



## Seaford Town Council

### Finance & General Purposes Committee

**Minutes** of a meeting of the **Finance & General Purposes Committee** held via **Zoom** on **Thursday 8<sup>th</sup> April 2021** at **7.08pm**.

#### **Present:**

Councillors M Brown (Chair)

Councillors L Boorman, J Cash, O Honeyman, R Honeyman, J Meek, R Reed and L Wallraven.

Adam Chugg, Town Clerk

Karen Singleton, Responsible Financial Officer

Lucy Clark, Finance Manager

Georgia Raeburn, Executive Support Officer (technical host)

There were no members of public present.

#### **F30/04/20 Apologies**

There were no apologies for absence.

#### **F31/04/20 Disclosure of Interests**

Cllr Reed declared a non-pecuniary interest in agenda item 5, recommendation 3.

#### **F32/04/20 Public Participation**

There was no public participation.

#### **F33/04/20 Finance Reports**

##### **F33.1 Receipts, Payments and Bank Reconciliation for December 2020, January and February 2021**

The Committee considered report 163/20 advising of receipts, payments and bank reconciliations for December 2020, January and February 2021 and regarding the transfer of monies between the Co-operative Current Account and the CCLA Deposit Account.

It was **RESOLVED** to **NOTE** the contents of the report.

##### **F33.2 Finance Report to 28<sup>th</sup> February 2021**

The Committee considered report 164/20 informing of income and expenditure from 1<sup>st</sup> April 2019 to 28<sup>th</sup> February 2021 compared to the annual budget.

- i) It was **RESOLVED** 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.
- ii) It was **RESOLVED** to **RECOMMEND** that Full Council agrees the inclusion of the above delegation within its adopted Scheme of Delegation.
- iii) It was **RESOLVED** 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.
- iv) It was **RESOLVED** to **NOTE** the report.

### **F34/04/20 Discretionary Grants Policy Review & 2021/22 Grants Scheme**

The Committee considered 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.

The Committee discussed the request to allow an unused grant to be carried over across years.

- F34.1** It was **RESOLVED** to **RECOMMEND** that Full Council re-adopt the Discretionary Grants Policy in its current state, as presented with report 159/20.
- F34.2** It was **RESOLVED** to **NOTE** the 2021-2022 Discretionary Grants timeline as set out within the report.
- F34.3** It was **RESOLVED** to **APPROVE** 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.

### **F36/04/20 Receipts Due for Payment Report EXEMPT**

The Committee considered exempt report 165/20 informing the Committee of receipts due as at 28<sup>th</sup> February 2020.

It was **RESOLVED** to **NOTE** that there are no debtors outstanding.

The meeting closed at 7.23pm.

Councillor Mark Brown  
Chair of Finance & General Purposes