

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 21st June 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).

The Chairman welcomed new members to the Committee.

FPR/10/1
/24 **Present:** J. Blake, B.F. Burchmore (Chairman), W.F. Crittenden, N.S. Coltman, I.G. Haffenden (Vice Chairman), P. Holbrook, R.F. Kempe, B. Marlowe, J. Puttick, G.G. Rowe and Mrs M. Rowe

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

26 **Apologies For Absence:** Apologies were received and accepted Councillor J.H. Garvican.

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

28 **Minutes of Previous Meetings**

RESOLVED to note that the Minutes and Reports of the Meeting of the Finance, Policy & Resources Committee (Ref: FPR/09/4/259-298) held on the 1st March 2010 were, confirmed as being a correct record and adopted by the Town Council at a meeting held on 15th March 2010.

29 **Matters Arising** - None presented.

Accounts and Audit

End of Year Balances

30 **RESOLVED** to recommend to agree and adopt Committee summary of committed and brought forward balances as circulated with the Agenda and as Appendix FPR/10/1/30A to these minutes,

31 **RESOLVED** to recommend to agree and adopt summaries of committed and brought forward balances recommended by the Environment & Leisure and Burials & Properties Committees as circulated with the Agenda and as Appendix FPR/10/1/31A to these minutes, and

32 **RESOLVED** to recommend to agree and adopt the Analysis of Reserves/End of Year Balances as contained in the end of year accounts submitted to the External Auditors (page 9 Of the Annual Statement of Accounts) as circulated with the Agenda and as Appendix FPR/10/1/32A to these minutes.

Periodic Statements and Committee Expenditure

- 33 **RESOLVED** to recommend to note and adopt the Fund Summary as at 31st March 2010, as circulated with the Agenda, and as Appendix FPR/10/1/33A to these minutes.
- 34 **RESOLVED** to recommend to note and adopt the Summary of Nett Expenditure 1st April 2009 to 31st March 2010, as circulated with the Agenda, and as Appendix FPR/10/1/34A to these minutes.
- 35 **RESOLVED** to recommend to note and adopt the Summary of Committee Income and Expenditure for the year ending 31st March 2010, as circulated with the Agenda, and as Appendix FPR/10/1/35A to these minutes.
- 36 **RESOLVED** to recommend to note and adopt the Fund Summary as at 31st May 2010, as circulated with the Agenda, and as Appendix FPR/10/1/36A to these minutes.

Cllr. Blake asked why there was a variation in the commuted sums figure on this statement to that shown on the statement of Committee Reserve Funds (Appendix FPR/10/1/32A). The RFO explained that the difference related to the Community Hall loan.

Cllr. Blake requested a statement of all the commuted sums received by the Council and expenditure from the funds. Appendix HTC/10/1/36B attached.

- 37 **RESOLVED** to recommend to note and adopt the Summary of Nett Expenditure 1st April 2010 to 31st May 2010, as circulated with the Agenda, and as Appendix FPR/10/1/37A to these minutes.
- 38 **RESOLVED** to recommend to note the list of uncleared cheques and outstanding debtors as at 31st March 2010, as circulated with the Agenda, and as Appendix FPR/10/1/38A to these minutes.
- 39 **RESOLVED** to recommend to note the list of payments previously certified by a member of the cheque signatory panel amounting to £132,612.44 for payments made during April and May 2010, as circulated with the Agenda, and as Appendix FPR/10/1/39A to these minutes.

Withdrawal From Meeting

- 40 Councillor Mrs. M. Rowe left the meeting at 8.00pm.

Internal Audit's Report and Committee Chairman's Verification

- 41 **RESOLVED** to note and adopt the Internal Auditor's report dated 6th May 2009, and to approve the Internal Audit Plan for 2010/2011, as circulated with the Agenda, and as Appendix FPR/10/1/41A and B to these minutes.
- 42 **RESOLVED** to note the Chairman's (FPR) inspection, reconciliation and certification of Council's Income, Expenditure and Bank Balances for the quarter/year ending 31st March 2010.

Exercise of Electors' Rights

- 43 **RESOLVED** to note the programme set by the External Auditors in respect of the Council's accounts for 2009/10
(a) Date of public announcement – 16th June 2010
(b) Inspection period for electors – 1st July to 28th July 2010
(c) Appointed date for electors to raise questions with External Auditors – 29th July 2010. .

End of Year Balance Statements

- 44 **RESOLVED** to note and adopt the end of year balance statement in respect of Festivities Sub-Committee - Appendix FPR/10/1/44A to these minutes
- 45 **RESOLVED** to note and adopt the end of year balance statement in respect of Steam Cleaning Service - Appendix FPR/10/1/45A to these minutes
- 46 **RESOLVED** to note and adopt the end of year balance statement in respect of Minibus Service - Appendix FPR/10/1/46A to these minutes
- 47 **RESOLVED** to note and adopt the end of year balance statement in respect of Youth Facilities - Appendix FPR/10/1/47A to these minutes
- 48 **RESOLVED** to note and adopt the end of year balance statement in respect of Criminal Damage Report - Appendix FPR/10/1/48A to these minutes
- 49 **RESOLVED** to note and adopt the end of year balance statement in respect of Hailsham in Bloom Sub-Committee - Appendix FPR/10/1/49A to these minutes

Free Resource Payments (Section 137)

- 50 **RESOLVED** to recommend to approve expenditure of:
(a) Repair to Town Mayor's chain of office - £7.15
(b) Refurbishment of existing seat at the Common Pond in memory of Councillor Dudley Rose - £325.

Annual Insurance Renewal

- 51 **RESOLVED** to recommend to note and approve the renewal of Council's Annual Insurance with Zurich Municipal (year 2 of a 5-year long-term agreement) with effect from 1st June 2010.

Annual Review of Effectiveness of Internal Control

- 52 **RESOLVED** to recommend:
a) note, approve and adopt of the Statement of Internal Control, and
b) note the Responsible Finance Officer's report, as circulated with the Agenda, and as Appendix FPR/10/1/52A to these minutes; and appoint a sub-committee comprising Councillors B. F. Burchmore, N. S. Coltman and P. Holbrook to undertake the statutory requirement of completing the annual review of the Statement of Internal Control for presentation to Council during the current financial year.

Reallocation of Standing Committee Budget

- 53 **RESOLVED** to recommend to approve the reallocation of budget provision in line

with the Town Council's resolution in respect of the Festivities Sub-Committee, as circulated with the Agenda, and as Appendix FPR/10//1/53A to these minutes.

Annual Grants to Voluntary Organisations

- 54 **RESOLVED** to note the letters of thanks received from Hailsham United Junior Football Club; Hailsham Town Football Club; Hailsham & District Twinning Association; Hailsham Choral Society; Hailsham Tennis Club; 249 Hailsham the Millennium Squadron Air Training Corps; The East Sussex Association of Blind and Partially Sighted People; Mediation.

Cost Saving for Council

- 55 The Chairman said he had put this item on the agenda as during the recent by-election Conservative party literature had stated that it would be possible to make £40,000 of savings from Hailsham Town Council's budget. He wanted to know how this reduction had been costed.

Councillor Haffenden stated he was proud to be part of a Council that had for the past two years produced a zero per cent. increase in its part of the council tax. If the Conservative party believed that the Hailsham Town Council precept was too high they should not have called for by-elections that would cost up to £10,000 when the outcome would have no effect on the overall political makeup of the Council. The fact that fewer than 20 per cent. of those eligible to vote did so showed that there was no call from the public for elections. The way forward would have been to co-opt three members for the remaining period of this Council, which was less than a year.

Councillor Haffenden stated that he was open to savings if achievable but wanted details of cuts.

Councillor Coltman responded that democracy does cost and that all councils have reserves for by-election. In respect of the turn-out, Councillor Coltman stated it was always low in council by-elections.

Councillor G. G. Rowe said that he also wanted details of how £40,000 could be saved.

Councillor Blake stated that he had not seen the literature and did not wish to comment on it, but he wanted an agreement that there would be a zero per cent. increase in the 2011/12 precept.

Councillor Holbrook stated that he was amazed that by-elections had been called and that as there were three vacancies one candidate from each group should have been co-opted.

Councillor Coltman said that in order to make the savings Hailsham Town Council should re-examine projects such as steam cleaning, Hailsham in Bloom, grants to voluntary organisations, the community minibus and PCSOs.

Health and Safety Policies and Action Plan: Review

- 56.1 **RESOLVED** to note a report on the Council's health and safety policies and action plan progress, as circulated with the agenda, and as Appendix HTC/10/1/56A to

these minutes.

- 56.2 Councillor Blake requested that members are circulated with a quarterly breakdown of staff sickness.

Hailsham and Hellingly Masterplan

- 57.1 The Town Clerk reported that a meeting of the Masterplan Steering Group had been held to look programming revision of the plan taking into consideration planning approvals granted since the Plan's original preparation; discussions with service providers and developers; and further public consultation. A group of representatives from the Steering Group will be meeting with Mr M Fleming, Corporate Director for Planning and Environmental Policy service at Wealden DC, the following day.
- 57.2 Councillor Blake asked which committee had responsibility for negotiating with Wealden District Council on a single site/refurbished community hall. The Town Clerk said it was the War Memorial Institute Trust.

Hailsham Youth

Youth Facility Project – 1 Market Square

- 58 **RESOLVED** to note the report from Andy Joyes, the Youth Co-ordinator as circulated with the agenda, and as Appendix HTC/10/1/58A to these minutes.

Hailsham Youth Council

- 59 Councillor Puttick presented a verbal report about the activities of the Youth Council. He stressed there was no link between the Youth Council and the Youth Café. He is waiting for a detailed plan from the Youth Council on what they are raising money for in respect of the proposed skate park.

RESOLVED to note the report from Councillor Puttick.

Hailsham in Bloom Sub-Committee

Sub-Committee Minutes

- 60 **RESOLVED** to note the Reports (minutes) of the South East in Bloom Sub-Committee held on 3rd 17th and 31st March, 1st, 14th and 28th April and 12th and 26th May 2010, as printed and circulated.

Tenth Anniversary of Twinning with Gournay en Bray (October 2010)

- 61.1 A report of the meeting of the Twinning Tenth Anniversary Sub-Committee held on 16th June 2010 had been circulated prior to the meeting.
- 61.2 **RESOLVED** to note the report of the Twinning Sub-Committee held on 16th June 2010 as circulated and as Appendix FPR/10/1/61A to these minutes.

Community Projects/Partnerships

Community Minibus – Review of Pricing Policy

- 62.1 Copies of the officers' report were circulated with the agenda.
- 62.2 **RESOLVED** to recommend agreement to the report on the Community Minibus as circulated with the agenda, and as Appendix FPR/10/1/62A; and amended to include a review after six months.

CCTV – Monitoring Facility

- 63 The Town Clerk reported an update from Inspector Wakefield in respect of the provision of a local monitoring service. He had secured the commitment of other local councils to be part of this service to provide localised monitoring from Eastbourne police station.

Inspector Wakefield had confirmed that a budget of £4,000 was required for the training of officers to carry out the monitoring, of which £3,000 had been identified. There is also an opportunity for a Council appointed person to undergo training if the Council so wishes.

Public Conveniences – Vicarage Field

- 64.1 Copies of the Deputy Town Clerk's report had been circulated prior to the meeting, and is attached as Appendix FPR/10/1/64A to these minutes.

Discussion ensued,

- 64.2 **RESOLVED** to recommend that:
- a) Wealden District Council is informed that Hailsham Town Council no longer wishes to refurbish the public conveniences in Vicarage Field, and
 - b) the Burials and Properties Committee is charged with investigating other opportunities for providing public conveniences.

Withdrawal From Meeting

- 65 Councillor G. G. Rowe left the meeting at 9.45pm.

Intensive Retail Business Support – WDC Bid to ESCC Recession Fund

- 66.1 Copies of the project outline had been circulated with the agenda, and is attached as Appendix FPR/10/1/66A to these minutes.

- 66.2 **RESOLVED** to recommend that Wealden District Council be asked how much this scheme would cost in Hailsham and divide it equally amongst the businesses in Hailsham; and that Wealden District Council liaises directly with shopkeepers.

Appointment of Sub-Committees

Hailsham in Bloom Sub-Committee

- 67 **RESOLVED** that Councillors J. E. Bentley-Astor, Mrs. S.P.M Cottingham, J Puttick and Mrs. M. Rowe be appointed as members of the Hailsham in Bloom Sub-Committee for the ensuing year, and all members of the Council be advised of vacancies on this sub-committee.

Twinning Sub-Committee

- 68 **RESOLVED** that Councillors J. E. Bentley-Astor, Mrs. S.P.M. Cottingham, I. G. Haffenden and J. Puttick be appointed as members of the Twinning Sub-Committee for the ensuing year.

Building and Land Sub-Committee

- 69 **RESOLVED** to recommend that the Building and Land Sub-Committee be disbanded.

Staff Sub-Committee

- 70 **RESOLVED** that Councillors B.F. Burchmore, J.H. Garvican, I.G. Haffenden, Mrs. B. Holbrook, R.F. Kempe and G.G. Rowe be appointed as members of the Staff Sub-Committee for the ensuing year.

Strategic Housing Land Availability Assessment (SHLA) Review

- 71.1 Councillor P. Holbrook declared a personal interest in this agenda item and did not take part in the debate.

- 71.2 Copies of a letter and plan from Wealden District Council had been circulated with the agenda, and are attached as Appendix FPR/10/1/71A to these minutes.

The Town Clerk explained that the purpose of the SHLAA was to identify land that might be available and have potential for future housing development and does not imply any commitment upon the land owner to develop the land. A number of owners of land to the East of Battle Road have already registered an interest and the SHLAA project officer has written to nine landowners, including Hailsham TC, who have not registered land in this area to ask if they would wish to do so. Members noted that agricultural land owned by the Council fronting Battle Road has already been registered.

- 71.3 **RESOLVED** to recommend that
- (a) Hailsham Town Council has no objection in principle to the area of land identified in the plan at Appendix FPR/10/1/71A being included in the SHLAA, and
 - (b) Considers that under no circumstances should this land provide access on to Battle Road.

Confidential Business

- 72 **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 74.

Public Open Space and Community Land

- 73 **POS Diplocks Way**

- 74 **Leased Property – Rent Review**

Staff and Administration

Staff Sub-Committee Report and Recommendations

- 75.1 Copies of the minutes of the Staff Sub- Committee held on 15th June 2010 were

circulated prior to the meeting.

75.2

RESOLVED to recommend agreement of the recommendations contained in the minutes of the Staff Sub-Committee held on 15th June 2010, as circulated.

There being no further business the Chairman closed the meeting at 10.11 pm.

CHAIRMAN

Global/Minutes & Agendas/FPR/Minutes 21.06.10DS