



## 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 24 October 2013, at 7.00 pm**, which you are summoned to attend.

S. Shippen  
Town Clerk  
18 October 2013

### Agenda

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

**2. Minutes**

To approve the minutes of the meeting held on 22 August 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 90/13 regarding receipts, payments and bank reconciliation for July, August and September 2013 (3 to 28).
- b) To consider report 89/13 regarding the Council budget position for the period 1 April 2013 to 30 September 2013 (pages 29 to 33).

**6. Budget Proposals 2014/15**

To consider report 91/13 seeking suggestions from Councillors for inclusion in the draft budget for 2014/15 (page 35).

**7. Budget Preparation Schedule**

To consider report 87/13 concerning the 2014-15 budget approval schedule (pages 37 to 38).

**8. Financial Write-off Policy**

To consider report 93/13 concerning the establishment of a policy on write-off of unrecovered income (pages 39 to 40).

**9. Staff Matters**

To consider report 92/13 on staffing updates (pages 41 to 42).

**10. Training**

To consider report 88/13 submitting training reports (pages 43 to 48).

**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 90/13

**Agenda Item No:** 5(a)  
**Committee:** Finance & General Purposes  
**Date:** 24 October 2013  
**Title:** Receipts, Payments and Bank Reconciliation Reports for July, August and September 2013  
**By:** Lucy Clark, Support Services Manager  
**Wards Affected:** All Seaford wards  
**Purpose of Report:** To advise the Committee of receipts, payments and bank reconciliation for July, August and September 2013

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### Recommendations

You are recommended:

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

- 1.1 Attached as Appendix A is a copy of the cashbook listing receipts and payments for July, August and September 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 July, August and September 2013.

### 3. Contact Officer

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

Support Services Manager

Town Clerk

# APPENDIX A

Date: 04/09/2013

Seaford Town Council 2013/14

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**Bank Reconciliation Statement as at: 31/07/2013 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	31/07/2013	244	563,558.27
			563,558.27
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
19/04/2013 201869	Sussex Associations of Local C	2,634.28	
22/05/2013 201925	9th Seaford Scout Group	200.00	
27/06/2013 201997	The Mayor's Charities	30.00	
10/07/2013 202011	Lakes & Greens Ltd	538.92	
10/07/2013 202017	S R Services (South East) Ltd	278.57	
31/07/2013 202029	Europlants Ltd	4,855.18	
31/07/2013 202030	The Life Saving Academy	150.00	
			8,686.95
			554,871.32
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
10/07/2013		0.20	
28/07/2013		-14.00	
29/07/2013		158.00	
30/07/2013		76.00	
31/07/2013		202.00	
31/07/2013		3,962.00	
			4,384.20
			559,255.52
	<b>Balance per Cash Book is :-</b>		<b>559,255.53</b>
	<b>Difference is :-</b>		<b>0.00</b>

Date: 04/09/2013

## Seaford Town Council 2013/14

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## Cash Book 1

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## Current/Deposit Account

For Month No : 4

## Receipts for Month 4

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	578,160.64				578,160.64	
	Banked on : 01/07/2013	1,099.50					
PDQ	PDQ	1,099.50		183.25	120	916.25	PDQ - 01/07/2013
	Banked on : 01/07/2013	4,210.56					
	Sales Recpts Page 530	4,210.56	4,210.56		101		Sales Recpts Page 530
	Banked on : 02/07/2013	120.00					
PDQ	PDQ	120.00		20.00	120	100.00	PDQ - 02/07/2013
	Banked on : 03/07/2013	208.00					
PDQ	PDQ	208.00		34.67	120	173.33	PDQ - 03/07/2013
	Banked on : 04/07/2013	524.25					
PDQ	PDQ	524.25		87.38	120	436.87	PDQ - 04/07/2013
	Banked on : 04/07/2013	930.00					
	Sales Recpts Page 532	930.00	930.00		101		Sales Recpts Page 532
	Banked on : 05/07/2013	186.00					
PDQ	PDQ	186.00		31.00	120	155.00	PDQ - 05/07/2013
	Banked on : 05/07/2013	134.42					
interest	Coop Bank	134.42			1190 201	134.42	Interest
	Banked on : 06/07/2013	568.50					
PDQ	PDQ	568.50		94.75	120	473.75	PDQ - 06/07/2013
	Banked on : 07/07/2013	565.50					
PDQ	PDQ	565.50		94.25	120	471.25	PDQ - 07/07/2013
	Banked on : 07/07/2013	2,766.00					
Banking	Banking	2,766.00		461.00	120	2,305.00	Golf Banking - 07/07/2013
	Banked on : 08/07/2013	100.00					
PDQ	PDQ	100.00		16.67	120	83.33	PDQ - 08/07/2013
	Banked on : 08/07/2013	100.00					
		100.00			1200 120	100.00	Location Fee
	Banked on : 09/07/2013	340.00					
PDQ	PDQ	340.00		56.67	120	283.33	PDQ - 09/07/2013
	Banked on : 10/07/2013	30.00					
PDQ	PDQ	30.00		5.00	120	25.00	PDQ - 10/07/2013
	Banked on : 10/07/2013	10.00					
2911		10.00			1070 135	10.00	Stall at Family Fun Day
	Banked on : 10/07/2013	-10.00					
2911		-10.00			1070 135	-10.00	Stall at Family Fun Day
	Banked on : 10/07/2013	467.45					
2911		10.00			1070 135	10.00	Stall at Family Fun Day

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## Seaford Town Council 2013/14

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Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 4

## Receipts for Month 4

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
2901		25.54			1054 201	25.54	Blnd Vet's Donat'ns from AFD
2899		10.00			1070 135	10.00	Stall at Armed Forces Day
2902		60.00			1050 113	60.00	1st paym't - hire on 13/14 Jul
2903	Coastwatch	20.00			1070 135	20.00	Stall at Family Fun Day
2906		15.00			1070 135	15.00	Stall at Family Fun Day
2912		60.00			1050 113	60.00	Hire - 6-7 July
2913		191.91			551	191.91	Donations from Civic Service
2904		15.00			1070 135	15.00	Stall at Family Fun Day
2900		10.00			1070 135	10.00	Stall at Family Fun Day
2907	Health Trainers (NHS)	10.00			1070 135	10.00	Stall at Family Fun Day
2908	Paella Party	40.00			1070 135	40.00	Food Stall at Family Fun Day
Banked on : 10/07/2013		505.00					
Sales Recpts Page 523		505.00	505.00		101		Sales Recpts Page 523
Banked on : 11/07/2013		272.00					
PDQ	PDQ	272.00		45.33	120	226.67	PDQ - 11/07/2013
Banked on : 12/07/2013		576.00					
PDQ	PDQ	576.00		96.00	120	480.00	PDQ - 12/07/2013
Banked on : 13/07/2013		422.00					
PDQ	PDQ	422.00		70.33	120	351.67	PDQ - 13/07/2013
Banked on : 14/07/2013		384.00					
PDQ	PDQ	384.00		64.00	120	320.00	PDQ - 14/07/2013
Banked on : 14/07/2013		5,394.25					
Banking	Banking	5,394.25		899.04	120	4,495.21	Golf Banking 14/07/2013
Banked on : 15/07/2013		484.00					
PDQ	PDQ	484.00		80.67	120	403.33	PDQ - 15/07/13
Banked on : 16/07/2013		322.00					
PDQ	PDQ	322.00		53.67	120	268.33	PDQ - 16/07/13
Banked on : 17/07/2013		96.00					
PDQ	PDQ	96.00		16.00	120	80.00	PDQ - 17/07/2013
Banked on : 18/07/2013		100.00					
PDQ	PDQ	100.00		16.67	120	83.33	PDQ - 18/07/2013
Banked on : 18/07/2013		8,700.00					
Sales Recpts Page 524		8,700.00	8,700.00		101		Sales Recpts Page 524
Banked on : 19/07/2013		156.00					
PDQ	PDQ	156.00		26.00	120	130.00	PDQ - 19/07/2013
Banked on : 20/07/2013		755.25					
PDQ	PDQ	755.25		125.88	120	629.37	PDQ - 20/07/2013
Banked on : 21/07/2013		262.00					
PDQ	PDQ	262.00		43.67	120	218.33	PDQ - 21/07/2013

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Date: 04/09/2013

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Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 4

## Receipts for Month 4

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked on : 21/07/2013	3,241.00					
Banking	Banking	3,241.00		540.17	120	2,700.83	Golf Banking - 21/07/2013
	Banked on : 22/07/2013	210.00					
PDQ	PDQ	210.00		35.00	120	175.00	PDQ - 22/07/2013
	Banked on : 23/07/2013	75.60					
UK Fuels	UK Fuels	75.60			501	75.60	Refund of Direct Debit
	Banked on : 23/07/2013	46.00					
PDQ	PDQ	46.00		7.67	120	38.33	PDQ 23/07/2013
	Banked on : 24/07/2013	124.00					
PDQ	PDQ	124.00		20.67	120	103.33	PDQ - 24/07/2013
	Banked on : 25/07/2013	570.00					
2909	Frowd's Ice Creams	75.00			1070 135	75.00	Stall at Family Fun Day
2915	Think School Travel	10.00			1070 135	10.00	Stall at Family Fun Day
2918		5.00			1070 135	5.00	Stall at Family Fun Day
2917	Seaford Baptist Church	30.00			1070 135	30.00	3 Stalls at Family Fun Day
2916		60.00			1050 113	60.00	Balance for hire on 13th/14th
2921		10.00			1070 135	10.00	Stall at Family Fun Day
2923		350.00			1070 135	350.00	Fun Fair at Armed Forces Day
2922	Seaford Golf Club	30.00			551	30.00	Donations from Fun Day
	Banked on : 25/07/2013	50.00					
	Sales Recpts Page 533	50.00	50.00		101		Sales Recpts Page 533
	Banked on : 25/07/2013	30.00					
PDQ	PDQ	30.00		5.00	120	25.00	PDQ - 25/07/2013
	Banked on : 26/07/2013	202.00					
PDQ	PDQ	202.00		33.67	120	168.33	PDQ - 26/07/2013
	Banked on : 27/07/2013	577.25					
PDQ	PDQ	577.25		96.21	120	481.04	PDQ - 27/07/2013
	Banked on : 28/07/2013	219.00					
PDQ	PDQ	219.00		36.50	120	182.50	PDQ - 28/07/2013
	Banked on : 29/07/2013	157.50					
	Sales Recpts Page 534	157.50	157.50		101		Sales Recpts Page 534
	Banked on : 29/07/2013	158.00					
PDQ	PDQ	158.00		26.33	120	131.67	PDQ - 29/07/2013
	Banked on : 30/07/2013	76.00					
PDQ	PDQ	76.00		12.67	120	63.33	PDQ - 30/07/2013
	Banked on : 30/07/2013	13,795.00					
	Sales Recpts Page 536	13,795.00	13,795.00		101		Sales Recpts Page 536

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Current/Deposit Account

For Month No : 4

## Receipts for Month 4

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 31/07/2013		360.00					
	Sales Recpts Page 535	360.00	360.00		101		Sales Recpts Page 535
Banked on : 31/07/2013		202.00					
PDQ	PDQ	202.00		33.67	120	168.33	PDQ - 31/07/2013
Banked on : 31/07/2013		3,962.00					
Banking	Golf Banking	3,962.00		660.33	120	3,301.67	Golf Banking - 31/07/13
Banked on : 31/07/2013		20.00					
Golf	Golf Payment	20.00		3.33	1054 101	16.67	Golf Payment
<b>Total Receipts for Month</b>		<b>54,854.03</b>	<b>28,708.06</b>	<b>4,133.12</b>		<b>22,012.85</b>	
<b>Cash Book Totals</b>		<b>633,014.66</b>	<b>28,708.06</b>	<b>4,133.12</b>		<b>600,173.48</b>	

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## Payments for Month 4

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
22/02/2013	The Lifesaving Academy Ltd	201822	-150.00			4010 201	-150.00	Cancellation of Cheque
25/06/2013	Fraser Morley	BACS	3,333.33	3,333.33		501		3856 - Retainer June
01/07/2013	Lewes District Council	Std Ord	226.00			4051 113	226.00	Rates 2013-14 Church St
01/07/2013	Lewes District Council	Std Ord	60.00			4051 108	60.00	Rates High & Over 2013-14
01/07/2013	Lewes District Council	Std Ord	310.00			4051 113	310.00	Rates Gallery 2013 14
01/07/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rent - Beach Hut 2
01/07/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rate - Beach Hut 2
01/07/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 29
01/07/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 52
01/07/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 53
01/07/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 54
01/07/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 55
01/07/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 56
01/07/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 57
01/07/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 58
01/07/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 59
01/07/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 60
01/07/2013	Lewes District Council	Std Ord	58.00			4051 105	58.00	Rates - The Base
01/07/2013	Lewes District Council	Std Ord	185.00			4051 101	185.00	Rates - Golf Club
01/07/2013	Lewes District Council	Std Ord	55.00			4051 205	55.00	Rates - TIC
01/07/2013	Lewes District Council	Std Ord	954.00			4051 205	954.00	Rates - 37 Church Street
01/07/2013	South East Water	400343X	18.24	18.24		501		3879 - Kiosk Esplanade
01/07/2013	South East Water	400541X	300.58	300.58		501		3880 - Playing Field
01/07/2013	South East Water	5200561X	756.34	756.34		501		3877 - 27/11/12 - 30/05/13
01/07/2013	South East Water	8200841X	584.58	584.58		501		3875 - 17/04/13 - 21/05/2013
01/07/2013	South East Water	400551X	5.80	5.80		501		3878 - Crouch Hse Grdns
01/07/2013	South East Water	401401X	7.34	7.34		501		3882 - Ornamental Grds
01/07/2013		201998	120.00			4195 135	120.00	Piping Services AF
02/07/2013	Southern Electric	812297431	98.56	98.56		501		3873 - Changing Rooms
02/07/2013	Royal Society of St George	201999	36.00			551	36.00	Tickets to July Lunch

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Cash Book 1

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Current/Deposit Account

For Month No : 4

## Payments for Month 4

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
03/07/2013		00000167	86.50		14.42	101	72.08	Golf Payment returned to payer
03/07/2013		00004154	56.60		9.43	101	47.17	Golf Payment returned to Payer
03/07/2013		0000701	86.50		14.42	101	72.08	Golf Payment returned to Payer
03/07/2013		0004243	86.50		14.42	101	72.08	Golf Payment returned to Payer
03/07/2013		0001600	39.00		6.50	101	32.50	Golf Payment returned to Payer
03/07/2013		0003433	66.50		11.08	101	55.42	Golf Payment returned to Payer
03/07/2013		0002410	86.50		14.42	101	72.08	Golf Payment returned to Payer
08/07/2013	Talk Talk Business	01384470/8	82.74	82.74		501		TIC 01/05/13 - 31/05/13
10/07/2013	UK Fuels	00046242	80.65	80.65		501		3895 - Fuel
10/07/2013	Barclaycard	39578590	150.23	150.23		501		3899 - 1-30 June 2013
10/07/2013	Europlants Ltd	202003	4,855.18	4,855.18		501		3855 - S'fd in Blm Sumr Plants
10/07/2013	John Spicer	202000	470.00	470.00		501		3843 - door soundproofing
10/07/2013	Collier Turf Care Ltd	202001	1,092.45	1,092.45		501		3845 Turf Care
10/07/2013	Ernest Doe & Sons Ltd	202002	6,628.70	6,628.70		501		3848 - Waterproof Suits
10/07/2013	IGF Invoice Finance Ltd	202005	360.00	360.00		501		3841 - Golf News MAY 13
10/07/2013	Haven Security Ltd	202007	54.00	54.00		501		3858 - Call out CCTV
10/07/2013	Hire-a-Loo	202008	95.60	95.60		501		3859 - Toilet 01/05 31/05
10/07/2013	John Shaw (Machinery) Ltd	202009	1,080.00	1,080.00		501		3861 - Groomer
10/07/2013	Mr P S Kennard	202010	138.00	138.00		501		3863 - June
10/07/2013	Lakes & Greens Ltd	202011	538.92	538.92		501		3864 - Rise Sprinkles etc
10/07/2013	Ofcom Radio Licence Fees	202012	75.00	75.00		501		3865 - Business Radio Licence
10/07/2013	Office Depot UK Ltd	202013	525.42	525.42		501		3867 - Office Stationery
10/07/2013	Chris Rolley Associates	202014	1,043.80	1,043.80		501		3871 - Job Evaluation 2013
10/07/2013	Sherriff Amenity	202015	1,310.40	1,310.40		501		3872 - Tricure Products
10/07/2013	Society of Local Council Clerk	202016	204.00	204.00		501		3883 - Summer Symposium (SS)
10/07/2013	S R Services (South East) Ltd	202017	278.57	278.57		501		3890 - Toilet Rolls, Wipes etc
10/07/2013	Tates of Sussex	202018	53.98	53.98		501		3893 - Plants for Beach Grdn
10/07/2013	Travis Perkins Trading Co Ltd	202019	46.74	46.74		501		3894 - Nails & Batton
10/07/2013	Seaford Amateur Boxing Club	202020	1,000.00			4401 215	1,000.00	Grant Payment
10/07/2013	Brenda McMullan	202021	300.00			4181 210	300.00	Food for Civic

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## Seaford Town Council 2013/14

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Cash Book 1

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Current/Deposit Account

For Month No : 4

## Payments for Month 4

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
10/07/2013	Europlants Ltd	202003	-4,855.18	-4,855.18		501		Service
11/07/2013	RIBA Enterprises	202023	69.08	69.08		501		Cancelled Cheque
11/07/2013	Lewes District Council	202024	3,045.49	3,045.49		501		3898 - ACA 98
11/07/2013	John Spicer	202022	800.00	800.00		501		3897 - Removal of Bonnigstedt
12/07/2013	Kent County Council (KCS)	C283743-	316.94	316.94		501		TAPOUTLET Showers for Changing
15/07/2013	Southern Water	403728706	59.53	59.53		501		3825 - 1st Mar - 31st May
15/07/2013	Southern Water	404500486	1,210.19	1,210.19		501		3884 - 12/12/13 - 12/06/13
15/07/2013	Co-Operative Bank	COOP/4656	3.24	3.24		501		Purchase Ledger
15/07/2013	Co-Operative Bank	COOP/9213	30.56	30.56		501		3927 - June Salaric
16/07/2013	02 (UK) Ltd	60725/001	39.97	39.97		501		3947 - Golf DD's July 13
19/07/2013	British Gas Business	74249316	66.22	66.22		501		3869 - 1st - 30th July
22/07/2013	EDF Energy	31092948	402.56	402.56		501		Purchase Ledger
22/07/2013	Southern Water	3900018	38.80	38.80		501		Purchase Ledger
22/07/2013	Southern Water	42700014	28.23	28.23		501		3889 - Waste
22/07/2013	Southern Water	43300012	25.84	25.84		501		3886 - Waste Ornamental Grds
22/07/2013	Southern Water	4600017	254.57	254.57		501		3885 - Waste - Blwng Club
22/07/2013	Southern Water	72000010	174.36	174.36		501		3887 - Waste
22/07/2013	Talk Talk Business	83098/882	270.46	270.46		501		3888 - Waste
24/07/2013	JCB Finance Ltd	20025	10,898.34	10,898.34		501		Purchase Ledger
24/07/2013	East Sussex Pension Fund	202025	3,320.36			517	3,320.36	3910 - JCB 24/07/13 Pension Fund July 13
24/07/2013	HM Revenue & Customs	202027	4,311.20			515	4,311.20	July NI & TAX
24/07/2013	HM Revenue & Customs	202028	7,481.62			105	7,481.62	VAT Due 30/06/13
25/07/2013	Coop Bank	BACS	15,495.68			516	15,495.68	Wages July
31/07/2013	Southern Electric	812297431	451.98	451.98		501		<b>ERROR</b> 3916 - 23/04 - 15/07 (Kiosk)
31/07/2013	Europlants Ltd	202029	4,855.18	4,855.18		501		Purchase Ledger
31/07/2013	The Life Saving Academy	202030	150.00			4010 201	150.00	Replaces lost chq 201822
31/07/2013		BACS				4041 101		<b>SYSTEM</b>
31/07/2013		BACS				4041 101		<b>REVERSALS</b> payment (error)
Total Payments for Month			73,759.14	45,788.84	84.69		27,885.61	
Balance Carried Fwd			559,255.52					
Cash Book Totals			633,014.66	45,788.84	84.69		587,141.14	

## Bank Reconciliation Statement as at: 31/08/2013 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	30/08/2013	250	493,198.12
			493,198.12
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
22/05/2013 201925	9th Seaford Scout Group	200.00	
07/08/2013 202053	S.J.R Hydraulic Hose Ltd	252.97	
07/08/2013 202031		10.00	
21/08/2013 202065	Mayors Charities (BHCC)	10.00	
21/08/2013 202066	Peacehaven Town Council	10.00	
21/08/2013 202066	Peacehaven Town Council	10.00	
31/08/2013 202080	AQUARIUS SOLUTIONS	420.00	
31/08/2013 202081	Avoncrop Amenity Products	986.93	
31/08/2013 202082	Seaford Baptist Church	20.00	
31/08/2013 202083	Collier Turf Care Ltd	352.67	
31/08/2013 202084	Cosmo Construction Services Lt	590.40	
31/08/2013 202085	Countrywide Farmers Plc	586.73	
31/08/2013 202086	Envirogreen Special Waste Serv	132.00	
31/08/2013 202087	Europlants Ltd	1,903.27	
31/08/2013 202088	Glasdon U.K. Limited	219.36	
31/08/2013 202089	South Coast Glazing	278.40	
31/08/2013 202090	Godfreys (Sevenoaks) Ltd	363.34	
31/08/2013 202091	Hire-a-Loo	95.60	
31/08/2013 202092	Mr P S Kennard	138.00	
31/08/2013 202093	Lewes District Council	16,579.49	
31/08/2013 202094	Office Depot UK Ltd	65.23	
31/08/2013 202095	Rap Industries Ltd	732.00	
31/08/2013 202096	S.J.R Hydraulic Hose Ltd	36.69	
31/08/2013 202097	John Spicer	595.00	
31/08/2013 202098	Sunbeam Electrical Services	250.00	
31/08/2013 202099	Sussex Wildlife Trust	3,868.80	
31/08/2013 202100	Tanleys Printers Ltd	535.40	
31/08/2013 202101	Philip Thatcher	60.00	
31/08/2013 202102	Travis Perkins Trading Co Ltd	68.64	
31/08/2013 202103	Wave Leisure Trust	432.00	
31/08/2013 202104	Wilbar Associates Limited	339.60	
			30,142.52
			463,055.60
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
28/08/2013		194.00	
29/08/2013		239.25	
30/08/2013		276.00	
31/08/2013		292.00	
31/08/2013		3,257.00	

**Bank Reconciliation Statement as at: 31/08/2013 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>
			4,258.25
			<u>467,313.85</u>
		Balance per Cash Book is :-	467,313.85
		Difference is :-	0.00

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## Receipts for Month 5

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		559,255.52				559,255.52	
Banked on : 01/08/2013		320.00					
PDQ	PDQ	320.00		53.33	120	266.67	PDQ - 01/08/2013
Banked on : 01/08/2013		108.50					
	Sales Recpts Page 544	108.50	108.50		101		Sales Recpts Page 544
Banked on : 01/08/2013		4,217.79					
	Sales Recpts Page 545	4,217.79	4,217.79		101		Sales Recpts Page 545
Banked on : 02/08/2013		232.00					
PDQ	PDQ	232.00		38.67	120	193.33	PDQ - 02/08/2013
Banked on : 02/08/2013		165.00					
27		100.00			551	100.00	Lifeboat Ride Money
2728		65.00			551	65.00	Kevin Gordon Talk
Banked on : 02/08/2013		811.44					
	Sales Recpts Page 539	811.44	811.44		101		Sales Recpts Page 539
Banked on : 02/08/2013		1,172.00					
	Sales Recpts Page 540	1,172.00	1,172.00		101		Sales Recpts Page 540
Banked on : 03/08/2013		428.00					
PDQ	PDQ	428.00		71.33	120	356.67	PDQ - 03/08/2013
Banked on : 04/08/2013		242.00					
PDQ	PDQ	242.00		40.33	120	201.67	PDQ - 04/08/2013
Banked on : 05/08/2013		32.00					
PDQ	PDQ	32.00		5.33	120	26.67	PDQ - 05/08/2013
Banked on : 05/08/2013		115.66					
BACS	The Coop	115.66			1190 201	115.66	Interest
Banked on : 06/08/2013		122.00					
PDQ	PDQ	122.00		20.33	120	101.67	PDQ - 06/08/2013
Banked on : 06/08/2013		202.50					
	Sales Recpts Page 543	202.50	202.50		101		Sales Recpts Page 543
Banked on : 07/08/2013		2,259.00					
PDQ	PDQ	2,259.00		376.50	120	1,882.50	PDQ - 07/08/2013
Banked on : 07/08/2013		206.00					
PDQ	PDQ	206.00		34.33	120	171.67	PDQ - 07/08/2013
Banked on : 08/08/2013		188.00					
PDQ	PDQ	188.00		31.33	120	156.67	PDQ - 08/08/2013
Banked on : 09/08/2013		130.00					
PDQ	PDQ	130.00		21.67	120	108.33	PDQ - 09/08/2013
Banked on : 09/08/2013		100.00					

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## Receipts for Month 5

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
2731		50.00			551	50.00	Lifeboat Ride payment
2734		50.00			551	50.00	Life Boat Ride
	Banked on : 10/08/2013	<b>705.00</b>					
PDQ	PDQ	705.00		117.50	120	587.50	PDQ - 10/08/2013
	Banked on : 11/08/2013	<b>274.00</b>					
PDQ	PDQ	274.00		45.67	120	228.33	PDQ - 11/08/2013
	Banked on : 12/08/2013	<b>264.00</b>					
PDQ	PDQ	264.00		44.00	120	220.00	PDQ - 12/08/2013
	Banked on : 13/08/2013	<b>3,154.50</b>					
Banking	Golf Banking	3,154.50		525.75	120	2,628.75	Golf Banking
	Banked on : 13/08/2013	<b>80.00</b>					
PDQ	PDQ	80.00		13.33	120	66.67	PDQ - 13/08/2013
	Banked on : 14/08/2013	<b>206.00</b>					
PDQ	PDQ	206.00		34.33	120	171.67	PDQ - 14/08/2013
	Banked on : 15/08/2013	<b>120.00</b>					
PDQ	PDQ	120.00		20.00	120	100.00	PDQ - 15/08/2013
	Banked on : 16/08/2013	<b>529.00</b>					
PDQ	PDQ	529.00		88.17	120	440.83	PDQ - 16/08/2013
	Banked on : 16/08/2013	<b>60.00</b>					
	Sales Recpts Page 541	60.00	60.00		101		Sales Recpts Page 541
	Banked on : 16/08/2013	<b>2,459.90</b>					
2739	Seaford In Bloom	2,459.90			1053 121	2,459.90	Contribution for Summer Plants
	Banked on : 16/08/2013	<b>909.50</b>					
	Sales Recpts Page 542	909.50	909.50		101		Sales Recpts Page 542
	Banked on : 17/08/2013	<b>113.00</b>					
PDQ	PDQ	113.00		18.83	120	94.17	PDQ - 17/08/2013
	Banked on : 18/08/2013	<b>134.00</b>					
PDQ	PDQ	134.00		22.33	120	111.67	PDQ - 18/08/2013
	Banked on : 19/08/2013	<b>3,940.00</b>					
Banking	Golf Banking	3,940.00		656.67	120	3,283.33	Golf Banking
	Banked on : 19/08/2013	<b>101.00</b>					
PDQ	PDQ	101.00		16.83	120	84.17	PDQ - 19/08/2013
	Banked on : 20/08/2013	<b>168.00</b>					
PDQ	PDQ	168.00		28.00	120	140.00	PDQ - 20/08/2013
	Banked on : 20/08/2013	<b>300.00</b>					
	Sales Recpts Page 551	300.00	300.00		101		Sales Recpts Page 551

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## Receipts for Month 5

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked on : 21/08/2013	152.00					
PDQ	PDQ	152.00		25.33	120	126.67	PDQ - 21/08/2013
	Banked on : 21/08/2013	360.00					
	Sales Recpts Page 547	360.00	360.00		101		Sales Recpts Page 547
	Banked on : 22/08/2013	60.00					
PDQ	PDQ	60.00		10.00	120	50.00	PDQ - 22/08/2013
	Banked on : 23/08/2013	642.00					
PDQ	PDQ	642.00		107.00	120	535.00	PDQ - 23/08/2013
	Banked on : 23/08/2013	494.40					
	Sales Recpts Page 538	494.40	494.40		101		Sales Recpts Page 538
	Banked on : 24/08/2013	330.00					
PDQ	PDQ	330.00		55.00	120	275.00	PDQ - 24/08/2013
	Banked on : 25/08/2013	444.00					
PDQ	PDQ	444.00		74.00	120	370.00	PDQ - 25/08/2013
	Banked on : 25/08/2013	2,940.00					
Banking	Golf Banking	2,940.00		490.00	120	2,450.00	Golf Banking
	Banked on : 26/08/2013	409.00					
PDQ	PDQ	409.00		68.17	120	340.83	PDQ - 26/08/2013
	Banked on : 27/08/2013	102.00					
PDQ	PDQ	102.00		17.00	120	85.00	PDQ - 27/08/2013
	Banked on : 27/08/2013	50.00					
	Sales Recpts Page 552	50.00	50.00		101		Sales Recpts Page 552
	Banked on : 28/08/2013	194.00					
PDQ	PDQ	194.00		32.33	120	161.67	PDQ - 28/08/2013
	Banked on : 29/08/2013	239.25					
PDQ	PDQ	239.25		39.88	120	199.37	PDQ - 29/08/2013
	Banked on : 29/08/2013	60.00					
	Sales Recpts Page 546	60.00	60.00		101		Sales Recpts Page 546
	Banked on : 30/08/2013	276.00					
PDQ	PDQ	276.00		46.00	120	230.00	PDQ - 30/08/2013
	Banked on : 31/08/2013	292.00					
PDQ	PDQ	292.00		48.67	120	243.33	PDQ - 31/08/2013
	Banked on : 31/08/2013	3,257.00					
Banking	Golf Banking	3,257.00		542.83	120	2,714.17	Golf Banking

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Total Receipts for Month	34,871.44	8,746.13	3,880.77	22,244.54
Cash Book Totals	<u>594,126.96</u>	<u>8,746.13</u>	<u>3,880.77</u>	<u>581,500.06</u>

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## Payments for Month 5

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
01/08/2013	Lewes District Council	Std Ord	226.00			4051 113	226.00	Rates 2013-14 Church St
01/08/2013	Lewes District Council	Std Ord	60.00			4051 108	60.00	Rates High & Over 2013-14
01/08/2013	Lewes District Council	Std Ord	310.00			4051 113	310.00	Rates Gallery 2013- 14
01/08/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rent - Beach Hut 27
01/08/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rate - Beach Hut 28
01/08/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 29
01/08/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 52
01/08/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 53
01/08/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 54
01/08/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 55
01/08/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 56
01/08/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 57
01/08/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 58
01/08/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 59
01/08/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 60
01/08/2013	Lewes District Council	Std Ord	58.00			4051 105	58.00	Rates - The Base
01/08/2013	Lewes District Council	Std Ord	185.00			4051 101	185.00	Rates - Golf Club
01/08/2013	Lewes District Council	Std Ord	55.00			4051 205	55.00	Rates - TIC
01/08/2013	Lewes District Council	Std Ord	954.00			4051 205	954.00	Rates - 37 Church Street
01/08/2013	South East Water	0841X	1,399.86	1,399.86		501		3876 - 21/05/13 - 19/06/2013
01/08/2013	South East Water	27142	32.26	32.26		501		3881 - 11/12/12 - 12/06/13
05/08/2013	Public Works Loan Board	DD	7,501.20			4301 205	7,501.20	PWLB - Aug 2013
05/08/2013		DD REJECT	86.50		14.42	1000 101	72.08	Golf DD Rejected
07/08/2013	John Spicer	202035	2,079.00	2,079.00		501		3943 - Maintenance Work
07/08/2013	BNC Signs	202036	40.00	40.00		501		3908 - Stickers for New Bins
07/08/2013	P J Chaffin	202037	216.00	216.00		501		3941 - removal of dead trees
07/08/2013	Chubb Electronic Security Syst	202038	323.20	323.20		501		3931 - Faulty Door Sensor
07/08/2013	Coppard	202039	852.00	852.00		501		3904 - Footpath Work PO 2600
07/08/2013	CPL Petroleum	202040	736.89	736.89		501		3930 - Red Deisel
07/08/2013	Europlants Ltd	202041	1,903.27	1,903.27		501		3925 - July Maintenance
07/08/2013	IGF Invoice Finance Ltd	202042	360.00	360.00		501		3939 - July 13 Qtr

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## Payments for Month 5

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
07/08/2013	Haven Security Ltd	202043	78.00	78.00		501		Ad 3940 - Install new converter
07/08/2013	Hire-a-Loo	202044	92.52	92.52		501		3901 - 01/06/13 - 30/06/13
07/08/2013	John Shaw (Machinery) Ltd	202045	2,223.03	2,223.03		501		3937 - Machinery maintenance
07/08/2013	Johnston Publishing Ltd	202046	454.56	454.56		501		3906 - Job advert for SS & PA
07/08/2013	Mr P S Kennard	202047	138.00	138.00		501		3907 - July Cleaning
07/08/2013	Lewes District Council	202048	33,558.98	33,558.98		501		309 - May 2013
07/08/2013	Philip Thatcher	202049	50.00	50.00		501		3915 - July 13
07/08/2013	RBS Software Solutions	202050	633.24	633.24		501		3905 - Training 19/07/13
07/08/2013	Seaford Baptist Church	202051	100.00	100.00		501		3914 - Summer Holiday Club
07/08/2013	Seaford Head Golf Club	202052	1,263.55	1,263.55		501		3911 - Junior Members 2012/13
07/08/2013	S.J.R Hydraulic Hose Ltd	202053	252.97	252.97		501		3933 - Replacement Hose & Oil
07/08/2013	Society of Local Council Clerk	202054	60.00	60.00		501		3928 - Stationery
07/08/2013	Police & Crime Commissioner fo	202055	549.70	549.70		501		3913 - CCTV May - Jul 13
07/08/2013	Tacit	202056	99.47	99.47		501		3938 - Rake
07/08/2013	Wave Leisure Trust	202057	1,432.00	1,432.00		501		3921 - Programme Contr
07/08/2013	Police & Crime Commissioner fo	202058	7,500.00	7,500.00		501		3926 - 01/04 - 30/09
07/08/2013	WPS Insurance Brokers & Risk S	202059	1,282.00	1,282.00		501		3918 - 27/07/13 - 26/07/14
07/08/2013		202031	10.00			1070 135	10.00	Refund - FFD Stall
07/08/2013	Seaford Baptist Church	202032	20.00			4182 210	20.00	Civic Service - Use of Hall
07/08/2013	The Royal Society of St George	202033	10.00			4181 210	10.00	Evening Buffett (Luella)
07/08/2013	Scoutex	202034	10.00			1050 107	10.00	Refund of AFD Plot
07/08/2013	UK Fuels	00046242	127.10	127.10		501		3935 - Fuel - Pick Up & Tools
07/08/2013	Talk Talk Business	4470/882	89.35	89.35		501		3934 - TIC 01/06/13-30/06/13
08/08/2013	Tanleys Printers Ltd	202062	1,173.60	1,173.60		501		3948 - Golf Score Cards
08/08/2013	John Spicer	202060	250.00			115	250.00	Replenish Float
08/08/2013	UK Triathlon	202061	500.00			505	500.00	Refund of Deposit
09/08/2013	The Royal Society of St George	202063	10.00			4181 210	10.00	Evening Buffet (Anthony)
12/08/2013	The Ancient & Honourable Guild	202064	35.00	35.00		501		3951 - Subscription 13/14
12/08/2013	Barclaycard	39578590	181.39	181.39		501		3953 - Golf PDQ
14/08/2013	British Gas Business	29163688	62.35	62.35		501		3955 - 25/06 - 25/07
14/08/2013	02 (UK) Ltd	860725/001	123.61	123.61		501		3973 - Period July 13
14/08/2013	Co-Operative Bank	COOP/4656	4.01	4.01		501		3968 - July Salaries

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## Current/Deposit Account

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## Payments for Month 5

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
14/08/2013	Co-Operative Bank	COOP/9213	31.54	31.54		501		3969 - July DD's
20/08/2013	Southern Water	4600017	1,402.93	1,402.93		501		3902 - 22/05/13 - 19/06/13
21/08/2013	Mayors Charities (BHCC)	202065	10.00			4181 210	10.00	Pavilion Garden Engagement
21/08/2013	Peacehaven Town Council	202066	10.00			4181 210	10.00	Mayrol Engagement - Wrestling
21/08/2013	Peacehaven Town Council	202066	10.00			4181 210	10.00	Chq for £20 - input as 2 £10's
21/08/2013	East Sussex Pension Fund	202068	3,155.83			517	3,155.83	August 13 Contributions
22/08/2013	Talk Talk Business	83098/882	252.95	252.95		501		3965 - 01/07/2013 - 31/08/2013
23/08/2013	HMRC	202069	4,961.31			517	4,961.31	PAYE August
23/08/2013	S P Lambert	202071	157.40			516	157.40	Underpayment of Salary Aug 13
23/08/2013	CO-OP Bank	BACS	13,198.34			516	13,198.34	Salaries - Aug 13
23/08/2013	Fraser Morley	Bacs	3,500.00	3,500.00		501		Purchase Ledger
23/08/2013	Total Gas & Power	1026869	436.10	436.10		501		3837 - 31/1/13 - 30/04/13
29/08/2013	British Gas Business	062271926	58.05	58.05		501		3984 - 25/06 - 30/07
31/08/2013	South East Water	1481X	10.50	10.50		501		3919 - War Mem 01/4 - 30/09
31/08/2013	AQUARIUS SOLUTIONS	202080	420.00	420.00		501		3950 - Remove graffiti etc
31/08/2013	Avoncrop Amenity Products	202081	986.93	986.93		501		3952 - Supply of Redhill Sand
31/08/2013	Seaford Baptist Church	202082	20.00	20.00		501		3971 - Civic Service 07/07/13
31/08/2013	Collier Turf Care Ltd	202083	352.67	352.67		501		4002 - Hose & Coupling etc
31/08/2013	Cosmo Construction Services Lt	202084	590.40	590.40		501		3977 - new play area items
31/08/2013	Countrywide Farmers Plc	202085	586.73	586.73		501		4000 - Soluble Iron
31/08/2013	Envirogreen Special Waste Serv	202086	132.00	132.00		501		3956 - Annual waste disposal
31/08/2013	Europlants Ltd	202087	1,903.27	1,903.27		501		3957 - August Maintenance
31/08/2013	Glasdon U.K. Limited	202088	219.36	219.36		501		3959 - replacement locks
31/08/2013	South Coast Glazing	202089	278.40	278.40		501		3978 - Re glaze shelter
31/08/2013	Godfreys (Sevenoaks) Ltd	202090	363.34	363.34		501		3961 - Tyres
31/08/2013	Hire-a-Loo	202091	95.60	95.60		501		3962 - July 2013
31/08/2013	Mr P S Kennard	202092	138.00	138.00		501		3980 - bus stop clean aug
31/08/2013	Lewes District Council	202093	16,579.49	16,579.49		501		3985 - July 13
31/08/2013	Office Depot UK Ltd	202094	65.23	65.23		501		3971 - Order on 15/07/2013
31/08/2013	Rap Industries Ltd	202095	732.00	732.00		501		3981 - Displays Boards
31/08/2013	S.J.R Hydraulic Hose Ltd	202096	36.69	36.69		501		3999 - Hoses & Tails

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Date: 18/09/2013

## Seaford Town Council 2013/14

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## Cash Book 1

User : LS

## Current/Deposit Account

For Month No : 5

## Payments for Month 5

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/08/2013	John Spicer	202097	595.00	595.00		501		3989 - Aug Works
31/08/2013	Sunbeam Electrical Services	202098	250.00	250.00		501		3998 - Centenary Clock Removal
31/08/2013	Sussex Wildlife Trust	202099	3,868.80	3,868.80		501		3994 - Asst Reserves Officer
31/08/2013	Tanleys Printers Ltd	202100	535.40	535.40		501		3967 - Active Gym Booklets
31/08/2013	Philip Thatcher	202101	60.00	60.00		501		3988 - Carpet Cleaning
31/08/2013	Travis Perkins Trading Co Ltd	202102	68.64	68.64		501		3970 - Postcrete, brushes etc
31/08/2013	Wave Leisure Trust	202103	432.00	432.00		501		3975 - Fitness Instructor HIMP
31/08/2013	Wilbar Associates Limited	202104	339.60	339.60		501		3982 - Course for K Blackburn
13/09/2013	EDF Energy	202105	662.42	662.42		501		3993 - 07/12/12 - 04/01/13
13/09/2013	Ernest Doe & Sons Ltd	202106	37.66	37.66		501		4003 - Cables & sockets
<b>Total Payments for Month</b>			<b>127,513.19</b>	<b>95,548.61</b>	<b>14.42</b>		<b>31,950.16</b>	
<b>Balance Carried Fwd</b>			<b>466,613.78</b>					
<b>Cash Book Totals</b>			<b>594,126.96</b>	<b>95,548.61</b>	<b>14.42</b>		<b>498,563.94</b>	

**Bank Reconciliation Statement as at: 30/09/2013 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	30/09/2013	255	724,290.10
			<u>724,290.10</u>
<b><u>Unpresented Cheques (Minus)</u></b>			
		<b><u>Amount</u></b>	
22/05/2013 201925	9th Seaford Scout Group	200.00	
21/08/2013 202065	Mayors Charities (BHCC)	10.00	
31/08/2013 202096	S.J.R Hydraulic Hose Ltd	36.69	
12/09/2013 202074	Seaford Downs Syndrome & SN	14.00	
12/09/2013 202078	Royal Society of St George	48.00	
23/09/2013 202108	East Sussex Pension Fund	3,741.15	
24/09/2013 202110	Mayors Charities	40.00	
			<u>4,089.84</u>
			720,200.26
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
31/08/2013		-0.02	
26/09/2013		68.00	
27/09/2013		292.00	
27/09/2013		348.00	
28/09/2013		593.00	
29/09/2013		398.00	
30/09/2013		520.73	
30/09/2013		429.00	
30/09/2013		2,928.00	
			<u>5,576.71</u>
			725,776.97
	<b>Balance per Cash Book is :-</b>		<b>725,776.97</b>
	<b>Difference is :-</b>		<b>0.00</b>

Date: 07/10/2013

## Seaford Town Council 2013/14

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## Cash Book 1

User : SJS

## Current/Deposit Account

For Month No : 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		466,613.76				466,613.76	
Banked on : 02/09/2013		288.00					
	Sales Recpts Page 553	288.00	288.00		101		Sales Recpts Page 553
Banked on : 02/09/2013		108.00					
	Sales Recpts Page 566	108.00	108.00		101		Sales Recpts Page 566
Banked on : 02/09/2013		182.00					
PDQ	PDQ	182.00		30.33	120	151.67	PDQ - 02/09/2013
Banked on : 02/09/2013		4,222.25					
	Sales Recpts Page 568	4,222.25	4,222.25		101		Sales Recpts Page 568
Banked on : 02/09/2013		580.20					
	Sales Recpts Page 569	580.20	580.20		101		Sales Recpts Page 569
Banked on : 03/09/2013		255.00					
2746		25.00		4.17	1060 118	20.83	Admin Fee for Name Transfer
2749	Crouch Bowling Club	100.00			551	100.00	Bowling Eve - Donation to MC
2753	Seaford Head Golf Club	130.00			551	130.00	Donations to Mayors Charities
Banked on : 03/09/2013		139.25					
	Sales Recpts Page 555	139.25	139.25		101		Sales Recpts Page 555
Banked on : 03/09/2013		730.00					
	Sales Recpts Page 558	730.00	730.00		101		Sales Recpts Page 558
Banked on : 03/09/2013		194.50					
PDQ	PDQ	194.50		32.42	120	162.08	PDQ - 03/09/2013
Banked on : 04/09/2013		166.00					
PDQ	PDQ	166.00		27.67	120	138.33	PDQ - 04/09/2013
Banked on : 04/09/2013		-152.50					
Sirnon		-152.50	-152.50		101		Golf DD Returned
Banked on : 04/09/2013		-52.00					
3468		-52.00	-52.00		101		Golf DD Returned
Banked on : 05/09/2013		279.00					
PDQ	PDQ	279.00		46.50	120	232.50	PDQ - 05/09/2013
Banked on : 05/09/2013		118.83					
Interest	Interest	118.83			1190 201	118.83	Interest
Banked on : 05/09/2013		150.00					
Loc. Fee		150.00			1050 120	150.00	Filming
Banked on : 06/09/2013		70.00					
PDQ	PDQ	70.00		11.67	120	58.33	PDQ - 06/09/2013
Banked on : 06/09/2013		261,860.00					
LDC	Lewes District Council	261,860.00			1176 801	261,860.00	Precept 13/14

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## Seaford Town Council 2013/14

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Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked on : 07/09/2013	491.00					
PDQ	PDQ	491.00		81.83	120	409.17	PDQ - 07/09/2013
	Banked on : 08/09/2013	239.00					
PDQ	PDQ	239.00		39.83	120	199.17	PDQ - 08/09/2013
	Banked on : 08/09/2013	5,029.00					
Golf Bank	Golf Banking	5,029.00		838.17	120	4,190.83	Golf Banking
	Banked on : 09/09/2013	46.00					
PDQ	PDQ	46.00		7.67	120	38.33	PDQ - 09/09/2013
	Banked on : 10/09/2013	36.00					
PDQ	PDQ	36.00		6.00	120	30.00	PDQ - 10/09/2013
	Banked on : 11/09/2013	46.00					
PDQ	PDQ	46.00		7.67	120	38.33	PDQ - 11/09/2013
	Banked on : 12/09/2013	142.00					
PDQ	PDQ	142.00		23.67	120	118.33	PDQ - 12/09/2013
	Banked on : 13/09/2013	162.00					
PDQ	PDQ	162.00		27.00	120	135.00	PDQ - 13/09/2013
	Banked on : 14/09/2013	114.00					
PDQ	PDQ	114.00		19.00	120	95.00	PDQ - 14/09/2013
	Banked on : 15/09/2013	172.00					
PDQ	PDQ	172.00		28.67	120	143.33	PDQ - 15/09/2013
	Banked on : 15/09/2013	2,014.00					
Golf Bank	Golf Banking	2,014.00		335.67	120	1,678.33	Golf Banking
	Banked on : 16/09/2013	72.00					
PDQ	PDQ	72.00		12.00	120	60.00	PDQ - 16/09/2013
	Banked on : 17/09/2013	2,593.81					
	Sales Recpts Page 557	2,593.81	2,593.81		101		Sales Recpts Page 557
	Banked on : 17/09/2013	2.20					
2756		2.20			1054 201	2.20	Copy of Budget & Annual Report
	Banked on : 17/09/2013	1,250.00					
	Sales Recpts Page 572	1,250.00	1,250.00		101		Sales Recpts Page 572
	Banked on : 18/09/2013	400.00					
	Sales Recpts Page 561	400.00	400.00		101		Sales Recpts Page 561
	Banked on : 18/09/2013	204.00					
PDQ	PDQ	204.00		34.00	120	170.00	PDQ - 18/09/2013
	Banked on : 19/09/2013	76.00					

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Date: 07/10/2013

## Seaford Town Council 2013/14

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## Cash Book 1

User : SJS

## Current/Deposit Account

For Month No : 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
PDQ	PDQ	76.00		12.67	120	63.33	PDQ - 19/09/2013
	Banked on : 20/09/2013	102.00					
PDQ	PDQ	102.00		17.00	120	85.00	PDQ - 20/09/2013
	Banked on : 21/09/2013	400.00					
PDQ	PDQ	400.00		66.67	120	333.33	PDQ - 21/09/2013
	Banked on : 22/09/2013	370.00					
PDQ	PDQ	370.00		61.67	120	308.33	PDQ - 22/09/2013
	Banked on : 22/09/2013	2,758.00					
Golf Bank	Golf Banking	2,758.00		459.67	120	2,298.33	Golf Banking - 22/09/2013
	Banked on : 23/09/2013	2,414.88					
	Sales Recpts Page 559	2,414.88	2,414.88		101		Sales Recpts Page 559
	Banked on : 23/09/2013	90.00					
PDQ	PDQ	90.00		15.00	120	75.00	PDQ - 23/09/2013
	Banked on : 24/09/2013	268.00					
PDQ	PDQ	268.00		44.67	120	223.33	PDQ - 24/09/2013
	Banked on : 25/09/2013	80.00					
PDQ	PDQ	80.00		13.33	120	66.67	PDQ - 25/09/2013
	Banked on : 25/09/2013	50.00					
	Sales Recpts Page 574	50.00	50.00		101		Sales Recpts Page 574
	Banked on : 26/09/2013	68.00					
PDQ	PDQ	68.00		11.33	120	56.67	PDQ - 26/09/2013
	Banked on : 27/09/2013	292.00					
	Sales Recpts Page 565	292.00	292.00		101		Sales Recpts Page 565
	Banked on : 27/09/2013	348.00					
PDQ	PDQ	348.00		58.00	120	290.00	PDQ - 27/09/2013
	Banked on : 28/09/2013	593.00					
PDQ	PDQ	593.00		98.83	120	494.17	PDQ - 28/09/2013
	Banked on : 29/09/2013	398.00					
PDQ	PDQ	398.00		66.33	120	331.67	PDQ - 29/09/2013
	Banked on : 30/09/2013	16.50					
	Sales Recpts Page 554	16.50	16.50		101		Sales Recpts Page 554
	Banked on : 30/09/2013	385.00					
PDQ	PDQ	385.00		64.17	120	320.83	PDQ - 01/09/2013
	Banked on : 30/09/2013	520.73					
	Sales Recpts Page 567	520.73	520.73		101		Sales Recpts Page 567
	Banked on : 30/09/2013	74.00					

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Seaford Town Council 2013/14

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Cash Book 1

User: SJS

Current/Deposit Account

For Month No : 6

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 571	74.00	74.00		101		Sales Recpts Page 571
	Banked on : 30/09/2013	429.00					
PDQ	PDQ	429.00		71.50	120	357.50	PDQ - 30/09/2013
	Banked on : 30/09/2013	2,928.00					
Golf Bank	Golf Bank	2,928.00		488.00	120	2,440.00	Golf Bank - 30/09/2013
	Banked on : 30/09/2013	1,875.00					
	Sales Recpts Page 575	1,875.00	1,875.00		101		Sales Recpts Page 575
<b>Total Receipts for Month</b>		<b>296,687.65</b>	<b>15,350.12</b>	<b>3,162.78</b>		<b>278,174.75</b>	
<b>Cash Book Totals</b>		<u>763,301.40</u>	<u>15,350.12</u>	<u>3,162.78</u>		<u>744,788.50</u>	

## Payments for Month 6

## Nominal Ledger

Date	Payee Name	Cheque	£ Total Amnt	£ Creditors	£ V A T	A/c Centre	£ Amount	Transaction Detail
07/08/2013		202031	5.00			1070 135	5.00	Refund for FFD Str
01/09/2013	Lewes District Council	Std Ord	226.00			4051 113	226.00	Rates 2013-14 Church St
01/09/2013	Lewes District Council	Std Ord	60.00			4051 108	60.00	Rates High & Over 2013-14
01/09/2013	Lewes District Council	Std Ord	310.00			4051 113	310.00	Rates Gallery 2013 14
01/09/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rent - Beach Hut 2
01/09/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rate - Beach Hut 2
01/09/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 29
01/09/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 52
01/09/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 53
01/09/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 54
01/09/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 55
01/09/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 56
01/09/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 57
01/09/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 58
01/09/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 59
01/09/2013	Lewes District Council	Std Ord	18.00			4051 118	18.00	Rates - Beach Hut 60
01/09/2013	Lewes District Council	Std Ord	58.00			4051 105	58.00	Rates - The Base
01/09/2013	Lewes District Council	Std Ord	185.00			4051 101	185.00	Rates - Golf Club
01/09/2013	Lewes District Council	Std Ord	55.00			4051 205	55.00	Rates - TIC
01/09/2013	Lewes District Council	Std Ord	954.00			4051 205	954.00	Rates - 37 Church Street
02/09/2013	Southern Electric	812297431	408.56	408.56		501	3974 - 24/04/13 - 19/07/13	
02/09/2013	South East Water	53Q013	2,118.44	2,118.44		501	3963 - 1 July to 31 July	
02/09/2013	British Telecom	53Q013	87.44	87.44		501	3954 - 22/05/13 to 16/08/13	
04/09/2013	Talk Talk Business	4470/882	85.52	85.52		501	3966 - Aug for TIC	
10/09/2013	British Telecom	449Q032	57.56	57.56		501	3983 - line rental 01/08 31/10	
10/09/2013	Postage by Phone - Pitney Bowe	32470350	307.20	307.20		501	4023 - Franking Machine	
10/09/2013	Barclaycard	39578590	182.36	182.36		501	4036 - PDQ machine for Aug 13	
10/09/2013	Seaford Bonfire Society	202072	1,000.00			4401 215	1,000.00	Large Grant - Firework Event
12/09/2013	The Cupboard Door Company	202073	1,680.00		280.00	4111 201	1,400.00	New cupboards for members room
12/09/2013	Seaford Downs Syndrome &	202074	14.00			550	14.00	Seaford Downs Syndrome SNSG

Date: 07/10/2013

## Seaford Town Council 2013/14

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Cash Book 1

User : SJS

Current/Deposit Account

For Month No : 6

## Payments for Month 6

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
12/09/2013	St James' Trust	202075	14.00			550	14.00	Balance of charity money
12/09/2013		202076	16.99			4290 135	16.99	Expenses - Art Event
12/09/2013	Jo Brown	202077	78.34			4290 135	78.34	Animal Party @ Crypt
12/09/2013	Royal Society of St George	202078	48.00			4181 210	48.00	Trafalgar Day Dinner
12/09/2013	The Crouch Bowling Club	202079	144.00			4182 210	144.00	Fish & Chip Suppe
16/09/2013	02 (UK) Ltd	60725/001	23.20	23.20		501		3986 - mobile no 0789454136
16/09/2013	Co-Operative Bank	COOP/4656	5.91	5.91		501		4026 - Aug Salaries
16/09/2013	Co-Operative Bank	COOP/9213	22.93	22.93		501		4025 - Golf Aug DD's
19/09/2013	British Gas Business	32252766	31.95	31.95		501		4022 - 31/07/13 - 26/08/13
23/09/2013	Talk Talk Business	3098/882	261.44	261.44		501		4027 - Aug 2013
23/09/2013	HMRC	202107	4,915.40			517	4,915.40	PAYE Month 6
23/09/2013	East Sussex Pension Fund	202108	3,741.15			517	3,741.15	Pensions Contributions P6
24/09/2013	Seaford Community Partnership	202109	2,000.00			4401 215	2,000.00	Grant 2013-14 (Yth Forum)
24/09/2013	Mayors Charities	202110	40.00			4181 210	40.00	BHCC Mayor Gree Eve x 2 tickt
25/09/2013	CO-OP	CO-	14,394.03			516	14,394.03	Salaries - Sep 13
25/09/2013	Fraser Morley	BACS	3,367.00	3,367.00		501		4035 - September 2013
27/09/2013	Kent County Council (KCS)	45763	369.41	369.41		501		3993 - copier charges aug 13
30/09/2013	UK Fuels	46242	40.60	40.60		501		4028 - Fuel for Picl Up
<b>Total Payments for Month</b>			<b>37,524.43</b>	<b>7,369.52</b>	<b>280.00</b>		<b>29,874.91</b>	
<b>Balance Carried Fwd</b>			<b>725,776.98</b>					
<b>Cash Book Totals</b>			<b>763,301.40</b>	<b>7,369.52</b>	<b>280.00</b>		<b>755,651.88</b>	



## Seaford Town Council

### Report 89/13

<b>Agenda Item No:</b>	<b>5 (b)</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>24 October 2013</b>
<b>Title:</b>	<b>Finance Report</b>
<b>By:</b>	<b>Lucy Clark, Support Services Manager</b>
<b>Wards Affected:</b>	<b>All Seaford wards</b>
<b>Purpose of Report:</b>	<b>Inform Members of Income and Expenditure for the period 1 April 2013 to 30 September 2013 compared to budget.</b>

---

#### 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 30 September 2013 compared to the annual budget.
- 1.2 Variances** – the variances which may require explanation are as follows:-
  - (a)** Golf Professional Retainer Costs – will be slightly over budget due to the salary increase backdated to 1 April 2013.
  - (b)** Office Equipment – majority of budget spent on new cupboards for members room.
  - (c)** New Golf Club House – expenditure to be met by finance from PWLB.
  - (d)** Grants – budget % lower than should be due to some grants not yet being processed.
  - (e)** Nature Reserve Expenses – this overspend relates to payment of an invoice for an Assistant Reserves Officer. This account is due to be merged with the Seaford Head Estate cost centre.

**2. Financial Appraisal**

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

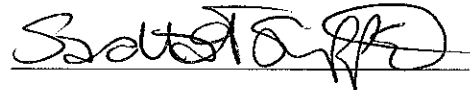
**3. Contact Officer**

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

Support Services Manager

A handwritten signature in cursive script, appearing to read 'Lucy Clark', written over a horizontal line.

Town Clerk

A handwritten signature in cursive script, appearing to read 'S. Sturges', written over a horizontal line.

## Detailed Income &amp; Expenditure by Account 30/09/2013

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<b>Expenditure Detail</b>							
4000 Salaries & Wages	233,960	104,529	246,772	142,243		142,243	42.4 %
4001 Employers NI	17,669	8,047	22,669	14,622		14,622	35.5 %
4002 Employers Superannuation	33,047	15,639	36,588	20,949		20,949	42.7 %
4009 Recruitment Costs	1,557	379	2,000	1,621		1,621	18.9 %
4010 Staff Training	1,617	1,817	3,300	1,483		1,483	55.1 %
4011 Staff Protective Clothing	678	114	720	606		606	15.8 %
4012 Staff Expenses	250	92	400	308		308	23.1 %
4013 Members Expenses	5	0	300	300		300	0.0 %
4014 Member Training	441	44	1,500	1,456		1,456	2.9 %
4041 Golf Professional Retainer	35,000	20,200	35,700	15,500		15,500	56.6 %
4045 Golf Course Player Costs	813	1,553	2,350	798		798	66.1 %
4050 Rent payable	15,000	15,000	17,500	2,500		2,500	85.7 %
4051 Rates	19,769	12,344	19,187	6,843		6,843	64.3 %
4052 Water & Sewerage	28,202	6,779	19,398	12,619		12,619	34.9 %
4055 Electricity	10,725	1,861	12,795	10,934		10,934	14.5 %
4056 Gas	4,303	1,286	5,785	4,499		4,499	22.2 %
4059 Church Street Service Charges	0	0	8,250	8,250		8,250	0.0 %
4060 Refuse	397	260	310	50		50	83.8 %
4100 Telecommunications	4,109	2,027	4,578	2,551		2,551	44.3 %
4105 Postage	1,775	1,182	2,620	1,438		1,438	45.1 %
4106 Stationery	2,427	1,386	3,050	1,664		1,664	45.5 %
4107 Photocopier	2,188	880	2,600	1,720		1,720	33.8 %
4110 Advertising & Publicity	3,021	650	3,393	2,743		2,743	19.2 %
4111 Office Equipment New	547	1,400	1,500	100		100	93.3 %
4112 Subscriptions	4,308	3,461	4,353	892		892	79.5 %
4113 Software Support	3,511	-1,441	3,815	5,256		5,256	-37.8 %
4114 Licence Fee	110	75	110	35		35	68.2 %
4115 Insurance	25,260	25,294	25,144	-150		-150	100.6 %
4116 Web Site	980	180	240	60		60	75.0 %
4155 Professional Fees	5,196	1,767	9,000	7,233		7,233	19.6 %
4156 Bank Charges	2,071	1,119	2,257	1,138		1,138	49.6 %
4157 Audit Fees	2,229	-1,700	3,600	5,300		5,300	-47.2 %
4181 Civic - Mayors Allowance	1,500	230	1,500	1,270		1,270	15.3 %
4182 Catering & Hospitality	777	164	1,150	986		986	14.3 %
4183 Civic - Awards	2,750	-808	2,000	2,808		2,808	-40.4 %
4184 Civic - other	155	270	250	-20		-20	108.0 %
4185 Fun Day & Tourney	690	0	450	450		450	0.0 %
4187 Young Mayors Awards	1,987	-635	0	635		635	0.0 %
4188 Town Crier Expenses	30	35	125	90		90	28.0 %
4189 Young Mayor	500	127	500	373		373	25.4 %

## Detailed Income &amp; Expenditure by Account 30/09/2013

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4190 Election Costs	4,778	0	6,000	6,000		6,000	0.0 %
4195 Community Services Events Exp	232	181	200	19		19	90.7 %
4199 Other Expenditure	5,998	671	2,117	1,446		1,446	31.7 %
4201 Cleaning	6,002	1,224	5,750	4,526		4,526	21.3 %
4250 Public Seating	1,439	0	0	0		0	0.0 %
4251 Dog Bin Emptying	10,245	2,538	7,708	5,170		5,170	32.9 %
4252 Litter & Dog Bin Pch & Maint	1,084	383	1,150	767		767	33.3 %
4253 Shelters	1,909	730	1,848	1,118		1,118	39.5 %
4260 Grounds Maintenance Contract	162,020	55,265	161,591	106,326		106,326	34.2 %
4261 Grounds Maint non contract	39,172	13,481	46,624	33,143		33,143	28.9 %
4262 Tree Warden Expenses	1,656	694	2,310	1,616		1,616	30.0 %
4263 Bus Shelter Maintenance/Clean	258	192	750	558		558	25.6 %
4270 Vehicles & Equipment Maint	13,094	8,872	15,506	6,635		6,635	57.2 %
4271 Vehicle & Equipment Lease`	20,996	20,996	20,996	0		0	100.0 %
4272 Equipment Purchase	4,876	5,390	15,000	9,610		9,610	35.9 %
4273 Christmas Lights	9,437	2,151	12,600	10,449		10,449	17.1 %
4274 Projects Expenditure	30,926	8,158	38,500	30,342		30,342	21.2 %
4275 Building Maintenance	5,337	973	10,660	9,687		9,687	9.1 %
4276 CCTV	8,947	8,387	11,732	3,345		3,345	71.5 %
4277 New Golf Club House	58,875	1,525	0	-1,525		-1,525	0.0 %
4280 Jubilee Event Expenditure	10,860	0	0	0		0	0.0 %
4281 Christmas Event Expenses	690	0	0	0		0	0.0 %
4290 Physical Activity Proj Expenses	0	2,444	1,569	-875		-875	155.8 %
4301 Public Works Loan Payment	33,091	16,546	83,623	67,077		67,077	19.8 %
4400 S137	455	0	0	0		0	0.0 %
4401 Grants	23,045	11,000	29,750	18,750		18,750	37.0 %
4402 Seaford in Bloom	7,867	8,804	0	-8,804		-8,804	0.0 %
4405 Grants in Kind	2,096	0	2,000	2,000		2,000	0.0 %
4410 Swimming Pool	390	0	10,000	10,000		10,000	0.0 %
4500 Nature Reserve Expenses	3,977	3,224	0	-3,224		-3,224	0.0 %
<b>Total OverHead</b>	<b>939,304</b>	<b>399,436</b>	<b>995,743</b>	<b>596,307</b>	<b>0</b>	<b>596,307</b>	<b>40.1 %</b>

**Income Detail**

1000 Golf Course Season Ticket	151,788	143,088	162,876	-19,788			87.9 %
1001 Golf Course Green Fees M-F	46,130	37,120	62,515	-25,395			59.4 %
1002 Golf Course Green Fees w/eb/h	46,879	28,206	60,515	-32,309			46.6 %
1003 Golf Course Specials	39,110	25,751	37,300	-11,549			69.0 %
1004 Golf Course Locker	2,059	0	0	0			0.0 %
1005 Golf Course Credit Card Charge	241	96	160	-64			60.0 %
1007 Golf Course Air Traffic	5,000	3,750	5,130	-1,380			73.1 %
1050 Income Rent	32,679	21,604	39,028	-17,424			55.4 %



Time :- 11:14

## Detailed Income &amp; Expenditure by Account 30/09/2013

Month No : 6

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1051 Income Insurance Recharge	2,949	0	2,833	-2,833			0.0 %
1053 Income Grants	11,165	2,460	7,638	-5,178			32.2 %
1054 Income Other	17,265	5,673	9,092	-3,419			62.4 %
1055 Income Seating	1,693	368	0	368			0.0 %
1056 Fun Day & Tourney	590	445	0	445			0.0 %
1057 Income Electricity Recharge	3,413	690	3,045	-2,355			22.7 %
1058 Income Water Recharge	2,025	0	2,161	-2,161			0.0 %
1059 Photocopying Income	153	1	100	-99			0.7 %
1060 Beach Huts Site Licence	14,000	13,817	14,400	-583			96.0 %
1061 Beach Hut Annual Rent	10,320	10,843	10,860	-17			99.8 %
1062 Income Telephone Recharge	848	0	900	-900			0.0 %
1063 Income Gas Recharged	1,373	0	0	0			0.0 %
1064 Income Young Mayor/Personality	1,937	0	0	0			0.0 %
1065 Income Xmas Lights	909	0	900	-900			0.0 %
1066 Concession Income	56,725	56,985	56,985	0			100.0 %
1068 Income Stationery Re-Charge	22	0	0	0			0.0 %
1070 Community Services Events	16	921	0	921			0.0 %
1075 Christmas Event	1,567	0	0	0			0.0 %
1080 Jubilee Event Income	1,092	0	0	0			0.0 %
1090 Pysical Activity Proj Income	1,569	0	0	0			0.0 %
1100 Income Advertising	0	431	1,550	-1,119			27.8 %
1176 Precept	509,629	523,720	523,720	0			100.0 %
1190 Interest Received	4,988	744	2,500	-1,756			29.7 %
1200 Income Nature Reserve	3,900	2,142	0	2,142			0.0 %
<b>Total Income</b>	<b>972,035</b>	<b>878,853</b>	<b>1,004,208</b>	<b>-125,355</b>			<b>87.5 %</b>
<b>Total Expenditure</b>	<b>939,304</b>	<b>399,436</b>	<b>995,743</b>	<b>596,307</b>	<b>0</b>	<b>596,307</b>	<b>40.1 %</b>
<b>Total Income</b>	<b>972,035</b>	<b>878,853</b>	<b>1,004,208</b>	<b>-125,355</b>			<b>87.5 %</b>
<b>Net Expenditure over Income</b>	<b>-32,731</b>	<b>-479,417</b>	<b>-8,465</b>	<b>470,952</b>			

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## Seaford Town Council

### Report 91/13

**Agenda Item No:** 6  
**Committee:** Finance & General Purposes  
**Date:** 24 October 2013  
**Title:** Budget – Members suggestions for inclusion in Budget for 2014/15  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To consider suggestions made by Councillors for inclusion in the draft budget for 2014/15.

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#### Recommendations

*There is no Officer recommendation for this item.*

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#### 1. Information

- 1.1 As part of the preparation process Members are invited to put forward suggestions for items to be included in the budget which can be considered by the Committee.
- 1.2 The draft budget for 2014-15 will be considered by this Committee on 19 December 2013.

#### 2. Financial Appraisal

The financial implications will depend on what, if any suggestions the Committee agrees should be included in the budget for 2014-15. It will not however have any implications for the current financial year.

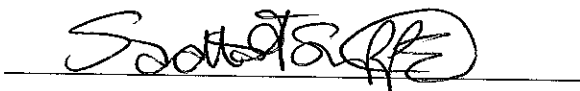
#### 3. Contact Officer

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

Support Services Manager



Town Clerk



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## Seaford Town Council

### Report 87/13

**Agenda Item No:** 7  
**Committee:** Finance & General Purposes  
**Date:** 24 October 2013  
**Title:** 2014-15 Budget Framework and Timetable  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To advise the Committee of the proposed Budget Framework and Timetable for 2014-15.

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#### Recommendations

##### You are recommended:

1. To approve the Budget Framework and Timetable.
- 

#### 1. Information

- 1.1 Financial Regulation 6 states that the RFO is responsible for the development of the Budget Framework and Timetable each year, which will set out the proposed strategy and timescale for the setting of the annual Revenue and Capital Budget. The Budget Framework and Timetable will be approved each year by F&GP Committee.
- 1.2 In the autumn, each Committee shall formulate proposals for their own area of responsibility in respect of revenue and capital including the use of reserves and sources of funding for the following year.
- 1.3 The preparation of the budget for 2014-15 has commenced now that September transactions have been processed. The transactions for the six months to September will be used as a base for a reforecast budget for 2013-14 and initial budget for 2014-15. Members have been requested to present items they wish to be included in the budget to the relevant Committee Chairman so that they can be discussed by that Committee as part of the preparation process.
- 1.4 The proposed timetable is:


28 Nov 13	Community Services Committee	budget approval
3 Dec 13	Golf Course Committee	budget approval
12 Dec 13	Planning & Highways Committee	budget approval
19 Dec 13	F&GP Committee	budget approval
16 Jan 14	Council	Final approval & Precept set
- 1.5 The majority group should provide any necessary direction to officers to facilitate the budget preparation.

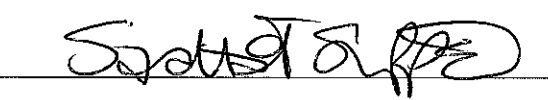
**2. Financial Appraisal**

There are no immediate financial implications resulting from this report.

**3. Contact Officer**

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

Support Services Manager  \_\_\_\_\_

Town Clerk  \_\_\_\_\_



## Seaford Town Council

### Report 93/13

<b>Agenda Item No:</b>	<b>8</b>
<b>Committee:</b>	<b>Finance &amp; General Purposes</b>
<b>Date:</b>	<b>24 October 2013</b>
<b>Title:</b>	<b>Financial Write-off Policy</b>
<b>By:</b>	<b>Sam Shippen, Town Clerk</b>
<b>Purpose of Report:</b>	<b>To seek approval for the establishment of a policy on delegation of authority to approve write-off in relation to unrecovered income.</b>

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#### Recommendations

You are recommended:

- 1. To agree the delegation of authority to the RFO to write-off any income up to £50 where administrative errors or roundings are identified.**
  - 2. To agree the delegation of authority to the RFO in consultation with the Chairman & Vice Chairman of F&GP Committee to write-off bad debts of up to £200 where evidence of unsuccessful recovery is demonstrated.**
  - 3. Subject to approval of 1 and/or 2; to agree that the required amendments to Financial Regulation 12.4 be made at the next review of Financial Regulations.**
- 

#### 1. Information

- 1.1** Following review of outstanding income by the Town Clerk (RFO) and the Chairman & Vice Chairman there are a number of small outstanding debts and roundings which would cost more to recover than their worth.
- 1.2** Currently Financial Regulation 12.4 requires approval of this Committee for write off of any sum from 1p.
- 1.3** Approval is sought to agree that the RFO may write-off any sums where roundings or administrative errors are identified up to a total of £50 per supplier.
- 1.4** Further approval is sought for the delegation to the RFO to consult with the Chairman & Vice Chairman of this Committee to write-off any debts of up to £200 where the process of follow up has failed to recover the outstanding sum and we would otherwise be required to instigate legal means to secure recovery.
- 1.5** Financial Regulations are due for review in April 2014, if the proposed policy is approved, it is recommended that this policy becomes an addendum to the

regulations until review. At which time the regulations will be amended to reflect policy.

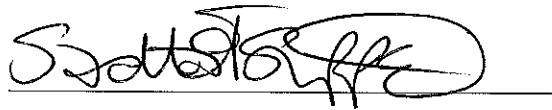
**2. Financial Appraisal**

The financial impact will be a negative amount to the accounts equal to the write off.

**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. The signature is stylized and cursive.





## Seaford Town Council

Report 92/13

**Agenda Item No:** 9  
**Committee:** Finance & General Purposes  
**Date:** 24 October 2013  
**Title:** Staff Matters Update  
**By:** Sam Shippen, Town Clerk  
**Purpose of Report:** To advise on staff matters.

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### Recommendations

You are recommended:

1. To endorse the appointment of Mrs Lucy Clark as Support Services Manager.
  2. To endorse the appointment of Mrs Georgina Raeburn as PA to the Town Clerk.
  3. To note the resignations of Mrs Debbie Page-Flory and Mrs Louise Stephens.
  4. To endorse the actions of the Town Clerk in progressing the filling of the Administration Assistant (Finance & Administration) vacancy.
- 

### 1. Information

- 1.1 Following the recent staff appointments two of the new recruits, Debbie Page-Flory (PA to the Town Clerk) and Louise Stephens (Support Services Manager) subsequently resigned as advised to councillors via email.
- 1.2 Mrs Lucy Clark has been appointed as Support Services Manager following discussion of the Town Clerk with the Leader & Deputy Leader of the Council; she will be undertaking this role on a training basis which will include attendance at Brighton & Hove College to study for the Association of Accounting Technicians qualification. Whilst in training, Lucy will be on a proportional rate for the position, reverting to the full rate upon successful completion of the qualification.
- 1.3 The Administration Assistant (Finance & Administration) left vacant following Lucy's promotion has been advertised with a closing date of 21 October 2013 and will be filled as soon as possible.
- 1.4 Mrs Georgia Raeburn has been appointed as PA to the Town Clerk following interview by the Town Clerk and will take up the position on 22 October.

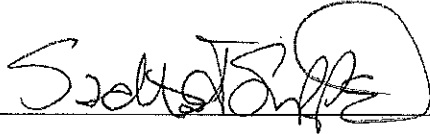
**2. Financial Appraisal**

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



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## Seaford Town Council

Report 88/13

**Agenda Item No:** 10  
**Committee:** Finance & General Purposes  
**Date:** 24 October 2013  
**Title:** Training Reports  
**By:** Lucy Clark, Support Services Manager  
**Purpose of Report:** To submit training reports in connection with the recently attended events.

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### Recommendations:

*Officer/Member recommendations are included in appendices A, B, C & D*

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### 1. Information

#### 1.1 SALTEX Playfair

1.1.1 The Projects & Facilities Manager attended the annual Sports, Amenities and Landscaping Trade Exhibition, SALTEX and PlayFair, on Thursday 5<sup>th</sup> September 2013.

1.1.2 The exhibition provides a platform for grounds maintenance, sports amenity, horticulture and landscaping businesses to market their services to a broad range of potential clients. The partnering show 'Playfair' also saw Play equipment manufacturers, surfacing suppliers and contractors in attendance; others included companies offering supply or manufacture of landscape furniture, signage and more.

#### 1.2 LCAS Seminar

1.2.1 The Projects & Facilities Manager attended the annual LCAS seminar on Wednesday 2<sup>nd</sup> October 2013, accompanied by Councillors Sylvia Dunn and Roger Needham.

1.2.2 A regular feature of the seminar reviewed recent Accidents and Claims as well as on-going Claims. The main focus for this year's seminar was identifying the differences between Contractors and Partnerships and considering who the duty bodies were for particular scenarios. There was also focus on duties in connection with grounds maintenance contract arrangements. The seminar was concluded with a quiz on some common Health and Safety Myths.

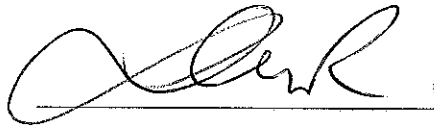
**2. Financial Appraisal**

The cost of the training was within the Staff and Councillor training budgets for 2013-14.

**3. Contact Officer**

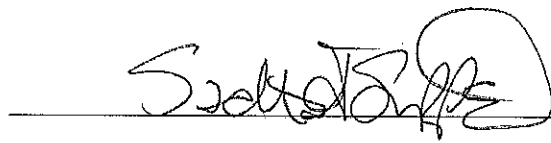
The Contact Officer for this report is Lucy Clark, Support Services Manager.

Support Services Manager



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Town Clerk



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**Seaford Town Council**

**Training Report Form**

**Subject of Training:** SALTEX – Sports, Amenities, Landscaping Exhibition and PLAYFAIR

**Date:** 5 September 2013

**Venue:** Royal Windsor Racecourse

<b>Training Aim</b>	Exhibition attendance to experience the range of products and industry related professions, providers and manufacturers.
<b>Brief Details</b>	<p>The event was an open air exhibition with a vast range of play, maintenance and agricultural equipment on display as well as an array of companies offering their services.</p> <p>Focusing predominantly on the management of public open space and recreation areas, the show also included 'PlayFair', part of the show that allowed for play, sports and safety surfacing manufacturers to present themselves. This was a useful experience in identifying alternative service options as well as some other variations of play equipment and related products, this was particularly relevant when considering development of play space projects, currently The Salts.</p> <p>The show also offered access to 'Ask the Expert' workshops and related seminars. The Institute of Groundsmanship (IOG) were the key contributor to the seminars and workshops, on hand to provide professional advice.</p>
<b>Recommendation (if any to STC)</b>	<ul style="list-style-type: none"> <li>• The show should be revisited next year in more depth, especially considering preparations for the next grounds maintenance contract, currently due to start in 2015.</li> <li>• Regular annual attendance may be beneficial for relevant managers to maintain an up to date insight into industry developments and standards.</li> </ul>

**Signed:** Ben King

**Date:** 10/10/2013

## Seaford Town Council

## Training Report Form

**Subject of Training:** LCAS – Annual Seminar

**Date:** 2 October 2013

**Venue:** Millbrook Garden Centre - Crowborough

<b>Training Aim</b>	Discussion and review of industry related risk management and insurance practices.
<b>Brief Details</b>	<p><b>Accident and Claims Review</b> This part of the seminar reviewed a number of claims, some successful, some ongoing and some 'defended' claims. Attendees are asked to assess a range of claims and consider if the case should be defended or if there was evidence of negligence on the part of the land or property owner. Also looking at cases where contractors were potentially the cause of an incident; it set the theme for the seminar that Councils or duty holders cannot simply contract out their liability. A useful part of the LCAS seminars, this allows an insight in to how some claims could very easily be avoided, not just through Risk Assessment but especially through awareness, attention to detail and robust management processes.</p> <p><b>Contractors and Partnerships</b> This looked at the key differences between contractors and partnerships. It was quite clear that where 'partnership' is very often used to describe the arrangement between groups or companies for certain activities or duties, there are very few occasions when it can be considered a partnership, in most cases, especially where there is one specific beneficiary or duty holder, the arrangement should only be treated as a contract.</p> <p><b>Grounds Maintenance</b> This part of the seminar looked at the process of developing and maintaining relationships and entering into contracts for the maintenance or care of our assets. Moving on from some of the scenarios used in the first two sections this focused specifically on the 'best practice' when entering into agreements.</p> <p><b>Health and Safety Myths</b> This looks at a number of common Health and Safety Myths as well as emerging ones and quizzed attendees to give their view on whether they were truths or myths.</p>
<b>Recommendation (if any to STC)</b>	<ul style="list-style-type: none"> <li>• Bear in mind how the Town Council can maintain the working relationships with existing partners and contractors whilst ensuring that certain commitments and obligations continue to be met.</li> <li>• Continue to be aware of how the Town Council should enter into agreements with clear understanding of the responsibilities.</li> </ul>

**Signed:** Ben King

**Date:** 10 October 2013

**Seaford Town Council****Training Report Form****Subject of Training:****Date: 2<sup>nd</sup> October 2013****Venue: Crowborough**

<b>Training Aim</b>	
<b>Brief Details</b>	<b>Course held at the Garden Centre in Crowborough</b>
<b>Recommendation (if any to STC)</b>	<b>An essential course for all full time staff and a course suitable for all council members to have an insight into the required knowledge of the full time staff.  A worthwhile course and the buffet lunch was first class!</b>

**Signed: Roger Needham****Date: 14<sup>th</sup> October 2013**

## Seaford Town Council

## Training Report Form

**Subject of Training: Local Council Advisory Service – Annual Seminars**

**Date: 2<sup>nd</sup> October 2013**

**Venue: Millbrook Garden Centre - Crowborough**

Training Aim	Risk Assessment/Insurance
<p><b>Brief Details</b></p>	<p>A warm welcome on arrival with tea/coffee and biscuits. The presenter Sarah Brown was engaging and informative.</p> <p><b>Accident and Claims Review</b> A regular feature of the seminar where recent claims that have been made against town and parish councils are reviewed. This was interactive and from information given, you had to decide whether the claim is defended or settled.</p> <p><b>Contractors and Partnerships</b> This was a discussion on the difference between contracts and partnerships, legal liabilities, and the ways in which the Council can safeguard its position. Group based working.</p> <p><b>Grounds Maintenance</b> This was a discussion on Local Council employees who work in ground maintenance and the risk that are involved, looking at practical solutions and procedures that can be put in place to reduce the likelihood of loss and injury. Group based working.</p> <p><b>Health &amp; Safety Myths</b> This session was to look at some of the issues that have been brought to the attention of the Health and Safety Executive "Myth Busters Challenge Panel". This was interactive and you had to decide whether there is a valid reason of law that prevents the activity going ahead in safety.</p> <p><b>Question Time</b></p>
<p><b>Recommendation (if any to STC)</b></p>	<p>Attendance at this seminar is very worthwhile for Councillors, it gave a real insight into what is involved in running a council and the risks involved, and what measures should be taken.</p>

**Signed: Sylvia Dunn**

**Date: 15/10/2013**