

LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD AT LYNTON TOWN HALL, ON WEDNESDAY 16 OCTOBER 2024 AT 7PM

Present: **Councillors**
D Garrett (Chair)
B Peacock
A Rodway

Not on this committee: S Richards

Absent: L Logan, P Hawkins, J Patrinos

Officers: Town Clerk, Town Council Secretary

157/24 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Atherton, who is ill.

158/24 PUBLIC QUESTION TIME

There was one member of the public present, who wanted to talk about the perceived faulty toilet machinery and he asked why the contractor had halted the installation in the Town Hall toilets, and the fact that the disabled unit has been locked. Town Clerk explained about the discrepancy in the door materials in the planning application, therefore this will be straightened out before resuming.

159/24 DECLARATION OF MEMBERS DISCLOSABLE PECUNIARY INTERESTS

Cllr Peacock declared an interest in item 5c. Payments (flower seed for nature reserve)

160/24 MINUTES

RESOLVED:

That minutes of the Policy & Finance Committee Meeting held on Wednesday 18 September 2024 be confirmed and signed by the Chairman as a true and correct record.

161/24 MATTERS UNDER DELEGATED POWERS

a. INCOME & EXPENDITURE REPORT – September 2024

Committee received the September 2024 Income & Expenditure report.

It was

RESOLVED

Committee adopted the September 2024 Income & Expenditure report.

b. BALANCE SHEET – MONTH 6

Committee to receive the Balance Sheet for Month 6. It was

RESOLVED

Committee received the Balance Sheet, Month 6.

Cllr Garrett would like to discuss Food Bank at some point with regard to donations.

c. ELECTRONIC TRANSACTIONS for Payment

Committee to authorise Finance Officer to make payments as listed in the report. It was

RESOLVED

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

d. PUBLIC SAFETY

The Sycamore trees on Manor Green were surveyed in August and were found to have a fungi, which is a sign of rot. Since then one large limb has come down (which has been cordoned off for public safety) and it was

RESOLVED

As this may be over the usual authorised limit, to authorise spend for further investigation (involving a sonar view of the trunks).

162/24 MATTERS FOR RECOMMENDATION

a. Charity Grants in Budget

Cllr Peacock wished to have an amount in the Charity Grants budget line for 2025/6 and it was

RECOMMENDED

To put a minimum of £500 in the budget for charity grants for 25/26. 2 voted for and 1 against.

b. Cemetery Extension

Council's land agent has sent through a quotation for initial works which will include submitting planning applications. After discussion it was

RECOMMENDED

To ask them to carry on with their proposals on the understanding that Council would like to scrutinise plans before they are submitted.

c. Invoices regarding recent works on wild flower meadow

For information: Payment schedule has payment listed for the contractor for only two of his invoices. The third invoice value is under dispute.

d. Lower Lyndale Toilets CCTV

Town Clerk requested permission to proceed quickly with extending Councils CCTV system into Lower Lyndale Toilet and it was

RECOMMENDED

To give Town Clerk permission to proceed.

e. Allotment Fence

This will be discussed in part 2, due to commercially sensitive information.

f. 6 Monthly Review of Asset Register and Risk Register

The Asset Register and Risk Register were discussed, and it was

RECOMMENDED

To accept them with an amendment on page 6 of Risk Register, Tree Safety Survey 2019 be amended to Tree Safety Survey 2024.

g. Snow Warden Winter Messaging.

Committee discussed considering provision of a Snow Warden for the area. It was

RECOMMENDED

To advertise for volunteers in Lyn Valley News, and also Council's website.

163/24 MATTERS FOR INFORMATION

There were none.

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Town Council								
100 Valley of Rocks/Hollerday Hill								
1000 Grant - Exmoor National Park	1,221	1,221	1,150	(71)			106.2%	
1005 Grant - Basic Payment Scheme	458	916	939	23			97.6%	
1010 Grant - HLS	0	0	10,440	10,440			0.0%	
1110 Car Park - VOR Lower	3,726	29,785	33,348	3,563			89.3%	
1111 Car Park - VOR Upper	1,108	10,990	16,155	5,165			68.0%	
1150 Car Park Picnic Area Com.	1,243	2,107	1,600	(507)			131.7%	
1151 Equipment ENP recharge	180	360	500	140			72.0%	
1200 Rent - Cricket Club	0	95	95	0			100.0%	
Valley of Rocks/Hollerday Hill :- Income	7,936	45,475	64,227	18,752			70.8%	0
4000 Wages & On Cost-Car Park	548	2,978	5,013	2,035		2,035	59.4%	
4150 Training	0	50	60	10		10	83.3%	
5000 Premises Repairs - Foreman	0	630	2,000	1,370		1,370	31.5%	
5001 Premises Repairs - Projects	0	1,696	0	(1,696)		(1,696)	0.0%	
5005 Insurance	0	636	474	(162)		(162)	134.2%	
6015 Fuel & Oil	9	63	200	137		137	31.6%	
6020 Repairs & Servicing - Vehicle	0	34	50	16		16	67.2%	
6025 Vehicle Lease	31	186	432	246		246	43.0%	
7015 Equipment	392	933	1,384	451		451	67.4%	
7016 Equipment ENP	196	467	0	(467)		(467)	0.0%	
7020 HLS Works	0	43	1,200	1,157		1,157	3.6%	
7025 Safety Clothing & Uniforms	0	13	0	(13)		(13)	0.0%	
7060 Goat Management	0	262	4,000	3,738		3,738	6.5%	
7065 Rhododendron Clearance	0	2,400	0	(2,400)		(2,400)	0.0%	2,400
7066 Wild Flower Meadow	0	180	600	420		420	30.0%	
7095 Tree Works	0	7,422	0	(7,422)		(7,422)	0.0%	
7125 Machine Replacement Fund	0	0	250	250		250	0.0%	
8000 Central & Departmental Support	1,766	10,201	21,784	11,583		11,583	46.8%	
Valley of Rocks/Hollerday Hill :- Indirect Expenditure	2,941	28,192	37,447	9,255	0	9,255	75.3%	2,400
Net Income over Expenditure	4,995	17,282	26,780	9,498				
6000 plus Transfer from EMR	0	2,400						
Movement to/(from) Gen Reserve	4,995	19,882						
110 Allotments								
1205 Rents Received	0	435	510	75			85.3%	
1275 Grazing	213	425	425	0			100.0%	
Allotments :- Income	213	860	935	75			92.0%	0

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4010 Wages & Salaries	889	889	0	(889)		(889)	0.0%	
5000 Premises Repairs - Foreman	0	0	200	200		200	0.0%	
5001 Premises Repairs - Projects	3,401	1,754	0	(1,754)		(1,754)	0.0%	
5005 Insurance	0	0	50	50		50	0.0%	
5020 Water Rates	0	59	200	141		141	29.7%	
8000 Central & Departmental Support	420	2,035	4,242	2,207		2,207	48.0%	
Allotments :- Indirect Expenditure	4,710	4,738	4,692	(46)	0	(46)	101.0%	0
Net Income over Expenditure	(4,498)	(3,878)	(3,757)	121				
120 Cemetery								
1400 Fees	856	5,038	3,000	(2,038)			167.9%	
Cemetery :- Income	856	5,038	3,000	(2,038)			167.9%	0
5000 Premises Repairs - Foreman	0	91	1,000	909		909	9.1%	
5010 Business Rates	0	724	767	43		43	94.3%	
7080 Equipment Hire	0	0	500	500		500	0.0%	
8000 Central & Departmental Support	1,093	6,118	13,013	6,895		6,895	47.0%	
Cemetery :- Indirect Expenditure	1,093	6,932	15,280	8,348	0	8,348	45.4%	0
Net Income over Expenditure	(237)	(1,895)	(12,280)	(10,385)				
130 Holman Park								
1210 Rental	0	0	150	150			0.0%	
1216 Property Income - other	0	243	200	(43)			121.4%	
Holman Park :- Income	0	243	350	107			69.4%	0
5000 Premises Repairs - Foreman	0	0	500	500		500	0.0%	
5005 Insurance	0	243	180	(63)		(63)	134.9%	
7085 Playground Equipment	0	0	500	500		500	0.0%	
7086 Playground Eq Inspections	0	0	200	200		200	0.0%	
8000 Central & Departmental Support	651	3,568	7,567	3,999		3,999	47.2%	
Holman Park :- Indirect Expenditure	651	3,811	8,947	5,136	0	5,136	42.6%	0
Net Income over Expenditure	(651)	(3,568)	(8,597)	(5,029)				
140 Manor Green								
1216 Property Income - other	0	49	0	(49)			0.0%	
1998 Contra Income	0	638	0	(638)			0.0%	
Manor Green :- Income	0	687	0	(687)				0
5000 Premises Repairs - Foreman	0	27	2,000	1,973		1,973	1.3%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5005 Insurance	0	778	600	(178)		(178)	129.7%	
5020 Water Rates	0	157	490	333		333	32.0%	
5025 Electricity	347	2,388	2,700	312		312	88.4%	
6015 Fuel & Oil	101	614	1,000	386		386	61.4%	
6020 Repairs & Servicing - Vehicle	0	0	500	500		500	0.0%	
6030 Vehicle Replacement Fund	0	0	500	500		500	0.0%	
7000 Repairs & Servicing - Equip	0	0	400	400		400	0.0%	
7080 Equipment Hire	0	0	100	100		100	0.0%	
7086 Playground Eqp Inspections	0	216	200	(16)		(16)	108.2%	
7130 Equipment Replacement Fund	0	0	300	300		300	0.0%	
8000 Central & Departmental Support	2,439	14,283	30,555	16,272		16,272	46.7%	
Manor Green :- Indirect Expenditure	2,887	18,463	39,345	20,882	0	20,882	46.9%	0
Net Income over Expenditure	(2,887)	(17,776)	(39,345)	(21,569)				
150 Manor Car Park								
1112 Car Park - Manor	17	3,794	7,000	3,206			54.2%	
Manor Car Park :- Income	17	3,794	7,000	3,206			54.2%	0
5001 Premises Repairs - Projects	0	0	0	0	7,100	(7,100)	0.0%	
5005 Insurance	0	10	8	(2)		(2)	120.3%	
7015 Equipment	196	467	600	133		133	77.8%	
7070 Miscellaneous	0	80	0	(80)		(80)	0.0%	
8000 Central & Departmental Support	420	2,035	4,242	2,207		2,207	48.0%	
Manor Car Park :- Indirect Expenditure	616	2,592	4,850	2,258	7,100	(4,842)	199.8%	0
Net Income over Expenditure	(598)	1,202	2,150	948				
160 Nature Reserve								
5005 Insurance	0	41	4	(37)		(37)	1018.8%	
7030 Miscellaneous Works	0	908	2,000	1,092		1,092	45.4%	
Nature Reserve :- Indirect Expenditure	0	949	2,004	1,055	0	1,055	47.3%	0
Net Expenditure	0	(949)	(2,004)	(1,055)				
165 Public Conveniences								
1020 Grants Received	0	29,049	0	(29,049)			0.0%	
1340 Town Hall Toilet Pledges	0	20,350	0	(20,350)			0.0%	
1350 Town Hall Toilet income	0	0	5,164	5,164			0.0%	
1351 Memorial Hall Toilet Income	1,515	6,456	13,400	6,944			48.2%	
1352 Bottom Meadow Toilet Income	2,673	4,640	7,812	3,172			59.4%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1353 Lyndale Toilet Income	1,287	2,970	10,342	7,372			28.7%	
Public Conveniences :- Income	5,475	63,466	36,718	(26,748)			172.8%	0
5000 Premises Repairs - Foreman	1,229	1,746	1,500	(246)		(246)	116.4%	
5001 Premises Repairs - Projects	0	2,564	0	(2,564)		(2,564)	0.0%	
5005 Insurance	0	383	100	(283)		(283)	382.6%	
5020 Water Rates	0	3,505	13,875	10,370		10,370	25.3%	
5025 Electricity	366	2,098	2,852	754		754	73.5%	
5075 Contract Cleaning	623	3,187	15,092	11,905		11,905	21.1%	
5310 Security	0	298	0	(298)		(298)	0.0%	
7000 Repairs & Servicing - Equip	0	3,976	3,000	(976)		(976)	132.5%	
7015 Equipment	0	795	700	(95)		(95)	113.6%	
7017 Healthmatic Equipment	51	70,051	28,471	(41,580)	39,805	(81,385)	385.9%	
7018 Healthmatic Maintenance	0	7,629	7,197	(432)		(432)	106.0%	
7030 Miscellaneous Works	0	6	0	(6)		(6)	0.0%	
7035 Signs	0	388	0	(388)		(388)	0.0%	
7135 Consumables	61	2,730	2,500	(230)		(230)	109.2%	
7305 Bank Charges	154	615	1,050	435		435	58.6%	
Public Conveniences :- Indirect Expenditure	2,484	99,969	76,337	(23,632)	39,805	(63,437)	183.1%	0
Net Income over Expenditure	2,992	(36,503)	(39,619)	(3,116)				
170 Parish Expenses								
1080 Bank/Investment Interest	393	2,324	2,000	(324)			116.2%	
1215 Property Rental Income	17,750	65,250	83,250	18,000			78.4%	
1216 Property Income - other	200	4,139	250	(3,889)			1655.6%	
1530 MEMORIAL BENCHES	0	2,750	0	(2,750)			0.0%	
1998 Contra Income	182	1,049	0	(1,049)			0.0%	
1999 Miscellaneous Income	41	41	0	(41)			0.0%	
Parish Expenses :- Income	18,566	75,553	85,500	9,947			88.4%	0
4100 Mayor's Allowance	88	128	1,300	1,172		1,172	9.9%	
4150 Training	120	150	1,000	850		850	15.0%	
4500 Section 137 Expenditure	0	22	0	(22)		(22)	0.0%	
5000 Premises Repairs - Foreman	64	230	0	(230)		(230)	0.0%	
5005 Insurance	0	2,273	1,830	(443)		(443)	124.2%	
5305 Fire & Safety	10	130	127	(3)		(3)	102.4%	
6020 Repairs & Servicing - Vehicle	149	449	0	(449)		(449)	0.0%	
6045 Members Travel	0	0	200	200		200	0.0%	
7050 Professional Services	0	(1,200)	300	1,500		1,500	(400.0%)	
7070 Miscellaneous	155	796	0	(796)		(796)	0.0%	
7095 Tree Works	(474)	2,164	4,440	2,276		2,276	48.7%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7135 Consumables	0	15	0	(15)		(15)	0.0%	
7140 Memorial Benches	0	3,974	0	(3,974)		(3,974)	0.0%	
7145 Grant Payments	0	2,795	0	(2,795)		(2,795)	0.0%	2,795
7155 Loan Repayment - New Depot	0	4,500	9,000	4,500		4,500	50.0%	
7160 Loan Interest - New Depot	0	793	3,200	2,407		2,407	24.8%	
7165 Elections	0	0	2,500	2,500		2,500	0.0%	
7175 Subscriptions	0	638	1,000	362		362	63.8%	
7185 Civic Functions	0	0	2,350	2,350		2,350	0.0%	
7190 Christmas Lights & Trees	0	0	500	500		500	0.0%	
7325 Hospitality	0	11	0	(11)		(11)	0.0%	
8000 Central & Departmental Support	2,041	12,763	27,516	14,753		14,753	46.4%	
Parish Expenses :- Indirect Expenditure	2,153	30,631	55,263	24,632	0	24,632	55.4%	2,795
Net Income over Expenditure	16,413	44,922	30,237	(14,685)				
6000 plus Transfer from EMR	0	2,795						
Movement to/(from) Gen Reserve	16,412	47,717						
180 Town Hall								
1500 Town Hall Hire	865	5,930	8,000	2,071			74.1%	
1504 Tablecloth hire	0	167	0	(167)			0.0%	
1505 Town Hall Hire - Weddings	1,350	4,000	3,000	(1,000)			133.3%	
1515 Town Hall Rents (Bookshop)	2,315	3,937	4,000	63			98.4%	
1520 Bar Commission	0	49	0	(49)			0.0%	
1525 Town Hall Event	251	714	0	(714)			0.0%	
1999 Miscellaneous Income	500	700	1,000	300			70.0%	500
Town Hall :- Income	5,281	15,497	16,000	503			96.9%	500
4010 Wages & Salaries	2,736	16,416	35,400	18,984		18,984	46.4%	
5000 Premises Repairs - Foreman	10	490	2,500	2,010		2,010	19.6%	
5005 Insurance	0	4,202	3,190	(1,012)		(1,012)	131.7%	
5010 Business Rates	0	11,602	12,298	696		696	94.3%	
5020 Water Rates	0	0	265	265		265	0.0%	
5025 Electricity	555	2,932	10,000	7,068		7,068	29.3%	
5035 Heating	0	1,650	6,000	4,350		4,350	27.5%	
5040 Telephone/Broadband	11	70	600	530		530	11.7%	
5070 Window Cleaning & Drains	0	0	500	500		500	0.0%	
5300 Waste Disposal Charges	0	510	550	40		40	92.7%	
5305 Fire & Safety	0	320	600	280		280	53.3%	
5310 Security	56	56	500	444		444	11.2%	
5320 Website Costs	26	629	450	(179)		(179)	139.9%	
7000 Repairs & Servicing - Equip	312	312	500	189		189	62.3%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7005 Materials	0	0	500	500		500	0.0%	
7015 Equipment	0	170	0	(170)		(170)	0.0%	
7025 Safety Clothing & Uniforms	0	0	150	150		150	0.0%	
7050 Professional Services	0	0	200	200		200	0.0%	
7070 Miscellaneous	0	130	0	(130)		(130)	0.0%	
7135 Consumables	187	712	1,000	288		288	71.2%	
7170 Advertising	0	0	500	500		500	0.0%	
7205 Cleaning - Tableware	55	134	500	366		366	26.8%	
7215 Licences	0	145	1,000	855		855	14.5%	
7255 Small Tools	0	183	0	(183)		(183)	0.0%	
7325 Hospitality	0	6	0	(6)		(6)	0.0%	
Town Hall :- Indirect Expenditure	3,946	40,667	77,203	36,536	0	36,536	52.7%	0
Net Income over Expenditure	1,334	(25,170)	(61,203)	(36,033)				
6001 less Transfer to EMR	500	500						
Movement to/(from) Gen Reserve	834	(25,670)						
190 Precept								
1076 Precept Received	53,819	107,638	107,638	0			100.0%	
Precept :- Income	53,819	107,638	107,638	0			100.0%	0
Net Income	53,819	107,638	107,638	0				
Town Council :- Income	92,163	318,250	321,368	3,119			99.0%	
Expenditure	21,482	236,944	321,368	84,424	46,905	37,519	88.3%	
Net Income over Expenditure	70,681	81,305	0	(81,305)				
plus Transfer from EMR	0	5,195						
less Transfer to EMR	500	500						
Movement to/(from) Gen Reserve	70,181	86,000						
Grand Totals:- Income	92,163	318,250	321,368	3,119			99.0%	
Expenditure	21,482	236,944	321,368	84,424	46,905	37,519	88.3%	
Net Income over Expenditure	70,681	81,305	0	(81,305)				
plus Transfer from EMR	0	5,195						
less Transfer to EMR	500	500						
Movement to/(from) Gen Reserve	70,181	86,000						

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Agency								
<u>200 Parks & Gardens</u>								
1205 Rents Received	0	427	640	213			66.7%	
Parks & Gardens :- Income	<u>0</u>	<u>427</u>	<u>640</u>	<u>213</u>			<u>66.7%</u>	<u>0</u>
5000 Premises Repairs - Foreman	0	7	500	493		493	1.4%	
5020 Water Rates	0	26	60	34		34	42.6%	
7085 Playground Equipment	0	1,075	0	(1,075)	720	(1,795)	0.0%	
7086 Playground Eq Inspections	0	0	200	200		200	0.0%	
7095 Tree Works	474	2,264	0	(2,264)		(2,264)	0.0%	
8000 Central & Departmental Support	1,210	6,683	14,191	7,508		7,508	47.1%	
Parks & Gardens :- Indirect Expenditure	<u>1,684</u>	<u>10,055</u>	<u>14,951</u>	<u>4,896</u>	<u>720</u>	<u>4,176</u>	<u>72.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,684)</u>	<u>(9,628)</u>	<u>(14,311)</u>	<u>(4,683)</u>				
<u>210 Public Conveniences</u>								
5075 Contract Cleaning	1,868	9,562	0	(9,562)		(9,562)	0.0%	
Public Conveniences :- Indirect Expenditure	<u>1,868</u>	<u>9,562</u>	<u>0</u>	<u>(9,562)</u>	<u>0</u>	<u>(9,562)</u>		<u>0</u>
Net Expenditure	<u>(1,868)</u>	<u>(9,562)</u>	<u>0</u>	<u>9,562</u>				
<u>220 Foreshore & Harbour</u>								
1405 Mooring Fees	0	4,236	4,872	636			86.9%	
Foreshore & Harbour :- Income	<u>0</u>	<u>4,236</u>	<u>4,872</u>	<u>636</u>			<u>86.9%</u>	<u>0</u>
5000 Premises Repairs - Foreman	0	383	4,500	4,117		4,117	8.5%	
5005 Insurance	0	881	680	(201)		(201)	129.6%	
5010 Business Rates	0	75	72	(3)		(3)	104.1%	
5030 Electricity Harbour	304	946	725	(221)		(221)	130.4%	
7235 Harbour (Silt Removal)	0	0	2,000	2,000		2,000	0.0%	
8000 Central & Departmental Support	3,863	20,940	44,349	23,409		23,409	47.2%	
Foreshore & Harbour :- Indirect Expenditure	<u>4,167</u>	<u>23,224</u>	<u>52,326</u>	<u>29,102</u>	<u>0</u>	<u>29,102</u>	<u>44.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,167)</u>	<u>(18,989)</u>	<u>(47,454)</u>	<u>(28,465)</u>				
<u>230 Other Income</u>								
1450 Telescopes	0	62	100	38			62.3%	
1455 Picket Gate Quarry	675	2,025	2,700	675			75.0%	
Other Income :- Income	<u>675</u>	<u>2,087</u>	<u>2,800</u>	<u>713</u>			<u>74.5%</u>	<u>0</u>
Net Income	<u>675</u>	<u>2,087</u>	<u>2,800</u>	<u>713</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
240 Car Parks								
1100 Car Park - Cross Street	7,171	44,296	376,072	331,776			11.8%	
1102 Car Park - Bottom Meadow	10,129	72,310	0	(72,310)			0.0%	
1104 Car Park - Esplanade	12,727	81,621	0	(81,621)			0.0%	
1107 Car Park - Lower Lyndale	7,321	46,773	0	(46,773)			0.0%	
1108 Car Park - Upper Lyndale	3,336	22,142	0	(22,142)			0.0%	
1109 Car Park - Watersmeet	2,122	13,863	0	(13,863)			0.0%	
1145 Annual Permits	92	21,592	24,000	2,408			90.0%	
1146 Weekly Permits	771	6,437	17,325	10,888			37.2%	
1147 4 Day Permits	1,138	9,383	26,572	17,189			35.3%	
1190 Adverts/Rent	308	924	1,232	308			75.0%	
Car Parks :- Income	45,112	319,340	445,201	125,861			71.7%	0
4015 Wages Plus On Costs CEO	4,929	26,799	45,114	18,315		18,315	59.4%	
4150 Training	0	450	520	70		70	86.5%	
5000 Premises Repairs - Foreman	0	27	2,500	2,473		2,473	1.1%	
5005 Insurance	0	599	497	(102)		(102)	120.5%	
5010 Business Rates	0	55,611	51,962	(3,649)		(3,649)	107.0%	
5020 Water Rates	0	5,791	5,875	(116)		(116)	102.0%	
5040 Telephone/Broadband	0	339	650	311		311	52.2%	
6015 Fuel & Oil	80	568	2,350	1,782		1,782	24.2%	
6020 Repairs & Servicing - Vehicle	0	303	300	(3)		(3)	100.8%	
6025 Vehicle Lease	279	1,672	3,326	1,654		1,654	50.3%	
7000 Repairs & Servicing - Equip	157	157	320	163		163	49.0%	
7015 Equipment	2,921	7,869	8,700	831		831	90.5%	
7025 Safety Clothing & Uniforms	0	117	200	83		83	58.7%	
7035 Signs	0	68	0	(68)		(68)	0.0%	
7040 Cash Collection	496	4,590	7,350	2,760		2,760	62.5%	
7045 Tickets	0	228	1,500	1,272		1,272	15.2%	
7070 Miscellaneous	296	2,230	3,570	1,340		1,340	62.5%	
7135 Consumables	0	43	0	(43)		(43)	0.0%	
8000 Central & Departmental Support	2,188	11,834	25,057	13,223		13,223	47.2%	
Car Parks :- Indirect Expenditure	11,344	119,297	159,591	40,294	0	40,294	74.8%	0
Net Income over Expenditure	33,768	200,044	285,610	85,566				
250 Lynton Courts								
1250 Rent of Bowling Green	520	737	520	(217)			141.7%	
1255 Rent of Courts	0	306	306	0			100.0%	
Lynton Courts :- Income	520	1,043	826	(217)			126.2%	0
5005 Insurance	0	24	22	(2)		(2)	109.1%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
7095 Tree Works	0	42	0	(42)		(42)	0.0%	
Lynton Courts :- Indirect Expenditure	0	66	22	(44)	0	(44)	300.0%	0
Net Income over Expenditure	520	977	804	(173)				
260 Street Cleaning								
4010 Wages & Salaries	2,736	16,416	35,400	18,984		18,984	46.4%	
5001 Premises Repairs - Projects	0	1,421	0	(1,421)		(1,421)	0.0%	
5005 Insurance	0	571	470	(101)		(101)	121.5%	
5300 Waste Disposal Charges	0	1,622	4,000	2,378		2,378	40.6%	
6010 Vehicle Tax	0	0	180	180		180	0.0%	
6015 Fuel & Oil	139	931	1,875	944		944	49.7%	
6020 Repairs & Servicing - Vehicle	167	500	500	0		0	100.0%	
7025 Safety Clothing & Uniforms	0	0	200	200		200	0.0%	
7135 Consumables	0	330	1,510	1,180		1,180	21.8%	
8000 Central & Departmental Support	4,836	27,376	58,314	30,938		30,938	46.9%	
Street Cleaning :- Indirect Expenditure	7,877	49,167	102,449	53,282	0	53,282	48.0%	0
Net Expenditure	(7,877)	(49,167)	(102,449)	(53,282)				
Agency :- Income	46,307	327,133	454,339	127,206			72.0%	
Expenditure	26,940	211,370	329,339	117,969	720	117,249	64.4%	
Movement to/(from) Gen Reserve	19,368	115,762						
Grand Totals:- Income	46,307	327,133	454,339	127,206			72.0%	
Expenditure	26,940	211,370	329,339	117,969	720	117,249	64.4%	
Net income over Expenditure	19,368	115,762	125,000	9,238				
Movement to/(from) Gen Reserve	19,368	115,762						

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	34,054	
105	VAT Control A/c	11,152	
110	Prepayments	155	
200	Business Current Bank A/c	217,081	
205	HSBC Deposit Account	236,601	
250	Petty Cash	42	
260	Cash In Transit Car Parks	1,015	
270	Cash in Transit Toilets	360	
	Total Current Assets		500,459
	<u>Current Liabilities</u>		
500	Creditors	59,628	
520	Receipts In Advance	774	
525	Wedding Deposits	2,700	
530	Other Creditors	(1,208)	
570	ENP AIB Income	11,231	
	Total Current Liabilities		73,124
	Net Current Assets		427,335
	Total Assets less Current Liabilities		427,335
	<u>Represented by :-</u>		
300	Current Year Fund	190,066	
310	General Reserves	76,919	
320	EMR - TH Refurbishment Fund	25,800	
321	EMR - IT Equipment Fund	1,500	
322	EMR - VOR Car Park Machine	3,048	
323	EMR - Emergency Fund	63,000	
324	EMR - Manor Equipment	8,666	
325	EMR - Vehicle Replacement	8,586	
326	EMR - Hollerday Hill Managemen	5,968	
327	EMR - Manor House	30,000	
328	EMR - Rhodendron Clearance	3,700	
330	EMR - Foodbank Donations	3,126	
331	EMR - Manor Water Supply	5,300	
332	EMR - Enterprise & Tourism	1,655	
335	EMR - Cemetery Extension	1	
	Total Equity		427,335

LYNTON & LYNMOUTH TOWN COUNCIL
ACCOUNTS FOR PAYMENT - POLICY & FINANCE COMMITTEE - 16 OCTOBER 2024

<u>DATE</u>	<u>Chq No.</u>	<u>PAYEE</u>	<u>AMOUNT</u>
1			
<u>PAYMENTS BETWEEN MEETINGS OF COMMITTEE</u>			
18.09.24	CARD	Civic Computing Ltd	54.00 Cookie Control to 17.09.25
20.09.24	CARD	HM Land Registry	3.00 The Manor - BGLite
02.10.24	CARD	Amazon	14.97 Steel hooks & latches for toilet blocks
07.10.24	CARD	Amazon	22.50 Toilet Alarm Pull Cord Accessory Packs
11.10.24	CARD	HM Land Registry	9.00 Honeypot Cottage Boundary research
18.10.24	BACS	Reimbursement to A. Williams	264.67 Civic Service expenses
		Total	368.14
2			
<u>PAYMENTS AGAINST BUDGET</u>			
		August/September Payments	5636.62 Payments between Meeting of Committee
04.09.24	DD	O2	13.06 Sim Card for Lift phone
07.09.24	DD	Good Energy	30.84 Electricity @ Info Kiosk Lynmouth
09.09.24	DD	Right Fuel	549.26 Fuel - August 2024
10.09.24	DD	HSBC	40.00 Bank charges July 2024
10.09.24	DD	Barclaycard	58.41 August - Transaction Charges
13.09.24	DD	British Gas	864.92 August Electricity at Various locations.
15.09.24	DD	Nayax	184.60 Toilet machine charges - August
16.09.24	DD	Takepayments	18.00 September charges
16.09.24	DD	Sage	42.00 September Payroll charges
17.09.24	DD	EE	23.68 Foremans call out mobile
17.09.24	DD	British Gas	764.31 Electricity @ Town Hall for August
19.09.24	DD	AIBMS	813.88 August Transaction charges
20.09.24	BACS	Staff	17607.50 September Payroll
20.09.24	DD	Vincents	189.30 Service Plans for Tractor & Kubota
24.09.24	BACS	August/September Payments	23716.41 Payments from 18.09.24 Schedule
26.09.24	BACS	PAYE & Pension payments	10278.36 September Payments
26.09.24	DD	HSBC	180.14 Bank charges to 4 September 2024
26.09.24	DD	Ford Lease	414.82 Ford Tipper lease
26.09.24	DD	Ford Lease	371.48 Car Park Van lease
September		Petty Cash	19.98 September payments
September		Post Office/Studio M6 & ENP M4-6	1456.50 Commission on parking tickets
		Total	63,274.07
3			
<u>ACCOUNTS FOR PAYMENT</u>			
18.10.24	BACS	Staff	14,839.28 October Payroll
22.10.24	BACS	All in One Services Ltd	65.58 Table cloth & T/Towel laundry
	BACS	All in One Services Ltd	2,988.00 Toilet Cleaning & materials September
	BACS	Andrew Adams	648.00 Plait and harrowing services
	BACS	Blakewell Services Ltd	681.54 Workforce Safety clothing & consumables
	BACS	Councillor B Peacock	49.99 Reimbursement for Wildflower Seeds
	BACS	D&I Bridgeman	522.88 Timber etc for Allot proj & consumables
	BACS	Devon County Council	88.56 Pension Recharge - Aug & September 24/25
	BACS	Exmoor National Parks	11,230.75 AIB Card & Cash receipts July-September 2024
	BACS	Exmoor Heating Limited	366.34 Replacement taps B/Meadow Dis toilets
	BACS	Exmoor Heating Limited	373.80 Boiler Service
	BACS	Ray Floyd Plant Hire	2,553.60 Ground work/Plainings/Top Soil - Allotment project
	BACS	Flowbird	894.60 Transactions September & Airtime November
	BACS	Glasdon	179.38 Dog waste bin
	BACS	Kevin Harris, Town Clerk	150.00 Mobile contract April - September 2024
	BACS	Healthmatic	61.20 Pre Access Cards x3
	BACS	Heidi Baker Signs	168.00 Yellow hatchin & signs for toilets
	BACS	MG Tree Care	420.00 Clean up fallen tree on Holliday Hill
	BACS	M&E Alarms	79.20 Replacement batteries following Maintenance visit
	BACS	M&E Alarms	182.98 Engineer visit fire alarm fault
	BACS	Nicholsons	288.35 Consumables and First Aid Kits
	BACS	North Devon Council	550.00 1 x Bluetooth Printer for Car Park Officer
	BACS	Parkinson Partnership LLP	1,440.00 VAT & Partial exemption review
	BACS	PKF Littlejohn LLP	2016.00 23/24 External Audit
	BACS	Daniel Stone Plumbing	192.00 Plumbing Services at B/Meadow & Memorial Toilets
	BACS	Taylor's Tool & Fixings	20.45 Tool Box
	BACS	Devon County Council	5,232.54 October Pensions
	BACS	Inland Revenue	4,359.92 October PAYE
		TOTAL	50,642.94
		TOTAL PAYMENTS	<u>114,285.15</u>

