

# LYNTON AND LYNMOUTH TOWN COUNCIL

## **MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD AT LYNTON TOWN HALL, ON WEDNESDAY 17 NOVEMBER 2021 AT 6.30PM**

**Present:**

<b>Councillors</b>	
B Peacock	(Chairman)
D Harding	(Vice Chairman)
J Atherton	
J Patrinos	
A Rodway	
C Sleep	

**Officers:** Finance Officer

### **188/21 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Pearce.

### **189/21 PUBLIC QUESTION TIME**

A Trustee of the Lyn & Exmoor Museum attended to explain the reasons for the grant application submitted by the museum.

### **190/21 DECLARATION OF MEMBERS DISCLOSABLE PECUNIARY INTERESTS**

Councillor Atherton declared an interest in item 6a as he is a Trustee and Treasurer of the Museum.

### **191/21 MINUTES**

#### **RESOLVED:**

That minutes of the Policy & Finance Committee Meeting held on Wednesday 20 October 2021 be confirmed and signed by the Chairman as a true and correct record.

### **192/21 MATTERS UNDER DELEGATED POWERS**

#### **a. FINANCIAL STATEMENTS**

Financial statements for October 2021 had previously been emailed to Members and it was

#### **RESOLVED:**

Financial statements as attached to these minutes be approved.

#### **b. SEASONAL UNDERTAKINGS**

Statements of income and expenditure for October 2021 had previously been emailed to Members and it was

#### **RESOLVED**

That the reports be noted.

#### **c. CHEQUES & ELECTRONIC TRANSACTIONS**

A list of cheques and electronic accounts had previously been emailed to Members for consideration. It was

#### **RESOLVED**

That the attached list of payments be authorised for BACS transfer.

**a. Grant Application**

Lyn & Exmoor Museum

A grant for £850 was requested to help with urgent repairs needed to the structure of the stone roof. It was

**RECOMMENDED**

To offer them a grant of £850

**b. Town Council Parking Permits Policy Review**

The current policy was reviewed and after some discussion, it was noted that the reference to EX35 6 eligibility was a bit vague and that updated policy on camper vans parking was not included. It was

**RECOMMENDED**

To defer agreement of this policy to next meeting for points above to be addressed.

**c. Budget Town Council and Agency**

Finance Officer presented the first draft budget for 2022/23 which had been previously emailed to Members. After some detailed discussion, it was

**RECOMMENDED**

- That the budgeted inflation rate be increased from 3.5% to 5%
- The grants budget be increased from £2k to £3.5k
- That additional cost be covered by increasing income projections.

**d. Precept for 22/23**

Resulting from the budget discussion above and after further consideration of the current economic climate, it was

**RECOMMENDED**

Not to increase the Precept for 2022/23. It was noted that this may be impacted by an adverse change in the tax base.

Thanks were offered to the Finance Officer for all his hard work preparing the budget and for standing in for the Clerk.

## Part 2

The Chairman moved that

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest the press and public are temporarily excluded and they be asked to withdraw

### 194/21 CONFIDENTIAL MATTERS FOR RECOMMENDATION

**a. Flowbird Quotation**

It was

**RECOMMENDED**

To accept the quote subject to agreement with the NDC Car Parking Manager.

**b. Hayloft**

Brought from Estates & Amenities, with regard to insulation and heating options.

### 195/21 CONFIDENTIAL MATTERS FOR INFORMATION

**a. Manor Hedge**

Chair of Estates & Amenities updated Members on the quotes that were discussed and agreed at the meeting. It was

**RECOMMENDED**

That the updated be noted.

Meeting Closed 8.30pm

Chairman

LYNTON & LYNMOUTH TOWN COUNCIL

FINANCIAL STATEMENT - October 2021

**Cash Balance 30th September 2021** **£500,627.15**

**Receipts**

Car Park Income	46,509.95
Cemetery Income	150.00
Rental Income	3,611.06
Moorings	0.00
Weddings	300.00
Interest	1.48
Donation	10.00
ENP Paths Maint Grant	920.00

**Total Receipts** **51,502.49**

**Payments**

SLCC	234.00	Annual Membership Fee
Good Energy	-658.39	Old Info Kiosk elect refund - see last month
Barclaycard	28.00	Transaction Charges
Right Fuel	17.12	Diesel
HSBC	2.80	Bank Charges
Slee Blackwell	50.00	Deposit re Lease renewal
Tillers Turf	166.68	
Sage	193.20	Monthly charge
Payzone - TP Ltd	18.00	Terminal Rent
EE Ltd	26.08	Foremans call out mobile
PSA Finance	284.67	Van Lease
Right fuel	76.88	Diesel
BG Business	201.94	TH Elect
Staff	11107.65	Payroll
NFS	241.74	Collect 8 goats
AIBMS	127.48	Transactions Charges
Cemetery Refund	50.00	Refund of fees
Rightfuel	36.62	Diesel
ALD (Ford)	521.85	Tipper Lease
HSBC	224.04	Chgs to 4/10
October Payments	27179.37	
ICO	35.00	Annual Data Protection renewal fee
Amazon ( AW)	39.99	TH Outside floodlights
Petty Cash	9.99	
Studio/PO Commission	266.55	

**40,481.26**

**Closing Cash Balance 31st October 2021** **£511,648.38**

**Bank Reconciliation**

Balance as per Bank Statements	
Lloyds	0.00
HSBC	307,583.45
CIT	23,368.30
Short Term Investment	180,010.80
	510,962.55
Add receipts not banked	649.80
Less unrepresented cheques	
<b>Bank Balance</b>	<b>511,612.35</b>
	0.00
Petty Cash	36.03

**£511,648.38**

**N.B. the closing cash balance includes committed funds and other liabilities**

This is a control document required for audit purposes and does not indicate the amount of money the Town and District Councils have available for capital schemes as it takes no account of liabilities (creditors) and assets (debtors) and other budgeted income and expenditure. That information is contained in the Council's capital programme and annual budget.

**LYNTON & LYNMOUTH TOWN COUNCIL**  
**STATEMENT OF SEASONAL UNDERTAKINGS**

**INCOME - October 2021**

Actual October 2020 £	Actual October 2021 £	Budget October 2021		Cumulative Income			Yr on Yr % Variance	
				Actual 2020/21 £	Actual 2021/22	Budget 2021/22		
			<b>Agency Car Parks</b>					
4,513	4,423	2,963	Cross Street	23,153	36,492	30,561	+58	
8,363	8,583	7,013	Bottom Meadow	52,831	88,406	72,344	+67	
10,512	8,436	5,496	Esplanade	54,628	85,123	62,194	+56	
6,598	6,428	4,132	Lower Lyndale	33,756	49,359	46,756	+46	
3,717	3,088	1,949	Upper Lyndale	16,995	22,663	22,055	+33	
<u>3,180</u>	<u>2,194</u>	<u>2,197</u>	Watersmeet	<u>21,938</u>	<u>20,906</u>	<u>24,857</u>	-5	
<b>36,883</b>	<b>33,152</b>	<b>23,750</b>		<b>203,301</b>	<b>302,949</b>	<b>258,767</b>	<b>+49</b>	<b>99,648</b>
			<b>Full Year Total 2020/21 &amp; Full Year Budget 2021/22</b>	<b>214,480</b>	<b>304,632</b>		<b>+42</b>	
			<b>Season Tickets</b>					
75		0	Annual	14,525	19,525	15,000	+34	
2,117	751	51	Weekly	4,601	11,200	9,254	+143	
1,787	758	0	Four Day	2,782	9,814	10,111	+253	
		0	24 Hour		0	0	+0	
<u>223</u>		<u>216</u>	Lynbridge	<u>1,901</u>	<u>1,515</u>	<u>1,801</u>	-20	
<b>4,202</b>	<b>1,509</b>	<b>267</b>		<b>23,809</b>	<b>42,054</b>	<b>36,166</b>	<b>+77</b>	<b>18,245</b>
			<b>Full Year Total 2020/21 &amp; Full Year Budget 2021/22</b>	<b>25,651</b>	<b>39,017</b>		<b>+52</b>	
			<b>Town Car Park</b>					
3,138	2,924	1,763	Lower VOR	26,418	34,563	22,031	+31	8,145
791	1,043	201	Upper VOR	7,583	18,418	4,761	+143	10,835
			<b>Full Year Total 2020/21 &amp; Full Year Budget 2021/22</b>	<b>38,648</b>	<b>30,000</b>		<b>-22</b>	
0	131	0	Manor Foreshore	18,118	22,085	15,000	+22	3,967
			<b>Full Year Total 2020/21 &amp; Full Year Budget 2021/22</b>	<b>18,118</b>	<b>15,000</b>		<b>-17</b>	
			<b>Exmoor National Park</b>					
888	1,137	0	Picnic Area - (LLTC commission 20%)	10,881	17,290	7,000	+59	6,409
			<b>Full Year Total 2020/21 &amp; Full Year Budget 2021/22</b>	<b>11,525</b>	<b>8,000</b>		<b>-31</b>	

**NOTES**

1. All income shown net of VAT
2. Annual season tickets sold in the month are those actually SOLD in month
3. Good Friday 10th April 2020, 2nd April 2021 Easter Monday 13th April 2020, 5th April 2021
4. April 2020 Covid lockdown

**LYNTON & LYNMOUTH TOWN COUNCIL  
ACCOUNTS FOR PAYMENT - October 2021**

<u>DATE</u>	<u>Chq No.</u>	<u>PAYEE</u>	<u>AMOUNT</u>
<b>1</b>			
<b><u>PAYMENTS OUT OF COMMITTEE</u></b>			
<b>TOTAL</b>			<b>0.00</b>
<b>2</b>			
<b><u>PAYMENTS AGAINST BUDGET</u></b>			
07-Oct	VIS	SLCC	234.00 Annual Membership Fee
08-Oct	DD	Good Energy	-658.39 Old Info Kiosk elect refund - see last month
11-Oct	DD	Barclaycard	28.00 Transaction Charges
11-Oct	DD	Right Fuel	17.12 Diesel
11-Oct	DD	HSBC	2.80 Bank Charges
11-Oct	DD	Slee Blackwell	50.00 Deposit re Lease renewal
14-Oct	VIS	Tillers Turf	166.68
18-Oct	DD	Sage	193.20 Monthly charge
18-Oct	DD	Payzone - TP Ltd	18.00 Terminal Rent
18-Oct	DD	EE Ltd	26.08 Foremans call out mobile
18-Oct	DD	PSA Finance	284.67 Van Lease
18-Oct	DD	Right fuel	76.88 Diesel
19-Oct	DD	BG Business	201.94 TH Elect
20-Oct	BACS	Staff	11107.65 Payroll
20-Oct	DD	NFS	241.74 Collect 8 goats
20-Oct	DD	AIBMS	127.48 Transactions Charges
20-Oct	BACS	Cemetery Refund	50.00 Refund of fees
25-Oct	DD	Rightfuel	36.62 Diesel
26-Oct	DD	ALD (Ford)	521.85 Tipper Lease
26-Oct	DD	HSBC	224.04 Chgs to 4/10
27-Oct	BACS	October Payments	27179.37
29-Oct	DD	ICO	35.00 Annual Data Protection renewal fee
29-Oct	BACS	Amazon ( AW)	39.99 TH Outside floodlights
		Petty Cash	9.99
		Studio/PO Commission	266.55
<b>Total</b>			<b>40,481.26</b>
<b>3</b>			
<b><u>ACCOUNTS FOR PAYMENT</u></b>			
20-Nov	BACS	All in One Services	
20-Nov	BACS	Coast Commercial Cleaning	1,953.00 Cleaning October
20-Nov	BACS	Collon Bolton	82.50 Goats work in Valley
20-Nov	BACS	Devon County Council	77.21 Pension October
20-Nov	BACS	Devon County Council	3,853.09 Pension November
20-Nov	BACS	D & I Bridgeman	255.99 Various consumables
20-Nov	BACS	Flowbird	340.68 Meters December
20-Nov	BACS	Gliddon Squire	404.11 Parts for Tractor
20-Nov	BACS	Inland Revenue	3,206.39 Payroll November
20-Nov	BACS	Konica Minolta	5.86 printing usage 9/7 - 8/10
20-Nov	BACS	M & E Alarms	492.00 Annual Fire Alarm & Intruder Alarm mant - TH & Hayloft
20-Nov	BACS	North Devon Council	4,385.40 Refuse collection Jul- Sept, Car Park Tickets & CIT
20-Nov	BACS	Ray Floyd	84.00 Supply topsoil & Saw hire
20-Nov	BACS	RGB	57.12 Stitching Bars & mortar
20-Nov	BACS	Staff	11,107.65 Payroll November
20-Nov	BACS	Source for Business (SWW)	2,640.52 Water Rates to 15 Oct
20-Nov	BACS	Taylor's	160.10 Various consumables
20-Nov	BACS	TM Electrics	532.92 Mend 2 lights outside TH toilets & Install light in Prison cell
20-Nov	BACS	WM Ironwork Ltd.	400.72 Galvanizing for Manor Fence
<b>TOTAL</b>			<b>30,039.26</b>
<b>TOTAL PAYMENTS</b>			<b><u>70,520.52</u></b>