

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 20th September 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 presented.

FPR/10/2/
105 **Present:** J. L. Blake, B. F. Burchmore (Chairman), N. S. Coltman, W. F. Crittenden, J. H. Garvican, J. Glover, I. G. Haffenden, P. Holbrook, R. F. Kempe, B. Marlowe, G. G. Rowe and Mrs. M. Rowe.

106 **Officers Present:** Mrs E. G. Jones (Town Clerk), M. Cairn (Deputy Town Clerk), R.A.D. Diplock (Responsible Finance Officer and D. Saxby (Administrative Assistant).

107 **Apologies For Absence:** Apologies were received and accepted from Councillor J. Puttick.

108 **Declarations of Interest** - None presented.

109 **Additional Agenda Item**

The Town Clerk requested permission to add an additional item to the agenda in respect of a skate park on the Maurice Thornton Playing Fields. This was agreed and became agenda item 11.2.

110 **Minutes of Previous Meetings**

RESOLVED to note that the Minutes and Reports of the Meeting of the Finance, Policy & Resources Committee (Ref: FPR/10/1/24-75) held on the 21st June 2010 were, confirmed as being a correct record and adopted by the Town Council at a meeting held on 5th July 2010.

111 **Matters Arising**

None presented.

Accounts and Audit

Periodic Statements and Committee Expenditure

112 **RESOLVED** to recommend to note and adopt the Fund Summary as at 31st July 2010, as circulated with the Agenda, and as Appendix FPR/10/2/112A to these minutes.

113 **RESOLVED** to recommend to note and adopt the Summary of Nett Expenditure 1st April 2010 to 31st July 2010, as circulated with the Agenda, and as Appendix

FPR/10/2/113A to these minutes.

114 **RESOLVED** to recommend to note and adopt the Summary of Committee Income and Expenditure for the period 1st April to 31st July 2010, as circulated with the Agenda, and as Appendix FPR/10/2/114A to these minutes.

115 **RESOLVED** to recommend to note and adopt the list of payments certified by a member of the cheque signatory panel amounting to £170,252.59 for payments made during June and July, as circulated with the Agenda, and as Appendix FPR/10/2/115A to these minutes.

Internal Audit's Report and Committee Chairman's Verification

116 **RESOLVED** to note and adopt the Internal Auditor's report in respect of his inspection dated 14th July 2010 as circulated with the Agenda, and as Appendix FPR/10/2/116A to these minutes.

117 **RESOLVED** to note the Chairman's (FPR) inspection, reconciliation and certification of Council's Income, Expenditure and Bank Balances for the quarter ended 30th June 2010.

External Auditors Report 2009-2010

RESOLVED to note:

- a) the External Auditors certification of the 2009-2010 Annual Return, as circulated with the Agenda, and as Appendix FPR/10/2/118A to these minutes, and
- b) the one observation made by the external auditors in Section 3 of the Annual Return and the RFO's observations, as circulated with the Agenda, and as Appendix FPR/10/2/118B to these minutes.

Free Resource Payments (Section 137)

No expenditure incurred.

Mobile Steam Cleaning Service

RESOLVED to note balance for the sheet for the period 1st April to 31st July 2010, as circulated with the Agenda, and as Appendix FPR/10/2/120A to these minutes.

Councillor Garvican

Councillor J. H. Garvican entered the meeting at 7.40pm.

Criminal Damage Expenditure Report

RESOLVED to note the report for the period 1st April 2010 to 31st July 2010 as circulated with the Agenda, and as Appendix FPR/10/2/122A to these minutes.

By-Election Costs

RESOLVED to note the actual cost of the By-Election held on 27th May 2010 amounting to £11,623.92 to be funded from the Community Contingency Fund.

124 **Annual Grants to Voluntary Organisations**

RESOLVED to note thank you letters received from Union Corner Hall Pre-school and Hailsham Theatres.

Cuckmere Community Bus Funding

RESOLVED to recommend :

- 125.1 a) to note the report of a meeting of representatives from the Town Council, Cuckmere Community Bus and Hellingly Parish Council,
- 125.2 b) appointing a steering group comprising Councillors J. Blake, B. Burchmore, P. Holbrook and B. Marlowe and representatives from Hellingly Parish Council, Cuckmere Community Bus and other local bus operators, East Sussex County Council and Wealden District Council to take forward provision of local community transport for Hailsham and the immediate surrounding residential developments; and to report back to the Finance, Policy and Resources Committee, and
- 125.3 c) recommend that a sum of £1,500 be allocated from the ring-fenced funds for community transport (within the Contingency Fund) to support local bus services.

Estimates Sub-Committee 2011-2012

- 126 **RESOLVED** to appoint Councillors J. Blake, B. Burchmore, N. Coltman and G. Rowe as members constituting the 2011/2012 Estimates Advisory Sub-Committee, to prepare recommendations for report to the next Finance, Policy and Resources Committee meeting.

Policies and Working Procedures

127 **Draft Procedure for Extreme Weather**

RESOLVED to recommend adoption of the draft Procedure for Extreme Weather, as circulated with the agenda, and as Appendix FPR/2/10/127A to these minutes

Draft Email/Internet Policy

- 128 **RESOLVED** to recommend adoption of the draft Email/Internet Policy, as circulated with the agenda, amended, and as Appendix FPR/2/10/128A to these minutes; and for Councillor J. Garvican to provide the relevant information on email encryption at a further date.

Draft Member/Officer Relations Protocol

- 129 **RESOLVED** to recommend adoption of the draft Member/Officer Relations Protocol, as circulated with the agenda, amended and as Appendix FPR/2/10/129A to these minutes.

Hailsham Youth

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

Andy Joyes, the 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.

RESOLVED to recommend to note the report from Andy Joyes, the Youth Co-ordinator.

Hailsham Youth Council

- 131 Andy Joyes, the Youth Co-ordinator, in the absence of Councillor J. Puttick, stated that the Hailsham Youth Council would be starting again shortly after the summer break.

Hailsham in Bloom Sub-Committee

132 Sub-Committee Minutes

RESOLVED to recommend to note the Reports (minutes) of the South and South East in Bloom Sub-Committee held on 9th, 23rd and 30th June 2010, as printed and circulated.

Tenth Anniversary of Twinning with Gournay en Bray (29th-31st October 2010)

- 133.1 The Town Clerk stated that the programme of events to celebrate the 10th anniversary of the signing of the twinning charter with Gournay en Bray was well under way.
- 133.2 A civic reception would take place at Michelham Priory on Saturday 30th October 2010, followed by a barn dance.

Community Partnership

134 PCSO – Partnership Agreement 2011/12

The Town Clerk reported that the draft contract for the sponsorship of two PCSOs had been received. She stated that it would need to be amended, but that the cost to Hailsham Town Council would be £61,500.

Skate Park – Maurice Thornton Playing Fields

- 135.1 The Town Clerk reported that the Town farm Residents' Association had requested permission in principle to site a new skate park on the Maurice Thornton Playing Field behind the Hailsham East Community Centre. The officer's report is attached as Appendix FPR/10/2/135A to these minutes.
- 135.2 **RESOLVED** to recommend that permission in principle is given for the project, subject to design and health and safety considerations.

Section 106 Agreements

136.1 Woodholm & Welbury Farms – Public Open Space

The Town Clerk reported that the Town Council had been approached by the developer of the site requesting that it assumes responsibility for the open space

following consultation on the services and facilities to be provided within the open space.

136.2 **Appointment of Sub-Committee**

RESOLVED to appoint a sub-committee with a remit to liaise with developers, Wealden District Council and East Sussex County Council on current and future residential and commercial developments within the parish of Hailsham, progress the aspirations for community provision as set down in the Hailsham and Hellingly Masterplan and report back to this committee; the sub-committee to comprise of J. Blake, P. Holbrook, R. Kempe and a representative from Hellingly Parish Council.

137 **Confidential Business**

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.

138 **Public Open Space and Community Land**

POS Diplocks Way

139 **Leased Properties – Rent Review**

140 **Staff and Administration**

141 **Staff Sickness**

142 **Staff Review**

There being no further business the Chairman closed the meeting at 10.04 pm.

CHAIRMAN