

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

**REPORT** (Minutes) of the meeting of the Finance, Policy & Resources Committee, held at the Fleur de Lys Council Chambers, Market Street, Hailsham on Monday 28<sup>th</sup> February 2011 at 7.30 p.m.

In the absence of the Committee Chairman, Councillor B. Burchmore, due to ill health the Vice-Chairman, Councillor I. G. Haffenden, took the Chair.

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).

Cllr. J. Blake addressed the meeting as a member of the public. He stated that he had seen the plans for the relocation of the Post Office. It was not clear from the lay-out of the proposed store how it would cope with large queues. He urged Hailsham Town Council to take part in the consultation exercise and if necessary make representations.

The Council Chairman said that the proposed new site for the Post Office would be an agenda item for the meeting of Hailsham Town Council on 14<sup>th</sup> March 2011.

FPR/10/4/  
233 **Present:** J.L. Blake, B. F. Burchmore, N. S. Coltman, W. F. Crittenden, J. Garvican, I.G. Haffenden (Vice-Chairman), P. Holbrook, R. F. Kempe, J. Puttick, Mrs. M. Rowe and G.G. Rowe.

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

235 **Apologies For Absence:** Apologies were received and accepted from Councillor B. F. Burchmore.

### **Declarations of Interest**

236.1 Councillor R. Kempe declared a prejudicial interest in agenda item 6.

236.2 All Councillors declared a personal interest in agenda item 8, as they are trustees of The War Memorial Institute Trust (Hailsham Community Hall).

### **Minutes of Previous Meetings**

237 **RESOLVED** to note that the Minutes and Reports of the Meeting of the Finance, Policy & Resources Committee (Ref: FPR/10/3/168-2196) held on the 29<sup>th</sup> November 2010 were confirmed as being a correct record and adopted by the Town Council at a meeting held on 13<sup>th</sup> December 2010.

### **Matters Arising**

238 None presented.

## **Accounts and Audit**

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

- 239 **RESOLVED** to recommend to note and adopt the Fund Summary as at 31<sup>st</sup> December 2010, as circulated with the Agenda, and as Appendix FPR/10/4/239A to these minutes.
- 240 **RESOLVED** to recommend to note and adopt the Summary of Nett Expenditure 1<sup>st</sup> April 2010 to 31<sup>st</sup> December 2010, as circulated with the Agenda, and as Appendix FPR/10/4/240A to these minutes.
- 241 **RESOLVED** to recommend to note and adopt the Summary of Committee Income and Expenditure 1<sup>st</sup> April 2010 to 31<sup>st</sup> January 2011, as circulated with the Agenda, and as Appendix FPR/10/4/241A to these minutes.
- 242 **RESOLVED** to recommend noting the list of uncleared cheques and outstanding debtors as at 31<sup>st</sup> December 2010, as circulated with the Agenda, and as Appendix FPR/10/4/242A to these minutes.
- 243 **RESOLVED** to recommend to note and adopt the Payment Schedule – payments made in November 2010, December 2010 and January 2011 in the sum of £238,812.15, as circulated with the Agenda, and as Appendix FPR/10/4/243A to these minutes.

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

- 244 **RESOLVED** to note and adopt the Internal Auditor's report in respect of an inspection dated 190<sup>th</sup> January 2011, as circulated with the Agenda, and as Appendix FPR/10/4/244A to these minutes.
- 245 **RESOLVED** to note the Chairman's (FPR) inspection, reconciliation and certification of Council's Income, Expenditure and Bank Balances for the quarter ended 31<sup>st</sup> December 2010.

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

- 246 **RESOLVED** to note one item of expenditure (item 2) as detailed in the Section 137 report included in the Summary of Nett Expenditure Appendix FPR/10/4/240A to these minutes.

### **Outstanding Debt – Newsletter Advertisement**

- 247 **RESOLVED** to recommend that the outstanding debt of £35 + 6.13 VAT be written off.

### **Mobile Steam Cleaning Service**

- 248 **RESOLVED** to note and adopt the balance sheet 1<sup>st</sup> April 2010 to 31<sup>st</sup> January 2011, as circulated with the Agenda, and as Appendix FPR/10/4/248A to these minutes.

### **Charges for Steam Cleaning**

- 249 **RESOLVED** to recommend the increased charges for steam cleaning operations, as circulated with the Agenda, and as Appendix FPR/10/4/249A to these minutes.

### **Criminal Damage Report**

250

**RESOLVED** to note Criminal Damage balance sheet for the period 1<sup>st</sup> April 2010 to 31<sup>st</sup> January 2011, as circulated with the Agenda, and as Appendix FPR/10/4/250A to these minutes.

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

251

**RESOLVED** to approve that no amendments are required at this time as recommended by the Responsible Finance Office.

### **Appointment of Internal Auditor**

252

**RESOLVED** to approve the Appointment of Council's Internal Auditor for the financial year ending 31<sup>st</sup> March 2012 and to agree the Terms and Conditions Appointment Letter, as circulated with the Agenda, and as Appendix FPR/10/4/252A to these minutes.

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

253

**RESOLVED** to recommend the report and recommendations of the Estimates Sub-Committee for adoption in respect of grants to be paid in the financial year 2011-2012, as circulated with the Agenda, and as Appendix FPR/10/4/253A to these minutes.

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

254

**RESOLVED** to recommend that the level of members allowance remain at the current rate of £835 per elected councillor and £1280 for Council Chairman/Town Mayor for the year ending 31<sup>st</sup> March 2012.

### **Purchase of Tools**

255.1

Councillor R. F. Kempe had declared a prejudicial interest and withdrew from the meeting for the entire discussion and vote on this agenda item.

255.2

Councillors N. S. Coltman and B. Marlowe stated that this was a sensitive matter and were concerned at the possible public reaction to the Council purchasing tools from one of its members.

255.3

**RESOLVED** to recommend that the Works Supervisor's report is accepted, as circulated with the agenda, and as Appendix FPR/10/4/255A to these minutes.

255.4

Councillors Coltman and Marlowe requested that it be recorded that they voted against accepting the officer's report.

### **Newsletter – Advertising Rates**

256

**RESOLVED** to recommend increasing the charges for advertising in the Town Council Newsletter, as circulated with the agenda, and as Appendix FPR/10/4/256A to these minutes.

### **Hailsham War Memorial Institute**

257.1

Councillor R. F. Kempe had declared personal interest in this agenda item and withdrew from the meeting.

### **Funding Request from the Trust**

- 257.2 **RESOLVED** to await a formal letter to be received from the Trust before discussing this matter; and for a breakdown of the current situation in respect of Section 106 monies.

### **Existing Loan (Report as Appendix FPR/10/4/257A)**

- 257.3 **RESOLVED** to defer this agenda item to a later date following receipt of an updated estimate on the cost of replacing the Hailsham Community Hall roof.

### **Hailsham and Hellingly Masterplan**

- 258 **RESOLVED** to recommend reforming the Steering Group

### **Hailsham Youth**

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

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

### **Hailsham Youth Council**

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

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

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

- 261.1 **RESOLVED** to note the Reports (minutes) of the South and South East in Bloom Sub-Committee held on 1<sup>st</sup> December 2010, 19<sup>th</sup> January, 2<sup>nd</sup> and 16<sup>th</sup> February 2011, as printed and circulated.
- 261.2 Councillor N. S. Coltman stated that the Committee had done a wonderful job and requested that Mr. Paul Endersby's exceptional work on the Heritage Trail is acknowledged in the proposed publication.

### **Town Twinning**

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

- 262 The Town Clerk presented a verbal report on the recent visit to Gournay en Bray.

#### **Invitation to Twinning Conference – Malta**

- 263.1 Details of an invitation to a Twinning Conference in Malta had been circulated with the agenda.
- 263.2 **RESOLVED** to recommend not accepting the invitation to the Twinning Conference in Malta.

## Community Projects/Partnerships

### **Police Community Support Officers – Partnership Agreement with Sussex Police Authority**

- 264.1 An officers' report outlining the amendments to the proposed agreement/contract for 2011/12 had been circulated prior to the meeting.
- 264.2 **RESOLVED** to recommend that Hailsham Town Council negotiate a new contract with the inclusion of the previously agreed additional conditions.

### **Hailsham Quality Bus Partnership**

- 265 **RESOLVED** to recommend that Hailsham Town Council continues to work towards establishing a Quality Bus Partnership for Hailsham and the surrounding villages as set out in the officer's report circulated with the agenda.

### **Local Development Framework Consultations Sub- Committee**

- 266.1 It was noted that the Town Clerk had sent an email and memo to all councillors advising that there was a vacancy on the sub-committee. No requests for the seat had been received.
- Following discussion it was agreed to leave the seat vacant for the time being.
- 266.2 **RESOLVED** to note that the proposed Submission Core Strategy Development Plan Documents (DPD) have been published and the public consultation period is between 14<sup>th</sup> February and 28<sup>th</sup> March 2011.

## Hailsham Memorial – Vicarage Field

### **Commemorating 90 years since the Memorial's erection**

- 267.1.1 The Town Clerk advised that she had discussed the commemoration with Mr. Mike Weller, Chairman of the local Royal British Legion, and he had offered to include reference to the 90<sup>th</sup> anniversary of the erection of the Memorial in the Remembrance Sunday Service address on 13<sup>th</sup> November. Members considered this was an appropriate form of marking the event as the main commemoration would be for 100 years in 2021.
- 267.1.2 **RESOLVED** to recommend that Mr. Weller's offer is accepted.

### **'The Heroes of Hailsham'**

- 267.2.1 As a result of press coverage of the 90<sup>th</sup> anniversary, Mr. Dave Dyer BSc (Hons) had contacted the Town Clerk in respect of his research into the men of Hailsham for both World Wars whose names appear on the Town Memorial. Mr. Dyer has produced the draft of a book, which records the stories and actions of the men and would be interested in it being published as a permanent record. *The draft was available for members to view at the meeting and will be held in the Town Council Office for the time being.*

The cost of a local publisher printing 500 copies is approximately £2000.

Members discussed the book and commended Mr. Dyer on his exhaustive research and the excellent draft, and agreed that this should be produced as a permanent record of the men of Hailsham who gave their lives for their country.

267.2.2 **RESOLVED** to recommend that £500 be made available as a contribution to publication of the book.

NOTE: The Town Clerk has received Mr. Dyer's permission to approach the Royal British Legion, Royal Air force Association and Help for Heroes for further sponsorship and assessment of sales potential.  
Mr. Dyer will be contacting Rotary, Lions etc.

### **Queen's Diamond Jubilee -2012**

#### **Appointment of a Working Group**

268 **RESOLVED** to recommend that this item be deferred until the new Council is elected in May 2011.

#### **The Queen Elizabeth II Fields Challenge**

269 **RESOLVED** to recommend referring this matter to the Hailsham in Bloom Sub-Committee for discussion with a recommendation that Orchard Park is a possibility for use.

### **The Parish Conference 2011 and the Localism Bill**

270.1 A letter from the Chief Executive of Wealden District Council had been circulated with the agenda.

270.2 **RESOLVED** to recommend support for the proposals in the letter from the Chief Executive of Wealden District Council had been circulated with the agenda, and as Appendix FPR/10/4/270A to these minutes.

### **Staff and Administration**

#### **Sickness Report**

271 **RESOLVED** to note the report circulated with the agenda, and as Appendix FPR/10/4/271A to these minutes.

#### **Appointment of Manual Staff**

272 **RESOLVED** to recommend agreeing the report circulated with the agenda, and as Appendix FPR/10/4/272A to these minutes.

There being no further business the Chairman closed the meeting at 9.40p.m.

CHAIRMAN