



Seaford Town Council

To the Members of the Finance & General Purposes Committee

A meeting of the **Finance & General Purposes Committee** will be held at **via Zoom*** on **Thursday 8th April 2021 at 7.00pm**, which you are summoned to attend.

Adam Chugg
Town Clerk
29th March 2021

***see overleaf for important information to join virtual meeting and accessing password**

PLEASE NOTE THAT THIS MEETING WILL BE VIDEO RECORDED

Agenda

1. Apologies for Absence and Declaration of Substitute Members

2. Disclosure of Interests

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

3. Public Participation

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

4. Finance Reports

a. [Receipts, Payments and Bank Reconciliation Reports for December 2020, January and February 2021](#)

To consider report 163/20 regarding receipts, payments and bank reconciliation for December 2020, January and February 2021 and to note the transfers of monies between the Co-operative Current Account and the CCLA Deposit Account (pages 3 to 5).

b. [Finance Report to 28th February 2021](#)

To consider report 164/20 presenting the Income and Expenditure for 1st April 2020 to 28th February 2021 (pages 6 to 22).

5. [Discretionary Grants Policy Review & 2021/22 Grants Scheme](#)

To consider report 159/20 presenting the Discretionary Grants Policy for review, the 2021 Grants Scheme timeline for noting and a request regarding 2020/21 grant funds (pages 23 to 30).

6. Exclusion of Press & Public

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

The Chair will remind all remaining virtual meeting participants to ensure that the exempt discussions remain confidential by either being in a private space away from others or through the use of headphones.

7. Receipts Due for Payment as at 28th February 2021

To consider exempt report 165/20 informing the Committee of the receipts due for payment at 28th February 2021 (exempt pages 1 to 3).

For further information about items appearing on this Agenda please contact:

Adam Chugg, Town Clerk, 37 Church Street, Seaford, East Sussex, BN25 1HG

Email: admin@seafordtowncouncil.gov.uk

Telephone: 01323 894 870 (*please note that due to working from home, this phone line is not currently manned, so please leave a voice message and this will be picked up and forwarded to the relevant member of staff to deal with*)

Zoom Meetings

In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities meetings, the Council will be holding this meeting via the online video conference facility, Zoom.

To join the Zoom meeting follow this link:

<https://zoom.us/j/98966149077?pwd=aEJiQ25LWFh0ZDNzT2J0TVYyVkw0QT09>

Meeting ID: 989 6614 9077

Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting.

Please therefore email admin@seafordtowncouncil.gov.uk for the password at least 24 hours before the scheduled meeting date)

Telephone number to join by audio only: 0203 481 5240 (you will be prompted to enter the meeting ID and password before joining the meeting)

Zoom Joining Instructions and Guidance on Attending and Taking Part in Zoom meetings are available to download from <https://www.seafordtowncouncil.gov.uk/council-meetings/>



Seaford Town Council

Report 163/20

Agenda Item No:	4a
Committee:	Finance & General Purposes
Date:	8th April 2021
Title:	Receipts, Payments and Bank Reconciliation Reports for December 2020, January & February 2021.
By:	Lucy Clark, Finance Manager
Purpose of Report:	To advise the Committee of Receipts, Payments and Bank Reconciliations for December 2020, January & February 2021.

Recommendations:

The Committee is recommended:

1. To note the report.

1. Information

- 1.1** In line with Financial Regulations 2.2, a member other than the Mayor shall be appointed to verify bank reconciliations. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall then on conclusion be reported, including any exceptions, to the Finance & General Purposes Committee to be noted.
- 1.2** Councillor Mark Brown is the current appointed member and continues to view and verify that he is in agreement with the Co-op bank reconciliations already reconciled by the Finance Manager. However, this task may also be carried out by the Vice Chair of this Committee.
- 1.3** Therefore, and in line with the above, the bank statements for December 2020, January and February 2021 have been viewed and verified by Councillor Mark Brown. Hard copies are available on request.
- 1.4** Attached in Appendix A is a table showing the total receipts and payments for the months of December 2020, January and February 2021.
- 1.5** Cashbooks and BACS pages detailing these transactions are available on request.
- 1.6** The Finance Manager continues to monitor the Co-operative current account ensuring that there are enough funds to cover monthly outgoings, drawing down as necessary from the CCLA account which can be done on a day's notice provided there are two authorised signatories.

- 1.7** For clarity, the CCLA account has been set up in such a way that monies within this account can only be transferred back and forth to the nominated Co-operative Account; other payments from this account cannot be made.
- 1.8** The Council has funds in the Public Sector Deposit Fund (PSDF). Dividends are earned daily on funds with the CCLA and are paid at the end of each month. Since April 2020, a total of £1,056.54 dividends has been paid into the Council's current account.
- 1.9** Since 1st April 2020, £400,000 has been drawn down from the CCLA account leaving a balance of £525,000.
- 1.10** The Responsible Financial Officer recently attended a webinar by CCLA that explained about the possibility of negative interest rates. Should this occur then the capital that is in the PSDF would reduce rather than a fee be charged. Hopefully this will not happen but if it does, the Council will be informed quickly and the funds can be withdrawn.
- 1.11** The PSDF is a low risk fund and points to note are
- Security (AAA rated)
 - Liquidity (same day / 1 day access)
 - Yield (above the market after management fees)
 - £1.3bn fund- £100m from Town & Parish Councils
 - £25,000 minimum investment
 - The only money market fund used by Town & Parish Councils
 - Current yield is 0.04% net of management fees compared to zero / 0.01% with some of the companies used by Principle Authorities.

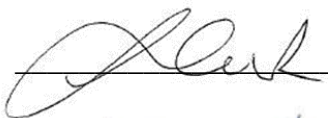
2. Financial Appraisal

As at 28th February 2021, the actual monies held in the Co-operative bank account were £263,472.01, along with the £525,000 held in the CCLA account.

3. Contact Officer

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

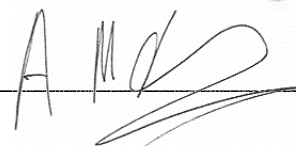
Finance Manager



Responsible Financial Officer



Town Clerk



Report 163-20 Appendix A

Co-Operative Bank Current Account

Month	B/F	Receipts (CR)	Payments (DR)	Balance to C/F
December	£ 156,734.79	£ 291,227.62	£ 98,942.94	£ 349,019.47
January	£ 349,019.47	£ 55,985.52	£ 103,067.48	£ 301,937.51
February	£ 301,937.51	£ 159,700.52	£ 198,166.02	£ 263,472.01

CCLA Investment Account

Month	B/F	CR (Transferred FROM Co-op Account)	DR (Transferred INTO Co-Op Account)	Balance to C/F
December	£ 725,000.00	£ -	£ 200,000.00	£ 525,000.00
January	£ 525,000.00	£ -	£ -	£ 525,000.00
February	£ 525,000.00	£ -	£ -	£ 525,000.00



Seaford Town Council

Report 164/20

Agenda Item No:	4 (b)
Committee:	Finance & General Purposes
Date:	8th April 2021
Title:	Finance Report
By:	Lucy Clark, Finance Manager; Karen Singleton, Responsible Financial Officer (RFO)
Purpose of Report:	To inform Members of the Income and Expenditure to 28th February 2021 and highlight significant variances from budget.

Recommendations

The Committee is recommended:

- 1. To delegate to the RFO the power to earmark any underspends on an annual basis on all building maintenance, grounds maintenance and vehicle & equipment maintenance budgets to appropriate reserves as long as there are sufficient underspends in the overall budgets at the year end. Any such decisions are to be communicated promptly to the F&GP committee members (point 1.5 below).**
- 2. Subject to recommendation 1 being agreed, to recommend that Full Council agrees the inclusion of the above delegation within its adopted Scheme of Delegation (point 1.6 below).**
- 3. To approve the RFO creating an Earmarked Reserve for Memorial Bench Maintenance and earmark any surplus in Memorial Bench Income and Expenditure at the 2020/21 year end (point 1.6 below)**
- 4. To note the report.**

1. Information.

- 1.1** Attached in Appendix A is the detailed income and expenditure for the period 1st April 2020 to 28th February 2021 for each committee compared to the annual budget.
- 1.2** Detail for over performance / underperformance of individual budgets is provided by the Cost Centre Managers when reporting to the relevant committee.
- 1.3** With regards to the Finance & General Purposes Committee report, significant variances for this Committee are reported in Appendix B.
- 1.4** £12,000 was budgeted for election expenses to be transferred to an Earmarked Reserve to spread the cost of the four yearly elections. This will be transferred during the year end processes.
- 1.5** The RFO has recommended in previous reports to this Committee and Full Council that it would be good financial governance to set to up Earmarked Reserves for building maintenance, grounds maintenance and vehicle & equipment maintenance. The balances on which would be increased at the year end by underspends on the

budget. Due to the significant amounts of grants received and many budgeted underspends, the RFO feels that it would be possible to start this process in the 2020/21 financial year. It is therefore recommended that the Committee delegate to the RFO the power to earmark any underspends on an annual basis for future liabilities, on all of these budgets as long as there are sufficient underspends in the overall budgets.

- 1.6 Due to the above delegation request being a permanent one rather than just for a specific instance, this Committee is recommended to request that Full Council agrees to include this delegation within its adopted Scheme of Delegation, to ensure this policy document is kept up to date.
- 1.7 The Community Services Committee have agreed that any surplus in the Memorial Bench Income & Expenditure would be used to set up an Earmarked Reserve for the maintenance of the existing benches. This was agreed to start in 2021/22 only because of uncertainty on the 2020/21 finances. The RFO recommends that there are sufficient funds to begin this in 2020/21.

2. Financial Appraisal

As at the 28th February the overall net income over expenditure for the Finance & General Purposes committee shows an underspend of £75,619 compared to budget. This is due to savings made within the expenditure largely relating to Subcontracted Staff, Staff Training, Advertising, Capital Purchase and Elections. It also includes grant income in relation to the furlough.

3. Contact Officer

The Contact Officers for this report are Lucy Clark, Finance Manager, and Karen Singleton, RFO.

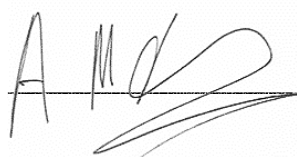
Finance Manager



Responsible Financial Officer



Town Clerk



Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
Community Services								
<u>105 Salts Recreation Ground</u>								
1050	Income Rent	1,849	2,152	303		85.9%		
1051	Income Insurance Recharge	1,436	1,436	0		100.0%		
1055	Income Memorial Bench	0	1,500	1,500		0.0%		
1058	Income Water Recharge	4,036	4,579	543		88.1%		
1066	Income Concession	6,125	18,825	12,700		32.5%		
1073	Sports Pitch Hire & Green Fees	1,878	3,636	1,758		51.7%		
1076	Income Insurance Claim	2,840	0	(2,840)		0.0%		
	Salts Recreation Ground :- Income	18,165	32,128	13,963		56.5%	0	
4018	Water Refill Maint	95	0	(95)	(95)	0.0%		
4052	Water & Sewerage	1,965	8,000	6,035	6,035	24.6%		
4055	Electricity	284	284	(0)	(0)	100.1%		
4056	Gas	87	0	(87)	(87)	0.0%		
4100	Telecommunications	210	200	(10)	(10)	104.9%		
4115	Insurance	3,582	3,411	(171)	(171)	105.0%		
4155	Professional Fees	853	0	(853)	(853)	0.0%		
4250	Memorial Bench	0	1,000	1,000	1,000	0.0%		
4251	Dog Bin Emptying	1,719	1,922	203	203	89.4%		
4252	Additional Litter Pick	0	723	723	723	0.0%		
4260	Grounds Maintenance Contract	63,915	71,750	7,836	7,836	89.1%		
4261	Grounds Maint non contract	2,253	6,000	3,747	3,747	37.5%		
4275	Building Maintenance	9,840	4,000	(5,840)	(5,840)	246.0%	4,150	
	Salts Recreation Ground :- Indirect Expenditure	84,801	97,290	12,489	0	12,489	87.2%	4,150
	Net Income over Expenditure	(66,637)	(65,162)	1,475				
6000	plus Transfer from EMR	4,150						
	Movement to/(from) Gen Reserve	(62,487)						
<u>106 Crouch Recreation Ground</u>								
1050	Income Rent	1,625	1,625	0		100.0%		
1051	Income Insurance Recharge	617	628	11		98.2%		
1055	Income Memorial Bench	1,285	0	(1,285)		0.0%		
1058	Income Water Recharge	0	1,500	1,500		0.0%		
1073	Sports Pitch Hire & Green Fees	5,081	10,000	4,919		50.8%		
1076	Income Insurance Claim	1,170	0	(1,170)		0.0%		
	Crouch Recreation Ground :- Income	9,778	13,753	3,975		71.1%	0	
4052	Water & Sewerage	1,956	6,700	4,744	4,744	29.2%		

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	854	843	(11)		(11)	101.3%	
4155 Professional Fees	1,256	0	(1,256)		(1,256)	0.0%	
4250 Memorial Bench	639	0	(639)		(639)	0.0%	
4251 Dog Bin Emptying	1,228	1,372	144		144	89.5%	
4260 Grounds Maintenance Contract	39,358	44,029	4,671		4,671	89.4%	
4261 Grounds Maint non contract	1,497	4,120	2,623		2,623	36.3%	
4275 Building Maintenance	1,270	1,000	(270)		(270)	127.0%	
Crouch Recreation Ground :- Indirect Expenditure	48,057	58,064	10,007	0	10,007	82.8%	0
Net Income over Expenditure	(38,279)	(44,311)	(6,032)				
<u>107 Martello Fields</u>							
1050 Income Rent	3,170	7,500	4,330			42.3%	
Martello Fields :- Income	3,170	7,500	4,330			42.3%	0
4115 Insurance	7	0	(7)		(7)	0.0%	
4251 Dog Bin Emptying	982	1,098	116		116	89.4%	
4260 Grounds Maintenance Contract	14,371	16,148	1,777		1,777	89.0%	
4261 Grounds Maint non contract	553	4,244	3,691		3,691	13.0%	
Martello Fields :- Indirect Expenditure	15,913	21,490	5,577	0	5,577	74.0%	0
Net Income over Expenditure	(12,743)	(13,990)	(1,247)				
<u>108 Other Open Spaces</u>							
1050 Income Rent	90	90	0			100.0%	
1066 Income Concession	300	0	(300)			0.0%	
1072 Income Trees for Seaford	1,819	0	(1,819)			0.0%	1,819
Other Open Spaces :- Income	2,209	90	(2,119)			2454.1%	1,819
4052 Water & Sewerage	128	331	203		203	38.6%	
4154 Land Registry Fees	0	60	60		60	0.0%	
4251 Dog Bin Emptying	1,964	2,197	233		233	89.4%	
4260 Grounds Maintenance Contract	27,484	30,887	3,403		3,403	89.0%	
4261 Grounds Maint non contract	1,298	7,000	5,702		5,702	18.5%	
4262 Trees for Seaford	3,701	0	(3,701)		(3,701)	0.0%	3,701
Other Open Spaces :- Indirect Expenditure	34,574	40,475	5,901	0	5,901	85.4%	3,701
Net Income over Expenditure	(32,366)	(40,385)	(8,019)				
6000 plus Transfer from EMR	3,701						
6001 less Transfer to EMR	1,819						
Movement to/(from) Gen Reserve	(30,483)						

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>113</u> <u>Crypt</u>							
1051 Income Insurance Recharge	369	366	(3)			100.9%	
	<u>369</u>	<u>366</u>	<u>(3)</u>			<u>100.9%</u>	<u>0</u>
Crypt :- Income							
4115 Insurance	369	366	(3)		(3)	100.9%	
4275 Building Maintenance	60	500	440		440	12.0%	
	<u>429</u>	<u>866</u>	<u>437</u>	<u>0</u>	<u>437</u>	<u>49.6%</u>	<u>0</u>
Crypt :- Indirect Expenditure							
Net Income over Expenditure	<u>(60)</u>	<u>(500)</u>	<u>(440)</u>				
<u>114</u> <u>South Street</u>							
4275 Building Maintenance	345	1,030	685		685	33.5%	
	<u>345</u>	<u>1,030</u>	<u>685</u>	<u>0</u>	<u>685</u>	<u>33.5%</u>	<u>0</u>
South Street :- Indirect Expenditure							
Net Expenditure	<u>(345)</u>	<u>(1,030)</u>	<u>(685)</u>				
<u>115</u> <u>Martello Tower</u>							
4115 Insurance	1,695	1,695	(0)		(0)	100.0%	
4275 Building Maintenance	525	8,000	7,475		7,475	6.6%	
	<u>2,220</u>	<u>9,695</u>	<u>7,475</u>	<u>0</u>	<u>7,475</u>	<u>22.9%</u>	<u>0</u>
Martello Tower :- Indirect Expenditure							
Net Expenditure	<u>(2,220)</u>	<u>(9,695)</u>	<u>(7,475)</u>				
<u>116</u> <u>Seaford Head Estate</u>							
1011 Income Filming	49,642	15,000	(34,642)			330.9%	
1019 Rechargeable Income	250	0	(250)			0.0%	
1050 Income Rent	10,155	10,000	(155)			101.5%	
1053 Income Grants	3,250	3,250	0			100.0%	
1054 Income Other	0	100	100			0.0%	
1055 Income Memorial Bench	3,335	2,000	(1,335)			166.8%	
1066 Income Concession	1,200	1,800	600			66.7%	
1200 Income Nature Reserve	564	750	186			75.3%	
	<u>68,396</u>	<u>32,900</u>	<u>(35,496)</u>			<u>207.9%</u>	<u>0</u>
Seaford Head Estate :- Income							
4019 Rechargeable Expenditure	250	0	(250)		(250)	0.0%	
4110 Advertising & Publicity	0	2,884	2,884		2,884	0.0%	
4115 Insurance	851	851	0		0	100.0%	
4199 Other Expenditure	0	1,300	1,300		1,300	0.0%	
4250 Memorial Bench	1,732	2,000	268		268	86.6%	
4251 Dog Bin Emptying	982	1,098	116		116	89.4%	
4260 Grounds Maintenance Contract	1,696	1,901	205		205	89.2%	
4261 Grounds Maint non contract	2,401	3,090	689		689	77.7%	

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4275 Building Maintenance	304	4,000	3,696		3,696	7.6%	
4500 Nature Reserve Expenses	13,691	14,500	809		809	94.4%	
4501 Filming Expenses	9,691	3,000	(6,691)		(6,691)	323.0%	
Seaford Head Estate :- Indirect Expenditure	31,598	34,624	3,026	0	3,026	91.3%	0
Net Income over Expenditure	36,798	(1,724)	(38,522)				
<u>117 Seafront</u>							
1011 Income Filming	1,890	0	(1,890)			0.0%	
1055 Income Memorial Bench	690	0	(690)			0.0%	
1057 Income Electricity Recharge	2,516	4,310	1,794			58.4%	
1058 Income Water Recharge	146	99	(47)			147.1%	
1066 Income Concession	28,133	48,175	20,042			58.4%	
1078 Income Entertainment Area	2,400	0	(2,400)			0.0%	
1084 Income Promenade	0	300	300			0.0%	
Seafront :- Income	35,775	52,884	17,109			67.6%	0
4052 Water & Sewerage	79	500	421		421	15.8%	
4055 Electricity	2,516	4,310	1,794		1,794	58.4%	
4115 Insurance	925	875	(50)		(50)	105.8%	
4154 Land Registry Fees	3	0	(3)		(3)	0.0%	
4250 Memorial Bench	342	0	(342)		(342)	0.0%	
4253 Shelters	1,812	2,000	188		188	90.6%	
4254 Martello Entertainments Area	365	0	(365)		(365)	0.0%	
4261 Grounds Maint non contract	4,361	6,000	1,639		1,639	72.7%	
4270 Vehicles & Equipment Maint	22	100	78		78	21.6%	
4275 Building Maintenance	2,136	3,000	864		864	71.2%	
Seafront :- Indirect Expenditure	12,560	16,785	4,225	0	4,225	74.8%	0
Net Income over Expenditure	23,215	36,099	12,884				
<u>118 Beach Huts</u>							
1019 Rechargeable Income	3,335	0	(3,335)			0.0%	
1054 Income Other	539	0	(539)			0.0%	
1057 Income Electricity Recharge	110	0	(110)			0.0%	
1060 Beach Huts Site Licence	23,301	22,690	(611)			102.7%	
1061 Beach Hut Annual Rent	13,355	23,636	10,281			56.5%	
1066 Income Concession	2,950	6,000	3,050			49.2%	
1094 Income Seasonal Beach Huts	0	15,000	15,000			0.0%	
Beach Huts :- Income	43,591	67,326	23,735			64.7%	0
4019 Rechargeable Expenditure	3,210	0	(3,210)		(3,210)	0.0%	

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021 Electricity Top Up Cards	40	0	(40)		(40)	0.0%	
4051 Rates	4,151	3,659	(492)		(492)	113.4%	
4055 Electricity	133	0	(133)		(133)	0.0%	
4110 Advertising & Publicity	0	2,000	2,000		2,000	0.0%	
4115 Insurance	1,179	1,617	438		438	72.9%	
4258 Seasonal Beach Hut Revenue Exp	2,463	10,000	7,537		7,537	24.6%	
4275 Building Maintenance	3,790	1,061	(2,729)		(2,729)	357.2%	2,030
Beach Huts :- Indirect Expenditure	14,965	18,337	3,372	0	3,372	81.6%	2,030
Net Income over Expenditure	28,625	48,989	20,364				
6000 plus Transfer from EMR	2,030						
Movement to/(from) Gen Reserve	30,655						
<u>119 Old Town Hall</u>							
1050 Income Rent	1,275	1,275	0			100.0%	
1051 Income Insurance Recharge	191	191	0			100.0%	
Old Town Hall :- Income	1,466	1,466	0			100.0%	0
4115 Insurance	191	191	0		0	100.0%	
4275 Building Maintenance	650	3,000	2,350		2,350	21.7%	
Old Town Hall :- Indirect Expenditure	841	3,191	2,350	0	2,350	26.4%	0
Net Income over Expenditure	625	(1,725)	(2,350)				
<u>121 Seaford in Bloom</u>							
1054 Income Other	417	417	0			99.9%	
Seaford in Bloom :- Income	417	417	0			99.9%	0
4402 Seaford in Bloom	7,226	9,396	2,170		2,170	76.9%	
Seaford in Bloom :- Indirect Expenditure	7,226	9,396	2,170	0	2,170	76.9%	0
Net Income over Expenditure	(6,810)	(8,979)	(2,169)				
<u>125 Allotments</u>							
1050 Income Rent	1,012	1,016	4			99.6%	
Allotments :- Income	1,012	1,016	4			99.6%	0
4261 Grounds Maint non contract	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Income over Expenditure	1,012	516	(496)				

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Other Recreation</u>							
4410 Swimming Pool	6,111	10,000	3,889		3,889	61.1%	
Other Recreation :- Indirect Expenditure	6,111	10,000	3,889	0	3,889	61.1%	0
Net Expenditure	(6,111)	(10,000)	(3,889)				
<u>134 CCTV</u>							
4055 Electricity	1,825	2,554	729		729	71.5%	
4115 Insurance	386	350	(36)		(36)	110.2%	
4276 CCTV	6,140	9,000	2,860		2,860	68.2%	
CCTV :- Indirect Expenditure	8,351	11,904	3,553	0	3,553	70.2%	0
Net Expenditure	(8,351)	(11,904)	(3,553)				
<u>135 Community Service Other</u>							
1053 Income Grants	903	0	(903)			0.0%	
1070 Armed Forces Day Income	0	2,000	2,000			0.0%	
1075 Income Christmas Event	0	7,000	7,000			0.0%	
Community Service Other :- Income	903	9,000	8,097			10.0%	0
4115 Insurance	59	54	(5)		(5)	109.9%	
4195 Events Expenditure	194	3,090	2,896		2,896	6.3%	
4273 Christmas Lights	9,887	15,000	5,113		5,113	65.9%	
4281 Christmas Event Expenses	903	10,300	9,397		9,397	8.8%	
4282 Armed Forces Day Expenditure	0	2,000	2,000		2,000	0.0%	
Community Service Other :- Indirect Expenditure	11,044	30,444	19,400	0	19,400	36.3%	0
Net Income over Expenditure	(10,141)	(21,444)	(11,303)				
<u>225 Projects Pool</u>							
1014 CIL & S106 Receipts	17,747	9,500	(8,247)			186.8%	17,747
1016 Beach Hut Sales	274,083	167,000	(107,083)			164.1%	274,083
1053 Income Grants	0	320,000	320,000			0.0%	
Projects Pool :- Income	291,830	496,500	204,670			58.8%	291,830
4155 Professional Fees	0	1,000	1,000		1,000	0.0%	
4257 Seafront Improvement Plan	5,887	88,000	82,113		82,113	6.7%	5,887
4274 Projects Expenditure	10,000	39,500	29,500		29,500	25.3%	10,000
4301 Public Works Loan Payment	0	5,000	5,000		5,000	0.0%	
4420 Bonn BH Capital Expenditure	2,508	167,000	164,493		164,493	1.5%	2,508
4421 Martello Toilets Capital Costs	0	320,000	320,000		320,000	0.0%	
4422 Skate Park in Salts	(5,284)	5,284	10,568		10,568	(100.0%)	

Detailed Income & Expenditure by Budget Heading 28/02/2021

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4423 Salts Development Plan	0	35,000	35,000		35,000	0.0%	
4424 South Hill Barn Development	0	25,000	25,000		25,000	0.0%	
Projects Pool :- Indirect Expenditure	13,111	685,784	672,673	0	672,673	1.9%	18,395
Net Income over Expenditure	278,719	(189,284)	(468,003)				
6000 plus Transfer from EMR	18,395						
6001 less Transfer to EMR	291,830						
Movement to/(from) Gen Reserve	5,284						
<u>301 Planning & Highways</u>							
4263 Bus Shelter Maintenance/Clean	300	1,030	730		730	29.1%	
4451 Twitten Naming	0	3,000	3,000		3,000	0.0%	
Planning & Highways :- Indirect Expenditure	300	4,030	3,730	0	3,730	7.4%	0
Net Expenditure	(300)	(4,030)	(3,730)				
Community Services :- Income	477,080	715,346	238,266			66.7%	
Expenditure	292,447	1,053,905	761,458	0	761,458	27.7%	
Net Income over Expenditure	184,633	(338,559)	(523,192)				
plus Transfer from EMR	28,276						
less Transfer to EMR	293,649						
Movement to/(from) Gen Reserve	(80,740)						

Finance & General Purposes

<u>201 Administration</u>							
1053 Income Grants	20,470	0	(20,470)			0.0%	
1054 Income Other	62	100	38			62.5%	
1059 Income Photocopying	20	0	(20)			0.0%	
1062 Income Telephone Recharge	528	644	116			81.9%	
1190 Interest Received	1,041	5,099	4,058			20.4%	
Administration :- Income	22,120	5,843	(16,277)			378.6%	0
4000 Salaries & Wages	364,503	340,272	(24,231)		(24,231)	107.1%	
4001 Employers NI	30,790	28,026	(2,764)		(2,764)	109.9%	
4002 Employers Superannuation	50,295	62,457	12,162		12,162	80.5%	
4003 Sub-contracted Staff	0	12,000	12,000		12,000	0.0%	
4004 Staff Welfare Costs	105	1,125	1,020		1,020	9.3%	
4009 Recruitment Costs	576	1,061	485		485	54.3%	
4010 Staff Training	204	4,000	3,796		3,796	5.1%	

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Staff Expenses	99	1,030	931		931	9.6%	
4015 Office Refreshments	0	515	515		515	0.0%	
4100 Telecommunications	3,169	5,150	1,981		1,981	61.5%	
4105 Postage	182	600	418		418	30.3%	
4106 Stationery	366	2,060	1,694		1,694	17.7%	
4107 Photocopier	899	1,648	749		749	54.6%	
4108 Recycling & Shredding	0	206	206		206	0.0%	
4110 Advertising & Publicity	2,742	5,000	2,258		2,258	54.8%	
4111 Office Purchases - Non Capital	77	1,591	1,514		1,514	4.8%	
4112 Subscriptions	4,567	5,000	433		433	91.3%	
4113 Software Support	10,264	8,685	(1,579)		(1,579)	118.2%	
4114 Licence Fee	55	35	(20)		(20)	157.1%	
4115 Insurance	1,944	1,993	49		49	97.6%	
4116 Web Site	570	850	280		280	67.1%	
4154 Land Registry Fees	6	21	15		15	28.6%	
4155 Professional Fees	5,174	4,000	(1,174)		(1,174)	129.3%	
4156 Bank Charges	945	1,803	858		858	52.4%	
4157 Audit Fees	90	3,120	3,030		3,030	2.9%	
4182 Catering & Hospitality	9	100	91		91	9.3%	
4199 Other Expenditure	0	120	120		120	0.0%	
4272 Equipment Purchases - Capital	0	2,500	2,500		2,500	0.0%	
Administration :- Indirect Expenditure	477,632	494,968	17,336	0	17,336	96.5%	0
Net Income over Expenditure	(455,511)	(489,125)	(33,614)				
<u>205 Premises - Church Street</u>							
1050 Income Rent	7,573	6,223	(1,350)			121.7%	
Premises - Church Street :- Income	7,573	6,223	(1,350)			121.7%	0
4050 Rent payable	19,780	20,373	593		593	97.1%	
4051 Rates	8,281	5,793	(2,488)		(2,488)	142.9%	
4059 Church Street Service Charges	6,874	18,000	11,126		11,126	38.2%	
4115 Insurance	4	0	(4)		(4)	0.0%	
4201 Cleaning & Hygiene	162	0	(162)		(162)	0.0%	
4270 Vehicles & Equipment Maint	663	567	(96)		(96)	117.0%	
4275 Building Maintenance	0	1,000	1,000		1,000	0.0%	
4903 Term Maintenance	0	500	500		500	0.0%	
Premises - Church Street :- Indirect Expenditure	35,764	46,233	10,469	0	10,469	77.4%	0
Net Income over Expenditure	(28,191)	(40,010)	(11,819)				

Detailed Income & Expenditure by Budget Heading 28/02/2021

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206 Premises - Hurdis House</u>							
1050 Income Rent	22,817	22,580	(237)			101.0%	
1051 Income Insurance Recharge	396	410	14			96.6%	
Premises - Hurdis House :- Income	23,213	22,990	(223)			101.0%	0
4115 Insurance	411	410	(1)		(1)	100.2%	
4155 Professional Fees	625	0	(625)		(625)	0.0%	
4301 Public Works Loan Payment	15,002	15,002	(0)		(0)	100.0%	5,603
Premises - Hurdis House :- Indirect Expenditure	16,038	15,412	(626)	0	(626)	104.1%	5,603
Net Income over Expenditure	7,175	7,578	403				
6000 plus Transfer from EMR	5,603						
Movement to/(from) Gen Reserve	12,778						
<u>210 Civic Expenses</u>							
1081 Young Mayor Income	0	100	100			0.0%	
Civic Expenses :- Income	0	100	100			0.0%	0
4013 Members Expenses	0	150	150		150	0.0%	
4014 Member Training	650	1,000	350		350	65.0%	
4106 Stationery	123	500	377		377	24.6%	
4110 Advertising & Publicity	0	50	50		50	0.0%	
4113 Software Support	3,429	3,618	189		189	94.8%	
4115 Insurance	226	205	(21)		(21)	110.2%	
4181 Civic - Mayors Allowance	0	1,500	1,500		1,500	0.0%	
4182 Catering & Hospitality	0	500	500		500	0.0%	
4183 Civic - Awards	(34)	500	534		534	(6.9%)	
4184 Civic - other	0	200	200		200	0.0%	
4188 Town Crier Expenses	45	250	205		205	18.0%	
4189 Young Mayor	85	600	515		515	14.2%	
4190 Election Costs	(2,248)	12,000	14,248		14,248	(18.7%)	
Civic Expenses :- Indirect Expenditure	2,275	21,073	18,798	0	18,798	10.8%	0
Net Income over Expenditure	(2,275)	(20,973)	(18,698)				
<u>215 Grants</u>							
4401 Grants	19,108	31,000	11,892		11,892	61.6%	
Grants :- Indirect Expenditure	19,108	31,000	11,892	0	11,892	61.6%	0
Net Expenditure	(19,108)	(31,000)	(11,892)				
Finance & General Purposes :- Income	52,907	35,156	(17,751)			150.5%	
Expenditure	550,818	608,686	57,868	0	57,868	90.5%	
Net Income over Expenditure	(497,911)	(573,530)	(75,619)				
plus Transfer from EMR	5,603						

Detailed Income & Expenditure by Budget Heading 28/02/2021

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(492,308)</u>						
<u>Golf Course and The View</u>							
101 Golf Course							
1000 Golf Course Season Ticket	141,000	189,943	48,943			74.2%	
1001 Golf Course Green Fees M-F	112,290	80,850	(31,440)			138.9%	
1002 Golf Course Green Fees w/eb/h	68,646	73,500	4,854			93.4%	
1003 Golf Course Specials	(809)	73,500	74,309			(1.1%)	
1004 Golf Course Locker	1,073	1,000	(73)			107.3%	
1007 Golf Course Air Traffic	7,500	7,500	0			100.0%	
1019 Rechargeable Income	179	0	(179)			0.0%	
1050 Income Rent	85	85	0			100.0%	
1053 Income Grants	14,352	0	(14,352)			0.0%	
1054 Income Other	604	800	196			75.5%	
1077 Income Sale Equipment	7,000	7,000	0			100.0%	
1100 Income Advertising	0	2,500	2,500			0.0%	
1311 Buggy Hire	3,283	18,540	15,257			17.7%	
Golf Course :- Income	355,203	455,218	100,015			78.0%	0
4000 Salaries & Wages	84,092	96,935	12,843		12,843	86.8%	
4001 Employers NI	7,362	8,440	1,078		1,078	87.2%	
4002 Employers Superannuation	11,760	11,308	(452)		(452)	104.0%	
4004 Staff Welfare Costs	34	346	312		312	9.7%	
4009 Recruitment Costs	410	0	(410)		(410)	0.0%	
4010 Staff Training	0	1,910	1,910		1,910	0.0%	
4011 Staff Protective Clothing	649	1,273	624		624	51.0%	
4015 Office Refreshments	246	300	54		54	82.1%	
4019 Rechargeable Expenditure	179	0	(179)		(179)	0.0%	
4041 Golf Professional Retainer	44,163	53,894	9,731		9,731	81.9%	
4045 Golf Course Player Costs	608	2,500	1,892		1,892	24.3%	
4046 Golf Club Membership Fees	11,002	15,437	4,435		4,435	71.3%	
4051 Rates	0	21,018	21,018		21,018	0.0%	
4052 Water & Sewerage	3,620	1,000	(2,620)		(2,620)	362.0%	
4060 Refuse	187	350	163		163	53.5%	
4100 Telecommunications	631	783	152		152	80.5%	
4105 Postage	0	150	150		150	0.0%	
4106 Stationery	97	400	303		303	24.3%	
4110 Advertising & Publicity	0	5,000	5,000		5,000	0.0%	
4112 Subscriptions	462	600	138		138	77.0%	
4113 Software Support	1,884	1,527	(357)		(357)	123.4%	

Detailed Income & Expenditure by Budget Heading 28/02/2021

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4114 Licence Fee	75	75	0		0	100.0%	
4115 Insurance	9,499	9,352	(147)		(147)	101.6%	
4116 Web Site	72	74	2		2	97.3%	
4156 Bank Charges	3,205	4,532	1,327		1,327	70.7%	
4201 Cleaning & Hygiene	1,863	0	(1,863)		(1,863)	0.0%	
4251 Dog Bin Emptying	1,179	1,098	(81)		(81)	107.3%	
4261 Grounds Maint non contract	31,057	35,000	3,943		3,943	88.7%	
4270 Vehicles & Equipment Maint	11,861	15,000	3,139		3,139	79.1%	
4271 Vehicle & Equipment Lease	59,141	59,401	260		260	99.6%	
4272 Equipment Purchases - Capital	4,488	11,300	6,812		6,812	39.7%	
4275 Building Maintenance	0	1,200	1,200		1,200	0.0%	
4279 Fire & Security	1,111	750	(361)		(361)	148.1%	
4308 Rent - Shop, Locker & Chng Rms	45,833	50,000	4,167		4,167	91.7%	
4309 Buggy Lease & Maintenance	6,458	7,256	798		798	89.0%	
Golf Course :- Indirect Expenditure	343,226	418,209	74,983	0	74,983	82.1%	0
Net Income over Expenditure	11,976	37,009	25,033				
<u>102 Capital Costs-Golf & The View</u>							
1304 PWLB - Loan Income	0	35,000	35,000			0.0%	
Capital Costs-Golf & The View :- Income	0	35,000	35,000			0.0%	0
4266 Borehole & Related Expenditure	26,885	35,000	8,115		8,115	76.8%	26,885
4267 Spike Bar Costs	0	38,548	38,548		38,548	0.0%	
4301 Public Works Loan Payment	0	1,971	1,971		1,971	0.0%	
Capital Costs-Golf & The View :- Indirect Expenditure	26,885	75,519	48,634	0	48,634	35.6%	26,885
Net Income over Expenditure	(26,885)	(40,519)	(13,634)				
6000 plus Transfer from EMR	26,885						
Movement to/(from) Gen Reserve	0						
<u>103 The View</u>							
1050 Income Rent	500	1,000	500			50.0%	
1053 Income Grants	106,196	0	(106,196)			0.0%	
1054 Income Other	108	0	(108)			0.0%	
1091 Income Building Maintenance	1,128	0	(1,128)			0.0%	
1305 Income Hire Pro-Shop & Chg Rms	45,833	50,000	4,167			91.7%	
1306 Income Golf Club Room Hires	0	2,600	2,600			0.0%	
1307 Income Bar Sales	38,118	185,000	146,882			20.6%	
1308 Income Food Sales	85,399	265,000	179,601			32.2%	

Detailed Income & Expenditure by Budget Heading 28/02/2021

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1310 Income - Society Food	113	33,500	33,387			0.3%	
1312 Function Food Sales	28	85,000	84,973			0.0%	
1313 Function Bar Sales	0	5,100	5,100			0.0%	
The View :- Income	277,422	627,200	349,778			44.2%	0
4000 Salaries & Wages	176,286	248,030	71,745		71,745	71.1%	
4001 Employers NI	12,051	16,510	4,459		4,459	73.0%	
4002 Employers Superannuation	15,361	16,252	891		891	94.5%	
4003 Sub-contracted Staff	1,299	6,000	4,701		4,701	21.7%	
4004 Staff Welfare Costs	42	418	376		376	10.0%	
4009 Recruitment Costs	0	100	100		100	0.0%	
4010 Staff Training	0	1,500	1,500		1,500	0.0%	
4012 Staff Expenses	0	160	160		160	0.0%	
4016 Staff Uniform	0	50	50		50	0.0%	
4017 Timesheet & Rota Software	206	212	6		6	97.0%	
4051 Rates	0	6,755	6,755		6,755	0.0%	
4052 Water & Sewerage	1,904	4,800	2,896		2,896	39.7%	
4055 Electricity	9,038	20,855	11,817		11,817	43.3%	
4056 Gas	2,446	5,411	2,965		2,965	45.2%	
4060 Refuse	1,458	3,605	2,147		2,147	40.4%	
4100 Telecommunications	2,496	3,500	1,004		1,004	71.3%	
4105 Postage	20	100	80		80	19.6%	
4106 Stationery	113	1,061	948		948	10.7%	
4107 Photocopier	0	10	10		10	0.0%	
4110 Advertising & Publicity	334	7,000	6,666		6,666	4.8%	
4112 Subscriptions	0	75	75		75	0.0%	
4113 Software Support	1,073	1,140	67		67	94.1%	
4114 Licence Fee	1,214	1,000	(214)		(214)	121.4%	
4115 Insurance	3,807	3,920	113		113	97.1%	
4116 Web Site	199	1,500	1,301		1,301	13.3%	
4156 Bank Charges	1,833	5,243	3,410		3,410	35.0%	
4196 Events Expenditure - The View	0	2,575	2,575		2,575	0.0%	
4201 Cleaning & Hygiene	7,230	17,347	10,117		10,117	41.7%	
4202 Linen Cleaning	193	3,090	2,897		2,897	6.3%	
4270 Vehicles & Equipment Maint	718	2,000	1,282		1,282	35.9%	
4272 Equipment Purchases - Capital	533	1,000	467		467	53.3%	
4275 Building Maintenance	2,793	3,000	207		207	93.1%	
4276 CCTV	22	1,871	1,849		1,849	1.2%	
4279 Fire & Security	1,544	1,100	(444)		(444)	140.4%	
4301 Public Works Loan Payment	69,591	105,000	35,409		35,409	66.3%	8,850
4303 Food Expenditure	30,524	120,000	89,476		89,476	25.4%	

Detailed Income & Expenditure by Budget Heading 28/02/2021

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4304 Bar Expenditure	14,521	55,000	40,479		40,479	26.4%	
4306 Catering Utensils & Equip	218	1,000	782		782	21.8%	
4307 Bar Utensils & Equip	0	250	250		250	0.0%	
4311 Pest Control	966	768	(198)		(198)	125.8%	
4313 Stock Take	840	2,225	1,385		1,385	37.8%	
4314 Cost of Card Top Up Incentives	1,605	4,500	2,895		2,895	35.7%	
4903 Term Maintenance	0	5,000	5,000		5,000	0.0%	
The View :- Indirect Expenditure	362,478	680,933	318,455	0	318,455	53.2%	8,850
Net Income over Expenditure	(85,056)	(53,733)	31,323				
6000 plus Transfer from EMR	8,850						
Movement to/(from) Gen Reserve	(76,206)						

Golf Course and The View :- Income	632,625	1,117,418	484,793			56.6%	
Expenditure	732,590	1,174,661	442,071	0	442,071	62.4%	
Net Income over Expenditure	(99,965)	(57,243)	42,722				
plus Transfer from EMR	35,735						
Movement to/(from) Gen Reserve	(64,230)						

Precept

<u>801</u> Precept							
1176 Precept	872,023	872,023	0			100.0%	
Precept :- Income	872,023	872,023	0			100.0%	0
Net Income	872,023	872,023	0				

Precept :- Income	872,023	872,023	0			100.0%	
Expenditure	0	0	0	0	0	0.0%	
Movement to/(from) Gen Reserve	872,023						

Grand Totals:- Income	2,034,635	2,739,943	705,308			74.3%	
Expenditure	1,575,855	2,837,252	1,261,397	0	1,261,397	55.5%	
Net Income over Expenditure	458,780	(97,309)	(556,089)				
plus Transfer from EMR	69,614						
less Transfer to EMR	293,649						
Movement to/(from) Gen Reserve	234,745						

Finance & General Purposes Committee Variance Reporting
08/04/2021

APPENDIX B

		Previously Reported	Current Update - 08/04/21 Mtg
201	Administration		
1053	Income Grants	09/07/20 Mtg - The income showing in this account relates to the Furlough grant received.	As previously reported
1190	Interest Received	24/09/20 Mtg - The interest received is from the CCLA Investment A/C. The budget of £5,099 was based on putting an amount into the Property Investment fund but this is no longer a viable option and so the budget will not be met. 17/12/20 Mtg - Funds in the CCLA account will be transferred into the current account before the year end to meet the Council's current liabilities, this will lower the amount of interest that will be received per month. The budget was based on funds being put into the Property Investment fund, which has a higher rate of Interest. This has not been possible and current interest rates being at an all time low, it is predicted that this income will only achieve 20% of the targeted budget by year end.	As previously reported
4003	Sub Contracted Staff	17/12/20 Mtg - The budget of £12,000 is not now likely to be used which will result in a saving at the year end	As previously reported
4004	Staff Welfare Costs	17/12/20 Mtg - This budget was originally for Perbox which has now been discontinued. This will result in a saving of just of £1,000 at the year end.	As previously reported
4105	Postage		08/04/21 Mtg - savings of approximately £350 will be made on this account by the year end.
4106	Stationery		08/04/21 Mtg - savings of approximately £1,500 will be made on this account by the year end
4108	Recycling & Shredding		08/04/21 Mtg - the full budget is expected to be met by year end.
4110	Advertising & Publicity		08/04/21 Mtg - savings of approximately £2,200 will be made on this account by the year end
4112	Subscriptions	09/07/20 Mtg - This is showing a higher % of expenditure due to the majority of subscriptions being paid at the beginning of the financial year.	
4113	Software Support	09/07/20 Mtg - This is showing a higher % of expenditure due to the annual Schools ICT costs being paid at the beginning of the financial year. However, there have also been unexpected costs due to COVID19 including new desktop remote licences and SIRAS accounts of approx £600 and the Zoom annual subscription of £145. In addition, the Dell Server Warranty had to be renewed at a cost of £676. 24/09/20 Mtg - An invoice will be issued in September taking the amount over budget. But as the invoice relates to part of next year's costs, an accrual will be made at the end of the year bringing the account back to budget. 17/12/20 Mtg - It is now predicted that this account will be over budget at year end by £1,500. This is due to the Dell Server Warranty, Zoom subscription and additional SIRAS licences to enable staff to work from home.	As previously reported
4114	Licence Fee	17/12/20 Mtg - This account relates to the ICO Data Protection fee which was usually £35 per annum. Following an assessment, we have moved into the next tier resulting in an increased payment to £55 per annum.	As previously reported
4115	Insurance	09/07/20 Mtg - The insurance costs are paid out at the beginning of the financial year and it is not expected there will be any further costs this year.	As previously reported
4155	Professional Fees	17/12/20 Mtg - This account is over budget due to necessary HR Support .	As previously reported
4157	Audit Fees	09/07/20 Mtg - The audit fees show a credit due to an accrual made from the previous year. (The audit invoices are always received once this audit is complete and this is always within the next financial year so an accrual needs to be made)	08/04/21 Mtg - an accrual will be made at the year end for approx £2,700 resulting in a saving of £330 on this account.
4272	Equipment Purchase - Capital		08/04/21 Mtg - it is not expected to make any spends from this account before year end resulting in a saving of £2,500
205	Premises Church Street		

		Previously Reported	Current Update - 08/04/21 Mtg
1050	Income Rent	09/07/20 Mtg The income showing relates to the first 9 months. The remaining 3 months will show in the December accounts.	As previously reported
4051	Rates		08.04.21 Mtg - This overspend is due to LDC making an error with their 2019/20 invoice resulting in the budget for 2020/21 being lower than it should have been.
4201	Cleaning & Hygiene		08.04.21 Mtg - This spend relates to the purchase of cleaning and hygiene equipment for the offices in light of the pandemic.
4275	Building Maintenance		08/04/21 Mtg - it is not expected to make any spends from this account before year end resulting in a saving of £1,000
4903	Term Maintenance		08/04/21 Mtg - it is not expected to make any spends from this account before year end resulting in a saving of £500
206 Hurdis House			
4051	Rates	17/12/20 Mtg - This will be approxmaltey £2,500 over budget due to LDC incorrectly invoicing us during 19/20. The budget was therefore based on this incorrect reduced amount.	
4115	Insurance	09/07/20 Mtg - The insurance costs are paid out at the beginning of the financial year and it is not expected there will be any futher costs this year.	
4155	Professional Fees		08/04/21 Mtg - this spend is for works relating to the revising of the Hurdis House Lease.
4301	Public Works Loan Board	17/12/20 Mtg - The Council has received a loan payment holiday from the PWLB, this should still be accounted for within this financial year.	08/04/21 Mtg - the payment holiday has ended and the full annual repayment cost has been paid.
210 Civic Expenses			
4113	Software Support	09/07/20 Mtg - This is showing a higher % of expenditure due to the annual Schools ICT costs being paid at the beginning of the financial year along with 50% of the Office 365 costs. As with the admin cost centre, an invoice will be issued in September taking the amount over budget. But as the invoice relates to part of next year's costs, an accrual will be made at the end of the year bringing the account back to budget. 17/12/20 Mtg - Whilst this is currently showing as over budget, this includes a pre-payment for the next financial year (Office365 accounts). Once an accrual journal is made, the figure will reduce to £3,429 which will result in 95% of the budget being spent.	As previously reported
4115	Insurance	09/07/20 Mtg - The insurance costs are paid out at the beginning of the financial year and it is not expected there will be any futher costs this year.	As previously reported
4183	Civic - Awards	09/07/20 Mtg - The credit amount showing in this account relates to an accrual from the previous year where it was thought that this would be spent by the previous Young Mayor for his awards.	As previously reported
4190	Election Costs	09/07/20 Mtg - The credit of £8,200 relates to an accrual from the previous year for the Feb 20 by-election costs. The Finance Mgr is still waiting for a breakdown of costs from LDC. 24/09/20 Mtg - Whilst the invoice has not yet been received, it has been advised by LDC that the cost will £5,959 resulting in a saving of £2,241. 17/12/20 Mtg - As previously reported, the Feb by-election has now been paid resulting in a saving of £2,248.	08/04/21 Mtg: As previously reported, this account will show an underspend at the year end. As there are likely to be sufficient underspends at the year end it is recomended to transfer the £12,000 budget to the Election EMR as was originally intended when this was budgeted for.
215 Grants			
4401	Grants	09/07/20 Mtg - The grants process has been delayed this year due to COVID-19. 24/09/20 Mtg - The grant process has commenced and the amount recommended to be awarded is £20,474 leaving a saving of £8,568 from the budgeted amount which will go back into general reserves at the year end. 17/12/20 Mtg - The grant process has been completed with the total amount of £20,474 being awarded. However, not all of this money has been paid yet due to the conditions given to the awardees. Once those conditions have been met, then those funds will be paid out.	



Agenda Item No: 5

Committee: Finance & General Purposes

Date: 8th April 2021

Title: Discretionary Grants Policy Review & 2021/22 Grants Scheme

By: Lucy Clark, Finance Manager

Purpose of Report: To present the Discretionary Grants Policy for review, the 2021 Grants Scheme timeline for noting and a request regarding 2020/21 grant funds

Recommendations

The Committee is recommended:

- 1. To recommend that Full Council re-adopt the Discretionary Grants Policy in its current state, as presented with report 159/20.**
- 2. To note the 2021-2022 Discretionary Grants timeline as set out within the report.**
- 3. To agree a request from Waves to carry over part of their Town Council grant for 2020/21. This is because of the unique circumstances caused by Covid 19. The Committee confirms this is a one-off decision and that the normal practice of the Council remains that grants are not to be carried over.**

1. Policy Review

1.1 The Town Council’s Discretionary Grants Policy has been reviewed as per the Policy Schedule and it is considered that the existing policy is correct in its current state and therefore there are no recommendations for change at this time. A copy of the policy can be found in Appendix A for information.

1.2 This Committee is asked to consider this version and recommend that Full Council adopt the policy as presented.

2. 2021-2022 Discretionary Grants Timeline

2.1 In addition to considering the revised policy, the Committee is also being asked to note the timeline for the 2021-2022 Discretionary Grants process, as set out below:

2021-22 grants scheme opens	6 th April 2021
Closing date for applications	11 th June 2021
F&GP working group meeting to review/score applications	29 th June 2021
F&GP Committee meeting to agree outcome of grants scheme	22 nd July 2021

3. Waves Grant 2020/21

3.1 Waves have made contact with Town Council officers to request that they be granted permission to carry forward the unused portion of their 2020/21 grant from the Town Council, as a direct result of the COVID-19 pandemic.

3.2 This Committee is now therefore asked to consider the request from Waves:

" ... because of the COVID-19 restrictions placed on Waves for the last 12 months we have spent £1,600 on counselling services to families and have £900 unspent from the STC Large Grant Award.

Since 21 March 2021 we have been supporting 7 families remotely, but we have not had as many referrals as anticipated in our Grant Application because schools have been closed and because the Drop-In Centre has not been permitted to open because of the pandemic restrictions.

We envisage that with schools opening from 8 March 2021 counselling services for families will be required following the recent pandemic. Family referrals to Waves are from all local junior schools, health professionals and social workers.

From 1 April 2021 to 13 August 2021, we anticipate that we will receive approximately 4 referrals who will request counselling services...Each complete course of counselling costs in the region of £250 - £300 so the £900 we have unspent currently will purchase 24 sessions of counselling for 4 families.

I write to ask STC to permit Waves to carry forward the underspend of £900 to 13 August 2021 as we are confident we will spend the full amount of the large grant awarded in this period."

3.3 Councillors will be aware that the grant conditions for the Town Council state:

'7.2 - In the event that the grant money is not spent, either for the purpose it was given or within the relevant financial year; the grant or any remaining monies must be returned back to the Council and cannot be added wholly or partly to your reserves.'

3.4 Whilst it was not possible for Waves to spend the funds within the financial year assigned to it is clear from the above that the funds are to be spent on the purpose that was given when originally applied for. It is also clear that there are special and unique circumstances here, caused by the Covid pandemic, and so this Committee may be minded making a one-off exception in this case and agree to the request.

4. Financial Appraisal

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


The amount budgeted for the 2021-2022 Discretionary Grants scheme is £15,000.

The request from Waves to carry forward their £900 unused grant does not represent an additional expenditure for the Council as this money has already been paid as part of the grants payment in 2020.

Contact Officer

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

Finance Manager



Town Clerk



Report 159/20 – Appendix A



Seaford Town Council

Discretionary Grants Policy

1. INTRODUCTION:

DEFINITION:

A grant is any discretionary donation made by the Council for the specific purpose it is applied for and is generally for the well-being of the Seaford community.

OBJECTIVES:

The Council is committed, through this policy, to promote Seaford as a vibrant, active and sustainable community, and contribute to the development of projects and activities (including services) that benefit that community. In doing so, the Council is aware of its responsibility for the use of public funds and for the distribution of these funds to be managed in accordance with the law and proper standards.

RULES:

- 1.1 Financial grants are awarded by the Seaford Town Council Finance & General Purposes Committee (F&GP) once a year; the timetable for the process is covered in section 5.
- 1.2 The Council operates a fully documented and transparent policy for awarding grants to ensure fairness and equality throughout the process.
- 1.3 The Council offers two types of financial grants; large grants (over £501, up to £3,000) and small grants (up to £500).
- 1.4 All applications will be considered together on their individual merits. The final decision of assessment of applications and the level of any grant offered lies with the F&GP Committee.
- 1.5 The F&GP Committee will award a grant at a figure it deems suitable taking into account the contents of this policy and not necessarily the figure that has been applied for.
- 1.6 Grants will be judged against clear and consistent criteria, and the successful applicants are required to adhere to a number of conditions set out below in this policy.
- 1.7 Applications submitted without the necessary supporting documentation will not be able to be considered.
- 1.8 The complete application and supporting documentation must be received on or before the closing date as advertised.
- 1.9 Only one application can be submitted from an organisation each year.
- 1.10 The Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.

1.11 There are different application forms for small or large grants and the applicant must ensure they are using the correct form for their requirements; the two forms are available from the Council's website when that years Grants scheme is running. Council staff can advise applicants as to which form to use.

1.12 The following **are not** eligible to apply for grants;

- a. Individuals, businesses, commercial organisations, religious groups or political parties;
- b. Projects that are the statutory responsibility of other authorities;
- c. Applicants who have an outstanding loan with or are financially indebted to the Council.

1.13 Grants will not usually be awarded for projects or activities already delivered.

2. LARGE GRANTS

2.1 The maximum large grant amount that can be awarded by the F&GP Committee is over £501, up to £3,000. Exceptionally grants over £3,000 may be considered but must be of benefit to potentially the whole town.

2.2 To be eligible to apply for a **Large** grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;

- a. Be a voluntary/community group providing a service or activity for the benefit of the residents of Seaford;
- b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.

2.3 Documentation Requirements – applicants are required to submit;

- a. A written statement of how the grant is to be used (included on the application form);
- b. A written set of rules, constitution, or other governing document are to be provided with the application. They shall be current and properly authorised;
- c. Details of a bank account held in the name of the applicant organisation requiring at least two signatures for cheque transactions or cash withdrawals;
- d. The accounts of the organisation for a period of one financial year prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other partner bodies if appropriate (section included on the application form);
- e. A copy of their latest annual accounts/latest bank statement/balance sheet OR (for new groups) an income and expenditure plan for their first year of operation;
- f. An Equality and/or Equal Opportunities policy (this policy may be contained within their constitution or other governing document);
- g. A copy of the organisation's Public Liability Insurance to the value of at least £1 million;

- h. A policy to ensure the safeguarding of children or vulnerable adults (where appropriate);
- i. Details of how the organisation will assess the effectiveness of the activity or project (section included on the application form).

3. SMALL GRANTS

- 3.1 Small grants are awarded up to a maximum of £500.
- 3.2 To be eligible to apply for a small grant from the Council, the applicant must be able to provide and/or meet all of the following criteria;
 - a. Be a voluntary/community group providing a project or activity for the benefit of the residents of Seaford;
 - b. Applications must be made in the name of the organisation to which financial assistance is to be granted and all details on the application form must be completed.
- 3.3 Documentation Requirements – applicants are required to submit;
 - a. A written statement of how the grant is to be used (included on the application form);
 - b. Applications must be supported by annual accounts and recent bank statements of the organisation covering the last 12 months;
 - c. In the case of an organisation starting up, a projected budget is to be submitted along with a supporting business plan and risk management plan in lieu of annual accounts;
 - d. A written set of rules, constitution, or other governing document, they shall be current and properly authorised;
 - e. Grants requested for maintenance of improvement purposes must be supported by a minimum of two estimates for the work specified;
 - f. A copy of Public Liability Insurance if the grant is to be used as a public event.

4. SCORING CRITERIA

- 4.1 Applications will be scored against the following criteria, with a point being counted for each criterion met:
 - a. Applicants have met the documentation requirements;
 - b. Applicants have specified how the grant will be used;
 - c. Who will benefit from the grant within the community;
 - d. The applicant is a voluntary or community group;
 - e. Benefits to the requesting organisation;
 - f. Value for money;
 - g. Existing Town Council priorities;
 - h. The grant promoting Seaford town;

- i. The grant contributing to something that has not already been funded in the past by Seaford Town Council.

5. PROCESS FLOW CHART

- 5.1 Seaford Town Council will publicise the timescale for awarding grants.
- 5.2 Application forms will be available for download from the Council's website (www.seafordtowncouncil.gov.uk).
- 5.3 Forms should ideally be submitted electronically by email to finance@seafordtowncouncil.gov.uk but may also be submitted by post or handed in to the Council offices.
- 5.4 Council Officers will assess the application for compliance in accordance with this policy as soon as practicably possible after receiving the application. Where the application does not meet the eligibility criteria or has not provided the correct supporting documentation, Officers will contact the named contact on the application to inform them of this. It is the applicant's responsibility to then return a completed form along with all necessary supporting documentation before the closing date.
- 5.5 Applications are reviewed and scored by the F&GP working party in accordance with this policy.
- 5.6 The full F&GP Committee will consider the recommendations made by the working party.
- 5.7 After agreement of the recommendations by all parties, appropriate arrangements will be made for payment of the agreed grants, including presentations by the Council.

6. AWARDING GRANTS

- 6.1 Grants will be paid by BACs, addressed to the name of the organisation specified on the application form.
- 6.2 Where large grants are awarded the Council will aim to have the Mayor and Chair of F&GP present each organisation with their award and have a photograph taken for a subsequent joint press release.

7. MONITORING AND EVALUATION

- 7.1 All applicants will be supplied with a grant evaluation form with the grant which must be completed as soon as possible. Future grants will not be awarded until this is returned.
- 7.2 In the event that the grant money is not spent, either for the purpose it was given or within the relevant financial year; the grant or any remaining monies must be returned back to the Council and cannot be added wholly or partly to your reserves.
- 7.3 If for any reason the organisation disband during the period of the grant the Council may ask for all or part of the monies to be paid back.

8. TRANSPARENCY AND PUBLICITY

- 8.1 The Council will publicise the availability of discretionary grant-aid widely throughout the community.
- 8.2 The Council will report annually on the total spends on grants and list the groups in receipt of a grant and the use made of the grants.
- 8.3 In awarding grants the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community.
- 8.4 Organisations receiving Town Council grants must acknowledge the Council in any relevant publicity or publication that the Council has awarded the grant and display a plaque supplied by the Council.
- 8.5 For large grants representatives of the organisation will be asked to provide a presentation to the next annual Town Forum on the use of the grant.
- 8.6 All successful applicants for large and small grants will be invited to hold a stall/display stand at the annual Town Forum to demonstrate their successes, their services and the benefit experienced by the grant.

Adopted by Full Council: August 2017
Review Date: August 2020