



Seaford Town Council

Finance & General Purposes Committee

Minutes of a meeting of the Finance & General Purposes Committee held via Zoom on Thursday 9th July 2020 at 7.00pm.

Present:

Councillors M Brown (Chair)
Councillors N Adil, L Boorman, J Cash, O Honeyman, R Honeyman, J Meek, R Reed and L Wallraven.
Karen Singleton, Responsible Financial Officer
Lucy Clark, Finance Manager
Georgia Raeburn, Executive Support Officer
Councillor John Edson as a spectator

F01/06/20 Apologies

Apologies were received from Councillor R Morland (Vice Chair).

F02/06/20 Disclosure of Interests

There were no interest declared under the Seaford Town Council Code of Conduct or the Localism Act 2011.

F03/06/20 Public Participation

There was no public participation.

F04/06/20 Earmarked Reserves

The Committee considered report 25/20 informing members of the review of the Council's Earmarked Reserves (EMR).

F04.1 It was **RESOLVED** to **RECOMMEND** to Full Council that the balances on EMR 334 – Seaford Head Nature Reserve and 355 - The Seaford App are transferred back to the General Reserve.

F04.2 It was **RESOLVED** to **RECOMMEND** to Full Council that the balances on the Capital Receipts Reserve is used to fund any capital expenditure in the year.

F04.3 It was **RESOLVED** to **RECOMMEND** to Full Council that any remaining balance on EMR 365 is returned to the General Reserve when the pump house is complete.

F05/06/20 Financial Appraisal

The Committee considered report 20/20 informing members of the Council's current financial situation.

F05.1 It was **RESOLVED** to **RECOMMEND** to Full Council that all projects are ceased for the year 2020/2021 unless funding can be source.

F05.2 It was **RESOLVED** to **NOTE** the report.

F06/06/20 Finance Report

F06.1 Receipts, Payments and Bank Reconciliation for November and December 2019 and January 2020

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The Committee considered report 147/19 v2 advising of receipts, payments and bank reconciliations for November and December 2019 and January 2020 and regarding the transfer of monies between the Co-operative Current Account and the CCLA Deposit Account.

- F06.1.1 It was **RESOLVED** to **NOTE** (as previously reported) the Co-operative Bank balance brought forward from October 2019 is £92,425.97.
- F06.1.2 It was **RESOLVED** to **NOTE** the November 2019 total receipts of £177,962.55 and total payments of £195,531.77 leaving a balance to carry forward of £74,856.75.
- F06.1.3 It was **RESOLVED** to **NOTE** the December 2019 total receipts of £140,388.46 and total payments of £149,407.13 leaving a balance to carry forward of £65,838.08.
- F06.1.4 It was **RESOLVED** to **NOTE** the January 2020 total receipts of £130,851.77 and total payments of £161,972.42 leaving a balance to carry forward of £34,717.43.
- F06.1.5 It was **RESOLVED** to **NOTE** (as previously reported) that the CCLA investment account brought forward balance from October 2019 is £825,000.
- F06.1.6 It was **RESOLVED** to **NOTE** that a total of £200,000 has been transferred from the CCLA investment account into the Co-op Bank Account from 1st November 2019 leaving a balance to carry forward of £625,000 as at 31st January 2020.

F06.2 Finance Report to 31st January 2020

The Committee considered report 148/19 v2 informing of income and expenditure from 1st April 2019 to 31st January 2020 compared to the annual budget.

It was **RESOLVED** to **APPROVE** the information detailed in the report.

F06.3 Receipts, Payments and Bank Reconciliation for February, March, April and May 2020

The Committee considered report 21/20 advising of receipts, payments and bank reconciliations for February, March, April and May 2020 and regarding the transfer of monies between the Co-operative Current Account and the CCLA Deposit Account.

- F06.3.1 It was **RESOLVED** to **NOTE** (as previously reported) the Co-operative Bank balance brought forward from January 2020 was £34,717.43.
- F06.3.2 It was **RESOLVED** to **NOTE** the February 2020 total receipts of £310,164.92 and total payments of £171,913.52 leaving a balance to carry forward of £172,968.83.
- F06.3.3 It was **RESOLVED** to **NOTE** the March 2020 total receipts of £173,805.62 and total payments of £206,579.96 leaving a balance to carry forward of £140,194.49.
- F06.3.4 It was **RESOLVED** to **NOTE** the April 2020 total receipts of £929,249.82 and total payments of £539,276.59 leaving a balance to carry forward of £530,167.72.
- F06.3.5 It was **RESOLVED** to **NOTE** the May 2020 total receipts of £176,223.63 and total payments of £425,445.92 leaving a balance to carry forward of £280,945.43.
- F06.3.6 It was **RESOLVED** to **NOTE** (as previously reported) that the CCLA investment account brought forward balance from January 2020 was £625,000.

F06.3.7 It was **RESOLVED** to **NOTE** that a total of £350,000 was transferred FROM the CCLA account to the end of March 2020 then a total of £650,000 being transferred INTO the CCLA account to the end of May 2020 leaving a balance to carry forward of £925,000 as at 31st May 2020.

F06.4 Finance Report to 31st May 2020

The Committee considered report 22/220 informing of income and expenditure from 1st April 2020 to 31st May 2020 compared to the annual budget. Members asked for clarity on certain items including arrangements with the Government's furlough scheme, professional fees and election costs.

It was **RESOLVED** to **APPROVE** the information detailed in the report.

F07/06/20 Council Direct Debit Report

The Committee considered report 23/20 presenting a report seeking review and approval of the Council's current direct debit list. Members asked for clarity on certain items including the utility rates for some of the Council's facilities and the feasibility of sourcing solar panels for use at The View. Members discussed presenting the report with annual figures going forwards rather than by pay period.

It was **RESOLVED** to **APPROVE** the Council's current direct debit list presented with the report.

F08/06/20 Bad Debt Policy Review

The Committee considered report 154/19 v2 presenting the reviewed Bad Debt Policy for recommendation to Council to adopt.

It was **RESOLVED** to **RECOMMEND** to Full Council to adopt the Bad Debt Policy as presented with report 154/19 v2.

F09/06/20 Purchase Ordering & Payment for Goods & Services Policy Review

The Committee considered report 159/19 v2 presenting the reviewed Purchase Ordering & Payment for Goods & Services Policy for recommendation to Council to adopt.

It was **RESOLVED** to **RECOMMEND** to Full Council to adopt the Purchase Ordering & Payment for Goods & Services Policy as presented with report 159/19 v2.

F10/06/20 Mayor's Portfolio Policy Review

The Committee considered report 151/19 v2 presenting the reviewed Mayor's Portfolio for recommendation to Council to adopt. Members discussed the recommended amendments to the document along with further amendments to be added before the policy is presented to Council for adoption.

F10.1 It was **RESOLVED** to **AGREE** that the councillor motion received be included in the Mayor's Portfolio; that being 'to be eligible to stand for election of Mayor, the member of the Council is required to have at least one year's experience of being a Council member, except for in the unusual event that at election all 20 members of the Council are new.'

F10.2 It was **RESOLVED** to **RECOMMEND** to Full Council to adopt the Mayor's Portfolio as presented with report 151/19 v2 with the further amendments as discussed in the meeting.

F11/06/20 Exclusion of the Press and Public

It was **RESOLVED** 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 it concerns confidential debtor information.

F12/06/20 Receipts Due for Payment Report EXEMPT

The Committee considered exempt report 24/20 informing the Committee of receipts due as at 31st May 2020. Officers gave a verbal update on the status of the payments owed.

It was **RESOLVED** to **NOTE** the receipts due for payment list as at 31st May 2020.

The meeting closed at 7.57pm.

A handwritten signature in black ink, appearing to read 'Mark Brown', written in a cursive style.

Councillor Mark Brown
Chair of Finance & General Purposes