

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 29th November 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 were presented.

The Chairman expressed best wishes to Councillors J. L. Blake and G. G. Rowe who had been ill and hospitalised.

FPR/10/3/
168 **Present:** Councillors B. F. Burchmore, (Chairman) N.S. Coltman, W. F. Crittenden, I.G. Haffenden (Vice-Chairman), P. Holbrook, R. F. Kempe and B. Marlowe.

169 **Apologies For Absence:** Apologies were received from Councillors J. L. Blake, J.H. Garvican, J. Puttick, G. G. Rowe and Mrs M. Rowe

170 **Officers in Attendance:** Mrs. E.G. Jones (Town Clerk), M. Caira (Deputy Town Clerk) and D. Saxby (Administrative Assistant).

Declarations of Interest

171 None presented.

Minutes of Previous Meetings

172 **RESOLVED** to note that the Minutes and Reports of the Meeting of the Finance, Policy & Resources Committee (Ref: FPR/10/2/105-142) held on the 20th September 2010, were amended, confirmed as being a correct record and adopted by the Town Council at a meeting held on 4th October 2009; amended to delete J. Glover from those present.

173 **Matters Arising** - None presented.

Accounts and Audit

Periodic Statements and Committee Expenditure

174 **RESOLVED** to recommend to note and adopt the Fund Summary as at 31st October 2010, as circulated with the Agenda, and as Appendix FPR10/3/174A to these minutes.

175 **RESOLVED** to recommend to note and adopt the Summary of Nett Expenditure 1st April 2010 to 31st October 2010, as circulated with the Agenda, and as Appendix FPR/10/3/175A to these minutes.

176 **RESOLVED** to recommend to note and adopt the Summary of Committee Income and Expenditure 1st April 2010 to 31st October 2010, as circulated with the

Agenda, and as Appendix FPR/10/3/176A to these minutes.

177 **RESOLVED** to recommend to note the list of payments previously certified by a member of the cheque signatory panel amounting to £192449.89 for payments made during August, September and October 2010, as circulated with the Agenda, and as Appendix FPR/10/3/177A to these minutes.

178 **RESOLVED** to recommend to note the list of uncleared cheques and outstanding debtors as at 30th September 2010, as circulated with the Agenda, and as Appendix FPR/10/3/178A to these minutes.

Internal Audit's Report and Committee Chairman's Verification

179 **RESOLVED** to note and adopt the Internal Auditor's report in respect of his visit on 14th October 2010, as circulated with the Agenda, and as Appendix FPR/10/3/179A to these minutes.

180 **RESOLVED** to note the Committee Chairman's inspection, reconciliation and certification of Council's income, expenditure and bank balances for the quarter ended 30th September 2010.

Free Resource Payments (Section 137)

181 No expenditure had been incurred.

Mobile Steam Cleaning Service

182 **RESOLVED** to note the balance sheet 1st April 2010 to 31st October 2010, as circulated with the Agenda, and as Appendix FPR/10/3/182A to these minutes.

Criminal Damage Report

183 **RESOLVED** to
(a) note and adopt the Criminal Damage balance sheet for the period 1st April 2010 to 31st October 2010, as circulated with the Agenda, and as Appendix FPR/10/3/183A to these minutes, and
(b) note and agree the transfer of £2,500 from the Contingency Fund to the Criminal Damage Fund

Annual Insurance Renewal (Terrorism)

184 **RESOLVED** to recommend not to renew the Terrorism policy, as circulated with the Agenda, and as Appendix FPR/10/3/184A to these minutes.

Annual Review of Internal Control

185 **RESOLVED** to note and adopt the Sub-Committee's report in respect of the 2010-11 annual report, as circulated with the Agenda, and as Appendix FPR/10/3/185A to these minutes.

Annual Grants to Hailsham Pavilion and Citizens Advice Bureau

186 **RESOLVED** to recommend to approve the annual grants of £2,000 to Hailsham Pavilion and £7,500 to the Citizens Advice Bureau.

Estimates 2011/12

- 187.1 Copies of the Estimates Sub-Committee's Report and recommendations had been circulated with the agenda.

Members noted that all three standing committees had agreed and recommended estimates, which would result in a total precept figure not exceeding the previous years. It would therefore not be necessary to hold the precept meeting of this committee or a full council meeting in January 2011 to set the precept. This could be done at the Town Council meeting on 13th December 2010

- 187.2 **RESOLVED** to recommend that
- (a) the Estimates Sub-Committee Report be noted as circulated with the agenda, and as Appendix FPR/10/3/187A to these minutes; and
 - (b) the precept meetings scheduled for 24th and 31st January 2011 be cancelled.

Councillor Coltman congratulated the Responsible Finance Officer, Mr. R. Diplock on his work in producing these estimates. This was endorsed by all members present.

Senior Citizens' Railcard Refunds

- 188 **RESOLVED** to recommend agreement of the recommendation from the Estimates Sub-Committee that with effect from 1st April 2011 payments be capped to a maximum of £15 per person per annum or actual cost if lower than £15.

Future Photocopying and Printing Arrangements

- 189 **RESOLVED** to recommend agreement of the officer's report as circulated with the agenda, and as Appendix FPR/10/3/189A to these minutes

CCTV Contract with Sussex Police

- 190 **RESOLVED** to recommend that Hailsham Town Council sign the agreement/contract with the Sussex Police Authority to formalise the existing arrangements for a five-year term.

Hailsham Youth

Youth Facility Project – 1 Market Square

- 191.1 Andy Joyes sent apologies that he was unable to attend the meeting as he did not have sufficient staff cover at The Square Café and had provided a written report which was circulated at the meeting.
- 191.2 **RESOLVED** to note the report from Andy Joyes, the Youth Co-ordinator as circulated prior to the meeting, and as Appendix FPR/10/3/191A to these minutes.

Hailsham Youth Council

- 192 As neither Councillor J. Puttick nor Andy Joyes were in attendance no report was available.

Hailsham in Bloom Sub-Committee

Sub-Committee Minutes

- 193 **RESOLVED** to note the Reports (minutes) of the South and South East in Bloom Sub-Committee held on 18th August 22nd September, 6th and 20th October and 17th November 2010, as printed and circulated.

Congratulations were given to the Committee on its achievements this year.

Confidential Business

- 194 **RESOLVED** that due to the personal and confidential nature of the matters to be discussed, 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.

Staff and Administration

Staff Sickness Report

- 195 **RESOLVED** to note the Staff Sickness report as circulated with the agenda.

Staff Sub-Committee Report and Recommendations

- 196 **RESOLVED** to recommend that the Staff Sub-Committee report including the recommendations contained therein, be agreed.

There being no further business the Chairman closed the meeting at 8.45pm.

CHAIRMAN