

## **FINANCE, POLICY & RESOURCES COMMITTEE**

**REPORT** (Minutes) of the meeting of the Finance, Policy & Resources Committee, held at the Fleur de Lys Council Chambers, Market Square, Hailsham on Monday 1<sup>st</sup> March 2010 at 7.30 p.m.

Prior to commencement of formal business, a period of not more than 15 minutes was assigned for the purpose of permitting members of the public to address the Committee or ask questions (on matters relevant to the responsibilities under the direction of this committee).

None present.

FPR/09/4/  
259 **Present:** J. E. Bentley-Astor (Vice Chairman), J.L. Blake, B. F. Burchmore, W. F. Crittenden, J. Garvican, I.G. Haffenden, Mrs. B. Holbrook, J. Puttick and G.G. Rowe.

260 **Officers Present:** Mrs E. G. Jones (Town Clerk), Mr. M. Caira (Deputy Town Clerk) and D. Saxby (Administrative Assistant).

### **Election of Chairman**

261.1 A single nomination was received in the name of Councillor J. E. Bentley-Astor.

261.2 **RESOLVED** that Councillor J. E. Bentley-Astor be elected as Chairman of the Finance, Policy and Resources Committee until the Annual Meeting of Hailsham Town Council on 17<sup>th</sup> May 2010.

262 **Apologies For Absence:** Apologies were received and accepted from Councillor N. S. Coltman. Councillor J. H. Garvican stated that he would have to leave the meeting at 8.20pm, and offered his apologies.

### **Declarations of Interest**

263 None presented.

### **Election of Vice-Chairman**

264 **RESOLVED** not to fill the post of Vice-Chairman of the Finance, Policy and Resources Committee until the Annual Meeting of Hailsham Town Council on 17<sup>th</sup> May 2010.

### **Minutes of Previous Meetings**

265 **RESOLVED** to note that the Minutes and Reports of the Meeting of the Finance, Policy & Resources Committee (Ref: FPR/09/3/185-227) held on the 30<sup>th</sup> November 2009 were amended, confirmed as being a correct record and adopted by the Town Council at a meeting held on 14<sup>th</sup> December 2009.

### **Matters Arising**

266 Councillor Blake stated that he had raised the issue of all councillors being trustees of various trusts. The ex-Chairman had guaranteed that the matter would be on the agenda for this meeting. He noted that it was not. The Town Clerk apologised and said that it would be on the agenda for the next meeting.

267 **RESOLVED** to note that the Minutes and Reports of the Extra-ordinary Meeting of the Finance, Policy & Resources Committee (Ref: FPR/09/3x/228- 236) held on the 18<sup>th</sup> January 2010 were confirmed as being a correct record and adopted by the Extra-ordinary meeting of the Town Council held on the 25<sup>th</sup> January 2010.

268 **Matters Arising** – None presented.

### **Accounts and Audit**

#### **Periodic Statements and Committee Expenditure**

269 **RESOLVED** to recommend to note and adopt the Fund Summary as at 31<sup>st</sup> December 2009, as circulated with the Agenda, and as Appendix FPR/09/4/269A to these minutes.

270 **RESOLVED** to recommend to note and adopt the Summary of Nett Expenditure 1<sup>st</sup> April 2009 to 31<sup>st</sup> December 2009, as circulated with the Agenda, and as Appendix FPR/09/4/270A to these minutes.

271 **RESOLVED** to recommend to note and adopt the Summary of Committee Income and Expenditure 1<sup>st</sup> April 2009 to 31<sup>st</sup> January 2010, as circulated with the Agenda, and as Appendix FPR/09/4/271A to these minutes.

272 **RESOLVED** to recommend noting the list of uncleared cheques and outstanding debtors as at 31<sup>st</sup> December 2009, as circulated with the Agenda, and as Appendix FPR/09/4/272A to these minutes.

#### **Internal Audit's Report and Committee Chairman's Verification**

273 **RESOLVED** to note and adopt the Internal Auditor's report in respect of an inspection dated 20<sup>th</sup> January 2010, as circulated with the Agenda, and as Appendix FPR/09/4/273A to these minutes.

274 **RESOLVED** to note the Chairman's (FPR) inspection, reconciliation and certification of Council's Income, Expenditure and Bank Balances for the quarter ended 31<sup>st</sup> December 2009.

#### **Internal Auditor**

275 **RESOLVED** to approve the Appointment of Council's Internal Auditor for the financial year ending 31<sup>st</sup> March 2011 and to agree the Terms and Conditions Appointment Letter, as circulated with the Agenda, and as Appendix FPR/09/4/275A to these minutes.

#### **Mobile Steam Cleaning Service**

276 **RESOLVED** to note and adopt the balance sheet 1<sup>st</sup> April 2009 to 31<sup>st</sup> January 2010, as circulated with the Agenda, and as Appendix FPR/09/4/276A to these minutes.

#### **Criminal Damage Report**

277 **RESOLVED** to note Criminal Damage balance sheet for the period 1<sup>st</sup> April 2009 to 31<sup>st</sup> January 2010, as circulated with the Agenda, and as Appendix FPR/09/4/277A to these minutes.

### **Free Resource Payments (Section 137)**

- 278 **RESOLVED** to note one item of expenditure (item 2) as detailed in the Section 137 report included in the Summary of Nett Expenditure Appendix FPR/09/4/270A to these minutes.

### **Annual Review of Financial Regulations (Auditor's Requirements)**

- 279 **RESOLVED** to approve amendments as recommended by the Responsible Finance Officer, and as Appendix FPR/09/4/2790A to these minutes.

### **Annual Grants to Voluntary Organisations**

- 280.1 Councillor Blake asked why the grant to the Hailsham & District Twinning Association had tripled from last year. The Committee Chairman responded that as this was the 10<sup>th</sup> anniversary of the signing of the twinning charter with Gournay en Bray there would be a number of engagements both in Hailsham and Gournay en Bray in October this year and February next year.
- 280.2 **RESOLVED** to recommend the report and recommendations of the Estimates Sub-Committee for adoption in respect of grants to be paid in the financial year 2010-2011, as circulated with the Agenda, and as Appendix FPR/09/4/280A to these minutes.

### **Members' Allowances 2009-2010**

- 281.1 Members noted that the report of the Remuneration Panel containing recommendations for allowances that could be paid to members for the year 2010-2011, was still awaited.
- 281.2 **RESOLVED** to recommend that the level of members allowance remain at the current rate of £835 per elected councillor and £1280 for Council Chairman/Town Mayor for the year ending 31<sup>st</sup> March 2011; and that a press release be issued to this effect.

### **Risk Management Strategy and Policy**

- 282.1 The Committee considered the report and revised policy, which had been circulated with the agenda.
- 282.2 Cllr. Blake voiced a concern in respect of No. 4 on the Strategic Risk Assessment Log in respect of the Hailsham and Hellingly Masterplan and its development. In particular, the planning application to develop land to the rear of the Leisure Centre and East of Battle Road, which will be considered by Planning Sub-Committee South in April for determination. If the plan, as presently submitted, is passed the development could seriously compromise the aspirations of the Masterplan.
- 282.3 The Town Clerk was instructed to request an urgent meeting with David Phillips, Head of Planning Policy and Environment, Wealden District Council to discuss the Masterplan and this planning application.
- 282.4 Cllr. Garvican proposed changes to the wording of the section headed "The Role of Council Members" as follows:-

*To consider and if appropriate approve the Risk Management Strategy and Policy Statement;*

To ~~determine~~ *consider* the risk motivators and risk priorities;  
To *consider and if appropriate* approve the action in response to risks proposed by officers;  
To oversee the management of risk by Council officers.

282.5 **RESOLVED** to recommend that the Hailsham Town Council Risk Management Strategy and Policy Statement be amended as at minute FPR/09/4/282.4 above.

282.6 **RESOLVED** to recommend adoption of the Annual Review, as amended, and as Appendix FPR/09/4/282A to these minutes.

### **Community Buildings/Land/Public Open Space**

#### **Land in Battle Road**

283 The Town Clerk stated that she had written to the owner of the adjacent plot of land to confirm agreement for the proposed use as required in the original land transfer agreement.

#### **POS at Junction of Gleneagles Drive/Hempstead Lane**

284.1 Copies of a letter and site plan from EDF Energy requesting Council's approval to reposition a section of High (HV) overhead lines and for an underground cable to be laid adjacent to the woodland at the rear of the site.

Members discussed the proposal and agreed in principle but due to the proximity of the ancient woodland and a large mature Oak requested that the Wealden Arboriculturist be consulted before agreeing to the proposal.

*CLERK'S NOTE: Following the meeting Richard Webber, arboriculturist, was consulted and he advised that as long as EDF work to "NJVG" standards the application would be satisfactory. This requirement will be stated in the Council's letter of agreement.*

284.2 **RESOLVED** to recommend that, subject to the comments of the District Arboriculturist Hailsham Town Council agree to the installation of underground cable on the POS land, and once the overhead cable is removed, EDF Energy plant a number of trees to repair the gap in the woodland, caused by their removal of the trees in the first place.

#### **Bus Shelter in North Street**

285.1 Members discussed the report circulated prior to the meeting.

285.2 **RESOLVED** to recommend that the offer as outlined in the Town Clerk's report as circulated and as Appendix FPR/09/4/285A to these minutes is rejected; and that an article is prepared for the next residents' newsletter setting out the reasons for this resolution.

#### **POS Adjacent to Grovelands School**

286.1 The Committee Chairman reported that the Hailsham in Bloom Sub-Committee had selected the area of POS land adjacent to Grovelands School as a suitable site for a Sensory Garden and requested permission for the work to be undertaken. Sponsorship has been obtained for the purchase of trees.

- 286.2 **RESOLVED** to recommend that approval be granted for the creation of a sensory garden on this area of land.

### **Hailsham Youth**

#### **Youth Facility Project – 1 Market Square**

- 287.1 Andy Joyes, Youth Co-ordinator, presented a verbal report on the latest developments in respect of the work undertaken at the Youth Facility Project – 1 Market Square.
- 287.2 **RESOLVED** to note the report from Andy Joyes, Youth Co-ordinator.

### **Hailsham Youth Council**

- 288.1 Councillor Puttick presented a verbal report on the work of Hailsham Youth Council.
- 288.2 **RESOLVED** to note the report from Councillor J. Puttick.

### **Festivities Sub-Committee**

- 289 **RESOLVED** to note the Reports (minutes) of the meeting of the Festivities Sub-Committee held on 10<sup>th</sup> December 2009, 14<sup>th</sup> January and 11<sup>th</sup> February 2010, as printed and circulated.

### **Hailsham in Bloom Sub-Committee**

#### **Sub-Committee Minutes**

- 290 **RESOLVED** to note the Reports (minutes) of the South and South East in Bloom Sub-Committee held on 25<sup>th</sup> November, 9<sup>th</sup> December 2009, 21<sup>st</sup> January, 3<sup>rd</sup> February and 17<sup>th</sup> February 2010, as printed and circulated.

### **Tenth Anniversary of Twinning with Gournay en Bray**

- 291 **RESOLVED** to note the preliminary report from the Working Party as circulated and as Appendix FPR/09/4/291A to these minutes.

### **Hailsham Town Council Newsletter –Advertising** (Minute FPR/09/3/209 refers)

- 292 **RESOLVED** to note the report as circulated and as Appendix FPR/09/4/292A to these minutes.

### **Community Projects/Partnerships**

#### **CCTV – Monitoring**

- 293 The Town Clerk reported that Inspector Wakefield was looking into a joint project with Crowborough and Heathfield Councils and possibly Uckfield Town Council to use the CCTV monitoring equipment at Eastbourne Police Station. This would enable monitoring by Police personnel when they are available and ready access to recorded data by our local neighbourhood policing team. Inspector Wakefield, who is currently on leave, will provide details of the scheme for Council's consideration on his return.

## **Public Conveniences – Vicarage Field**

- 294 The Town Clerk reported that Councillor Canning had advised that he no longer wished to undertake the role of project manager for the restoration of the public conveniences. Three consultancy firms had been approached in respect of their professional services to undertake the design, contract and management of the works. Interviews would be taking place shortly.

## **Community Hall Management Committee**

- 295.1 Councillor J. L. Blake declared an interest in this agenda item as he is a trustee of the War Memorial Institute Trust
- 295.2 The Town Clerk circulated a report on the history and current financial situation of the Hailsham Community Hall.
- 295.3 **RESOLVED** to recommend report as circulated at the meeting and as Appendix FPR/09/4/295A; be noted and that a sum of £2,000 be available from the Contingency Budget, to underwrite any deficit in income to meet expenditure, if needed.

## **Confidential Business**

- 296 **RESOLVED** that due to the special and confidential nature of the matters to be discussed, and possible disclosure of personal or commercially sensitive information not in the public interest at the present time, the following items of business be transacted following exclusion of members of the public and press, in accordance with the Council's Standing Order number 5.

## **Public Open Space and Community Land**

- 297 **POS Diplocks Way**

## **Staff and Administration**

### **Staff Review**

- 298 **RESOLVED** to recommend agreement of the Town Clerk's report as circulated.

There being no further business the Chairman closed the meeting at 9.36p.m.

CHAIRMAN