



DAWLISH TOWN COUNCIL



Minutes of a Meeting of the *Finance and General Purposes Committee* held at The Manor House Dawlish, on **Thursday 21st JANUARY 2010**

Present: Councillor H. Clemens – Chairman
Councillor G. Wills – Mayor of Dawlish
Councillor Mrs. H. Humphries – Deputy Mayor of Dawlish
Councillor Mrs. P. Bloomfield
Councillor E. Hockin
Councillor G. Price
Councillor W. Protheroe
Councillor Mrs. M. Mugford
Councillor Mrs. H. Wills
Councillor Mrs. J. Garland
Councillor Mrs. C. Payne

In attendance: John Winchester, Town Clerk, together with five members of the public.

Declaration of Interests:

Cllr. W. Protheroe declared a prejudicial interest in item 3.1 on the Agenda – Dawlish and East Teignbridge Volunteer Centre - as he is a Board Member.

Cllr. Mrs. C. Payne declared a prejudicial interest in item 3.1 on the Agenda – Dawlish and East Teignbridge Volunteer Centre - as the Town Council's representative to this organization.

Urgent Items:

There were no urgent items for discussion

Public participation

Mrs. C. Ballard, a Board Member for Dawlish Community Trust informed Members present that she wished to make a statement regarding item 4.2 on the Agenda – Town Council’s budget – as it refers to room 7 at the Manor House where Dawlish Community Trust are in occupation. Mrs. Ballard stated that the Town Council would not be able to close room 7 at the Manor House while the Community Trust were using the room.

The meeting was opened by the Chairman, Cllr. H. Clemens at 7.04p.m.

87. Apologies for absence

All Members of the Council were present at the meeting.

88. Minutes

Members present received the minutes of Finance and General Purposes Committee meeting held on 19th November 2009.

RESOLVED unanimously by the Members present and voting that this Committee approves the minutes of the Finance and General Purposes Committee dated 19th November 2009 and the Minutes be signed by the Chairman as a true record of the meeting.

At 7.08p.m. Cllr. W. Protheroe and Cllr. Mrs. C. Payne left the debating chamber before the next item was discussed.

89. Dawlish and East Teign Volunteer Centre – application for grant

Members present received a grant application from Dawlish and East Teignbridge Volunteer Centre to enable them to purchase IT equipment as well as information display boards.

RESOLVED unanimously by the Members present and voting that the grant applied for of £2,000.00 should be paid.

At 7.10p.m. Cllr. W. Protheroe and Cllr. Mrs. C. Payne returned to the debating chamber.

90. *Court Result – conviction assisted by CCTV*

Members present received a letter from Devon Witness Care informing the Council that there had been a successful prosecution for conviction where evidence from the town's CCTV system was collected.

RESOLVED unanimously by the Members present and voting that this item be noted.

91. *Teignbridge District Council – budgets*

Members present received correspondence and reports from Teignbridge District Council regarding the Authority's revenue and capital budgets for the three years 2010/2011 to 2012/2013. The District Council was requesting comments on the proposals made.

RESOLVED unanimously by the Members present and voting that the Town Clerk should write to Teignbridge District Council asking them to re-instate funding to the Exe Estuary Partnership, informing the District Council that in the opinion of this Council, this is an important and valuable partnership which will only have to be re-constituted in the future should it be allowed to disband through lack of funding.

92. *Dawlish Railway Station*

Members present received a reply from the Secretary of State for Transport explaining finances available to the train operating company in response to this Council's letter requesting that the Department of Transport take action to improve the decorative order of Dawlish railway station.

RESOLVED unanimously by the Members present and voting that this item be noted.

93. Finance and General Purposes Committee Meeting dated 13th January 2010

Members present considered the notes of the Finance and General Purposes Sub-Committee meeting held on 13th January 2010, including the recommendation to increase the Town Council's borrowing commitments.

RESOLVED unanimously by the Members present and voting that these notes should be adopted by the Finance and General Purposes Committee as part of the Committee's workings.

94. Town Council's budget for 2010-2011

Members present considered this Committee's recommendations for the Town Council regarding precept for the financial year 2010-2011 and the Town Council's budget proposals.

RESOLVED by the majority of the Members present and voting that this Committee recommends to full Town Council a precept of £452,698.00, when the Town Council next meets.

95. Councillors' Community Fund grants made to date

Members present considered the report of the Senior Administration Officer regarding Councillors' Community Fund grants made to date.

RESOLVED unanimously by the Members present and voting that this item be noted.

96. Accounts for payment and financial reports

Members present received the following:

1. Accounts for payment in October/November 2009
2. Accounts for payment in November/December 2009
3. Accounts for payment in December 2009/January 2010
4. Financial report to the end of November 2009
5. Financial report to the end of December 2009

RESOLVED unanimously by the Members present and voting that the accounts as stated are approved and the Committee Chairman signed the

front sheets of the accounts paid for October/November 2009, Accounts paid in November/December 2009 and accounts paid in December 2009/January 2010.

The meeting was closed in PART I by the Committee Chairman, Cllr. H. Clemens at 7.29p.m.

The meeting was opened in PART II by the Committee Chairman at 7.30p.m.

PART II

Members of the public and press are excluded from the meeting as the items under discussion contain information exempt under the Local Government Act 1972 Shed. 12A SS, Public Bodies Admissions to meetings Act 1960 S2

97. Adoption of Sub Committee minutes

Members present considered the adoption of Finance and General Purposes Sub-Committee minutes for the meetings held on 20th October 2009, 22nd October 2009 and 27th October 2009.

RESOLVED unanimously by the Members present and voting that these minutes be adopted by this Committee and after having removed any commercially sensitive information, the Town Clerk should ensure they are made available to the public.

The meeting was closed in PART II by the Committee Chairman at 7.45p.m.

The meeting was opened in PART I by the Committee Chairman at 7.46p.m.

The meeting was closed in PART I by the Committee Chairman at 7.46p.m.

.....
Cllr. H. Clemens
Chairman
Finance and General Purposes Committee

DAWLISH TOWN COUNCIL ACCOUNTS FOR PAYMENT

MONTH: October
and
November 2009

FINANCE AND GENERAL PURPOSES EXPENDITURE

<i>Payee</i>	<i>VAT No</i>	<i>Goods and Services</i>	<i>ex VAT</i>	<i>VAT</i>	<i>Total account</i>	<i>budget</i>	<i>funds available (approx)</i>	<i>balance of funds after payment (approx)</i>	<i>chq No:</i>
HM Revenue and Customs		Tax NI	£2,982.95			wages			
DCC Pensions		Pensions	£3,241.80		£11,962.40		47,133.00	35,170.60	1777-1782
Wages			£5,737.65						
Petty cash		various	£250.00		£250.00	various			1785
Petty cash		various	£250.00		£250.00	various			1804
Mr. K Abraham		Audit	£325.00	£0.00	£325.00	prof fees audit			1764
QES	866362007	Legionella support pack	£32.00	£4.80	£36.80	Manor property maintenance			1765
Best Badges		Fodas Support			£1,127.23	Fodas support budget			1766
Watson Electrical	699043689	Electrical maintenance	£200.00	£30.00	£230.00	Manor Property maintenance			1767
Unlock Democracy		grant to local works	£10.00	£0.00	£10.00	grants			1768
Mount Pleasant Inn	320761584	Air Show	£826.09	£123.91	£950.00	PR			1771
Rogers Cleaning service		loo rolls	£25.00	£3.95	£28.75	manor cleaning			1774
Dawlish Repertory Co		Shaftesbury Theatre booking deposit	£20.00	£0.00	£20.00	regeneration			1775
NALC		conference fees	£170.00	£25.50	£195.50	training			1776
							<i>funds available (approx)</i>	<i>balance of funds after payment (approx)</i>	
<i>Payee</i>	<i>VAT No</i>	<i>Goods and Services</i>	<i>ex VAT</i>	<i>VAT</i>	<i>Total account</i>	<i>budget</i>	<i>funds available (approx)</i>	<i>balance of funds after payment (approx)</i>	<i>chq No:</i>
PRS		Music Licence for regeneration event	£24.30	£3.65	£27.95	regeneration			1786
Thirstywork		watercooler	£11.00	£16.50	£12.65	admin			1788

Mrs. R. Prowse		west exe parish cluster work	£36.00	£0.00	£36.00	west exe parish cluster			1790
Blackboard Associates		IT	£111.74	£16.76	£128.50	IT			1791
Western Web		Website	£67.00	£10.05	£77.05	IT			1792
QES	866362007	Legionella	£32.00	£4.80	£36.80	Manor property maintenance			1793
Swiftprint		regeneration banner	£70.00	£10.50	£80.50	regeneration			1795
Viking		stationery	£19.25	£0.00	£19.25	stationery			1796
ROK	141359678	water leak in rear car park	£643.86	£96.58	£740.44	Manor property maintenance			1797
Roger's cleaning	384905814	grounds maintenance	£32.00	£4.80	£36.80	Manor grounds maintenance			1798
Rogers Cleaning service		property maintenance	£25.00	£3.75	£28.75	Manor property maintenance			1798
Rogers Cleaning service		Cemetery loos	£28.65	£4.30	£32.95	cemetery loos			1798
Rogers Cleaning service		cleaning	£833.58	£125.04	£958.62	Manor cleaning			1798
Rogers Cleaning service		caretaking	£1,588.15	£238.23	£1,826.38	Manor caretaking			1798
Grahams		padlock for electric cabinet	£31.69	£0.00	£31.69	Dec lighting			1799
Dawlish Repertory Co		Shaftesbury Theatre booking payment	£85.00	£0.00	£85.00	regeneration			1800
Payee	VAT No	Goods and Services	ex VAT	VAT	Total account	budget	funds available (approx)	balance of funds after payment (approx)	chq No:
Swiftprint		printing for FoDAS	£300.00	£0.00	£300.00	Fodas support budget			1801
DAPC		Clr. F. Tullis training day	£15.00	£2.25	£17.25	training			1802
Sampsons		light tubes	£13.01	£1.95	£14.96	heat and light			1803
Mrs. P Bloomfield		travelling	£51.76	£0.00	£51.76	travelling			1805
Miko coffee		coffee for regeneration event	£18.60	£0.00	£18.60	admin			1806

Dawlish News		newspaper bill	£11.60	£0.00	£11.60	admin			1808	
LHC Urban Design Ltd		Dawlish Pavilion study, and regeneration	£4,833.34	£725.00	£14,070.64	regeneration				
LHC Urban Design Ltd		Dawlish Pavilion study, and regeneration	£4,000.00	£600.00						1810
LHC Urban Design Ltd		Dawlish Pavilion study, and regeneration	£3,402.00	£510.30						
Mrs. T, Ward		payment for Neopost ink cartridge purchased on line to reduce costs	£45.99	£0.00	£45.99	Postage			1811	
Viking Direct		stationery	£171.51	£25.73	£197.24	admin			1813	
Cllr. Mrs. H. Humphries		Teenbridge Project	£100.00	£0.00	£100.00	Councillors community fund grant			1816	
Payee	VAT No	Goods and Services	ex VAT	VAT	Total account	budget	funds available (approx)	balance of funds after payment (approx)	chq No:	
Swiftprint		sign for Tuck's Plot	£15.00	£2.25	£17.25	floral displays			1817	
Biffa Waste Services		commercial waste collections	192.4	28.86	221.26	Manor refuse			1818	

OFFICE ACCOUNTS FOR PAYMENT

MONTH: OCTOBER 2009

CIVIC AMENITIES COMMITTEE

Payee	VAT No	Goods and Services	ex VAT	VAT	Total account	budget	funds available (approx)	balance of funds after payment (approx)	chq No:
HM Revenue and Customs		Tax NI				wages	£19,094.45	£17,094.00	1783-4
DCC Pensions		Pensions	£2,007.40		£2,007.40				
Wages									
Mr. S. Green		Local Produce market support	£90.00	£0.00	£90.00	Local Produce market running costs			1769

Teignview Veterinary Group	142402415	Swans medications	£61.48	£9.22	£70.70	Waterfowl prof fees vet			1770
Mole Valley Farmers	143215014	food	£26.20	£0.00	£26.20	waterfowl food			1772
Mole Valley Farmers	143215014	general	£40.97	£6.14	£47.10	waterfowl general			1772
Mr. S. Green		Local Produce market support	£30.00	£0.00	£30.00	Local Produce market running costs			1773
Morris & McGinn		prop maint	£5.17	£0.78		prop maint	£5.17		1787
Morris & McGinn		waterfowl compound	£2.20	£0.33		waterfowl			1787
Morris & McGinn		waterfowl compound	£4.35	£0.65	£33.23	waterfowl	£28.03		1787
Morris & McGinn		waterfowl compound	£0.24	£0.04		waterfowl			1787
Morris & McGinn		waterfowl compound	£16.39	£2.54		waterfowl			1787
Mole Valley Farmers		waterfowl food	£71.40	£0.00	£71.40	waterfowl			1789
Mrs. M.Tomlins		allotment refund half year	£19.00	£0.00	£19.00	refunds			1794
Mr. S Green		fee for November LPM	£60.00	£0.00	£60.00	LPM running costs			1807
Mole Valley Farmers		general and food	£99.00	£3.69	£102.69	waterfowl food and general			1809
Always Cleaning Service		pond clearance	£115.00	£0.00	£115.00	waterfowl general			1812
G Jones		waterfowl food	£187.50	£0.00	£187.50	waterfowl food			1814

DAWLISH TOWN COUNCIL ACCOUNTS FOR PAYMENT

MONTH: November and December 2009

FINANCE AND GENERAL PURPOSES EXPENDITURE

<i>Payee</i>	<i>VAT No</i>	<i>Goods and Services</i>	<i>ex VAT</i>	<i>VAT</i>	<i>Total account</i>	<i>budget</i>	<i>funds available (approx)</i>	<i>balance of funds after payment (approx)</i>	<i>chq No:</i>
HM Revenue and Customs		Tax NI	£3,187.03			wages		35,170.60	
DCC Pensions		Pensions							
Wages									
Petty cash		various	£250.00		£250.00	various			1827
Petty cash		various	£250.00		£250.00	various			1847

Dawlish Newspapers	advertisement for regeneration day events	£220.50	£33.08	£253.58	regeneration costs			1828
J Winchester	mileages	£113.90	£0.00	£113.90	travelling expenses			1829
Blackboard Associates	IT upgrades	£60.00	£9.00	£69.00	IT and website			1830
thirstywork	water cooler	£11.00	£1.65	£12.65	administration			1832
Rogers Cleaning Service	Manor House grounds maint	£40.00	£6.00	£46.00	Manor grounds maintenance			1833
Rogers Cleaning Service	Manor House caretaking	£1,588.15	£238.23	£1,826.38	caretaking			1833
Rogers Cleaning Service	cemetery loos	£28.65	£4.30	£32.95	cemetery loos			1833
Rogers Cleaning Service	Manor cleaning	£833.58	£125.04	£958.62	Manor cleaning			1833
LHC	Regeneration - Lawn Pavilion	£6,333.33	£950.00	£7,283.33	regeneration costs			1834
Swiftprint	signwriting	75	11.25	86.25	regeneration costs			1835
Devon and Cornwall Newspapers	regeneration advertisement for consultation event Post	£300.00	£45.00	£345.00	regeneration costs			1837
The Kenn Centre	West Exe Parish Cluster hire of hall	£85.00	£0.00	£85.00	West Exe Parish Cluster costs			1838
Devon and Cornwall Newspapers	regeneration advertisement for consultation event Gazette	£220.50	£33.08	£253.58	regeneration costs			1839
QES	Legionella inspections	£32.00	£4.80	£36.80	Property maintenance Manor			1842
Streetentertainers	regeneration entertainer	£635.00	£95.25	£730.25	regeneration costs			1845
Viking Direct	stationery	£67.27	£10.09	£77.36	stationery			1846
Scott Richards	professional fees	£16,500.00	£0.00	£16,500.00	capital			1848
Sampsons	lamps	£8.00	£0.00	£8.00	Manor property maintenance			1849
Devon Marquee Company	regeneration event	£682.50	£102.38	£784.88	regeneration costs			1850

LHC		works relating to Lawn Pavilion regeneration	£3,861.98	£579.30	£4,441.28	regeneration costs			1851
-----	--	--	-----------	---------	-----------	--------------------	--	--	------

OFFICE ACCOUNTS FOR PAYMENT

MONTH: 2009

CIVIC AMENITIES COMMITTEE

<i>Payee</i>	<i>VAT No</i>	<i>Goods and Services</i>	<i>ex VAT</i>	<i>VAT</i>	<i>Total account</i>	<i>budget</i>	<i>funds available (approx)</i>	<i>balance of funds after payment (approx)</i>	<i>chq No:</i>
HM Revenue and Customs		Tax NI				wages	£19,094.45	£17,094.00	
DCC Pensions		Pensions							
Wages									
screwfix		deck treads	£45.18	£6.78	£51.96	Parish Maintainer costs			1841
M & D Hire		hire of hedge trimmer	30	4.5	34.5	Parish Maintainer costs			1843
Morris & McGinn		timbercare	£7.62	£1.14	£8.76	Parish Maintainer costs			1844
Morris & McGinn		mallet	£4.34	£0.65	£4.99	Parish Maintainer costs			1844
M&D Hire		repairs to water pump	£45.00	£6.75	£51.75	waterfowl general expenditure			1852
Noble		watersampling	£238.00	£35.70	£273.70	waterfowl general expenditure			1853
S Green		Local Produce Market	£60.00	£0.00	£60.00	Local Produce market costs			1854

DAWLISH TOWN COUNCIL ACCOUNTS FOR PAYMENT

DECEMBER
AND

MONTH: **JANUARY** 2009/2010

FINANCE AND GENERAL PURPOSES EXPENDITURE

<i>Payee</i>	<i>VAT No</i>	<i>Goods and Services</i>	<i>ex VAT</i>	<i>VAT</i>	<i>Total account</i>	<i>budget</i>	<i>funds available (approx)</i>	<i>balance of funds after payment (approx)</i>	<i>chq No:</i>
--------------	---------------	---------------------------	---------------	------------	----------------------	---------------	---------------------------------	--	----------------

HM Revenue and Customs		Tax NI				wages			
DCC Pensions		Pensions			£14,014.71				1861-1865
Wages									
Petty cash									
Thirstywork	430339087	watercooler	£11.00	£1.65	£12.65	administration 7023			1855
Miko Coffee		coffee	£43.00	£0.00	£43.00	administration 7023			1857
Rogers Cleaning Service	384905814	toilet rolls and black bags	£26.00	£3.90	£29.90	Manor property maintenance 7436			1858
Blackboard Associates		IT support	£130.00	£22.75	£152.75	IT 7009			1859
TDC		Hire of Lawn for regeneration event	£25.00	£0.00	£25.00	regeneration costs 8701			1860
Rogers Cleaning Service		Manor Cleaning	£833.58	£125.04	£958.62	Manor cleaning 7430			1869
Rogers Cleaning Service		Manor House caretaking	£1,270.52	£190.58	£1,461.10	Manor caretaking 7498			1869
Rogers Cleaning Service		Manor House grounds	£32.00	£4.80	£36.80	Manor grounds			1869
Scott Richards		professional fees	£575.00	£86.25	£661.25	regeneration costs 8701			1870
A Holmes		expenses	£115.00	£0.00	£115.00	travelling 7006			1872
QES		Legionella inspections	£32.00	£4.80	£36.80	Manor property maintenance 7436			1873

<i>Payee</i>	<i>VAT No</i>	<i>Goods and Services</i>	<i>ex VAT</i>	<i>VAT</i>	<i>Total account</i>	<i>budget</i>	<i>funds available (approx)</i>	<i>balance of funds after payment (approx)</i>	<i>chq No:</i>
HM Revenue and Customs		Tax NI				wages	included on previous page		
DCC Pensions		Pensions							
Wages									

Morris & McGinn	141172212	Lok tape	£10.42	£1.56	£11.98	Parish Maintainer costs 8299			1856
M&D Hire	869850953	machinery servicing	73.48	11.02	84.5	Parish Maintainer costs 8299			1871
M&D Hire	"	machinery servicing	£80.10	£12.02	£92.12	Parish Maintainer costs 8299			1871
M&D Hire	"	machinery servicing	£54.05	£8.11	£62.16	Parish Maintainer costs 8299			1871
M&D Hire	"	machinery servicing	£55.35	£8.30	£63.65	Parish Maintainer costs 8299			1871
Rogers Cleaning		cemetery toilets	£28.65	£4.30	£32.95	cemetery toilets 7430			1869



DAWLISH TOWN COUNCIL

FINANCIAL REPORT

To end of NOVEMBER 2009

for consideration at the following meetings:

Finance and General Purposes Meeting: January 2010

Civic Amenities Committee Meeting: January 2010

Summary of position at the start of the year:

At the beginning of 2009-2010 the Council had a deficit of £29,658.

The general reserves of the Town Council are £62,481. The earmarked reserves of the Town Council are £15,418. At the start of the year the Town Council held £265,115 in capital funds.

The total cash and assets of the Town Council were £343,410.17.

Current Month:

1. Finance and General Purposes Committee:

Actual expenditure to the end of November has been £213,134.06 leaving a balance against the total budget of £61265.94 to cover expenditure until 31st March 2010

Actual income to the end of November has been £351,330.78 – this includes all of the precept due. This figure is currently £8865.22 in excess of budget predictions but includes £20,000 from Devon County Council as a contribution towards regeneration project costs. Comparisons against budget figures are shown on the following pages.

2. Civic Amenities Committee

Actual expenditure to the end of November has been £40353.59 leaving a balance against the total budget of £20,437.41 to cover expenditure until 31st March 2010

Actual income to the end of November has been £12,224 which is in excess of budget predictions by some £6,522. However, this figure is somewhat distorted by the inclusion of the bequest made to Waterfowl of over £8,000. Comparisons against budget figures are shown on the following pages.

Dawlish Town Council Monies held and Investments as at 30th November 2009

Current Account – Nat West Bank	£ 500.00
Deposit Account – Nat West Bank	£ 108,901.57
Petty cash	£ 2.71
	£ 109,404.28

Nat West Bank Treasury account 1

(capital monies which includes £130,000 pledged to the new Youth Centre) £202,200. Money has been drawn down to cover anticipated capital costs and capital sums will be re-adjusted in January 2010. This investment has been split in two investments to maintain flexible access on capital funding:

1. £72,000 invested for two months at 0.10% - this investment matures on 25th January 2010.
2. £130,000 invested for two months at 0.09% - this investment matures on 27th January 2010

Nat West Bank Treasury account 2

(non-capital monies which include the Town Council's general and earmarked reserves)
 £150,000 invested for one month at 0.07% - this investment matures on 9th December 2009)

INCOME Comparisons against budget forecasts to the end of October 2009

<u>INCOME</u>	<i>Budget TARGET for current year</i>	<i>Income to date</i>	<i>Variance on budget figure. Figures in black yet to be achieved, figures in green show surplus to budget income figures</i>	<i>Notes</i>
Precept	301896	301944.25	48.25	
Interest	6000	1400.44	4599.56	interest rates still very low
Income office services	300	636.55	336.55	
income refunds	0	239.57	239.57	
Youth Council donations	0	272.00	272.00	
Regeneration donations	0	20500	20500	This from Devon County Council to be set off against regeneration costs over and above £20,000 in revenue budget. DCC will expect any surplus to be returned to them.
Manor House Hire fees	22000	15479.27	6520.73	
Manor House rents	8000	6373.32	1626.68	Unlikely to be achieved because of loss of rental income when ECTCA leaves in September 09,
Local Produce Market	2000	2066.50	66.50	Surplus likely which will be offset against deficit for cost of stalls.
West Exe Parish Cluster	0	1700	1700	Note – this money is held for the West Exe Parish Cluster against anticipated expenditure by that group.
Waterfowl Agency Income	3410	0	3410	
Waterfowl donations	250	10007.08	9757.08	Bequest left for the benefit of waterfowl of over £8500. Suggest if not spent by year-end this money is placed in an earmarked reserve for waterfowl. Also up as waterfowl shute reinstated.
Waterfowl (adoptions)	450.00	1618.01	718.01	
Footpaths P3 scheme	600	0	600	
Footpaths sales of booklets	20	152	132	anticipate order – will achieve target and surplus at year end.
Allotments rentals	972.00	437	535	All allotments rents for current year have been paid for, most in previous

				year No further monies due.
Friends of Dawlish Air Show income	0	430.00	430.00	scheme started in November 2009
Mayor's collection account	0	288.88	288.88	Mayor's charity account now within DTC accounts following closure of all building societies in Dawlish

EXPENDITURE – comparisons against budget forecasts.

<u>EXPENDITURE</u>	<i>Budget TARGET for current year</i>	<i>Expenditure to date</i>	<i>Variance on budget figures figures in black show balance still available figures in red show overspend</i>	<i>Notes</i>
Staffing (Administration)	118000	82,654	35346	
Travelling expenses	1000	154	846	
Councillors travelling expenses	800	115	685	
Training	2500	2957	456	overspend
IT and website	2500	1487	1013	
Youth Council Management	500	298	202	
Youth Council budget	500	215	285	£100 from last year's accounts therefore variance is as stated.
Telephones office	1000	498	502	
Postages and franking machine rental	2100	1446	654	Expect this budget to overspend by year end.
General Administration and Stationery budget including provision for any bank charges	8500	3140	5360	Savings are being made – anticipate there will be an underspend on this budget for current year.
Photocopier Lease, copying and printing	14000	9441	4559	Printing is being reduced and savings so this budget is on target.
Insurance	7000	8215	1215	No further insurance expenditure anticipated but overspent by figure stated.
Advertising	800	374	426	
Public relations	1500	1176	324	
Membership fees	3250	3103	147	Expect this budget to overspend by year end.
Civic functions	250.00	268	18	Reception overspend
Mayor's Allowance	2000	2000	0	
Mayoral regalia and notice board	150.00	60	90	Expect this budget to overspend by year end.
Councillors allowances	0	400	400	Although No budget was set for this, Councillors were paid allowances in accordance with Town Council Allowance Scheme. Cheques from four Cllrs are awaiting write-back so expenditure is £400 refunds anticipated in new year
Contingencies	1000	744	256	(Specialist chair for office)
West Exe Parish Cluster	0	286	286	This money to be offset against funds

refunds				<i>held on behalf of the West Exe Parish Cluster – some expenditure</i>
Audit fees	3500	1700	1800	<i>1st and 2nd internal audits carried out.</i>
<u>EXPENDITURE</u>	<i>Budget TARGET for current year</i>			<i>Notes</i>
Floral displays	500.00	87	413	<i>Tuck's plot floral display expenditure</i>
Bunting	200	200	0	<i>Budget spent</i>
Grants	8000	4600	3400	<i>Anticipate budget will be fully expended</i>
Councillors Community Fund grants	1600	380	1220	<i>Anticipate budget will be fully expended</i>
CCTV	2100	1398	702	
Manor House rates	18000	11628	6372	
Manor House water charges	6000	3696	2304	<i>Water leak in rear car park (now repaired) will affect water meter and charging.</i>
Manor House refuse collection	2000	2313	313	<i>overspend</i>
Manor House heating and lighting	12000	7787	4213	<i>Expect this budget to overspend by year end</i>
Manor House payphone (second line and emergency calls only)	300	0	300	
Manor House cleaning	10200	6228	3972	<i>Expect this budget to overspend by year end</i>
Manor House furniture and furniture repairs	50	13	37	
Manor House Property maintenance	4100	2310	1790	<i>may overspend by year end.</i>
Caretaking	17500	9846	7653	
Regeneration consultants costs	20000	37556	17,556	<i>Expect this budget to overspend by November 2008 as anticipated accounts total £29,000. £20,000 funding received from DCC to offset the surplus costs.</i>
Friends of Dawlish Air Show costs	0	1280	1280	<i>Will be off-set against income from scheme (see income)</i>
Local Produce Market	1000	849	151	<i>Budget may overspend.</i>
Play areas and skatepark	650	260	140	
Springfield gardens land	100	0	100	
Cemetery toilets	365.00	201	164	
Staffing (Outside services)	42000	30681	11318	
Waterfowl travelling	1750	2040	290	<i>overspend</i>
Waterfowl Lease of compound	1	0	1	<i>Not anticipated will be requested</i>
Waterfowl vets fees	75	178	103	<i>Budget overspend – other veterinary expenses can be taken from general costs</i>
Waterfowl food	2000	1187	813	

Waterfowl general expenditure	3700	1754	782	Anticipate budget may overspend
<u>EXPENDITURE</u>	<i>Budget TARGET for current year</i>			<i>Notes</i>
Training – outside services	1000	0	1000	
Footpaths	100	0	100	
Bus shelters	0	0	0	Anticipate expenditure of £20 per bus shelter (Fernbank) – approx £300
Allotments rental	800.00	800	0	Budget expended
Allotments water charges	250	128	122	
Allotments maintenance	100	0	100	
CAC contingency	1000	0	1000	
Parish Maintainer equipment and costs	2400	1480	919	Likely to overspend
Parish Maintainer phone	600	198	401	
Decorative lighting purchase	1000	985	15	Lighting ordered and received ready for installation
Decorative lighting installation and decommissioning	2900 + £1000 Urban grant fund	157	2743	unforeseen works undertaken in installation of lighting
Decorative lighting electricity	0	167	167	This listed separately but can be included in installation and decommissioning

RESERVES:

Operational/ General Reserve	61,481.40	<i>This figure should be 3-12 months' operation of the Council i.e. in excess of £110,000. Budget should therefore include provision of addition to reserves of £20,000 per annum over next three years to achieve £120,000 (this in addition to any budget deficits in forthcoming years and other expenditure.)</i>
Diamond Jubilee Reserve (take from general reserve)	2500	<i>Aim of Council in 2005 to achieve fund level of £5,000 to provide a community event of some kind (similar to Trafalgar event in 2005) to celebrate the Diamond Jubilee of HM The Queen in 2012 –requires additions to budget of approx. £1500 annually over next two years.</i>
Elections reserve	2000	<i>Aim was set by Council to achieve funds of £3,000 for election in 2011 to provide towards costs of elections/polling cards etc. One year to go – budget should include provision for addition to reserve of at least £1000. The actual election costs will probably be nearer £2,000 per Ward.</i>
Lawn Management (previously millennium reserve)	6814	<i>Remains of reserve previously known as Millennium reserve – new bandstand project was not completed and funds earmarked for management/regeneration of Lawn area. £5,000 has been transferred from this reserve to assist with costs in the Lawn Pavilion feasibility study currently being undertaken</i>
Skatepark reserve (take from general reserve)	500	<i>Reserve agreed in current budget</i>

CAPITAL RESERVES:

Capital reserve	figure	<i>This is the balance of funds from sale of the Leonard Lamb Community Centre</i>
BALANCE AT END OF JUNE 2009	262600.49	
July expenditure:		
ROK release of retention for roof works at Manor House	-1646.48	
Stratton & Holborow – final account for roof works	-476.97	
balance of capital at end of August 2009	£260,477.04	<i>Note: The capital sum currently invested is £265,115.20 in two investments This investment matures in November 2009 and will be adjusted downwards to reflect the expenditure</i>
Sums drawn down in anticipation of capital expenditure at investment maturity dates. This will be adjusted again in January 2010	-58,477	
Balance at end of November	202,000	<i>to be adjusted in January 2010 at investment maturity</i>

**PAYMENTS BY DIRECT/DEBIT; STANDING ORDER, ETC., MADE DURING
October 2009**

<u>Details of Fin.Direc. Account/ Department</u>	<u>Payee</u>		<u>Amount spent in current month</u>	<u>Budget Balance at current month</u>
Office phone (1)	B.T.	1000	0	
Office phone (2)	B.T.		0	
payphone	B.T.		0	
Franking machine and postage	Neopost Ltd	2100	0	
Bank charges	fee sweep fee	0	0	0
Broadband Connection	Eclipse Networking	2500	64.38	
photocopier	ING Leasing		261.46	
Printer	IC Office solutions	14,000	81.10	
			1101.99	
Rates	Teignbridge District Council	26000	85.00	
Water Rates	South West Water		462.00	
Gas account	Business Gas	12000	294.00	
Electricity ac	British Gas		680.00	
Mobile phone	Vodaphone	Waterfowl General Expenditure and Parish Maintainer costs	56.05	
Electricity supply Waterfowl compound	New direct debit EDF energy		0	
Electricity supply CCTV	EDF energy		0	
Allotments – water supply	South West Water	Allotments	16	
Electricity supply – decorative lights	EDF energy	decorative lights	0	

DAWLISH TOWN COUNCIL

FINANCIAL REPORT

To end of DECEMBER 2009

for consideration at the following meetings:

Finance and General Purposes Meeting: January 2010

Civic Amenities Committee Meeting: January 2010

Summary of position at the start of the year:

At the beginning of 2009-2010 the Council had a deficit of £29,658.

The general reserves of the Town Council are £62,481. The earmarked reserves of the Town Council are £15,418. At the start of the year the Town Council held £265,115 in capital funds.

The total cash and assets of the Town Council were £343,410.17.

Current Month:

3. Finance and General Purposes Committee:

Actual expenditure to the end of December has been £261,186.39 leaving a balance of £13,213.61 to cover expenditure until 31st March 2010

Actual income to the end of December has been £358,377.89 – this includes all of the precept due. This figure is currently £8865.22 in excess of budget predictions but includes £20,000 from Devon County Council as a contribution towards regeneration project costs. Comparisons against budget figures are shown on the following pages.

4. Civic Amenities Committee

Actual expenditure to the end of December has been £44,973.54 leaving a total of £15817.46 to cover expenditure until 31st March 2010

Actual income to the end of December has been £12,329.09 which is in excess of budget predictions by some £6,627. However, this figures is somewhat distorted by the inclusion of the bequest made to Waterfowl of over £8,000. Comparisons against budget figures are shown on the following pages.

Dawlish Town Council Monies held and Investments as at 31st December 2009

Current Account – Nat West Bank	£	500.00
Deposit Account – Nat West Bank	£	86,073.87
Petty cash	£	<u>61.18</u>
	£	86,635.05

Nat West Bank Treasury account 1

(capital monies which includes £130,000 pledged to the new Youth Centre) £202,200. Money has been drawn down to cover anticipated capital costs and capital sums will be re-adjusted in January 2010. This investment has been split in two investments to maintain flexible access on capital funding:

3. £72,000 invested for two months at 0.10% - this investment matures on 25th January 2010.
4. £130,000 invested for two months at 0.09% - this investment matures on 27th January 2010

Nat West Bank Treasury account 2

(non-capital monies which include the Town Council's general and earmarked reserves) £109,769.81 invested for one month at 0.07% - this investment matures on 13th January 2010)

INCOME Comparisons against budget forecasts to the end of December 2009

<u>INCOME</u>	<u>Budget TARGET for current</u>	<u>Income to date</u>	<u>Variance on budget figure. Figures in black yet to be achieved, figures in green</u>	<u>Notes</u>

	<i>year</i>		<i>show surplus to budget income figures</i>	
Precept	301896	301944.25	48.25	
Interest	6000	1410.30	4589.70	<i>interest rates still very low</i>
Income office services	300	636.55	336.55	
income refunds	0	3277.85	3277.85	<i>This amount includes a refund of £3,000 requested from SWW following adjustment of standing order payments</i>
Youth Council donations	0	272.00	272.00	
Regeneration donations	0	20500	20500	<i>This from Devon County Council to be set off against regeneration costs over and above £20,000 in revenue budget. DCC will expect any surplus to be returned to them.</i>
Manor House Hire fees	22000	17816.94	4183.06	
Manor House rents	8000	7089.55	910.45	<i>Unlikely to be achieved because of loss of rental income when ECTCA leaves in September 09,</i>
Local Produce Market	2000	2326.50	326.50	<i>Surplus likely which will be offset against deficit for cost of stalls.</i>
West Exe Parish Cluster	0	1700	1700	<i>Note – this money is held for the West Exe Parish Cluster against anticipated expenditure by that group.</i>
Waterfowl Agency Income	3410	0	3410	
Waterfowl donations	250	10007.08	9757.08	<i>Bequest left for the benefit of waterfowl of over £8500. Suggest if not spent by year-end this money is placed in an earmarked reserve for waterfowl. Also up as waterfowl shute reinstated.</i>
Waterfowl (adoptions)	450.00	1733.01	1283.01	
Footpaths P3 scheme	600	0	600	
Footpaths sales of booklets	20	152	132	<i>anticipate order – will achieve target and surplus at year end.</i>
Allotments rentals	972.00	437	535	<i>All allotments rents for current year have been paid for, most in previous year No further monies due.</i>
Friends of Dawlish Air Show income	0	1050	1050	<i>scheme started in November 2009</i>
Mayor's collection account	0	353.95	353.95	<i>Mayor's charity account now within DTC accounts following closure of all building societies in Dawlish</i>

EXPENDITURE – comparisons against budget forecasts.

<u>EXPENDITURE</u>	<i>Budget TARGET for current year</i>	<i>Expenditure to date</i>	<i>Variance on budget figures figures in black show balance still available figures in red show overspend</i>	<i>Notes</i>

Staffing (Administration)	118000	93091.62	24908.38	
Travelling expenses	1000	267.6	732.40	
Councillors travelling expenses	800	115	685	
Training	2500	2957	456	overspend
IT and website	2500	1614.71	885	
Youth Council Management	500	298	202	
Youth Council budget	500	215	285	£100 from last year's accounts therefore variance is as stated.
Telephones office	1000	733.34	266.66	
Postages and franking machine rental	2100	1696.33	403.67	Expect this budget to overspend by year end.
General Administration and Stationery budget including provision for any bank charges	8500	3297.96	5202.04	Savings are being made – anticipate there will be an underspend on this budget for current year.
Photocopier Lease, copying and printing	14000	10643.14	3356.86	Printing is being reduced and savings so this budget is on target.
Insurance	7000	8215	1215	No further insurance expenditure anticipated but overspent by figure stated.
Advertising	800	374	426	
Public relations	1500	1176	324	
Membership fees	3250	3103	147	Expect this budget to overspend by year end.
Civic functions	250.00	270	20	Reception overspend
Mayor's Allowance	2000	2000	0	
Mayoral regalia and notice board	150.00	60	90	Expect this budget to overspend by year end.
Councillors allowances	0	400	400	Although No budget was set for this, Councillors were paid allowances in accordance with Town Council Allowance Scheme. Cheques from four Cllrs are awaiting write-back so expenditure is £400 refunds anticipated in new year
Contingencies	1000	744	256	(Specialist chair for office)
West Exe Parish Cluster refunds	0	371	371	This money to be offset against funds held on behalf of the West Exe Parish Cluster – some expenditure
Audit fees	3500	1700	1800	1 st and 2 nd internal audits carried out.
<u>EXPENDITURE</u>	<i>Budget TARGET for current year</i>			Notes
Floral displays	500.00	87	413	Tuck's plot floral display expenditure
Bunting	200	200	0	Budget spent

Grants	8000	4600	3400	Anticipate budget will be fully expended
Councillors Community Fund grants	1600	529.89	1070.11	Anticipate budget will be fully expended
CCTV	2100	1477.82	622	
Manor House rates	18000	13289.25	4711	
Manor House water charges	6000	4112	1888	Water leak in rear car park (now repaired) will affect water meter and charging.
Manor House refuse collection	2000	2313	313	overspend
Manor House heating and lighting	12000	9116.81	2883	Expect this budget to overspend by year end
Manor House payphone (second line and emergency calls only)	300	0	300	
Manor House cleaning	10200	47061.17	3139	Expect this budget to overspend by year end
Manor House furniture and furniture repairs	50	132.98	83	
Manor House Property maintenance	4100	2389	1711	may overspend by year end.
Caretaking	17500	11434.68	6065	
Regeneration consultants costs	20000	49884.53	29885	Expect this budget to overspend by November 2008 as anticipated accounts total £29,000. £20,000 funding received from DCC to offset the surplus costs other income anticipated by year end
Friends of Dawlish Air Show costs	0	1280	1280	Will be off-set against income from scheme (see income)
Local Produce Market	1000	908	91	Budget may overspend.
Play areas and skatepark	650	260	140	
Springfield gardens land	100	0	100	
Cemetery toilets	365.00	229	136	
Staffing (Outside services)	42000	34934.64	7065	
Waterfowl travelling	1750	2116.16	366.16	overspend
Waterfowl Lease of compound	1	0	1	Not anticipated will be requested
Waterfowl vets fees	75	178	103	Budget overspend – other veterinary expenses can be taken from general costs
Waterfowl food	2000	1187	813	
Waterfowl general expenditure	3700	1823.58	1876	Anticipate budget may overspend
<u>EXPENDITURE</u>	Budget TARGET for current year			Notes
Training – outside services	1000	0	1000	
Footpaths	100	0	100	
Bus shelters	0	0	0	Anticipate expenditure of £20 per bus

				<i>shelter (Fernbank) – approx £300</i>
Allotments rental	800.00	800	0	<i>Budget expended</i>
Allotments water charges	250	128	122	
Allotments maintenance	100	0	100	
CAC contingency	1000	0	1000	
Parish Maintainer equipment and costs	2400	1785.87	614	<i>Likely to overspend</i>
Parish Maintainer phone	600	223.06	376	
Decorative lighting purchase	1000	985	15	<i>Lighting ordered and received ready for installation</i>
Decorative lighting installation and decommissioning	2900 + £1000 Urban grant fund	157	2743	<i>unforeseen works undertaken in installation of lighting</i>
Decorative lighting electricity	0	167	167	<i>This listed separately but can be included in installation and de-commissioning</i>

RESERVES:

<i>Operational/ General Reserve</i>	61,481.40	<i>This figure should be 3-12 months' operation of the Council i.e. in excess of £110,000. Budget should therefore include provision of addition to reserves of £20,000 per annum over next three years to achieve £120,000 (this in addition to any budget deficits in forthcoming years and other expenditure.)</i>
---	-----------	---

Diamond Jubilee Reserve (take from general reserve)	2500	Aim of Council in 2005 to achieve fund level of £5,000 to provide a community event of some kind (similar to Trafalgar event in 2005) to celebrate the Diamond Jubilee of HM The Queen in 2012 –requires additions to budget of approx. £1500 annually over next two years.
Elections reserve	2000	Aim was set by Council to achieve funds of £3,000 for election in 2011 to provide towards costs of elections/polling cards etc. One year to go – budget should include provision for addition to reserve of at least £1000. The actual election costs will probably be nearer £2,000 per Ward.
Lawn Management (previously millennium reserve)	6814	Remains of reserve previously known as Millennium reserve – new bandstand project was not completed and funds earmarked for management/regeneration of Lawn area. £5,000 has been transferred from this reserve to assist with costs in the Lawn Pavilion feasibility study currently being undertaken
Skatepark reserve (take from general reserve)	500	Reserve agreed in current budget

CAPITAL RESERVES:

Capital reserve	figure	This is the balance of funds from sale of the Leonard Lamb Community Centre
BALANCE AT END OF JUNE 2009	262600.49	
July expenditure:		
ROK release of retention for roof works at Manor House	-1646.48	
Stratton & Holborow – final account for roof works	-476.97	
balance of capital at end of August 2009	£260,477.04	Note: The capital sum currently invested is £265,115.20 in two investments This investment matures in November 2009 and will be adjusted downwards to reflect the expenditure
Sums drawn down in anticipation of capital expenditure at investment maturity dates. This will be adjusted again in January 2010	-58,477	
Balance at end of December	202,000	to be adjusted in January 2010 at investment maturity

PAYMENTS BY DIRECT/DEBIT; STANDING ORDER, ETC., MADE DURING December 2009

<u>Details of Fin.Direc.</u> <u>Account/</u> <u>Department</u>	<u>Payee</u>		<u>Amount spent in</u> <u>current month</u>	<u>Budget Balance at current month</u>
Office phone (1)	B.T.	1000	154.89	566
Office phone (2)	B.T.		60.28	
payphone	B.T.		55.38	
Franking machine and postage	Neopost Ltd	2100	250.00	403.67
Bank charges	fee sweep fee	0		0
Broadband Connection	Eclipse Networking	2500	78.18	885
photocopier	ING Leasing		261.46	3356.85
Printer	IC Office solutions	14,000	81.43	
			1039.38	
Rates	Teignbridge District Council	26000	85.00	6912
Water Rates	South West Water		1576.00	
Gas account	Business Gas	12000	400	
Electricity ac	British Gas		680	2883
Mobile phone	Vodaphone	Waterfowl General Expenditure and Parish Maintainer costs	56.12	
Electricity supply Waterfowl compound	New direct debit EDF energy			
Electricity supply CCTV	EDF energy			783
Allotments – water supply	South West Water	Allotments	16	322
Electricity supply – decorative lights	EDF energy	decorative lights	22.47	167