HAILSHAM TOWN COUNCIL

NOTICE IS HEREBY GIVEN of a meeting of the HAILSHAM TOWN COUNCIL to be held in the Fleur-de-Lys Council Chambers, Market Square, Hailsham on

Wednesday, 28th May 2014 at 7.30 p.m.

Cllr. Mrs Jo Bentley, Chairman/ Town Mayor, will open the meeting.

Prior to commencement of the formal business of the meeting a period of not more than 15 minute assigned for members of the Public to address the Council, or ask questions on matters relevant to responsibilities under the direction of this Council, at the discretion of the Chairman.

The order of formal business to be transacted will be as follows:-

1. ELECTION OF CHAIRMAN/TOWN MAYOR

To receive
(a) Retiring Chairman's Address
(b) Nominations for Office *(nomination form enclosed)*
(c) Members ballot on nominations
(d) Elected Chairman's Declaration of Acceptance of Office
(e) Elected Chairman's Address to the Council

2. APOLOGIES FOR ABSENCE : To receive apologies for absence of elected members

3. DECLARATIONS OF INTEREST : To receive notice of declarations of personal and prejudicial interests in respect of items on this agenda.

4. ELECTION OF VICE-CHAIRMAN/DEPUTY TOWN MAYOR

To receive
(a) Nominations for Office
(b) Members ballot on nominations
(c) Elected Vice-Chairman's Address to Council

5. COMMITTEES

(Report to follow detailing Proposed Committee Structure, including number of seats, nominations so far received for membership, nominations so far received for Chairmen and Vice chairmen, and proposals for representatives to External Bodies).

5.1 Appointment of Standing Committees

To resolve that, in accordance with Standing Order No.24, the following Committees be appointed:-
(a) Planning & Development Committee
(b) Festivities and Events Committee
(c) Business Enterprise Committee

(d) Finance, Budget & Resources Committee
(e) Parks, Open Spaces & Sports Committee
(f) Council Projects and Assets Committee

5.2 Membership of Committees

To (A) approve the number of seats available for allocation on each of the Standing Committees and

(B) approve allocation to members on each of the following:

(a) Planning & Development Committee
(b) Festivities and Events Committee
(c) Business Enterprise Committee
(d) Finance, Budget & Resources Committee
(e) Parks, Open Spaces & Sports Committee
(f) Council Projects and Assets Committee

5.3 Appointment of Chairmen of Standing Committees

To receive nominations and elect Chairmen (and Vice-Chairmen) for each of the foregoing Committees. (If so decided, the Annual Meeting will adjourn, so that committee members can temporarily withdraw to vote in the event of contested nominations).

5.4 Representation on External Bodies

To agree the councillor representation on external bodies as proposed in the report

6. MEETING DATES 2014 – 2015

To approve a schedule of meeting dates (*draft proposals to follow*).

7. CONFIRMATION OF MINUTES

7.1 a) To resolve that the Minutes and Reports of the meeting of the Hailsham Town Council (Ref: HTC/13/7/230-251) held on 26th March 2014, as printed and circulated, be taken as read, confirmed as a correct record, and signed by the Chairman.

(b) Matters Arising (if any)

7.2 (a) To resolve that the Minutes and Reports of the meeting of the Urgency Procedures Committee (Ref: UP/13/3/13-19) held on 29th April 2014, as printed and circulated, be taken as read, confirmed as a correct record, and signed by the Chairman.

(b) Matters Arising (if any)

8. COMMITTEE and PANEL REPORTS

***(*A list of committee/panel minutes to follow – Please notify the Town Clerk [email:john.harrison@hailsham-tc.gov.uk or telephone: 01323 841702] as soon as possible if you wish to reserve any item of the following committees or panels)**

8.1 (a) To note the reserved paragraphs (minutes) of the Standing Committee Reports notified to the Town Clerk prior to the meeting, and

(b) To receive request to reserve any additional paragraphs (minutes) of the Standing Committee Reports

8.2 To receive "unreserved" paragraphs (minutes) of the following Reports of Committees (as printed and circulated), and approve and adopt the recommendations contained therein.

A. Planning & Development Committee Meetings (1st April 2014, 22nd April 2014 and 13th May 2014)

B. Finance and Budget Oversight Committee Meeting (7th May 2014)
(Please note agenda item 9 below is to note, approve and adopt the End of Year Accounts for 2013-14 as recommended by the FBOC meeting 7th May)

C. Business Enterprise Committee Meeting (8th May 2014)

D. Festivities and Events Committee Meetings (7th April 2014 and 12th May 2014).

8.3 To proceed through the "reserved" paragraphs consecutively (or as decided) and to resolve action before proceeding to the next reserved item.

9. END OF YEAR ACCOUNTS AND AUDIT 2013-2014

9.1 **End of Year Accounts & Audit 2013-14**

(a) To note the Responsible Finance Officer's Summary Report (*copy to follow*).

(b) To note, approve and adopt the report in respect of the Fixed Asset Summary as at 31.03.14 as required by the External Auditor (*copy to follow*).

(c) To note, approve and adopt the Statement of Accounts for year ending 31.03.14 and approve they be signed off by the Clerk/RFO and Chairman of the Council (*copy to follow)*

(d) To note, approve and adopt sections 1 and 2 of the un-audited Annual Return for 2013/14 and approve they be signed off by the Clerk/RFO and Chairman of the Council (*copy of annual return to follow 6 pages*)

(e) To note, approve and adopt Attachment 2(i) of the Annual Return for submission to the External Auditors (*copy to follow*)

(f) To note the additional information required by the External Auditors (*copy to follow*)

9.2 **Chairman's Verification**

To note the Chairman of the Council's inspection, reconciliation and certification of councils income, expenditure and bank balances for the quarter/year ending 31st March 2014

10. APPOINTMENT OF INTERNAL AUDITOR

To approve the appointment of an internal auditor for the 2014-2015 Financial year

11. PLAY GROUND REPAIRS

To consider a recommendation by the Finance and Budget Oversight Committee to allocate funds from commuted sums for the repair and improvement of the Quinnell Drive Play Area during the 2014-2015 financial year. (This would therefore require the alteration and rescinding of a previous resolution of council, via a special resolution). (*Report to follow***)**

12. TOWN FARM NEIGHBOURHOOD AGREEMENT

To consider a request for the Town Council to sign a Town Farm Neighbourhood Agreement (*Report to follow*).

13. CONFIDENTIAL BUSINESS

To resolve that due to the special and confidential nature of the business about to be transacted, and possible disclosure of personal or legal information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Orders No. 57 and 58. The reason for exclusion is:

(b) terms of tenders, and proposals and counter-proposals in negotiations for contracts;

14. ANNUAL INSURANCE RENEWAL

To note and agree the Insurance company from 1st June 2014 from the quotations provided by Zurich and WPS (*Report to follow*).

15. COUNCILLORS' QUESTIONS/ INFORMATION FORUM

(at the Chairman's discretion)
(N.B. Motions are **not** permissible under this item)

Dated this 14th day of May 2014

JOHN HARRISON
Town Clerk

HAILSHAM TOWN COUNCIL

MINUTES of the Annual Meeting of Hailsham Town Council, held at the Fleur-de-Lys Council Chamber/Meeting Rooms, Market Square, Hailsham, on Wednesday 28th May 2014 at 7.30 p.m.

Prior to commencement of formal business, the Chairman asked members and staff to observe a minute's silence as a mark of respect for Councillor Bryan Burchmore who passed away recently.

Public Question Time

Prior to commencement of the formal business of the meeting a period of not more than 15 minutes had been assigned for the purpose of permitting Members of the Public present to address the Council, or ask questions (on matters relevant to the responsibilities of the Town Council) at the invitation and discretion of the presiding Chairman.

There were no members of the public in attendance.

HTC/AM 14/100 **Present:** Councillors: Mrs. S. J. Bentley, W. A. Bentley, J. L. Blake, Mrs. M. Burt, Ms C. V. Collinson, N. A. Collinson, N. S. Coltman, Mrs. J. Cook, W.F. Crittenden, R. T. Grocock, Mrs. B. Holbrook, P.S. Holbrook, B. Marlowe, S. McAuliffe, Ms. A. O'Rawe, G.G. Rowe, Mrs. M. Rowe, Mrs. D. M. Ryan, M.J. Ryan, Mrs. M. Skinner and C Triandafyllou.

101 **Officers in Attendance**

Mr. J. Harrison (Town Clerk), M Caira (Deputy Town Clerk), Mr. D. Saxby and Mr. T. Hall.

102 **Election of Chairman/Town Mayor**

102.1 **Retiring Chairman's Address**

The Chairman said that it had been a busy but productive year. She thanked all those who had contributed to the Council's many achievements.

The year had got off to a good start with the formation of Hailsham Works. She had visited all the groups and found their work very encouraging.

Hailsham Forward had facilitated a regular street market and along with the Christmas Market had been a great success. Hailsham Forward had also worked hard bringing business and trade into the town. She thanked them for their work.

Hailsham in Bloom had now become a charity (Environment Hailsham), the

Chairman thanked all the members of that Committee for all the work they had done in making Hailsham a nicer place.

She said that the public toilets would be open in July.

She was Chairman of the Movement & Access Strategy for Hailsham and Hellingly Committee. The plans produced for the public consultation meetings were well received.

The Chairman had enjoyed the last year in office and had attended over 60 public events.

She finished by that the Deputy Mayor, Councillor M. Ryan also the councillors, the Town Clerk and all the staff. Most of all she thanked her husband, Councillor Bill Bentley.

She thanked the Youth Mayor, Musta Rahman – who was in attendance – for all his work during the past year.

Nominations for Office

103.1 The Town Clerk called for nominations for the position of Chairman/Town Mayor for the remainder of the 2014/2015 year. Two nominations were received in the names of:

Councillor Mrs S. J. Bentley – Proposed by Councillor C. Triandafyllou and seconded by Ms A. O'Rawe and

Councillor P. S. Holbrook – Proposed by Councillor Mrs. B. Holbrook and seconded by Councillor W. F. Crittenden.

103.2 On being put to the vote by means of a secret ballot the result was as follows:

Councillor Mrs. S. J. Bentley – 14 votes

Councillor P. S. Holbrook –5 votes

103.3 **RESOLVED** that Councillor Mrs. S. J. Bentley be duly elected as Chairman/Town Mayor for 2014/15.

103.4 Councillor Mrs. Bentley signed the Declaration of Acceptance of Office, and took the chair.

103.5 Councillor Mrs. Bentley thanked members for their continued support.

104 **Apologies for Absence:**

Apologies were received and accepted from Councillors Mrs. S. E. Henstock and S. Towner.

105 **Declarations of Interest**

No Declarations of Interest were presented.

Election of Vice Chairman/Deputy Town Mayor

106.1 A single nomination was received for Vice-chairman of the Town Council in the ensuing year, in the name:

Councillor Ms A. O'Rawe (proposed by Councillor C. Triandafyllou and seconded by Councillor W. A. Bentley).

106.2 **RESOLVED** that Councillor Ms A. O'Rawe be duly elected as Vice Chairman/Deputy Town Mayor for 2014-2015.

106.3 Councillor Ms O'Rawe addressed the meeting. She said he would to do his best for the town and would work hard to support the Mayor.

106.4 Councillor Crittenden thanked the outgoing Deputy Town Mayor, Councillor M. Ryan for his work in the preceding year.

Appointment of Standing Committee

107 **RESOLVED** that in accordance with Standing Order No. 24, the following Committees be appointed:

(a) Planning and Development Committee
(b) Festivities and Events Committee
(c) Business Enterprise Committee
(d) Finance, Budget & Resources Committee
(e) Parks, Open Spaces & Sports Committee
(f) Council Projects & Assets Committee

Membership of Committees and Panels

108 **RESOLVED** to approve:

(a) the number of seats available for allocation on each Committee as follows:

(a) Planning and Development Committee - Seven
(b) Festivities and Events Committee - Seven
(c) Business Enterprise Committee - Seven
(d) Finance, Budget & Resources Committee - Seven
(e) Parks, Open Spaces & Sports Committee - Seven
(f) Council Projects & Assets Committee - Seven

109.1 *The council debated the committee membership nominations. It was explained that:*

- *The current vacancy on the council would be entitled to two committee seats.*
- *Cllr S. McAuliffe was entitled to two seats but had nominated himself for one only.*
- Cllr S. Towner had advised that despite initially nominating himself for two

specific committees he was prepared to be flexible in his choice as long as he had at least one seat on one of he committees of his choice.

109.2

RESOLVED to allocate membership to each committee as follows:

Planning & Development: Cllrs W.F Crittenden, P.S. Holbrook, Mrs S.J. Bentley, Ms A. O'Rawe, Mrs J. Cook, & M.J. Ryan, (plus one vacancy)

Festivities and Events: Cllrs Mrs S.J. Bentley. Ms A. O'Rawe, C. Triandafyllou, Mrs M. Skinner, Mrs S. Henstock and Mrs M. Burt, (plus one vacancy).

Business Enterprise: Cllrs Mrs M. Rowe, P.S. Holbrook, Mrs S.J. Bentley, Ms A. O'Rawe, N.S. Coltman, N. A. Collinson and B. Marlowe.

Finance, Budget and Resources: Cllrs G.G. Rowe, J. Blake, Mrs S.J. Bentley, Ms A. O'Rawe, C. Triandafyllou and R. Grocock, (plus one vacancy).

Parks, Open Spaces and Sport: Cllrs G.G. Rowe, S. McAuliffe, P.S. Holbrook, Mrs S.J. Bentley, Ms A. O'Rawe, N.A Collinson and R. Grocock

Council Projects and Assetts: Cllrs Mrs M. Rowe, Mrs B. Holbrook, S. Towner, Mrs S.J. Bentley, Ms A. O'Rawe, W.A. Bentley, N.A. Collinson.

This being subject to confirmation that Cllr S. Towner was prepared to forgo his nominated position on the Parks, Open Spaces and Sports Committee and that he would be offered one of the vacant positions.

Appointment of Chairmen of Standing Committees, Consultations Panel & Planning Consultative Panel

110.1

RESOLVED to agree the Chairmen and Vice Chairmen of the foregoing Committees and Panels, as follows:

110.2

(a) Planning and Development Committee
Chairman – Cllr. M. Ryan, Vice Chairman – Cllr. Mrs. J. Cook

110.3

(b) Festivities and Events Committee
Chairman – Cllr. C. Triandafyllou, Vice Chairman – Cllr. Ms A. O'Rawe

110.4

(c) Business Enterprise Committee
Chairman – Cllr. N. S. Coltman, Vice Chairman – Cllr. N. A. Collinson

110.5

(d) Finance, Budget & Resources Committee
Chairman - Cllr. C. Triandafyllou, Vice Chairman – Cllr. R. T. Grocock

110.6

(e) Parks, Open Spaces & Sports Committee

Chairman – Cllr. Mrs. S. J. Bentley, Vice Chairman – Cllr. P.S. Holbrook

110.7

(f) Council Projects & Assets Committee
Chairman – Cllr. W. A. Bentley, Vice Chairman – Cllr. Ms A. O'Rawe

111

Representation to External Bodies

RESOLVED that the following members be appointed as Hailsham Town Council representatives to the following organisations:

Wealden District Association of Local Councils – The Chairman and/or Vice Chairman of the Council.

Hailsham & District Sports Alliance – Chairman of the Parks, Open Spaces & Sport Committee.

Movement and Access Strategy for Hailsham & Hellingly (MASHH): The Chairman of the Council and Councillor N. Collinson.

Hailsham Forward Executive: Councillors N. Coltman and P. Holbrook.

Cuckmere Community Bus Stakeholder's Group: Councillor B. Marlowe

Environment Hailsham Board: Councillor Mrs. M. Rowe.

112

Meeting dates 2014-2015

RESOLVED to approve the schedule of meeting dates as circulated with the agenda and as Appendix HTC/AM/14/112A to these minutes on the proviso that committees can change their dates at any time in the year subject to clerk's availability and the committee's recommendation.

Confirmation of Minutes

113.1

RESOLVED that the Minutes and Reports of the meeting of the Hailsham Town Council (Ref: HTC/13/7/230-251) held on 26th March 2014, as printed and circulated, be taken as read, confirmed as a correct record and signed by the Chairman.

113.2

Matters Arising

None presented.

114.1

RESOLVED that the Minutes and Reports of the meeting of the Urgency Procedures Committee (Ref: UP/13/3/13-19) held on 29th April 2014, as printed and circulated, be taken as read, confirmed as a correct record, and signed by the Chairman.

114.2

Matters Arising

None presented.

115

Committee and Panel Reports

RESOLVED, after consideration in accordance with Standing Order 18(e), to receive the following reports of Committees, to approve and adopt the recommendations contained therein and the actions taken as reported therein**.**

A. Planning & Development Committee Meetings (1st April 2014, 22nd April 2014 and 13th May 2014)

B. Finance and Budget Oversight Committee Meeting (7th May 2014)

C. Business Enterprise Committee Meeting (8th May 2014)

D. Festivities and Events Committee Meetings (7th April 2014 and 12th May 2014).

116 Business Enterprise Committee – 8th May 2014

Minute BEC/141/08 – Hailsham Forward

Councillor W. Bentley said that the Business Enterprise Committee had resolved a set of terms of reference that was at variance to a recommendation later on the agenda. He asked members to note this.

- No change to Committee recommendation.

End of Year Accounts and Audit 2013 – 2014

117.1 **RESOLVED** to note, approve and adopt:

117.2 a) The Responsible Finance Officer's Summary Report as circulated with the agenda, and as Appendix HTC AM/14/117A to these minutes.

117.3 b) The report in respect of the Fixed Asset Summary as at 31.03.14 as circulated with the agenda, and as Appendix HTC AM/117/B to these minutes.

117.4 c) Statement of Accounts for year ending 31.03.13 and approve they be signed off by the Responsible Finance Officer and the Chairman of the Council, as circulated with the agenda, and as Appendix HTC AM/14/117C to these minutes.

117.5 d) Sections 1 and 2 of the un-audited Annual Return for 2013/14 and approve they be signed off by the Town Clerk, Chairman of the Council and Responsible Finance Officer, as circulated with the agenda, and as Appendix HTC AM/13/117D to these minutes.

117.6 e) Attachment 2 (i) of the Annual Return for submission to the external auditors, as circulated with the agenda, and as Appendix HTC AM/14/117E to these minutes.

117.7 f) The additional information required by the external auditors (attachment 5), as circulated with the agenda, and as Appendix HTC AM/14/117F to these minutes.

Chairman's Verification

118 **RESOLVED** to note the Chairman of the Council's inspection, reconciliation and certification of Council's income, expenditure and bank balances for the quarter ending 31st March 2014.

Appointment of Internal Auditor

119 **RESOLVED** to approve the appointment of Mr. Peter Frost as the internal auditor for the financial year 2014-2015.

Playground Repairs

120.1 Members were asked to consider a recommendation by the Finance and Budget Oversight Committee to allocate funds from commuted sums for the repair and improvement of the Quinnell Drive Play Area during the 2014-2015 financial year, as outlined in the officers report circulated with the agenda and as Appendix HTC/AM/14/120A to these minutes.

120.2 The Town Clerk said that this would require the alteration and rescinding of a previous resolution of council, and would require a two thirds majority of those voting in accordance with Standing Order No. 46.

120.3 **RESOLVED** to agree to the recommendation by the Finance and Budget Oversight Committee to allocate £16,000 from commuted sums for the repair and improvement of the Quinnell Drive Play Area during the 2014-2015 financial year.

120.4 This resolution was carried by the necessary two thirds majority of those voting in accordance with Standing Order No. 46.

Town Farm Neighbourhood Agreement

121.1 Members were asked to consider a request for Hailsham Town Council to endorse and sign a Town Farm Neighbourhood Agreement.

121.2 **RESOLVED** to endorse and sign the Town Farm Neighbourhood Agreement as detailed in the officer's report circulated with the agenda and as Appendix HTC/AM/14/121A to these minutes.

Confidential Business

122 **RESOLVED** that due to the special and confidential nature of the business about to be transacted, and possible disclosure of personal or legal information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Orders No. 57 and 58. The reason for exclusion was:

(b) Terms of tenders, and proposals and counter-proposals in negotiations for contracts.

Annual Insurance Renewal

123.1 Members were asked to agree an insurance company from 1st June 2014 as detailed in the officer's report circulated with the agenda and as Appendix HTC/AM/14/123A to these minutes.

123.2 **RESOLVED** that Hailsham Town Council renews its insurance with Zurich Municipal for five years as the cover is more comprehensive and better value for money than the other quotation acquired.

Councillor's Questions/Information Forum

124 Town Crier

Councillor Rowe asked for permission to purchase a new Town Crier's hat from Council funds. It was agreed to delegate the matter to the Town Clerk.

125 Town Council Offices

Councillor McAuliffe asked for an update on the refurbishment of the Fleur de Lys meeting Room. The Town Clerk said he will pursue the matter with the appropriate architects. Councillor Mrs. Cook requested that hazard tape be put around the beams at eye level.

The Chairman said that she was concerned at the split in the carpet on the stairs as this was potentially a trip hazard. She suggested that if it could not be repaired it may need to be replaced. The Town Clerk would investigate.

There being no further business, the Chairman closed the meeting at 9.29pm.

CHAIRMAN

Global/Minutes and Agendas/ DS/ AM Minutes 22.05.13

Report to: **Hailsham Town Council Annual Meeting**

Date: **28th May 2014**

By: **John Harrison, Town Clerk**

Title of report: **COMMITTEES**

Purpose:

To consider the Proposed Committee Structure for the 2014-2015 council year, including number of seats, nominations so far received for membership, nominations so far received for Chairmen and Vice Chairmen, and proposals for representatives to External Bodies.

Proposed Committee Structure for 2014-2015:

Committee	**Planning & Development**
Number of members	seven
Clerk	Karen Moralee
Outline of remit	
• Receive and respond to planning applications & appeals • Comments on matters of local concern such as major developments, S106 agreements • Respond to licensing applications, proposed traffic orders etc • Liaise with Business Enterprise Committee re Neighbourhood Plan • The TOR to require planning training annually for committee members	
Amendments to existing ToR?	Yes reduce membership to seven.
Oversight roles incorporated?	No
Frequency of meeting	Every 3 weeks (no change)

Committee	**Festivities and Events**
Number of members	Seven
Clerk	Karen Moralee/Mickey Caira
Outline of remit	
• Organise community events to include at least one summer event/fair and one Christmas event • Manage the implementation of Christmas Lighting schemes within the town. • Work with and encourage participation from local shop keepers and businesses, schools and colleges. • Encourage community participation • Where appropriate support other community events subject to plans and funding as determined by the committee	
Amendments to existing ToR?	Yes – to include Xmas lighting
Oversight roles incorporated?	No
Frequency of meeting	Monthly (excluding August) No change

Committee	Business Enterprise Committee
Number of members	Seven
Clerk	Mickey Caira/John Harrison
Outline of remit	
• Liaise with Hailsham Forward regarding the delivery and implementation of business plan for Hailsham • Monitor HF activity and carry forward HTC policy regarding business development within and outside of framework of HF as means of delivery • To liaise, work with and involve outside agencies & 3rd parties as deemed appropriate and required by the committee (for e.g. although not a comprehensive list; ESCC Trading Standards, Environmental Health, WDC and ESCC Officers and/or portfolio holders for economic development and funding advisers) • Liaise with P&DC re Neighbourhood Plan	
Amendments to existing ToR?	Yes – 3rd bullet point
Oversight roles incorporated?	Transport Links, so long as is deemed to affect business development within the town.
Frequency of meeting	Every 2 months (no change)

Committee	Finance, Budget and Resources Committee
Number of members	seven
Clerk	Michelle Hagger/John Harrison
Outline of remit	
• Budget Preparation: recommendation for income and expenditure during the financial year • Budget Control: Reconciliation and quarterly verification of statements • Annual Appointment of Internal Auditor • Review renewal of contracts • Annual Governance Statement • Appointment of Grants Sub-committee for grants to external bodies • Consider and make recommendations to Council in respect of all aspects of staff employment, considering staffing needs in relation to decisions of the Council • Receive notice of changes in employment law and pension funds that affects the employees of Hailsham Town Council • Consider and make recommendations to the council in respect of all aspects of other resources, including equipment and vehicles, considering resource needs in relations to decisions of the council • Consider and make recommendations with regard to staff health and safety and resource or other requirements to ensure adequate health and safety and staff welfare provisions are fit for purpose.	
Amendments to existing ToR?	Amalgamation of existing FBOC & Staff Admin Panel plus updates as required
Oversight roles incorporated?	No
Frequency of meeting	End of quarter plus budget setting programme of meetings as appropriate

Committee	**Parks, Open Spaces & Sport Committee**
Number of members	Seven
Clerk	TBC
Outline of remit	
Make recommendations to council with regard to all council owned out-door assets: Play parks Skatepark Public Open Spaces Country Park Orchard Park Maurice Thornton Common Pond Western Road Rec Allotments Dog bins & litter bins Urban Grass Cutting contracts To make recommendations to council or act otherwise as council's consultative committee on aspects of the towns' outside environment	
Amendments to existing ToR?	New committee
Oversight roles incorporated?	Environment Allotments Access & Facilities for Disabled People Road, Footpaths and Rights of Way Residents' Associations and Panels Sports and Leisure
Frequency of meeting	Every two months

Committee	**Council Projects and Assets Committee**
Number of members	Seven
Clerk	TBC (John Harrison/Mickey Caira/ David Saxby)
Outline of remit	
Make recommendations to council with regard to all council buildings and other assets Cemetery & Cemetery buildings Cortlandt Stable Block & toilets All other buildings (FDL complex, 4 Market Sq, Kemer Kebabs, Union Corner Hall, Grovelands Barn Complex, 1 Market Street, Maurice Thornton Pavilion, Cricket Pavilion, Welbury Community Centre).; leases, rent reviews, repairs, use Other council owned assets including bus shelters, town seats & street lighting HTCs contribution to the town's CCTV facilities. Any other buildings or assets adopted by council To appoint sub-committees to act as liaison and project manager for council projects	

and services as outlined: Youth Services Incl Youth Café, East Side Youth Club, FNP, Youth Council & Youth Mayor Hailsham Works Council communications Any other project as adopted and implemented by council Liaison with outside organisations as appropriate where their services may affect council services and operations	
Amendments to existing ToR?	New committee
Oversight roles incorporated?	Cemetery (Wardens) Youth Projects Youth Engagement Communications Community Halls Residents' Associations and Panels District, County and Emergency Services
Frequency of meeting	Every two months

Changes to 2013-2014 Committee Structure

- No appointments to Hailsham in Bloom Committee r Staff Administration Panel
- Staff Administration Panel remit is merged with that of the Finance and Budget oversight Committee to form the Finance, Budget and Resources Committee
- Planning & Development Committee membership is reduced from eight to seven seats
- No oversight councillors are appointed. Where appropriate oversight functions are taken on by the new or existing committees

Considerations and Recommendations

5.1 Appointment to Standing Committees

Council is recommended to resolve that the following committees be appointed:

Planning & Development
Festivities and Events
Business Enterprise
Finance, Budget and Resources
Parks, Open Spaces and Sports

5.2 Membership of Committees

(A) Council is recommended to resolve to approve the number of seats on each committee as follows:

Planning & Development - seven
Festivities and Events - seven
Business Enterprise - seven
Finance, Budget and Resources - seven
Parks, Open Spaces and Sports - seven

(B) Council is asked to consider nominations received and approve allocation to members of each committee

5.3 Appointment of Chairmen and Vice-Chairmen of Standing Committees

Council is asked to consider nominations received and approve the committees' election of chairmen ands vice-chairmen of each committee (if so decided, the Annual Council meeting may adjourn, so that committee members can temporarily withdraw to vote in the event of contested nominations)

5.4 Representation on External Bodies:

Council is asked to consider and agree to councillor representation on external bodies as proposed:

- Wealden District Association of Local Councils: Chair and/or Vice Chair of Council
- Hailsham and District Sports Alliance: Chair of Parks, Open Spaces & Sport Committee
- Movement and Access Strategy for Hailsham and Hellingly ('MASHH') Steering Group: Chair of Council plus 1 other
- Hailsham Forward Executive: X2 members; Chair of Business Enterprise Committee plus one/ potentially member of FBR.
- Cuckmere Community Bus Stakeholder's Group: X1 member
- Environment Hailsham Board: X1 Member

No other appointment to external bodies are made proposed to be made unless by invitation from those organisations.

No Oversight roles are appointed

HAILSHAM TOWN COUNCIL PROVISIONAL MEETINGS SCHEDULE 2014-2015

All Meetings are held at the Fleur de Lys Meeting Rooms, and are open to the Press & Public, unless otherwise stated.
All dates are subject to potential change dependent on agreement by the specific committees.

		2014								2015											
		MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
TOWN COUNCIL	Specific business	28 AGM								14 Prece			23 ATM*	20 ACM							
(Wednesdays at 7.30 pm)	Full council			23		24		26		28		25				22		30		25	
FINANCE, BUDGET & RESOURCES COMMITTEE		Q1			Q2			Q3			Q4			Q1			Q2			Q3	
	Budget Setting			9		10		12													
(Wednesdays at 7.30 pm)	End of Quarter	7		16			29			21				6		15			28		
PLANNING & DEVELOPMENT COMMITTEE		13	3	15	5	16	7	18	9	13	17	10	21	12	2	14	4	15	6	17	8
(Tuesdays at 7.00 pm)			24		26		28			27		31			23		26**		27		
BUSINESS ENTERPRISE COMMITTEE		8		10		18		20		15		12		7		9		17		19	
(Thursday at 7.30 pm)																					
FESTIVITIES AND EVENTS COMMITTEE		12	2	7		1	6	3	1	12	2	2	13	11	1	6		7	5	2	7
(Mondays at 6.00 pm)																					
PARKS, OPEN SPACES & SPORTS COMMITTEE			25			3	22		17		25		29		24			2	28		16
(Wednesdays at 7.30PM)																					
COUNCIL PROJECTS AND ASSETS COMMITTEE			23			8	27		15		23		27		29			7	26		14
(Mondays at 7.30pm)																					

* Proposed bvenue for ATM - Civic Community Hall

**26 August = Wednesday, due to Clerk's availability

Report to the Town Council in respect of the End of Year Accounts 2013 - 2014

The reports listed under this agenda item (b to f) are presented to Council for adoption to enable the Council to meet its statutory obligation. In accordance with the Audit Commission Act 1998 and the Accounts and Audit Regulations 2011 local councils whose annual income or expenditure is £1 million or less must complete and submit to the Audit Commissions appointed Auditors (Littlejohn LLP) an Annual Return with associated documentation. Documents for submission comprise of

- Annual Return
- Statement of Accounts
- Bank Account Reconciliations
- Fixed Asset Summary
- Various Accounting Documents as detailed in attachment 5 (agenda item f)

Council is required to provide minuted evidence that these reports have been adopted for submission to the appointed Auditors by 30th June 2014.

As Council's RFO I certify that the Statement of Accounts present fairly the financial position of the Council and detail below the significant facts

1	Annual Income	£986,649	Statement of accounts Page 4
2	Annual Expenditure	£976,324	Statement of accounts Page 4
3	Total of all cash held	£565,442	Statement of accounts Page 1
4	Total value of fixed assets	£1,770,226	Agenda report Item (b)
5	Income above expenditure (including precept)	£10,325	Statement of accounts Page 5
6	Surplus balance (value of our end of year balance not ear marked and will be added to our Contingency Fund)	£12,535	Statement of accounts Page 9
7	Contingency Fund balance (excluding allocated expenditure but including item 6 above)	£74,414	
8	Commuted sum balance (cash held in perpetuity for the upkeep of Council owned Public Open Spaces – included in item 3)	£230,233	Statement of accounts Page 8
9	Value of all long term project funds (excluding the contingency fund)	£64,409	Statement of accounts (listed) Page 9
10	Value of Committee reserved funds (outstanding projects or earmarked)	£95,043	Statement of accounts Page 9

John Harrison
RFO

Fixed assets value at 31.03.14 (As per Practitioners Guide 2008 recommendation - ref paragraph 3.62)

Column identification	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Location	Value at 31.03.05	Value at 31.03.06	additions 31.03.07	Additions 31.03.08	Additions 31.03.09	Adjustments 31.03.10	Value at 31.03.10	Adjustments 31.03.11	Value at 31.03.11	Adjustments 31.03.12	Value at 31.03.12	Adjustments 31.03.13	Value at 31.03.13	Adjustments 31.03.14	Value at 31.03.14
Operational Buildings															
Grovelands Barn	16667	25000					25000		25000		25000		25000		25000
Market Street complex	384605	420000					420000		420000		420000		420000		420000
1 Market Square	87632	90000					90000		90000		90000		90000		90000
Cemetery buildings	245411	254500					254500		254500		254500		254500		254500
Cemetery Lodge	143478	150000					150000		150000		150000		150000		150000
Cricket Pavilion	96923	105000					105000		105000		105000		105000		105000
Rec Garage	8750	10000					10000		10000		10000		10000		10000
Maurice Thornton Pavilio	129130	135000					135000		135000		135000		135000		135000
MT Duchess Garage	8750	10000					10000		10000		10000		10000		10000
Pooh Cabin (dismantled April 09)		5000	3500			-8500	0		0		0				
Total	1121346	1204500	3500	0	0	**-8500**	1199500		1199500	**0**	1199500		1199500		1199500
Community Assets											0				
3 Areas of Common Land		3	Auditors recommendation				3		3		3		3		3
2 Areas of Allotments		2	to apply nominal value				2		2		2		2		2
10 Areas of POS		10	of £1 for each community				10		10		10		10		10
			asset - Annual Return 03.08								0				
Total		15					15		15		15		15		15
											0				
Vehicle, Plant, Furniture and Equipment											0				
											0				
Vehicles											0				
Truck	800		sold				0		0		0		0		0
Astravan	400		sold				0		0		0		0		0
Escort Van	400		sold				0		0		0		0		0
Cabstar	8960	8960					8960		8960		8960		8960	-8960	0
Minibus (01.06.07)				6650			6650		6650		6650		6650		6650
											0				
Plant, Furniture and Equipment											0				
Tipper	200	200					200		200		200		200		200
Office Equipment	7725	7725	6300	8282		500	22807		22807		22807	470	23277	7013	30290
Mowers & Tools	2400	2400		3466		900	6766	3400	10166		10166	2358	12524	1709	14233
Security Gates			8000				8000		8000		8000		8000		8000
Steam Cleaner x 2			16800	4000			20800		20800		20800		20800	0	20800
Water Bowser (June 10)							0	3100	3100		3100		3100	0	3100
Christmas Lights	2000	2000	5700			2500	10200	1600	11800		11800	6190	17990	7262	25252
Miscellaneous Equip	6975	6975				1000	7975		7975		7975	6052	14027		14027
Total	29860	28260	36800	22398	0	**4900**	92358	**8100**	100458	**0**	100458	**15070**	115528	**15984**	122552
											0		0		
Infrastructure Assets											0		0		
Street Lights	109438	109438		750			110188		110188		110188		110188		110188
Seats, bins, Noticeboards	49139	49139	2000			2300	53439	100	53539		53539	1620	55159	0	55159
Flower Planters								600	600		600		600		600
Dog bins								600	600		600	994	1594	877	2471
Signs&Display (7)	3527	3527					3527		3527		3527		3527		3527
Bus Shelters (9)	8575	8575					8575		8575		8575		8575		8575
Youth Shelter			5200				5200		5200		5200		5200		5200
Battle Rd Play Area	7200	7200	7800				15000		15000		15000		15000		15000
Blacksmiths Copse	8500	8500	600				9100		9100		9100		9100		9100
Cameron Close	10200	10200					10200		10200		10200		10200		10200
Carpenters Way	8500	8500	600				9100		9100		9100		9100		9100
Maurice Thornton (new play area acquired July 09						40000	40000		40000		40000		40000		40000
Quinnell Drive	17000	17000	3800	606			21406		21406		21406		21406		21406
South Road	55525	55525	4000		9800		69325		69325		69325		69325		69325
Stroma Gardens	11246	11246	6000	4721		2000	23967		23967		23967		23967		23967
Country Park Trim Trail (I	4200	4200	removed								0		0		0
Diplocks Play Area	14400	14400					14400		14400	-14400	0	removed in Ma	0		0
Diplocks Ball Park	32300	32300					32300		32300		32300		32300		32300
Butts Field	23800	23800					23800		23800		23800		23800		23800
BMX Ramp (removed)	8080	8080	removed								0		0		0
Jubliee Garden		0					0		0		0	550	550		550
Outdoor Gym												7590	7590		7590
Total	371630	371630	30000	6077	9800	**44300**	449527	**1300**	450827	**-14400**	436427	**10754**	447181	**877**	448058
			SUMMARY												
Operational assets	1121346	1204500	3500	0	0	-8500	1199500	0	1199500		1199500		1199500		1199500
Vehicle/plant. Etc	29860	28260	36800	22398	0	4900	92358	8100	100458		100458		115528		122552
Infrastructure	371630	371630	30000	6077	9800	44300	449527	1300	450827		436427		447181		448058
Community Assets	0	15	0	0	0	0	15	0	15		15		15		15
total	1522836	1604405	70300	28475	9800	40700	1741400	9400	1750800		1736400		1762224		1770125
add - War Stock Bond	101	101					101		101		101		101		101
Loan to Community Hall		16000			-1600	-534	10666		10666	-10666	0	write off			
Total assets	1522937	1620506	70300	28475	8200	40166	1752167	9400	1761567		1736501		1762325		1770226

STATEMENT & ACCOUNTS
FOR YEAR ENDING 31st MARCH 2014

I certify that the Statement of Accounts (pages 1 to 10) presents fairly the financial position of the Council and its income and expenditure for the year ended 31.03.14 and was approved and adopted by Hailsham Town Council at the meeting held on ……

Signed by J Harrison RFO ……

Countersigned by the Chairman of the Council ……

Hailsham Town Council

Council Information

31st March 2014

Chair

Cllr. Mrs S Bentley

Councillors

Cllr. W Bentley
Cllr. J Blake
Cllr. B Burchmore
Cllr. Mrs M Burt
Cllr. Miss C Collinson
Cllr. N Collinson
Cllr. N Coltman
Cllr. Mrs J Cook
Cllr. W Crittenden
Cllr. R Grocock
Cllr. Mrs S Henstock
Cllr. Mrs B Holbrook
Cllr. P Holbrook
Cllr. B Marlowe
Cllr. S Mcauliffe
Cllr. Ms A O'Rawe
Cllr. Mrs M Rowe
Cllr. G Rowe
Cllr. Mrs D Ryan
Cllr. M Ryan (Vice Chairman)
Cllr. Mrs M Skinner
Cllr. S Towner
Cllr. C Triandafyllou

Clerk to the Council

John Harrison

Responsible Finance Officer

John Harrison

External Auditors

Littlejohn LLP

Internal Auditor

Peter J Consultants

HAILSHAM TOWN COUNCIL
STATEMENT (2)
Balance Sheet as at 31st March 2014

2012 - 13		2013 - 14
	Current Assets:	
440000.00	Short Term Investments (Treasury Deposit)	410000.00
13805.30	Debtors & advance Payments	23066.05
101631.92	Bank Balances	132717.24
100.00	Cash in Hand (Petty cash)	100.00
555537.22	Total Assets	565883.29
	Current Liabilities:	
420.00	Creditors	441.05
0.00	Cash Overdrawn	0.00
420.00	Total Liabilities	441.05
555117.22	**Nett Assets**	565442.24
	Represented by:	
179611.96	Project Reserves	200456.10
229688.53	Commuted Sums	230233.22
145816.73	General Funds	134752.92
555117.22	Fund balance (to agree with box 7 of Annual Return)	565442.24

HAILSHAM TOWN COUNCIL

STATEMENT of ACCOUNTS 2012/13

HAILSHAM TOWN COUNCIL
Supporting Notes to the Annual Statement of Accounts for the Year ended 31st March 2014

CREDITORS

Invoice	Cheq No.	Name	Allocation code	Code	£ p
Vehicle Fuel	unpaid	Allstar Ltd		305	157.05
Outstanding Telephone Bill	unpaid	Vostel Ltd		205	2.50
Outstanding Telephone Bill	unpaid	Vostel Ltd		302	26.01
Outstanding Telephone Bill	unpaid	Vostel Ltd		309	5.49
Outstanding Electricity Bill	unpaid	EDF Ltd		208a	250.00
Total Creditors					441.05

DEBTORS for year ending 31st March 2014

At the year end ten **debts of £23635.30** were outstanding and due to the Council all of which are less that three months old

Invoice date	Name	
26.3.14	Kemer Kebabs	2625.00
13.2.14	Kier	40.00
28.2.14	Kier	40.00
22.1.14	East Sussex County Council	8000.00
28.3.14	Waitrose Hailsham	60.00
19.3.14	Hillcrest Care Ltd	20.00
19.3.14	East Sussex County Council	30.00
27.2.14	Wealden District Council	30.00
26.2.14	Sussex Oakleaf	385.00
VAT Refund (qtr. 1.1.2014 to 31.3.2014)	HM. Customs & Excise	12411.05
Total Debtors		23641.05

ADVANCE RECEIPTS

Date	Service	Name	Amount
31.3.14	Rent - Cemetery Lodge	Roland Dunn Client Agency	575.00
Total advances			575.00

HAILSHAM TOWN COUNCIL
SUPPORTING WORKSHEET to Statement of Accounts (1)
Conversion of Receipts and Payments to Income and Expenditure
For Year ended 31st March 2014

STATEMENT of ACCOUNTS 2012/13

RECEIPTS to INCOME			Add debtors deduct advances	Ddt.	Adjustments	
2012/13	Column Head	13/14 receipts	13/14	12/13collect		Inc.2013/14
£		£	£	£		£
2287.00	Allotments	2711.55				2711.55
1814.35	Recreation	1860.92				1860.92
56726.60	Burials	54804.60				54804.60
22381.27	Properties	21429.31	2270.00			23699.31
12925.00	Highways	10732.71				10732.71
1754.91	Interest	1486.90				1486.90
104.00	Staff & Members Allowance	0.00				0.00
18485.12	General Administration	2798.05	0.00	0.00		2798.05
0.00	Twinning	0.00				0.00
1733.56	Grants & Misc Provisions	1429.42				1429.42
0.00	Section 137 receipts	0.00				0.00
4366.54	Tourism & Leisure	1519.78				1519.78
8970.37	Loan Repayment	0.00				0.00
0.00	Commuted Sums	0.00				0.00
9459.78	Project Accounts	15151.93	385.00	0.00		15536.93
10518.33	Joint funding	21157.03	8000.00	-188.33		28968.70
841100.00	Precept	841100.00				841100.00
	VAT Refund	38506.78	12411.05	-13616.97	-37300.86	0.00
	VAT Income	5647.81			-5647.81	0.00
992626.83	Total	1020336.79	23066.05	-13805.30	-42948.67	986648.87

PAYMENTS to EXPENDITURE			Add.	Ddt.	Adjustments	
12/13Paymts.	Column Head	13/14Payments	13/14	12/13 Cred.		Exp. 2012/13
£		£	£	£		£
624.96	Allotments	2436.07				2436.07
48954.97	Recreation	38774.07				38774.07
24766.29	Burials	29131.41	2.50	-55.00		29078.91
14955.56	Properties	14501.31	0.00	0.00		14501.31
68079.60	Highways	46281.31				46281.31

HAILSHAM TOWN COUNCIL

STATEMENT (1)
Income and Expenditure Account
For Year ended 31st March 2014

2012-13		INCOME	2013-14
2287.00		Allotments	2711.55
1814.35		Recreation	1860.92
56726.60		Burials	54804.60
22381.27		Properties	23699.31
12925.00		Highways	10732.71
1754.91	*	Interest on investments	1486.90
104.00		Staff & Members Allowances	0.00
18485.12		General Administration	2796.05
0.00		Twinning	0.00
1733.56		Grants & Misc Provisions	1429.42
0.00		Section 137 Receipts	0.00
4366.54		Tourism & Leisure	1519.78
8970.37	*	Loan Repayment	0.00
	*	Sale of Assets	
0.00	*	Commuted sums Received	0.00
9459.78		Project Accounrts	15536.93
10518.33		Joint funded projects	28968.70
0.00	*	VAT on income & repayments	0.00
841100.00	*	Precept	841100.00
992626.83		**Total Income**	986648.87

2012-13		EXPENDITURE	2013-14
624.96		Allotments	2436.07
48954.97		Recreation	38774.07
24766.29		Burials	29078.91
14955.56		Properties	14501.31
68079.60		Highways	46281.31
492222.13		Staff & Members Allowances	522693.63
118028.56	*	General Administration	99022.02
225.00		Twinning	0.00

HAILSHAM TOWN COUNCIL
Supporting Notes to the Annual Statement of Accounts for the Year ended 31st March 2014

DRAFT REVENUE AND CAPITAL ESTIMATES

2012-13 Actual £	Description	2012-13 Estimates £	2013-14 Estimate £	2013-14 Actual £
	INCOME			
2287	Allotments	1930	1930	2712
1814	Recreation	1800	350	1861
56727	Burials	50000	45000	54805
22381	Properties	19960	20160	23699
12925	Highways	10000	10000	10733
1755	Interest on Investments	1000	1400	1487
104	Staff & Members Allowances	0		0
18485	General Administration	8600	6400	2798
0	Twinning			0
1734	Grants & Misc provisions	2000	2000	1429
0	Section 137			0
4367	Tourism & Leisure	1000	1000	1520
8970	Loan Repayment			0
0	Commuted Sums Received			0
9460	Project Account	1000	1000	15537
10518	Joint Funded Projects			28969
841100	Precept	841100	841100	841100

HAILSHAM TOWN COUNCIL
Supporting Notes to the Annual Statement of Accounts for the Year ended 31st March 2014
SECTION 137 Payments

The Limit for the Council in the year of account was:

Number of Electors		£ per Elector		Total £
15080	@	6.98	=	105258

Payments made were:

	Amount £
Grants to Voluntary Bodies	4600.00
Remembrance Day Wreaths	65.00
Flowers & Greeting Cards	30.00

Supporting Notes to the Annual Statement of Accounts for the Year ended 31st March 2014

PROJECT ACCOUNTS

	2012-2013 £	2013-2014 £			
Opening Balance 1st April	152862	179612			
Add: Project Receipts				0	
Previous Year Surplus to Contingency Fund	49239	33689			
1 Market Square	9533	14809			
Donations (Town Youth Fund)					
Play Area Safety Surface Cost recovery					
Chamber of Com Market Town map grant					
Transfer from Committee Budgets	8335	0			
BMX Grant Funding					
Criminal Damage Cost recovery	30	343		48841	
Add: Precepted					
Play Surface Upgrade	2500	2500			
Play Areas	5000	0			
BMX Facility	0	0			
Community Building Projects	3000	0			
New Burial Ground/ Footpaths	0	0			figures from
Youth Project	14000	14000			Capital Project summary
Contribution to Bus	2500	2500		19000	dated 31.03.14
Less: Expenditure (Reserved Projects)					
Play Areas	-7251	-3448	auto		
Arboricultural works	-473	0	auto		
Street Lighting - Part Night switchover	-10770	0	auto		
Transport Grant		-677	auto		
Transferred to Committee Budgets	-8335	0	auto		
Skateboard/Bmx Facility	-1716	0	auto		
Improvements to Fleur De Lys		-2718	auto		
1 Market Square	-35372	-26219	auto		
Youth Mayor Allowance	-149	-80	auto		
Public Toilets		-2246	auto		

HAILSHAM TOWN COUNCIL
SUPPORTING WORKSHEET to Statement of Accounts (2)
Conversion of Receipts and Payments to Income and Expenditure
For Year ended 31st March 2014

Receipts and payments Summary 2012/13

			u/c cheq.	£
Balance brought forward 1st April 2013 -				
General funds (	Current a/c	92,746.19	67,861.68	24884.51
(	High Interest .Bus.Prem.a/c			72058.88
(	--do--Treasury Deposit (1)			215000.00
Commuted sums (	P.O.S. High Interest Bus. Prem. a/c			4688.53
(	--do--Treasury Deposit (2)			225000.00
Petty Cash Balance				100.00
			s/total	541731.92
Add: Receipts				1020336.79
Less: Payments		1019251.47	nil	-1019251.47
Balance at 31st March 2014				542817.24

Reconcilation at 31st March 2014

		u/c cheq.	£
Represented by:			
General Funds			
Current a/c	62686.36	28741.03	33945.33
High Interest .Bus.Prem.a/c			93,538.69
Treasury Deposit (1)			185,000.00
Petty Cash balance			100.00
Commuted Sums			
P.O.S. High Interest Bus. Prem. a/c			5,233.22
P.O.S. Treasury Deposit (2)			225,000.00
			542817.24

The council's income & precept during the last 12 months has exceeded expenditure by 10325.32

The balance of the commuted sums held remain allocated to the following sites

HAILSHAM TOWN COUNCIL
Accounts for the Year ended 31st March 2014
Analysis of Reserves/End of Year Balance

Committee Reserve Funds (Outstanding Projects/Earmarked Expenditure)			
Environment & Leisure		23609	
Corporate Assets & Resources		21844	
Corporate Resources & Services		49590	
			95043
General & Project Funds and Allocated Reserves			
No. 01 Ground Drainage Schemes	(E & L)	0	
No.03 Community Building Project	(CRS)	18952	
No.04 Play Equipment	(E & L)	10386	
No.05 Hard Surface Play Area	(E & L)	5239	
No.07 Provision of BMX Facility	(E & L)	-270	
No.11 Town Youth Facilities	(CRS)	327	
No.14 Community Contingency Fund	(CRS)	136047	
No.16 Youth Facilities	(CRS)	10138	
No.18 Cemetery New Burial Ground	(CAC)	17500	
No. 21 Criminal Damage	(E & L)	2137	200456
Burial Fund held for Grave Maintenance			4550
Subsidy on Precept			0
Surplus balance to Community Contingency Fund (No14)			12535
Commuted Sum Accounts			230233
Debtors & Advance receipts			23066
Creditors			441

Hailsham Town Council - Bank Account Reconciliation
Supporting Notes to the Annual Statement of Accounts for the year ended 31st March 2014

Account Name / Uncleared Cheque	Number	Statement No.	Balance	Total
Current Account	10331333		62686.36	
High Interest Account No. 1	50072672		93538.69	
High Interest Account No .2	80449288		5233.22	
Treasury Deposit			410000.00	
	Total of all accounts			571458.27
Deduct Uncleared cheques				
Payee		Cheque No.	Amount	
Railcard - T Lawerence		9442	15.00	
J Bentley		9116	34.80	
D Saxby		9122	39.00	
Adrians Cleaning Services		9136	300.73	
K Moralee		9139	14.40	
Macey Industrial Fixing		9150	90.00	
NPS Group Ltd		9151	261.00	
J M Loades & Associates Ltd		9152	270.00	
Sign Store Ltd		9161	112.50	
R D & V M Sang		9162	114.65	
Wages & Salaries		DD	1515.51	
British Gas		9163	67.29	
Godfreys		9164	480.00	
E-ON		9165	838.56	
Give As You Earn		9166	69.58	
HM Revenue & Customs		9167	9773.04	
East Sussex Pensions Fund		9168	6545.98	
A Joyes		9170	159.34	
Adam Phillips		9171	1150.00	
T Hall		9172	6.57	
Police & Crime Comm for Sussex		9174	346.33	
South East Water		9176	10.80	
M Caira		9177	7.00	
Sign Store Ltd		9178	45.00	
G M Monk		9179	36.00	
Joanna Shave		9180	136.00	
Robins of Hertsmonceux		9181	21.60	
Eden Springs UK Ltd		9182	25.46	
Travis Perkins Trading Co Ltd		9183	60.72	
Fieldskills Conquest Ltd		9184	229.27	
M J Clarke		9185	300.00	
Incleanation		9186	150.00	
Npower		9187	238.41	
Withers DIY		9188	13.50	
Macey Industrial Fixing		9189	106.38	
Countrywide Grounds Main		9190	1560.00	
Knockhatch		9191	890.00	
Adrians Cleaning Services		9192	300.73	

Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here: HAILSHAM TOWN COUNCIL Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

		Year ended 31 March 2013 £	Year ended 31 March 2014 £	Please use all figures to accurate 1 dp, do not leave any cases blank and report £0 or £0 balances. All figures must agree to underlying financial records.
1	Balances brought forward	516,055	555,117	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2	(+) Annual precept	841,100	841,100	Total amount of precept received or receivable in the year.
3	(+) Total other receipts	151,527	145,549	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4	(-) Staff costs	492,222	522,694	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5	(-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6	(-) All other payments	461,343	453,630	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	555,117	565,442	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8	Total cash and short term investments	541,732	542,817	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9	Total fixed assets plus other long term investments and assets	1,742,325	1,770,226	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10	Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	**Disclosure note** Trust funds (including charitable)	Yes ✓ No	Yes ✓ No	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may

I confirm that these accounting statements were approved by the council on this date:

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

HAILSHAM TOWN COUNCIL Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

1	We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	prepared its accounting statements in the way prescribed by law.
2	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	has only done what it has the legal power to do and has complied with proper practices in doing so.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5	We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	considered the financial and other risks it faces and has dealt with them properly.
6	We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7	We took appropriate action on all matters raised in reports	responded to matters brought to its

Section 3 – External auditor certificate and opinion 2013/14
Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

HAILSHAM TOWN COUNCIL Council/Meeting

Respective responsibilities of the council and the auditor

The council is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The council prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor report

(Except for the matters reported below)* on the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council:

Section 4 – Annual internal audit report 2013/14 to

HAILSHAM TOWN COUNCIL

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

	Internal control objective	Agreed? Please choose only one of the following: Yes, No, Not covered
A	Appropriate accounting records have been kept properly throughout the year.	✓
B	The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓
C	The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓
G	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	✓
H	[illegible]	✓

Peter J Consultants
Lyoth Cottage, Lyoth Lane, Lindfield, West Sussex RH16 2QA
Email: peter.j.consultants@btinternet.com

HAILSHAM TOWN COUNCIL
Internal Audit & Annual Return – 31/03/2014

In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, in line with the Governance and Accountability for Local Councils Practitioners' Guide (GALCP) and meet the needs of the Council. I would only comment by exception – the points listed below are for further attention. I confirm that I do not have any role within the Council.

Observations:

1. Asset Register. Valuations are currently underway re the Properties owned by the Council – the Register will be updated shortly.

2. Asset Register – Properties. Figures for an appropriate level of reinstatement cover for Insurance purposes are in course. It is suggested that a separate column in the Register is introduced, recording the revised Insured Values.

3. Chair Person's Allowances. Payments are made, when requested by the Mayoress, who subsequently provides a summary of expenditure in the period concerned. If an underspend occurs, the difference should be refunded back to the Council.

4. Risk Assessment. This is a Register of the Physical and Financial Risks to Parishioners, the Council and Council Officials. It is suggested that the names/titles of the Officials responsible for monitoring any identified Risk be added to the Schedule. Some Councils allocate particular monitoring duties to individual Councillors.

5. Register of Councillors' Interests. It is suggested that all Councillors read each other's Declarations – particularly when new Councillors are appointed.

Explanation of variances – pro forma for local councils

Hailsham Town Council

The NALC/SLCC *'Practitioners' Guide'* (paragraph 2.15 onwards) provides guidance on explaining significant variances. Please provide explanations for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 1	2012/13 £	2013/14 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 *Precept*	841,100	841,000	NIL	NIL	
Box 3 *Other receipts*	151,527	145,549	-5978	4%	
Box 4 *Staff costs*	492,222	522,693	+30,471	6%	
Box 5 *Loan interest/ capital repayments*	NIL	NIL	NIL	NIL	
Box 6 *Other payments*	461,343	453,630	-7,713	2%	
Box 9 *Fixed assets & long term assets*	1,762,325	1,770,226	+7,901	1%	
Box 10 *Borrowings*	NIL	NIL	NIL	NIL	
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because				

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1 MAR 2014
COUNCIL

17 MAR 2014

Mr J Harrison
Hailsham Town Council
Inglenook
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Hailsham
East Sussex
BN27 2AE

UK
1-911144269
100129111442913

PKFL ref ES0044
AC ref SB03863

Email sba@pkf-littlejohn.com
Website www.pkf-littlejohn.com

13th March 2014

Dear Mr Harrison

Hailsham Town Council
Notice of the annual audit for the year ending 31 March 2014

Key Information for the 2013/14 reporting season	
Date by which completed Annual Return and all applicable supporting documents or declaration of inactive status must be submitted to us:	**09 June 2014**
Auditor appointed date:	**09 June 2014**
Date by which Annual Return must be approved by the Body:	**30 June 2014**
Date by which audited Annual Return must be published by the Body	**30 September 2014**
Selected as 5% sample for Intermediate audit	**NO**

PKF Littlejohn has been appointed by the Audit Commission to audit the accounts of Hailsham Town Council. We are required by law to set a date to enable local electors and interested persons to exercise their rights regarding the annual accounts of your body. If your body is required to produce annual accounts, we give formal notice that we have appointed **09 June 2014** as the date on or after which electors and interested persons may exercise their rights under the Audit Commission Act 1998 and the Accounts and Audit (England) Regulations 2011.

If your body had no financial transactions in the year, please complete the declaration included in this letter and return it to us at the address above. The external audit fee for inactive bodies is £Nil.

Annual Return/Inactive Declaration

Your first step is to decide which form your body should complete. To assist you we enclose a decision tree which will help ensure you complete the correct return and send us the correct information.

Where there have been financial transactions* in the year Hailsham Town Council is required by law:

- to prepare accounting statements for the year ended 31 March 2014 in the form required by proper practices (the annual return);
- to approve the annual return including the accounting statements before 30 June 2014;

The information contained in this communication is confidential and may be legally privileged. It is intended solely for the use of the individual or entity to whom it is addressed and others authorised to receive it. If you are not the intended recipient you are hereby notified that any disclosure, copying, distribution or taking of any action in reliance on the contents of this information is strictly prohibited and may be unlawful.

PKF Littlejohn LLP is a limited liability partnership registered in England & Wales No. OC342572. Registered office as above. A list of members' names is available at the above address.

PKF Littlejohn LLP is a member firm of the PKF International network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member or correspondent firm or firms.

Report to: **Hailsham Town Council Annual Meeting**

Date: **28th May 2014**

By: **John Harrison, Town Clerk**

Title of report: **PLAYGROUND REPAIRS**

1.Background:

1.1 Hailsham Town Council meeting 26/03/2014

1.1.1 At the meeting of Hailsham Town Council on 26th March 2014, the council considered a report considering the future maintenance of its Play Areas and facilities, and considered recommendations

i) To agree funding for the replacement of some play equipment
ii) To agree the removal of the old play equipment requiring replacement in a number of sites, returning the sites to public open space only

1.1.2 This included the following considerations for the Quinell Drtive Play Area:

Quinnell Drive

This area is well used by local residents.

The existing equipment of a small and large climbing frame needs to be replaced shortly as the structural joints are wearing. To give play value in this park the area requires at least three pieces of equipment and between £15,000 and £20,000 would need to be spent over time, depending on equipment choice and safety surfacing. However all the equipment would not have to be installed at once, for example a new set of swings could be installed in the first year at an approximate cost of £2,000 and then other pieces could be installed in the following year.

Alternatively to remove all play equipment, wood chip and create a small open space would cost in the region of £1,500 which includes machine hire, top soil and grass seed.

1.1.3 The council resolved as follows: (Minute Ref HTC/13/7/242.2):

RESOLVED *to accept the recommendations in the Officer's Report:*

a) Agree funding for the replacement of play equipment in the Quinnell Drive Play Area, up to £20K over a longer period of time that this current financial year.

1.2 Finance and Budget Oversight Committee Meeting

At the meeting of the Finance and Budget oversight Committee on 7th May 2014 the committee further considered the Quinnell Drive Play area and the possibility of allocating the funding to complete the work during the current (2013-14) financial year.

The committee resolved as follows:

(Minute Ref FBO/13/11/88)
RESOLVED *to recommend that the money be allocated for Quinnell Drive play area this financial year subject to the condition of resolution by HTC on 26th March 2014.*

2. Financial Implications

The Outdoor Works Supervisor has provided indicative costs for the work required for the Quinnell Drive Play Area:

Machine hire £600

Heras security fencing £200

Fencing Materials and timber £1,400

Play equipment + delivery £10,000
1x Double cradle swing
1x Seesaw
1x Multi play unit
1x Slide
1x Springer
1x Bench
1x Cycle stand
1x pic nic table

Aggregate £800

Wood fibre surface £2,500

Weed protecting matting £500

Total £16,000

This is £4,000 less than the £20K originally allocated by resolution at the HTC meeting in March 2014. The resolution to recommend by the FBOC on 26th March 2014 was for this amount of £16,000.

3. Recommendation

Council is recommended to agree to the recommendation by the Finance and Budget Oversight Committee to allocate £16,000 from commuted sums for the repair and improvement of the Quinnell Drive Play Area during the 2014-2015 financial year.

This would therefore require the alteration and rescinding of a previous resolution of council (Ref HTC/13/7/242.2) via a special resolution carried by a majority of two thirds of those present and voting, in accordance with Standing Order No. 46.

Town Farm Neighbourhood Agreement 2014 -16

The agreement

This agreement sets out ways in which the Town Farm area in Hailsham can be improved by local people working together with agencies.

The priorities set out below are based on evidence from a residents survey carried out in January 2011 and a further meeting of the Town Farm Residents Association, the Council a and the police in March 2013. The original agreement was based on negotiations between Town Farm Residents Association, Sussex Police, the District Council, the Town Council, Targeted Youth Support (formerly known as the Youth Development Service) and The Living Word Community Church. Many thanks to all concerned who gave their time to this agreement especially the local residents. We have set targets for improvement and will monitor them every six months on your behalf.

Our achievements 2011-13

1. **Making people feel safer on Town Farm**	**Progress**
Improving partnership working with the Residents Association, the Housing Service and the police	Achieved – excellent relationship with the police. Regular joint meetings between the association and the police Police resolved ownership issue on "black path" and this alleyway has been cleared Operation blitz has been a success
Providing excellent resident led youth facilities	The Association completed the skate park – there have been minor problems that the police are resolving. Monday night club runs well
2. **Improving the Housing service on the estate**	
Increasing the regularity and effective monitoring of housing service walkabouts on the estate with residents	Achieved – regular walkabouts between the Housing officer and residents identifies and resolves estate issues
Increasing Housing Service attendance at Residents Association meetings	This has improved and is working well leading to good cooperation between residents and the housing department
3. **Increasing Community Spirit**	
Improving the Residents Association by better communication and more local involvement	A newsletter has gone out but needs to be more focused and planned in the future to ensure key messages go out. The association needs more new members urgently
Providing and supporting facilities and activities for young and old	The association has continued to provide good facilities for younger residents but has not been able to support older residents activities
4. **Cleaning up the appearance of the estate**	**Progress**
Improving rubbish collection	This has been an area of continued dissatisfaction. There has been limited liaison from the waste management team. Refuse collection is now delivered by a private contractor, Kier and will need to be

	revisited. Bins were overflowing in the summer primarily as a result of difficulties arising from the introduction of a new contract
Reducing fly tipping	This has not been achieved and the Council are trying to resolve how best to raise orders to remove items from housing land. The association has not been able to progress the provision of "skip days" for the community.
Improving recycling	Achieved – the Council now recycle plastic bottles RA to do a newsletter article in next issue
5. Additional achievements	Joint working with East Sussex County Council to produce a giant map on the estate

Our new priorities for 2014/16 Cleaning up the appearance of the estate

1. Improve highways	Action
Improving partnership with ESCC Highways	Police to meet and progress in partnership with the residents association
	Invite Councillor Bill Bentley, the housing steward and other County Councillors on regular walkabouts. East Sussex CC Contact Centre Manager to attend TFRA meetings on an occasional basis
2. Cleaning up the appearance of the estate	**Action**
Improving rubbish collection	Waste management officer to attend TFRA twice a year (June and November) to review service and explore any further information that may be needed on the services Hold a estate walkabout with a waste management officer on a Friday when the waste collection is being done to identify issues (repeat if needed)
Reducing litter and fly tipping	Housing Management to progress to find a solution Meetings with Martin Ashdown to establish monitoring for cleaning and grounds maintenance Hold an estate clear up event in partnership with housing
3. Increasing Community Spirit	
Improving the Residents Association by better communication and more local involvement	Advert to community for communications or I. T. experts and other specialists (who do not have to attend all meetings) to help with • Developing social media • Progressing newsletter • Posters • Explore setting up a website and using twitter
Conduct repeat survey	Sept 2015

Important contacts

Cutting fuel costs: www.energysavingtrust.org.uk or call 0800 512 012

Litter/Dog bins/Abandoned vehicles: 01323 443322

Waste Management team on 01323 443322 or **Email** recycling@wealden.gov.uk

Missing or Missed bins – www.wealden.gov.uk/recycling or call 01323 443322

PCSO Parrish Claxton

Mobile 07787 685736

Telephone 101

parrish.claxton@sussex.pnn.police.uk

PC Tim Critchlow

Mobile 07766534922

Telephone 101

timothy.critchlow@sussex.pnn.police.uk

Police station: George Street Hailsham, BN27 1AB
E-mail: **contact.centre@sussex.pnn.police.uk**
Telephone: 101

To make our estate walkabouts better so we can improve Town Farm more effectively, we have agreed:

- To carry out 6 walkabouts each year on the **Tuesdays' of alternate months (see below) at 10am** starting at the Community Centre**.** The Residents Association and the Housing Service will always attend and encourage other agencies and residents to join us. We will walk around the estate recording issues on a checklist and the Housing Officer will feed back to us within 10 days of any action logged. PCSO's will aim to attend 4 of these walkabouts. Meeting at 10 am in the community centre, the dates for 2014 have been set as follows:

  Tuesday 25th February
  Tuesday 22nd April
  Tuesday 24th June

Tuesday 19th August
Tuesday 21st October
Tuesday 16th of December

- The estate warden or housing officer will attend the first part of the Town Farm Residents Association meetings. If they are unavailable the housing team leader or housing services manager will substitute for them. PCSO's will attend 6 meetings a year.

- The Housing Service will submit a written briefing if requested from the Residents Association at any meetings not attended

- The housing officer will be available for weekly advice session between 11 and 11.30 am each Thursday in the Hailsham East Community Centre

- The Housing Service will support Town Farm's events and fundraising activities through attending such events

CONTACTS:
Housing Officer: Sam Astbury 01323 443366
Housing Services Team Leader: Wendy Thomas 01323 443376
Estate Warden: Paul Lovick 01323 443269

Email housing@wealden.gov.uk

Increasing Community Spirit

As a Residents Association we work hard to foster community spirit. The resident's survey highlights awareness of us and what we do and we aim to increase awareness of the association by 5% next year.

Our past successes and current activities include:

- A monthly meeting at Hailsham East Community Centre - held at 7 pm on the second Tuesday of each Month – all welcome!

- Weekly youth clubs for two age groups in partnership with the Living Word Community Church (LWCC) and Hailsham Town Council both held in the Maurice Thornton Pavilion:

    - 8 – 14 s Young People's Club held on a Wednesday at 6.15pm – 8.15pm (LWCC/TFRA) (for more information please contact Steve Houghton on 07919 405061)

    - 12 – 16s (years 8 to 11) Eastside Youth Cafe held on a Monday at 7pm – 8.30 pm (contact Andy Joyes 0791 8868 285)

How we will make sure all of this happens?

- The Town Farm working group will meet in July 2015 to review this action plan and report back to the main Residents Association at their May meeting.
- We will re-survey the estate in Sept 2015.
- We will produce another agreement with achievements new targets and aims by January 2016.

This Neighbourhood agreement was signed by all partners at a meeting of Town Farm Residents Association who will work together to ensure the aims and targets of this agreement are carried out to improve Town Farm.

On behalf of Town Farm Residents Association
……
On behalf of Sussex Police
……
On behalf of Wealden Council Housing Department
……..

On behalf of Wealden Council Recycling and Waste Management
……..
On behalf of Hailsham Town Council
……
On behalf of Living Word Community Church
……

Wealden
District Council

Living Word
Community Church
Jesus at The Centre

czone

Sussex Police
Serving Sussex