30/06/2013 | | 3,452.00 | |
| | | | <u>5,107.75</u> |
| | | | 578,160.63 |
| | | Balance per Cash Book is :- | 578,160.64 |
| | | Difference is :- | 0.00 |

Date: 15/08/2013

Seaford Town Council 2013/14

Page No: 1

Time: 17:21

Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c Centre | £ Amount | Transaction Detail |
|-----------------------|--------------------------------|-----------------|-----------|--------|------------|------------|--------------------------------|
| Balance Brought Fwd : | | 650,702.06 | | | | 650,702.06 | |
| | Banked on : 01/06/2013 | 438.00 | | | | | |
| PDQ | PDQ | 438.00 | | 73.00 | 120 | 365.00 | PDQ |
| | Banked on : 02/06/2013 | 424.00 | | | | | |
| PDQ | PDQ | 424.00 | | 70.67 | 120 | 353.33 | PDQ |
| | Banked on : 02/06/2013 | 1,044.00 | | | | | |
| Banking | Golf Course Banking | 1,044.00 | | 174.00 | 120 | 870.00 | Golf Course Banking |
| | Banked on : 03/06/2013 | 1,008.00 | | | | | |
| PDQ | PDQ | 1,008.00 | | 168.00 | 120 | 840.00 | PDQ |
| | Banked on : 04/06/2013 | 89.00 | | | | | |
| PDQ | PDQ | 89.00 | | 14.83 | 120 | 74.17 | PDQ |
| | Banked on : 04/06/2013 | 150.00 | | | | | |
| | Sales Recpts Page 517 | 150.00 | 150.00 | | 101 | | Sales Recpts Page 517 |
| | Banked on : 04/06/2013 | 700.00 | | | | | |
| | Sales Recpts Page 518 | 700.00 | 700.00 | | 101 | | Sales Recpts Page 518 |
| | Banked on : 05/06/2013 | 150.00 | | | | | |
| PDQ | PDQ | 150.00 | | 25.00 | 120 | 125.00 | PDQ |
| | Banked on : 05/06/2013 | 155.53 | | | | | |
| Interest | Co-Op Bank | 155.53 | | | 1190 201 | 155.53 | Interest |
| | Banked on : 06/06/2013 | 104.00 | | | | | |
| PDQ | PDQ | 104.00 | | 17.33 | 120 | 86.67 | PDQ |
| | Banked on : 07/06/2013 | 152.00 | | | | | |
| PDQ | PDQ | 152.00 | | 25.33 | 120 | 126.67 | PDQ |
| | Banked on : 07/06/2013 | 1,896.00 | | | | | |
| | Sales Recpts Page 513 | 1,896.00 | 1,896.00 | | 101 | | Sales Recpts Page 513 |
| | Banked on : 07/06/2013 | 559.16 | | | | | |
| 2884 | [REDACTED] | 10.00 | | | 1070 135 | 10.00 | Stall at Armed Forces Day |
| 2877 | [REDACTED] | 30.00 | | | 1070 135 | 30.00 | 2 Stalls at Armed Forces Day |
| 2876 | [REDACTED] | 47.16 | | 7.86 | 1050 115 | 39.30 | Dog Training at Martello Field |
| 2875 | The Frontiers Charitable Trust | 20.00 | | | 1056 210 | 20.00 | 2 Stalls at Family Fun Day |
| 2879 | [REDACTED] | 432.00 | | 72.00 | 1050 113 | 360.00 | Hire of Crypt 07/6/13-20/0613 |
| 2878 | RNLI Newhaven Lifeboats | 10.00 | | | 1070 135 | 10.00 | Stall at Armed Forces Day |
| 2880 | [REDACTED] | 10.00 | | | 1070 135 | 10.00 | Stall at Armed Forces Day |
| | Banked on : 07/06/2013 | 61.60 | | | | | |
| | Sales Recpts Page 519 | 61.60 | 61.60 | | 101 | | Sales Recpts Page 519 |
| | Banked on : 08/06/2013 | 250.00 | | | | | |
| PDQ | PDQ | 250.00 | | 41.67 | 120 | 208.33 | PDQ |
| | Banked on : 09/06/2013 | 150.00 | | | | | |

Continued on Page 2

15

Receipts for Month 3

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c Centre | £ Amount | Transaction Detail |
|-------------|----------------------------|-----------------|-----------|--------|------------|----------|-------------------------------|
| PDQ | PDQ | 150.00 | | 25.00 | 120 | 125.00 | PDQ |
| | Banked on : 09/06/2013 | 2,813.00 | | | | | |
| Banking | Golf Course Banking | 2,813.00 | | 468.83 | 120 | 2,344.17 | Golf Course Banking |
| | Banked on : 10/06/2013 | 212.00 | | | | | |
| PDQ | PDQ | 212.00 | | 35.33 | 120 | 176.67 | PDQ |
| | Banked on : 11/06/2013 | 118.00 | | | | | |
| PDQ | PDQ | 118.00 | | 19.67 | 120 | 98.33 | PDQ |
| | Banked on : 11/06/2013 | 1,250.00 | | | | | |
| | Sales Recpts Page 520 | 1,250.00 | 1,250.00 | | 101 | | Sales Recpts Page 520 |
| | Banked on : 14/06/2013 | 364.00 | | | | | |
| PDQ | PDQ | 364.00 | | 60.67 | 120 | 303.33 | PDQ |
| | Banked on : 14/06/2013 | 1,000.00 | | | | | |
| | Sales Recpts Page 516 | 1,000.00 | 1,000.00 | | 101 | | Sales Recpts Page 516 |
| | Banked on : 15/06/2013 | 541.00 | | | | | |
| PDQ | PDQ | 541.00 | | 90.17 | 120 | 450.83 | PDQ |
| | Banked on : 16/06/2013 | 159.00 | | | | | |
| PDQ | PDQ | 159.00 | | 26.50 | 120 | 132.50 | PDQ |
| | Banked on : 16/06/2013 | 3,062.00 | | | | | |
| Banking | Golf Course Banking | 3,062.00 | | 510.33 | 120 | 2,551.67 | Golf Course Banking |
| | Banked on : 17/06/2013 | 32.00 | | | | | |
| PDQ | PDQ | 32.00 | | 5.33 | 120 | 26.67 | PDQ |
| | Banked on : 17/06/2013 | 1,875.00 | | | | | |
| | Sales Recpts Page 521 | 1,875.00 | 1,875.00 | | 101 | | Sales Recpts Page 521 |
| | Banked on : 17/06/2013 | 500.00 | | | | | |
| BACS | Swedish Film Crew | 500.00 | | | 1200 120 | 500.00 | Filming on 21 & 23 May |
| | Banked on : 18/06/2013 | 172.00 | | | | | |
| PDQ | PDQ | 172.00 | | 28.67 | 120 | 143.33 | PDQ |
| | Banked on : 19/06/2013 | 96.00 | | | | | |
| PDQ | PDQ | 96.00 | | 16.00 | 120 | 80.00 | PDQ |
| | Banked on : 20/06/2013 | 84.00 | | | | | |
| PDQ | PDQ | 84.00 | | 14.00 | 120 | 70.00 | PDQ |
| | Banked on : 21/06/2013 | 264.00 | | | | | |
| PDQ | PDQ | 264.00 | | 44.00 | 120 | 220.00 | PDQ |
| | Banked on : 21/06/2013 | 331.00 | | | | | |
| 2886 | [REDACTED] | 25.00 | | | 1070 135 | 25.00 | Balance for Cake Stall at FFD |
| 2890 | [REDACTED] SCRP [REDACTED] | 10.00 | | | 1070 135 | 10.00 | Stall for Family Fun Day |
| 2889 | [REDACTED] | 10.00 | | | 1070 135 | 10.00 | Stall at Family Fun Day |

Date: 15/08/2013

Seaford Town Council 2013/14

Page No: 3

Time: 17:21

Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 3

Receipts for Month 3

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c Centre | £ Amount | Transaction Detail |
|-------------|------------------------|-----------------|-----------|--------|------------|----------|--------------------------------|
| 2888 | Seaford Art Club | 216.00 | | 36.00 | 1050 113 | 180.00 | Balance for Crypt Exhibition |
| 2891 | Mercread Youth Centre | 10.00 | | | 1050 135 | 10.00 | Stall at Family Fun Day |
| 2887 | Last Minute Artists | 60.00 | | 10.00 | 1050 113 | 50.00 | Exhibition 22-23 June 2013 |
| | Banked on : 22/06/2013 | 333.00 | | | | | |
| PDQ | PDQ | 333.00 | | 55.50 | 120 | 277.50 | PDQ |
| | Banked on : 23/06/2013 | 437.00 | | | | | |
| PDQ | PDQ | 437.00 | | 72.83 | 120 | 364.17 | PDQ |
| | Banked on : 23/06/2013 | 3,172.50 | | | | | |
| Banking | Golf Course Banking | 3,172.50 | | 528.75 | 120 | 2,643.75 | Golf Course Banking |
| | Banked on : 24/06/2013 | 72.00 | | | | | |
| PDQ | PDQ | 72.00 | | 12.00 | 120 | 60.00 | PDQ |
| | Banked on : 25/06/2013 | 154.00 | | | | | |
| PDQ | PDQ | 154.00 | | 25.67 | 120 | 128.33 | PDQ |
| | Banked on : 25/06/2013 | 1,871.35 | | | | | |
| 2894 | [REDACTED] | 1,871.35 | | | 551 | 1,871.35 | Donations from Grdn Trail |
| | Banked on : 26/06/2013 | 102.00 | | | | | |
| PDQ | PDQ | 102.00 | | 17.00 | 120 | 85.00 | PDQ |
| | Banked on : 26/06/2013 | 49.50 | | | | | |
| | Sales Recpts Page 514 | 49.50 | 49.50 | | 101 | | Sales Recpts Page 514 |
| | Banked on : 27/06/2013 | 468.00 | | | | | |
| PDQ | PDQ | 468.00 | | 78.00 | 120 | 390.00 | PDQ |
| | Banked on : 27/06/2013 | 165.00 | | | | | |
| 2896 | [REDACTED] | 10.00 | | | 1070 135 | 10.00 | Stall at Armed Forces Day |
| 2895 | [REDACTED] | 15.00 | | | 1070 135 | 15.00 | Stall at Family Fun Day |
| 2892 | [REDACTED] | 20.00 | | | 1070 135 | 20.00 | Stall at Armed Forces Day |
| 2893 | Last Minute Artists | 60.00 | | | 1050 113 | 60.00 | Exhibition 22-23 June 2013 |
| 2897 | Last Minute Artists | 60.00 | | 10.00 | 1050 113 | 50.00 | 1st payment - exbtion 6-7 July |
| | Banked on : 28/06/2013 | 126.00 | | | | | |
| PDQ | PDQ | 126.00 | | 21.00 | 120 | 105.00 | PDQ |
| | Banked on : 29/06/2013 | 429.25 | | | | | |
| PDQ | PDQ | 429.25 | | 71.54 | 120 | 357.71 | PDQ |
| | Banked on : 30/06/2013 | 316.00 | | | | | |
| PDQ | PDQ | 316.00 | | 52.67 | 120 | 263.33 | PDQ |
| | Banked on : 30/06/2013 | 3,452.00 | | | | | |
| Banking | Golf Course Banking | 3,452.00 | | 575.33 | 120 | 2,876.67 | Golf Course Banking |
| | Banked on : 30/06/2013 | 50.00 | | | | | |
| | Sales Recpts Page 522 | 50.00 | 50.00 | | 101 | | Sales Recpts Page 522 |

Continued on Page 4

19

Date: 15/08/2013

Seaford Town Council 2013/14

Page No: 4

Time: 17:21

Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 3

| | | | | |
|--------------------------|-------------------|-----------------|-----------------|-------------------|
| Total Receipts for Month | 31,401.89 | 7,032.10 | 3,600.48 | 20,769.31 |
| Cash Book Totals | <u>682,103.96</u> | <u>7,032.10</u> | <u>3,600.48</u> | <u>671,471.38</u> |

Date: 15/08/2013

Seaford Town Council 2013/14

Page No: 5

Time: 17:21

Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 3

Payments for Month 3

Nominal Ledger

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|------------|--------------|-------------|---------|------------|----------|-----------------------------------|
| 01/06/2013 | Lewes District Council | Std Ord | 226.00 | | | 4051 113 | 226.00 | Rates 2013-14 Church St |
| 01/06/2013 | Lewes District Council | Std Ord | 60.00 | | | 4051 108 | 60.00 | Rates High & Over 2013-14 |
| 01/06/2013 | Lewes District Council | Std Ord | 310.00 | | | 4051 113 | 310.00 | Rates Gallery 2013 14 |
| 01/06/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rent - Beach Hut 2 |
| 01/06/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rate - Beach Hut 2 |
| 01/06/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 29 |
| 01/06/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 52 |
| 01/06/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 53 |
| 01/06/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 54 |
| 01/06/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 55 |
| 01/06/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 56 |
| 01/06/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 57 |
| 01/06/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 58 |
| 01/06/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 59 |
| 01/06/2013 | Lewes District Council | Std Ord | 18.00 | | | 4051 118 | 18.00 | Rates - Beach Hut 60 |
| 01/06/2013 | Lewes District Council | Std Ord | 58.00 | | | 4051 105 | 58.00 | Rates - The Base |
| 01/06/2013 | Lewes District Council | Std Ord | 185.00 | | | 4051 101 | 185.00 | Rates - Golf Club |
| 01/06/2013 | Lewes District Council | Std Ord | 55.00 | | | 4051 205 | 55.00 | Rates - TIC |
| 01/06/2013 | Lewes District Council | Std Ord | 954.00 | | | 4051 205 | 954.00 | Rates - 37 Church Street |
| 03/06/2013 | British Telecom | SD4348395 | 92.73 | 92.73 | | 501 | | 3717 May |
| 04/06/2013 | Talk Talk Business | 01384470/8 | 84.12 | 84.12 | | 501 | | 3834 - April / May TIC |
| 05/06/2013 | UK Fuels | 00046242 | 75.60 | 75.60 | | 501 | | Purchase Ledger |
| 10/06/2013 | Barclaycard | 031181066 | 143.68 | 143.68 | | 501 | | 3840 - 1/05/13 - 31/05/13 |
| 11/06/2013 | British Telecom | WM360774 | 57.56 | 57.56 | | 501 | | 3816 Broadband Line |
| 11/06/2013 | Waves Seaford Ltd | 201966 | 88.43 | | | 551 | 88.43 | Balance of Mayors Charity 2012 |
| 13/06/2013 | | 201967 | 234.13 | | 39.02 | 4184 210 | 195.11 | Queens Portrait |
| 14/06/2013 | 02 (UK) Ltd | 03860725/0 | 8.95 | 8.95 | | 501 | | 3814 Mobile |
| 14/06/2013 | British Gas Business | 600385047 | 152.46 | 152.46 | | 501 | | 3844 - 25/04/13 - 29/05/13 |
| 14/06/2013 | Co-Operative Bank | COOP/4656 | 11.60 | 11.60 | | 501 | | 3900 - May 2013 |
| 20/06/2013 | Postage by Phone - Pitney Bowe | 11958600 | 300.00 | 300.00 | | 501 | | 3870 - Postage |
| 20/06/2013 | Southern Water | 192030460 | 82.33 | 82.33 | | 501 | | 3833 - March / April Waste |
| 21/06/2013 | Auditing Solutions Ltd | 201969 | 360.00 | 360.00 | | 501 | | 3792 Final Internal 2012-13 |

Continued on Page 6

Payments for Month 3

Nominal Ledger

| Date | Payee Name | Cheque | £ Total Amnt | £ Creditors | £ V A T | A/c Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|------------|--------------|-------------|---------|------------|-----------|-----------------------------------|
| 21/06/2013 | Avoncrop Amenity Products | 201970 | 2,344.83 | 2,344.83 | | 501 | | 3795 Divot Mix |
| 21/06/2013 | P J Chaffin | 201971 | 576.00 | 576.00 | | 501 | | 3796 Tree Work Firle Close |
| 21/06/2013 | Chris Hatcher & Son | 201972 | 66.00 | 66.00 | | 501 | | 3797 Boiler Repar |
| 21/06/2013 | Collier Turf Care Ltd | 201973 | 840.00 | 840.00 | | 501 | | 3798 Merit Turf |
| 21/06/2013 | Coppard | 201974 | 6,410.40 | 6,410.40 | | 501 | | 3802 pathwork |
| 21/06/2013 | CPL Petroleum | 201975 | 738.26 | 738.26 | | 501 | | 3803 Gasoil |
| 21/06/2013 | Godfreys (Sevenoaks) Ltd | 201976 | 146.90 | 146.90 | | 501 | | 3857 - Mower Parts |
| 21/06/2013 | Hedleys Solicitors | 201977 | 2,063.40 | 2,063.40 | | 501 | | 3804 Hedleys Fees re Clubhouse |
| 21/06/2013 | Mr P S Kennard | 201981 | 138.00 | 138.00 | | 501 | | 3807 May Cleaning |
| 21/06/2013 | Recognition Express | 201982 | 8.34 | 8.34 | | 501 | | 3808 Name Badge Hemsley |
| 21/06/2013 | [REDACTED] | 201983 | 160.00 | 160.00 | | 501 | | 3809 Tee Markers |
| 21/06/2013 | Frank B Scragg & Co | 201984 | 288.00 | 288.00 | | 501 | | 3810 Gallery Hook: |
| 21/06/2013 | Society of Local Council Clerk | 201985 | 198.00 | 198.00 | | 501 | | 3811 B King Contracts & Tende |
| 21/06/2013 | Police & Crime Commissioner fo | 201986 | 6,816.64 | 6,816.64 | | 501 | | 3812 CCTV Line Rental |
| 21/06/2013 | Tates of Sussex | 201987 | 68.48 | 68.48 | | 501 | | 3839 - Items for Beach Gdn |
| 21/06/2013 | UK Fuels | 201988 | 75.60 | 75.60 | | 501 | | 3813 Fuel |
| 21/06/2013 | Liston Products Limited | 201980 | 171.51 | 171.51 | | 501 | | 3806 Repair Hedge Trimmer |
| 21/06/2013 | Talk Talk Business | 01383098/8 | 194.96 | 194.96 | | 501 | | 3891 - 01/05/13 - 31/05/13 |
| 21/06/2013 | Lewes District Council | 201978 | 16,579.49 | 16,579.49 | | 501 | | 3805 April |
| 21/06/2013 | Lewes District Council | 201979 | 16,201.99 | 16,201.99 | | 501 | | 3791 March |
| 21/06/2013 | [REDACTED] | 201990 | 10.00 | | | 1050 107 | 10.00 | Return payment fo AFD |
| 21/06/2013 | Petty Cash | 201989 | 100.00 | | | 201 | 100.00 | Repayment to SC for Petty Cash |
| 25/06/2013 | [REDACTED] | 201992 | 219.31 | | | 4262 135 | 219.31 | Tree warden expenditure |
| 25/06/2013 | [REDACTED] | 201993 | 89.19 | | | 4262 135 | 89.19 | Tree Warden Expenditure |
| 25/06/2013 | Petty Cash | 201991 | 175.00 | | | 201 | 175.00 | Petty Cash |
| 25/06/2013 | Payroll Via BACS June | PAY JUNE | 16,385.16 | | | 516 | 16,385.16 | June Net Pay |
| 26/06/2013 | H M Revenue & Customs | 201994 | 4,942.80 | | | 515 | 4,942.80 | PAYE NIC May |
| 27/06/2013 | East Sussex Pension Fund | 201995 | 3,562.01 | | | 517 | 3,562.01 | Pension Fund June |
| 27/06/2013 | H M Revenue & Customs | 201996 | 4,916.34 | | | 515 | 4,916.34 | H M Revenue & Customs |
| 27/06/2013 | The Mayor's Charities | 201997 | 30.00 | | | 4181 210 | 30.00 | B'ton Mayors Garden Reception |
| 30/06/2013 | South East Water | 212008200 | 164.32 | 164.32 | | 501 | | 3768 - April 2013 |
| 30/06/2013 | JCB Finance Ltd | 465992001 | 14,296.63 | 14,296.63 | | 501 | | 3860 - JCB 25.06.2013 |
| 30/06/2013 | Southern Water | 404500486 | 1,210.17 | 1,210.17 | | 501 | | 3281 Waste water back dated |
| 01/07/2013 | [REDACTED] | 201998 | 120.00 | | | 4195 135 | 120.00 | Piping Services at AFD |
| 01/07/2013 | [REDACTED] | 201998 | -120.00 | | | 4195 135 | -120.00 | Piping Services for |

Date: 15/08/2013

Seaford Town Council 2013/14

Page No: 7

Time: 17:21

Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 3

Payments for Month 3

Nominal Ledger

Date Payee Name Cheque £ Total Amnt £ Creditors £ V A T A/c Centre £ Amount Transaction Detail

AFD

Total Payments for Month 103,943.32 71,126.95 39.02 32,777.35

Balance Carried Fwd 578,160.64

Cash Book Totals 682,103.96 71,126.95 39.02 610,937.98

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Seaford Town Council

Report 60/13

| | |
|---------------------------|---|
| Agenda Item No: | 5 (b) |
| Committee: | Finance & General Purposes |
| Date: | 22 August 2013 |
| Title: | Finance Report |
| By: | Sam Shippen, Town Clerk |
| Wards Affected: | All Seaford wards |
| Purpose of Report: | Inform Members of Income and Expenditure for the period 1 April 2013 to 31 July 2013 compared to 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 July 2013 compared to the annual budget.
- 1.2** Members will notice a format change in this report from previous such reports, which has been agreed by the Chairman & Vice Chairman of this Committee as being a potentially more informative report.
- 1.3** The report also illustrates % of budget, as this is month four, it could be expected that one-third of budget be used should the item have a straight line application throughout the year. Not all items are straight line.
- 1.4** Additional information is available to councillors should they wish and should be requested from the Town Clerk in advance of the meeting if required.
- 1.5** **Variations** – the variations which may require explanation are as follows:-
 - (a)** Staffing costs – are all below expected due to vacant posts.
 - (b)** Golf Course Player costs – in line with expectations as scorecards have been produced.
 - (c)** Rent payable – half year costs have been charged to date, we budgeted for increase which has not as yet been applied.

- (d) Rates – paid over 10 months.
- (e) Subscriptions – majority are due early in financial year.
- (f) Software support – ESCC accrued for 2012/13 not yet invoiced.
- (g) Insurance – minor overspend across council of £150.
- (h) Audit fees – required to be accrued, audit not yet completed.
- (i) Civic Awards – includes an accrual for the Honorary Freemen board of £829.
- (j) Civic other – predominantly cost of Queen’s portrait.
- (k) Community Services events Expenditure – Armed forces day expenses offset by income (code 1070).
- (l) Vehicle & equipment lease – all costs met for year.
- (m) CCTV – most of annual cost paid.
- (n) Beach huts – there are a couple of coding errors between the two income accounts which will be corrected.

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 Sam Shippen, Town Clerk.

Town Clerk



Date :- 15/08/2013

Seaford Town Council 2013/14

Page No: 1

Time :- 18:09

Detailed Income & Expenditure by Account 31/07/2013

Month No : 4

Account Code Report to 31 July 2013

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| <u>Expenditure Detail</u> | | | | | | |
| 4000 Salaries & Wages | 67,907 | 246,772 | 178,865 | | 178,865 | 27.5 % |
| 4001 Employers NI | 5,335 | 22,669 | 17,334 | | 17,334 | 23.5 % |
| 4002 Employers Superannuation | 10,450 | 36,588 | 26,138 | | 26,138 | 28.6 % |
| 4009 Recruitment Costs | 379 | 2,000 | 1,621 | | 1,621 | 18.9 % |
| 4010 Staff Training | 994 | 2,800 | 1,806 | | 1,806 | 35.5 % |
| 4011 Staff Protective Clothing | 40 | 720 | 680 | | 680 | 5.5 % |
| 4012 Staff Expenses | 92 | 400 | 308 | | 308 | 23.1 % |
| 4013 Members Expenses | 0 | 300 | 300 | | 300 | 0.0 % |
| 4014 Member Training | 44 | 1,500 | 1,456 | | 1,456 | 2.9 % |
| 4041 Golf Professional Retainer | 10,000 | 35,700 | 25,700 | | 25,700 | 28.0 % |
| 4045 Golf Course Player Costs | 1,553 | 2,350 | 798 | | 798 | 66.1 % |
| 4050 Rent payable | 7,500 | 17,500 | 10,000 | | 10,000 | 42.9 % |
| 4051 Rates | 8,216 | 19,187 | 10,971 | | 10,971 | 42.8 % |
| 4052 Water & Sewerage | 2,757 | 19,398 | 16,641 | | 16,641 | 14.2 % |
| 4055 Electricity | 1,385 | 12,795 | 11,410 | | 11,410 | 10.8 % |
| 4056 Gas | 725 | 5,785 | 5,060 | | 5,060 | 12.5 % |
| 4059 Church Street Service Charges | 0 | 8,250 | 8,250 | | 8,250 | 0.0 % |
| 4060 Refuse | 50 | 310 | 260 | | 260 | 16.1 % |
| 4100 Telecommunications | 1,241 | 4,578 | 3,337 | | 3,337 | 27.1 % |
| 4105 Postage | 872 | 2,620 | 1,748 | | 1,748 | 33.3 % |
| 4106 Stationery | 523 | 3,050 | 2,527 | | 2,527 | 17.1 % |
| 4107 Photocopier | 572 | 2,600 | 2,028 | | 2,028 | 22.0 % |
| 4110 Advertising & Publicity | 630 | 3,700 | 3,070 | | 3,070 | 17.0 % |
| 4111 Office Equipment New | 0 | 1,500 | 1,500 | | 1,500 | 0.0 % |
| 4112 Subscriptions | 3,429 | 4,353 | 924 | | 924 | 78.8 % |
| 4113 Software Support | -1,441 | 3,815 | 5,256 | | 5,256 | -37.8 % |
| 4114 Licence Fee | 0 | 110 | 110 | | 110 | 0.0 % |
| 4115 Insurance | 25,294 | 25,144 | -150 | | -150 | 100.6 % |
| 4116 Web Site | 0 | 240 | 240 | | 240 | 0.0 % |
| 4155 Professional Fees | 1,767 | 9,000 | 7,233 | | 7,233 | 19.6 % |
| 4156 Bank Charges | 702 | 2,257 | 1,555 | | 1,555 | 31.1 % |
| 4157 Audit Fees | -1,700 | 3,600 | 5,300 | | 5,300 | -47.2 % |
| 4181 Civic - Mayors Allowance | 56 | 1,500 | 1,444 | | 1,444 | 3.7 % |
| 4182 Catering & Hospitality | 0 | 1,150 | 1,150 | | 1,150 | 0.0 % |
| 4183 Civic - Awards | -808 | 2,000 | 2,808 | | 2,808 | -40.4 % |
| 4184 Civic - other | 250 | 250 | 0 | | 0 | 100.0 % |
| 4185 Fun Day & Tourney | 0 | 450 | 450 | | 450 | 0.0 % |
| 4187 Young Mayors Awards | -635 | 0 | 635 | | 635 | 0.0 % |
| 4188 Town Crier Expenses | 0 | 125 | 125 | | 125 | 0.0 % |
| 4189 Young Mayor | 127 | 500 | 373 | | 373 | 25.4 % |

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget |
|--------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| 4190 Election Costs | 0 | 6,000 | 6,000 | | 6,000 | 0.0 % |
| 4195 Community Services Events Exp | 149 | 200 | 52 | | 52 | 74.2 % |
| 4199 Other Expenditure | 512 | 2,117 | 1,605 | | 1,605 | 24.2 % |
| 4201 Cleaning | 1,164 | 5,750 | 4,586 | | 4,586 | 20.2 % |
| 4251 Dog Bin Emptying | 2,538 | 7,708 | 5,170 | | 5,170 | 32.9 % |
| 4252 Litter & Dog Bin Pch & Maint | 50 | 1,150 | 1,100 | | 1,100 | 4.3 % |
| 4253 Shelters | 480 | 1,848 | 1,368 | | 1,368 | 26.0 % |
| 4260 Grounds Maintenance Contract | 41,449 | 161,591 | 120,142 | | 120,142 | 25.7 % |
| 4261 Grounds Maint non contract | 10,314 | 41,828 | 31,514 | | 31,514 | 24.7 % |
| 4262 Tree Warden Expenses | 411 | 2,310 | 1,899 | | 1,899 | 17.8 % |
| 4263 Bus Shelter Maintenance/Clean | 72 | 750 | 678 | | 678 | 9.6 % |
| 4270 Vehicles & Equipment Maint | 6,487 | 15,506 | 9,019 | | 9,019 | 41.8 % |
| 4271 Vehicle & Equipment Lease | 20,996 | 20,996 | 0 | | 0 | 100.0 % |
| 4272 Equipment Purchase | 5,390 | 15,000 | 9,610 | | 9,610 | 35.9 % |
| 4273 Christmas Lights | 1,599 | 12,600 | 11,001 | | 11,001 | 12.7 % |
| 4274 Projects Expenditure | 7,993 | 38,500 | 30,507 | | 30,507 | 20.8 % |
| 4275 Building Maintenance | 451 | 8,500 | 8,049 | | 8,049 | 5.3 % |
| 4276 CCTV | 7,815 | 9,335 | 1,520 | | 1,520 | 83.7 % |
| 4290 Physical Activity Proj Expenses | 1,460 | 8,000 | 6,540 | | 6,540 | 18.2 % |
| 4301 Public Works Loan Payment | 9,044 | 83,623 | 74,579 | | 74,579 | 10.8 % |
| 4400 S137 | 7,000 | 0 | -7,000 | | -7,000 | 0.0 % |
| 4401 Grants | 1,000 | 29,750 | 28,750 | | 28,750 | 3.4 % |
| 4402 Seaford in Bloom | 5,632 | 0 | -5,632 | | -5,632 | 0.0 % |
| 4405 Grants in Kind | 0 | 2,000 | 2,000 | | 2,000 | 0.0 % |
| 4410 Swimming Pool | 0 | 10,000 | 10,000 | | 10,000 | 0.0 % |
| Total OverHead | 280,310 | 992,628 | 712,318 | 0 | 712,318 | 28.2 % |

Income Detail

| | | | | | | |
|-------------------------------------|---------|---------|---------|--|--|--------|
| 1000 Golf Course Season Ticket | 145,037 | 162,876 | -17,839 | | | 89.0 % |
| 1001 Golf Course Green Fees M-F | 22,580 | 62,515 | -39,935 | | | 36.1 % |
| 1002 Golf Course Green Fees w/eb/h | 18,302 | 60,515 | -42,213 | | | 30.2 % |
| 1003 Golf Course Specials | 16,018 | 37,300 | -21,282 | | | 42.9 % |
| 1005 Golf Course Credit Card Charge | 96 | 160 | -64 | | | 60.0 % |
| 1007 Golf Course Air Traffic | 1,250 | 5,130 | -3,880 | | | 24.4 % |
| 1050 Income Rent | 9,831 | 39,028 | -29,197 | | | 25.2 % |
| 1051 Income Insurance Recharge | 0 | 2,833 | -2,833 | | | 0.0 % |
| 1053 Income Grants | 0 | 7,638 | -7,638 | | | 0.0 % |
| 1054 Income Other | 5,655 | 9,092 | -3,437 | | | 62.2 % |
| 1056 Fun Day & Tourney | 435 | 0 | 435 | | | 0.0 % |
| 1057 Income Electricity Recharge | 0 | 3,045 | -3,045 | | | 0.0 % |
| 1058 Income Water Recharge | 0 | 2,161 | -2,161 | | | 0.0 % |

Detailed Income & Expenditure by Account 31/07/2013

Account Code Report to 31 July 2013

| | Actual Year to Date | Current Annual Bud | Budget Variance | Committed Expenditure | Funds Available | % of Budget |
|------------------------------------|------------------------|-----------------------|--------------------|--------------------------|--------------------|----------------|
| 1059 Photocopying Income | 1 | 100 | -99 | | | 0.7 % |
| 1060 Beach Huts Site Licence | 13,797 | 14,400 | -603 | | | 95.8 % |
| 1061 Beach Hut Annual Rent | 11,765 | 10,860 | 905 | | | 108.3 % |
| 1062 Income Telephone Recharge | 0 | 900 | -900 | | | 0.0 % |
| 1065 Income Xmas Lights | 0 | 900 | -900 | | | 0.0 % |
| 1066 Concession Income | 56,985 | 56,985 | 0 | | | 100.0 % |
| 1070 Community Services Events | 910 | 0 | 910 | | | 0.0 % |
| 1100 Income Advertising | 431 | 1,550 | -1,119 | | | 27.8 % |
| 1176 Precept | 261,860 | 523,720 | -261,860 | | | 50.0 % |
| 1190 Interest Received | 509 | 2,500 | -1,991 | | | 20.4 % |
| 1200 Income Nature Reserve | 2,142 | 0 | 2,142 | | | 0.0 % |
| Total Income | 567,603 | 1,004,208 | -436,605 | | | 56.5 % |
| Total Expenditure | 280,310 | 992,628 | 712,318 | 0 | 712,318 | 28.2 % |
| Total Income | 567,603 | 1,004,208 | -436,605 | | | 56.5 % |
| Net Expenditure over Income | -287,293 | -11,580 | 275,713 | | | |

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Seaford Town Council

Personnel Sub-Committee

Minutes of the **Personnel Sub-Committee** held at the **Council Chamber, 37 Church Street, Seaford** on **Friday 5 July 2013** at **2pm**.

Present:

Councillor I White (Chairman)
Councillors RE Allen, P Franklin
Mrs S Shippen

PS 1 Apologies for absence

Apologies for absence were received from Councillor A White.

PS2 Exclusion of Press and Public

It was **AGREED** 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 item 6 on the agenda as the matters concern personnel matters.

PS3 Job Evaluation Report

The Chairman explained purpose and scope of the review. The report was examined to consider the recommendations within the report.

Recommendation 1: The appropriate evaluated grade for the post of Town Clerk is LC 4 substantive (spinal points 56 – 60 inclusive) (plus qualification allowance) subject to the Town Clerk assuming RFO responsibilities.

Recommendation 2: The post of Corporate Services Manager be deleted from the establishment.

Recommendation 3: The appropriate evaluated grade for the post of Facilities and Projects Manager is spinal points 32-34 or 32-35 should a decision be agreed to restructure with the Administration Assistant (Facilities) reporting direct to this post.

Recommendation 4: The appropriate evaluated grade for the post of Administration Assistant (Facilities) is spinal points 16-21.

Recommendation 5: The appropriate evaluated grade for the post of Administration Assistant (Finance & Administration) is spinal points 16-21.

Recommendation 6: That should a decision not to appoint a Corporate Services Manager with RFO responsibilities be agreed the Council should give serious consideration to buying-in some enhanced support services from RBS Software Solutions at a cost of some £3,000 annually.

Recommendation 7: That subject to the Council not appointing a Corporate Services Manager the post be replaced by a Support Services Manager on a salary of spinal points 32-35 resulting in an annual saving of between £3,564 and £5,748 plus savings on on-cost, dependent upon where any new appointee is commenced on the salary scale.

Recommendation 8: That Council approves a Personal Assistant to the Town Clerk on a part-time, approximately 15 hours per week, basis on a salary scale of spinal points 16-21 with this post, the person specification and job description being progressed once all other posts are filled.

Recommendation 9: That the proposed revised establishment structure, attached as Appendix E, be approved. Subject to change of PA to 15 hours

Recommendation 10: That Council approve the content of paragraph 5.3 in relation to incremental progression for Council staff. Record TOIL as a return to F&GP.

Recommendation 11: That the Council's training budget should be increased by the value of any savings achieved following the staffing review in order to meet the reasonable training needs of Council staff and also ensuring that the overall effect of this salaries review remains budget neutral.

Recommendation 12: That staff appraisals should be undertaken regularly twice annually with confidential feedback to Council that the process has been undertaken.

Recommendation 13: Whilst it is appreciated that changes to existing employment contracts can only take place by mutual agreement, the Council should take the opportunity to ensure that all future middle and senior management appointments provide for enhanced notice periods within employment contracts.

PS3.1 It was **AGREED** that recommendations 1-7 and 9-13 be **APPROVED** as written; that recommendation 8 be **APPROVED** with the removal of the words "once all other posts are filled" and replaced with "by the Town Clerk and the post advertised immediately".

PS3.2 It was **AGREED** that the Town Clerk organise recruitment of the Support Services Manager and PA to the Town Clerk as soon as possible.

PS3.3 It was **AGREED** that the grading changes for existing staff be implemented as of 1 August 2013.

The meeting closed at 3.30pm

Councillor I White
Chairman



Seaford Town Council

Report 61/13

Agenda Item No: 6b)
Committee: Finance & General Purposes
Date: 22 August 2013
Title: Staff Matters Update
By: Sam Shippen, Town Clerk
Wards Affected: All Seaford wards
Purpose of Report: To advise on staff matters.

Recommendations

You are recommended:

- 1. To endorse the appointment of Mrs Louise Stephens as Support Services Manager.**
 - 2. To endorse the appointment of Mrs Debbie Page-Flory as PA to the Town Clerk.**
 - 3. To endorse the appointment of Miss Alice Alderton as Apprentice Administration Assistant.**
 - 4. To endorse the appointment of Mr Robert Sewell as Apprentice Greenkeeper.**
-

1. Information

- 1.1** Following the recent staffing structure review and advertisement of apprenticeship vacancies, there has been a number of staff appointments made.
- 1.2** Mrs Louise Stephens was appointed as Support Services Manager by a panel consisting of Councillors I White and R Allen with the Town Clerk; she will be working some part time hours to be arranged in the next few weeks and will take up the position full time from the beginning of September.
- 1.3** Mrs Debbie Page-Flory was appointed as PA to the Town Clerk following interview by the Town Clerk and will take up the position in mid-September.
- 1.4** Miss Alice Alderton was appointed Apprentice Administration Assistant following interview by the Town Clerk and will take up the position on 2 September 2013.
- 1.5** Mr Robert Sewell was appointed Apprentice Greenkeeper following an interview with the Head Greenkeeper and a trial as Casual Greenkeeper and will take up the post once verified by Plumpton College.

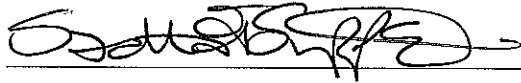
2. Financial Appraisal

All staffing costs will be within current salaries & associated costs budgets.

3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk





Seaford Town Council

Report 62/13

Agenda Item No: 6(c)
Committee: Finance & General Purposes
Date: 22 August 2013
Title: Pay award 2013
By: Sam Shippen, Town Clerk
Wards Affected: All Seaford wards
Purpose of Report: To advise of 2013 NJC pay award applicable to staff.

Recommendations

You are recommended:

- 1. To endorse the actions of the Town Clerk in applying the 2013 pay award.**
-

1. Information

- 1.1** The National Joint Council (NJC) for Local Government Services has reached agreement on pay scales for 2013-14. Consequently the National Association of Local Councils and the Society of Local Council Clerks jointly recommend that the salary scales of staff be adjusted. A copy of the revised scales at Appendix A.
- 1.2** All staff other than apprentices are employed under NJC conditions, therefore the pay award is a contractual obligation upon the Council.
- 1.3** The Town Clerk calculated back pay applicable to relevant staff, which will be paid in the August salary run on 23 August 2013. The calculation was verified by the Chairman and Vice Chairman of this Committee for audit purposes as the Town Clerk is a beneficiary.

2. Financial Appraisal

The budget for 2013/14 covers the cost of the pay award.

3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk

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NATIONAL ASSOCIATION OF LOCAL COUNCILS
109 GREAT RUSSELL STREET, LONDON, WC1B 3LD

AND

SOCIETY OF LOCAL COUNCIL CLERKS
8, THE CRESCENT, TAUNTON, TA1 4EA

JULY 2013

2013/14 NATIONAL SALARY AWARD FOR LOCAL COUNCIL CLERKS

REVISED SCALES

1. The National Joint Council (NJC) for Local Government Services has reached agreement on the pay scales for 2013-14. Consequently the National Association of Local Councils and Society of Local Council Clerks jointly recommend that the salary scales of all full and part-time clerks be adjusted in accordance with the new spinal column points (SCP) – including revised figures (based on the change as agreed at NJC) for SCPs 50 and above. The rates of pay set out below should be applied from 1st APRIL 2013.

| Scale | Points below Substantive range | Substantive Benchmark range | Points above substantive range | | |
|------------|--------------------------------------|-----------------------------------|--------------------------------------|----|---------|
| LC1 | | | | | |
| | (15-17) | (18-22) | (23-25) | | |
| 15 | £16,215 | 18 | £17,333 | 23 | £20,400 |
| 16 | £16,604 | 19 | £17,980 | 24 | £21,067 |
| 17 | £16,998 | 20 | £18,638 | 25 | £21,734 |
| | | 21 | £19,317 | | |
| | | 22 | £19,817 | | |
| LC2 | | | | | |
| | (26-29) | (30-34) | (35-38) | | |
| 26 | £22,443 | 30 | £25,727 | 35 | £29,528 |
| 27 | £23,188 | 31 | £26,539 | 36 | £30,311 |
| 28 | £23,945 | 32 | £27,323 | 37 | £31,160 |
| 29 | £24,892 | 33 | £28,127 | 38 | £32,072 |
| | | 34 | £28,922 | | |
| LC3 | | | | | |
| | (39-42) | (43-47) | (48-51) | | |
| 39 | £33,128 | 43 | £36,676 | 48 | £41,148 |
| 40 | £33,998 | 44 | £37,578 | 49 | £42,032 |
| 41 | £34,894 | 45 | £38,422 | 50 | £43,085 |
| 42 | £35,784 | 46 | £39,351 | 51 | £44,158 |
| | | 47 | £40,254 | | |



LC4

| (52-55) | | (56-60) | | (61-68) | |
|---------|---------|---------|---------|---------|---------|
| 52 | £45,268 | 56 | £49,963 | 61 | £58,053 |
| 53 | £46,390 | 57 | £51,208 | 62 | £59,752 |
| 54 | £47,415 | 58 | £52,918 | 63 | £61,475 |
| 55 | £48,743 | 59 | £54,619 | 64 | £63,162 |
| | | 60 | £56,330 | 65 | £64,763 |
| | | | | 66 | £66,398 |
| | | | | 67 | £68,071 |
| | | | | 68 | £69,794 |

PART-TIME CLERKS - HOURLY RATES

2. Salary scales and hourly pay rates for ALL part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place. For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1st April 2013 are:

Scale LC1 and part LC2

| | |
|------------------------------|----------|
| SCP (Spinal Column Point) 15 | £8.428p |
| SCP 16 | £8.630p |
| SCP 17 | £8.835p |
| SCP 18 | £9.009p |
| SCP 19 | £9.345p |
| SCP 20 | £9.687p |
| SCP 21 | £10.040p |
| SCP 22 | £10.300p |
| SCP 23 | £10.603p |
| SCP 24 | £10.949p |
| SCP 25 | £11.296p |
| SCP 26 | £11.665p |
| SCP 27 | £12.052p |

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

3.

| SCP | £ | Hourly £p | SCP | £ | Hourly £p |
|-----|--------|--------------|-----|--------|--------------|
| 4 | 12,266 | £6.375 | 9 | 13,725 | £7.134 |
| 5 | 12,435 | £6.463 | 10 | 14,013 | £7.283 |
| 6 | 12,614 | £6.556 | 11 | 14,880 | £7.734 |
| 7 | 12,915 | £6.713 | 12 | 15,189 | £7.895 |
| 8 | 13,321 | £6.924 | 13 | 15,598 | £8.107 |
| | | | 14 | 15,882 | £8.255 |

On October 1st 2013, all employees paid at the rate of SCP4 are automatically raised to SCP5.



Seaford Town Council

Report 63/13

Agenda Item No: 7(a)
Committee: Finance & General Purposes
Date: 22 August 2013
Title: Sussex Association of Local Councils (SALC) Training
By: Sam Shippen, Town Clerk
Wards Affected: All Seaford wards
Purpose of Report: To advise of forthcoming training courses

Recommendations

You are recommended:

- 1. To consider attendance of any Councillors at the forthcoming training courses.**
-

1. Information

- 1.1** SALC have training courses for new Clerks, Chairmen and Councillors as detailed in Appendix A of this report.
- 1.2** It is recommended that consideration be given for councillors to attend as nominated by the Committee.

2. Financial Appraisal

The cost of attending will be £87.50 plus VAT for each attendee plus the cost of transport, and can be met from the Members training budget.

3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk

New Clerks Training, Chairmanship Training & Councillor Briefing & Update

Saturday 23 November 2013, 0930AM – 1600PM

Chichester Park Hotel, Madgwick Lane, Westhampnett, Chichester, W.Sussex,
PO18 0PR

This session is suitable for:

New Clerks

- *Clerks, assistant/deputy clerks & RFOs of all experiences*
- *You will receive useful documents & details of your role including helpful tips & networking*

Chairmanship

- *For chairmen of all experiences of full council or committees and any other members interested in chairmanship*
- *You will receive guidance on good practice at meetings, managing press, public & much more*

Councillor Briefing & Awareness

- *For parish/town council members of all experiences*
- *You will receive updates on the most up to date legal, financial & procedural topics most relevant to local councils*



Seaford Town Council

Report 64/13

Agenda Item No: 7(b)
Committee: Finance & General Purposes
Date: 22 August 2013
Title: National Association of Local Councils (NALC) Larger Councils Conference
By: Sam Shippen, Town Clerk
Wards Affected: All Seaford wards
Purpose of Report: To advise of forthcoming conference

Recommendations

You are recommended:

1. To consider attendance of any Councillors at the forthcoming conference.

1. Information

- 1.1 NALC Larger Councils Conference takes place on Wednesday 27 November 2013 at the Royal National Hotel, London as detailed in Appendix A of this report.
- 1.2 The Council's Training & Development Policy states "we will consider nominating up to two persons to attend the NALC Annual Conference. This will normally be one Member and the Clerk. (In those instances where the Clerk's expenses are directly paid by NALC – then the second place may be filled by a second Member)".
- 1.3 On this occasion, the Town Clerk has been invited by NALC to be a speaker, therefore she will attend free of charge.
- 1.4 It is recommended that consideration be given for councillors to attend as nominated by the Committee.

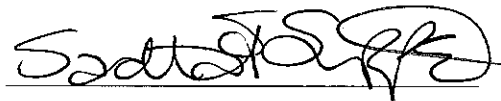
2. Financial Appraisal

The cost of attending will be £190 plus VAT for each attendee plus the cost of transport, and can be met from the Members training budget.

3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk



APPENDIX A

Larger Councils Conference 2013

Growing Local

NALC is holding a one-day Larger Councils' Conference this year, with the aim of showing how local (parish and town) councils can deliver more for less for their communities in a challenging financial environment.

When:

- **Wednesday 27 November 2013 – Royal National Hotel, London.**

Who should attend: Councillors, Clerks, County Association officers, Principal Authority Councillors, Principal Authority Officers, Civil Servants, Think Tank Personnel, Charity and Voluntary sector staff, Private sector staff, and anyone interested in localism, the Big Society and broader larger council matters.

Why attend: This conference aims to show how local (parish and town) councils can deliver more for less for their communities in a challenging financial environment. The conference will also offer a significant exhibition for the sector.

Programme highlights:

- Ministerial Speech from Nick Boles, MP on Neighbourhood Planning
- Structured Panel session on Council Tax Localisation;
- Chief Executive of NALC; and
- Four interactive workshops.



Seaford Town Council

Report 65/13

| | |
|---------------------------|--|
| Agenda Item No: | 8 |
| Committee: | Finance & General Purposes Committee |
| Date: | 22 August 2013 |
| Title: | Seaford Bonfire Society Grant |
| By: | Sam Shippen, Town Clerk |
| Wards Affected: | All Seaford wards |
| Purpose of Report: | To update on conditions attached to grant and seek advice of Committee. |

Recommendations

You are recommended:

- 1. To consider the information contained in the report and whether the grant for 2013 is now payable.**
-

1. Information

- 1.1** At the Finance & General Purposes Committee Meeting held on 18 April 2013, the Committee agreed to make a grant of £1,000 to Seaford Bonfire Society subject to receiving a signed constitution.
- 1.2** On the approved application form for Revenue Grants over £500 the eligibility criteria part b states "We have a written set of rules, constitution, or other governing document, and confirm that the copy provided with this application is current and properly authorised." This section was ticked yes on the SBS application form dated 28 March 2013.
- 1.3** At a meeting between representatives of SBS with councillors and officers in June we were advised that there wasn't a signed constitution at that time, but a Charter of Treaties and Codes was in the process of being drafted and would be provided.
- 1.4** This document has been provided but is signed and dated 4 July 2013.
- 1.5** Advice is now sought by Officers in relation to the payment of the grant, given that at the time of application and award, eligibility criteria were not fulfilled and other applicants who similarly did not fulfill the criteria were not awarded a grant.

2. Financial Appraisal

Dependent upon the decision by this Committee, an additional £1,000 may be available in the Grants Pool.

3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk



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



Seaford Town Council

Report 65/13

| | |
|---------------------------|--|
| Agenda Item No: | 9 |
| Committee: | Finance & General Purposes |
| Date: | 22 August 2013 |
| Title: | Responsible Finance Officer Update |
| By: | Sam Shippen, Town Clerk |
| Wards Affected: | All Seaford wards |
| Purpose of Report: | To update the F&GP Committee on financial procedural and system concerns raised with Chairman & Vice Chairman. |

Recommendations

You are recommended:

1. To endorse the actions taken to date by the Town Clerk in consultation with the Chairman & Vice Chairman of Finance & General Purposes Committee.
 2. To review the information provided and consider any additional remedial action or alterations to internal controls required.
-

1. Information

- 1.1 Following the recent staffing review the Town Clerk has been appointed as the Council's Responsible Finance Officer as defined under section 151 of the Local Government Act 1972, a responsibility which was formally appointed as of 1 August 2013. Previously the former Corporate Services Manager position held this responsibility.
- 1.2 The Town Clerk undertook a review of the Council's immediate financial position in mid-July and discovered a number of areas for concern which were reported to the Chairman & Vice Chairman of this Committee and the Leader & Deputy Leader of the Council.
- 1.3 **Payroll** – an error was identified whereby the payroll remittance to both the LGPS Pension Fund and PAYE were not zeroised at the end of payroll run in June 2013, leading to an overstatement of payment required in July 2013. **Action taken** – A manual calculation was undertaken to correct the error. **Alteration to internal controls** – authorising officer to check remittance printout to ensure compliance.
- 1.4 **Employers Pension rate** – The rate of employers pension deduction was adjusted in April 2013, this was notified by East Sussex County Council and a new Pension

Remittance form issued in a separate email. However, an adjustment to the payroll software was not undertaken and consequently the Council received a default notice from ESCC LGPS department. **Action taken** – following discussion with the payroll software providers a manual calculation and input was required for July payroll, followed by system adjustment to correct error going forward. **Alteration to internal controls** – The Town Clerk has advised ESCC LGPS department of change of responsibility for financial matters and communication. In future a written instruction will be conveyed to the payroll processing officer and cross checked by the Support Services Manager.

1.5 Sales Ledger – An audit review of outstanding sales ledger balances has been undertaken which identified a number of aged balances, these were highlighted to this Committee in the year end Internal Audit report. **Action taken** - Following a review and discussion with the Chairman & Vice Chairman of this Committee, correspondence with debtors has resulted in significant recovery to date. **Alteration to internal controls** – the Administration Assistant (Finance & Administration) will be given a target for periodic review of debtors, this will be control checked by the Support Services Manager for compliance and a monthly report given to the Town Clerk who will liaise as necessary with the Chairman & Vice Chairman of this Committee.

1.6 The Town Clerk and Support Services Manager will continue to review all of the procedures and internal controls, making adjustments as necessary to ensure the efficient and effective financial control of the Council.

2. Financial Appraisal

There are no immediate financial implications as a result of this report.

3. Contact Officer

The Contact Officer for this report is Sam Shippen, Town Clerk.

Town Clerk

