



Seaford Town Council

Minutes of a meeting of Seaford Town Council's Finance & General Purposes Committee on Thursday, 28th October 2021.

Held at the Council Chambers, 37 Church Street, Seaford at 7.00pm.

Present:

Councillors M Brown (Chair) and B Payne (Vice-Chair)

Councillors D Argent, O Honeyman, R Honeyman and L Wallraven.

Adam Chugg, Town Clerk

Karen Singleton, Responsible Financial Officer

Lucy Clark, Finance Manager

There were no members of the public in attendance.

F15/07/21 Apologies for Absence

Apologies for absence were received from Councillors L Boorman, J Cash, J Meek and R Reed.

F16/07/21 Disclosure of Interests

There were no disclosures of interests.

F17/07/21 Public Participation

There was no public participation.

F18/07/21 Receipts, Payments and Bank Reconciliation Reports for July, August and September 2021

The Committee considered report 106/21 advising the Committee of Receipts, Payments and Bank Reconciliations for July, August and September 2021.

The Chair confirmed that the September 2021 Bank Reconciliation Reports had been approved since the time of writing the report.

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

F19/07/21 Finance Report to 30th September 2021

The Committee considered report 107/21 informing the Committee of the Income and Expenditure to 30th September 2021 and highlighted significant variances from budget.

The Committee queried why The View income was at a higher percentage than the expenditure compared to budget. It was explained that this is largely due to some expenditure being invoiced after the month it relates to and that Function Income had been received but not budgeted for due to it being unknown whether functions would go ahead this year. The Committee also queried why there was no budget for Trees for Seaford yet there had been expenditure. It was explained that this expenditure comes from the Trees for Seaford Ear Marked Reserve which has sufficient funds for the year. The Committee sought clarity on why the beach hut site licence was at full budget and it was explained that this is invoiced at the beginning of the year.

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

F20/07/21 Internal Audit

The Committee considered report 86/21 informing the Committee of the Internal Auditor's engagement letter and audit plan for 2021-2022.

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

F21/07/21 Exclusion of the Press & 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 two items of business for the reasons as set out below.

The Proper Officer considers that discussion of the following items is likely to disclose exempt information as defined in the Local Government Act 1972 and Data Protection legislation and may therefore need to take place in private session. The exempt information reasons are shown alongside each item below.

Furthermore, in relation to paragraph 10 of Schedule 12A, it is considered that the public interest in maintaining exemption outweighs the public interest in disclosing the information.

F22/07/21 Receipts Due for Payment EXEMPT

The Committee considered exempt report 109/21 informing the Committee of unpaid receipts due on 30th September 2021.

Reason for Exemption: *to discuss individual payments owed to the Town Council.*

Explanation of Reason: *both the Freedom of Information Act 2006 and Data Prevention legislation, protect the financial affairs of other individuals or companies from being publicised with the agenda or being discussed in open session.*

The Finance Manager provided an update to the Committee that all outstanding debtors on this report had now paid.

It was **RESOLVED** to **NOTE** the Receipts Due for Payment list as of 30th September 2021.

F23/07/21 Unpaid Golf Direct Debits EXEMPT

The Committee considered exempt report 110/21 informing the Committee of unpaid direct debit payments for golf season tickets.

Reason for exemption: to progress confidential debtor matters.

Explanation of Reason: under Data Protection legislation, information about the financial arrangements and activities of an individual must remain confidential between the parties involved.

The Committee discussed the Direct Debit process and whether a shorter playing period of 6 months could be offered.

F23.1 It was **RESOLVED** to **WAIVE** the outstanding fees of £592.00 for Golfer A.

F23.3 It was **RESOLVED** to **NOTE** the information provided on Golfer B and to receive an update at the next meeting.

F23.4 It was **RESOLVED** to **NOTE** the information provided on Golfer C and to receive an update at the next meeting.

The meeting closed at 7.28pm.



Councillor M Brown

Chair of Finance & General Purposes

