

HAILSHAM TOWN COUNCIL

NOTICE IS HEREBY GIVEN of the ANNUAL MEETING of the HAILSHAM TOWN COUNCIL to be held in the Fleur-de-Lys Council Chambers/ Meeting Rooms, Market Street, Hailsham on Wednesday, 22nd May 2012 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 AND PANELS

5.1 Appointment of Standing Committees

To resolve that, in accordance with Standing Order No.24, the following Committees be appointed:-

- (a) Finance and Budget Oversight Committee
- (b) Planning and Development Committee
- (c) Business Development Committee
- (d) Hailsham in Bloom Committee
- (e) Staff Administration Panel
- (f) Festivities and Events Committee

5.2 Membership of Committees and Panels

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

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

- (a) Finance and Budget Oversight Committee
- (c) Planning and Development Committee
- (c) Business Development Committee
- (d) Hailsham in Bloom Committee
- (e) Staff Administration Panel
- (f) Festivities and Events Committee

(Report to follow detailing nominations so far received)

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

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

(Report to follow detailing nominations so far received)

6. CONFIRMATION OF MINUTES

6.1 (a) To resolve that the Minutes and Reports of the meeting of the Hailsham Town Council (Ref: HTC/12/11/309-326) held on 24th April 2013, as printed and circulated, be taken as read, confirmed as a correct record, and signed by the Chairman.

6.2 (b) Matters Arising (if any)

7. 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)

7.1 (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

7.2 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 and Development Committee Meetings (23rd April, 7th May and 14th May 2013)

B. Finance and Budget Oversight Committee Meeting (8th May 2013)
(Please note agenda item 11 below is to note, approve and adopt the End of Year Accounts for 2012-13 as recommended by the FBOC meeting 8th May)

C. Business Development Committee Meeting (9th May 2013)

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

8. MEETING DATES 2013 – 2014

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

9. OVERSIGHT COUNCILORS

9.1 To note, approve and adopt suggested amendments to the structure of oversight roles within the council (*report to follow*)

9.2 To approve the allocation of councilors to oversight roles (*report to follow*)

9.3 To consider and approve the suggested updated remit for oversight councilors (*report to follow*)

9.4 To agree the oversight councillor representation on external bodies and voluntary and community organisations and consider other representatives where there is no relevant oversight role.

10. END OF YEAR ACCOUNTS AND AUDIT 2012-2013

10.1 End of Year Accounts & Audit 2012-13

(a) Responsible Finance Officer’s Summary Report

(b) To note, approve and adopt the report in respect of the Fixed Asset Summary as at 31.03.13 as required by the External Auditor (*copy to follow*).

(c) To note, approve and adopt the Statement of Accounts for year ending 31.03.13 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 2012/13 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 (*attachment 5 - copy to follow*)

10.2 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 2013

11. IMPROVEMENTS TO THE TOWN COUNCIL BUILDING

To consider a request for additional funding for improvements to the Town Council Building (*Report to follow*)

12. COUNCILLORS' QUESTIONS/ INFORMATION FORUM

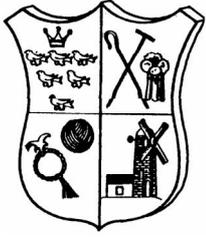
(at the Chairman's discretion)

(N.B. Motions are **not** permissible under this item)

Dated this 14th day of May 2013



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 22nd May 2013 at 7.30 p.m.

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.

Mr. J. Bentley-Astor of Melrose Close spoke in respect of Hailsham in Bloom, specifically on behalf of the non-councillor members of the Hailsham in Bloom Committee.

He asked the Council to consider the need for the Hailsham in Bloom Committee to be reformed as a charitable trust. This was needed because the Committee needed more volunteers to take forward the necessary work; some people were reluctant to volunteer at present as they saw it as a Council organisation, and, therefore, political.

Secondly, Hailsham in Bloom as it is presently constituted is unable to apply for funding from outside organisations as it needs to be a charity applying.

The Town Clerk said that he would liaise with the Chairman of the Hailsham in Bloom Committee to ensure this was an agenda item at its next meeting.

HTC/AM
13/100

Present: Councillors: Mrs. S. J. Bentley, W. A. Bentley, J. L. Blake, B. F. Burchmore, Ms C. V. Collinson, N. A. Collinson, 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, S. K. Towner and C Triandafyllou.

101

Officers in Attendance

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

Election of Chairman/Town Mayor

102.1

Retiring Chairman's Address

The Chairman said that since she took office in November 2012 she had taken part in over 20 official engagements. She had thoroughly enjoyed meeting members of the public including many from the voluntary sector. She said she would continue to represent the town in a fair and neutral way.

102.2 **Nominations for Office**

The Town Clerk called for nominations for the position of Chairman/Town Mayor for the remainder of the 2013/2014 year. Two nominations were received in the names of:

Councillor Mrs S. J. Bentley – Proposed by Councillor Ms A. O’Rawe and seconded by Councillor M Ryan, and

Councillor P. S. Holbrook – Proposed by Councillor Mrs. B. Holbrook and seconded by Councillor S. Towner.

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 – 6 votes

102.3 **RESOLVED** that Councillor Mrs. S. J. Bentley be duly elected as Chairman/Town Mayor for 2013-2014.

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

Councillor Mrs. Bentley thanked members for their continued support. She thanked Councillor Grocock for his work as Deputy Mayor and Vice-Chairman and promised to continue doing her best for the town.

103 **Apologies for Absence:**

Apologies were received and accepted from Councillors Mrs. M. Burt, N. S. Coltman, Mrs. J. Cook and Mrs. S. E. Henstock.

104 **Declarations of Interest**

No Declarations of Interest were presented.

Election of Vice Chairman/Deputy Town Mayor

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

Councillor M. J. Ryan (proposed by Councillor Mrs. D. M. Ryan and seconded by Councillor Mrs. S. J. Bentley).

105.2 **RESOLVED** that Councillor M. J. Ryan be duly elected as Vice Chairman/Deputy Town Mayor for 2013-2014.

105.3 Councillor Ryan addressed the meeting. He said he would do his best for the town and thanked his predecessor Councillor Grocock for all his work during the past two years.

Appointment of a Planning and Development Committee

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

- (a) Finance and Budget Oversight Committee
- (b) Planning and Development Committee
- (c) Business Development Committee
- (d) Hailsham in Bloom Committee
- (e) Staff Administration Panel
- (f) Festivities and Events Committee

Membership of Committees and Panels

107 **RESOLVED** to approve:

(a) the number of seats available for allocation on each of the Standing Committees and Panels, and

(b) the allocation on each of the following:

- (a) Finance and Budget Oversight Committee (7 seats)
- (b) Planning and Development Committee (8 seats)
- (c) Business Development Committee (7 seats)
- (d) Hailsham in Bloom Committee (a minimum of 4 seats plus community representatives)
- (e) Staff Administration Panel (5 seats)
- (f) Staff Liaison Panel (4 seats)

As detailed in the report circulated with the agenda and as Appendix HTC/AM/13/**A to these minutes.

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

108 **RESOLVED** to agree the Chairmen and Vice Chairmen of the foregoing Committees and Panels as detailed in Appendix HTC/AM/13/**A to these minutes, as follows:

a) Finance and Budget Oversight Committee
Chairman: Councillor Triandafyllou. Vice Chairman: Councillor M. Ryan

(b) Planning and Development Committee
Chairman: Councillor M Ryan. Vice Chairman; Councillor S. McAuliffe

(c) Business Development Committee
Chairman: Councillor N Coltman. Vice Chairman: Councillor Ms A O'Rawe

(d) Hailsham in Bloom Committee
Chairman: Councillor Grocock. Vice Chairman: Councillor Mrs M. Rowe

(e) Staff Administration Panel
Chairman: W. A. Bentley

(f) Festivities and Events Committee

Chairman: Mrs. S. J. Bentley

109

Confirmation of Minutes

110

RESOLVED that the Minutes and Reports of the meeting of the Hailsham Town Council (Ref: HTC/12/11/309-326) held on 24th April 2013, as printed and circulated, be taken as read, confirmed as a correct record and signed by the Chairman.

Matters Arising

None presented.

111

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.

Planning & Development Committee – 23rd April, 7th May and 14th May 2013

Finance & Budget Oversight Committee – 8th May 2013

Business and Development Committee – 9th May 2013

112

Planning & Development Committee – 23rd April 2013

Minute 302 – Cycle Path

Councillor W. A. Bentley said that Councillor Holbrook had enquired if the proposed cycle path was legal. He said that East Sussex County Council did not require planning permission and that double yellow lines would be provided.

113

Minute 304 – Council policy Considering Land Transfer and Commuted Sums

Councillor W. A. Bentley said that Hailsham Town Council policy had already been established.

114

Planning & Development Committee – 9th May 2013

Minute 320 – Planning Applications

The Chairman said that for this agenda item Councillor Ryan left the meeting and she had taken over the Chair.

115

Minute 325 – Proposed Traffic Calming Scheme – Gleneagles Drive

Councillor W. A. Bentley said that at the completion of the scheme a safety assessment would be undertaken by East Sussex County Council and that the Planning and Development Committee should request a copy of the report.

116 Business Development Committee – 9th May 2013

Minute 8 – Hailsham Forward

117 Councillor W. A. Bentley thanked all the volunteers who staffed the pop-up shop, particularly the staff for a magnificent effort,

Minute 10 – Business Development Committee Terms of Reference

Councillor W. A. Bentley wanted it noted that this minute was being agreed in Councillor Coltman's absence.

Meeting Dates 2013 – 2014

118 **RESOLVED** to adopt the schedule of meetings as circulated with the Agenda, amended, and as Appendix HTC/AM/13/**A to these minutes.

Oversight Councillors

119.1 The Town Clerk introduced this agenda item.

Discussion ensued on the proposed oversight structure and allocation of councillors to oversight roles. The Town Clerk stated that the revised structure had been sent to all members including group leaders for their consideration prior to the meeting.

119.2 **RESOLVED** to note, approve and adopt suggested amendments to the structure of oversight roles within the Council, as circulated with the Agenda, amended, and as Appendix HTC/AM/13/119A to these minutes.

119.3 **RESOLVED** to approve the allocation of councillors to oversight roles, as circulated with the Agenda and as Appendix HTC/AM/13/119B to these minutes

119.4 Councillor P. Holbrook asked for clarification for why his name had been withdrawn from the role of oversight councillor for the environment. Councillor W. A. Bentley replied that it was the intention to streamline the list of oversight councillors in some places.

119.5 Councillor P. Holbrook stated that he was unhappy with the proposals and he and Councillor Mrs. B. Holbrook withdrew from the meeting at 8.22pm.

119.6 Councillor Towner asked why his name had been removed from the list of oversight councillors. He was asked if he wanted to be an oversight councillor. Councillor Towner declined.

119.7 Discussion ensued on the updated remit for oversight councillors, as circulated with the agenda.

119.8 Councillor McAuliffe proposed amendments to the report to the effect that oversight councillors prepare written reports annually.

119.9 **RESOLVED** to approve the suggested updated remit for oversight councillors, as circulated with the Agenda, with amendments to include:

The submission of an annual written report which will form part of the Town Council's Annual Report

That expenditure can be authorised within allocated budget areas, in agreement with officers as long as this did not constitute a change in Council policy or decision.

As attached as Appendix HTC/AM/13/119C to these minutes.

119.10 Discussion ensued regarding the appointment of Hailsham Town Council representatives to external organisations. The Town Clerk explained the principle behind linking the representatives and external organisations to oversight roles.

119.11 **RESOLVED** to accept the suggested list of representatives to external organisations with the following notable exceptions:

Hailsham and District Sports Alliance – to be deferred to the next meeting of Hailsham Town Council

Hailsham Chamber of Commerce – Councillor N. Collinson to continue to be Hailsham Town Council's representative on this body.

Wealden Local Strategic Partnership – no Hailsham Town Council representative was nominated.

Hailsham Historical and Natural History Society – Councillor B. Marlowe would be the Hailsham Town Council representative.

End of Year Accounts and Audit 2012 – 2013

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

a) The Responsible Finance Officer's Summary Report as circulated with the agenda, and as Appendix HTC AM/13/120A to these minutes.

b) The report in respect of the Fixed Asset Summary as at 31.03.12 as circulated with the agenda, and as Appendix HTC AM/13/120B to these minutes.

c) Statement of Accounts for year ending 31.03.12 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/13/120C to these minutes.

d) Sections 1 and 2 of the un-audited Annual Return for 2011/12 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/13/120D to these minutes.

e) Attachment 2 (i) of the Annual Return for submission to the external auditors, as circulated with the agenda, and as Appendix HTC AM/13/120E to these minutes.

f) The additional information required by the external auditors (attachment 5), as circulated with the agenda, and as Appendix HTC AM/13/120F to these minutes.

Chairman's Verification

121 **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 2013.

Improvements to the Town Council Building

122.1 The Town Clerk spoke in respect of the officer's report circulated with the agenda and as Appendix HTC AM/13/122A to these minutes.

Discussion ensued.

122.2 **RESOLVED** to agree the officer's report as a longer term objective and allocate up to £5,000 from Contingency Funds for the basic work identified for the Fleur de Lys Meeting Room.

Councillor's Questions/Information Forum

123 Hailsham Forward - Pop-up Shop

Councillor N. Collinson spoke about the success of the pop-up shop in Vicarage Field. He said it had been an excellent piece of work, and that a short film about the shop had been made.

124 Hailsham & District Chamber of Commerce

Councillor N. Collinson said he had attended the Hailsham & District Chamber of Commerce Annual General Meeting. It had been a positive meeting and there was a renewed willingness to work with the Council on all aspects of revitalisation of the town.

125 Dog Fouling

Councillor McAuliffe said that Wealden District Council would be meeting on 29th May 2013 to discuss the next necessary steps to enforce dog fouling legislation. He asked the Chairman of the Council to write to Wealden District Council supporting the legislation.

126 East Sussex County Councillors

Councillor Blake said that all parish and town councils in Wealden had an East

Sussex County Councillors report on their agendas, he asked that this Council follows suit. Further more, he suggested that county councillors be invited to meetings of the Town Council to address it on their activities.

Councillor Blake was advised that this would have to be done by a formal resolution to Council.

127 PCSOs

Councillor W, A. Bentley stated that the last review of the sponsored PCSO activity had identified the patrolling of the Cuckoo Trail as a priority.

He said that he will, in his role of Oversight Councillor, ask that the PCSO now concentrate on trying to resolve the parking problems in Hailsham.

128 Chairman's Charity

The Chairman said that she had been considering establishing a Chairman's Charity for the coming year. She had decided to put money towards Demelza's bereaved families' scheme. She was considering how to encourage each household £1.00 and to get developers to donate.

There being no further business, the Chairman closed the meeting at 9.42pm.

CHAIRMAN

Report to: Hailsham Town Council

Date: 22nd May 2012

By: John Harrison, Town Clerk

Title of report: Committee and Panel Nominations

PURPOSE

Council are asked to consider any nominations for committee membership and to appoint member, chairs and vice chairs accordingly.

It is proposed that the Community Events oversight role be changed to a formal committee of council consisting of five members.

(STANDING ORDER 25.: THE CHAIRMAN AND VICE CHAIRMAN OF THE COUNCIL SHALL BE VOTING MEMBERS OF EVERY COMMITTEE)

FINANCE & BUDGET OVERSIGHT COMMITTEE

(Terms of reference: the committee will comprise five members plus the Chairman and Vice Chairman of the council)

2012 / 13	2013 / 14
Jo Bentley	
Richard Grocock	
Michael Ryan (VC)	
Margaret Skinner	
Chriss Triandafyllou (Ch)	
John Blake	
Geoff Rowe	

PLANNING AND DEVELOPMENT COMMITTEE

(Terms of reference: the committee composition shall be eight councillors as voting members with four members constituting a quorum)

2012 / 13	2013 / 14
Jo Bentley	
Jenny Cook	
Richard Grocock	
Steve McAuliffe (VC)	
Michael Ryan (Ch)	
Paul Holbrook	
Bill Crittenden	

BUSINESS DEVELOPMENT COMMITTEE

(Terms of reference: the committee shall consist of seven councillors plus the Business Enterprise Manager)

2012 / 13	2013 / 14
Bill Bentley (VC)	
Jo Bentley	
Nick Collinson	
Nigel Coltman (Ch)	
Paul Holbrook	
Bryan Burchmore	
Mary Rowe	

HAILSHAM IN BLOOM COMMITTEE

(Terms of reference: The committee will consist of a minimum of four council members plus representatives from the community)

2012 / 13	2013 / 14
Bill Bentley	
Jo Bentley	
Maggie Burt	
Richard Grocock (Ch)	
Margaret Skinner	
Mary Rowe (VC)	

STAFF ADMINISTRATION PANEL

(Terms of reference: The committee will consist of group leaders (currently 3), Chairman and Vice Chairman of the council.)

2012 / 13	2013 / 14
Bill Bentley (Ch)	
Jo Bentley	

Richard Grocock	
John Blake	
Geoff Rowe	

FESTIVITIES AND EVENTS COMMITTEE

(Terms of reference to be agreed, X 5 members)

2012 / 13 (Oversight Cllrs)	2013 / 14
Jo Bentley	
Margaret Skinner	
Chriss Triandafyllou	
Paul Holbrook	

Report to: Hailsham Town Council

Date: 22nd May 2013

By: John Harrison, Town Clerk

Title of report: Proposed Revisions and Nominations for Oversight Functions,
and confirmation of the role of Oversight Councillors

PURPOSE:

For Council to consider the proposed amendments to the oversight structure, the proposed nominations for oversight roles for the 2013-14 Council Year and to confirm the role and expectations of oversight councillors.

RECOMMENDATIONS:

1. To consider, approve and adopt the proposed amendments to the oversight 'structure' for Hailsham Town Council
2. To note nominations and appoint members of the council to the agreed oversight roles.
3. To consider, approve and adopt the amended remit for oversight councillors.
4. To agree the oversight councillor representation on external bodies and voluntary and community organisations and consider other representatives where there is no relevant oversight role.

1. Proposed amendments to the oversight 'structure' for the council

Council are asked to approve the following structure of oversight roles for the council:

Town Centre and Markets	Delete
Environment x2	Reduce to one
Allotments	
Cemetery (Wardens) x2	
Community Halls	
Tourism	Delete
Transport Links	
District, County & Emergency Services x2	Reduce to one
Residents' Associations & Panels x2	
Access & Facilities for Disabled People	
Senior Citizens	
Sports and Leisure	
Community Events X4	Becomes a formal committee

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Youth Projects X3	Reduce to two
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Youth Engagement	New oversight role
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Roads, Footpaths & Public Rights of Way	Reduce to one
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Communications x2	
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2. Nominations for Oversight Roles

Council are asked to consider the nominations for oversight roles below and appoint councillors to each oversight role:

Environment	
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Allotments	
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Allotments	
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Cemetery (Wardens) x2	
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Community Halls	
------------------------	--

Transport Links	
------------------------	--

District, County & Emergency Services

Residents' Associations & Panels

Access & Facilities for Disabled People

Senior Citizens

Sports and Leisure

Youth Projects X2

Youth Engagement

Roads, Footpaths & Public Rights of Way

Communications x2

3. Amended remit for oversight councillors

3.1 Previously agreed remit: (HTC AGM: 23 May 2012, minute HTCAM/12/116):

Oversight Councillors will:

(i) Form relationships with and liaise with key stakeholders and partner organisations that are influential within Hailsham with regard to their area of oversight.

(ii) Maintain an awareness of and information on past, present and potential future developments within their area of oversight as affecting the town.

(iii) Provide a written report twice per year, according to a timetable to be agreed, based on their knowledge as detailed above, which will be communicated to council. It will not always be necessary for this report to be presented at council and form part of the agenda. However, if the report makes any recommendations for changes to policy, expenditure or project initiation then that will be necessary.

A public facing version of the reports may also be used by Hailsham Town Council in public facing media such as its website.

It should therefore not be necessary to receive reports from other stakeholders. For example, any frequently scheduled reports from the emergency services, such as the Police, could be channelled through the oversight councillors for the Emergency Services via this process. Similarly for example reports from the HTC Youth Services, via the oversight roles for Youth services. This may not be appropriate where a report from a stakeholder addresses a specific issue or incident.

Oversight councillors may at other times, apart from the agreed schedule of reports, provide reports to council for recommendations or changes within their areas of oversight, in order to ensure the timeliness of any necessary decision making.

(iv) Act as the sole point of liaison between the Council and the Town Clerk &/ or council officers with regard to their area of oversight. This is in regard to and may (but will not necessarily) include:

- Dealing with public or stakeholder questions and enquiries in that relevant area: oversight councillors can be reasonably expected to provide information or comment on their areas which the council officers can use to deal with public queries. The Oversight councillors will also be available to answer queries from the public or stakeholders directly if more appropriate. This may include at public meetings including sub-committees, full Town Council meetings and Annual Town Meetings.
- Suggesting amendments or improvements to council processes, or work programmes and projects, within their area of oversight, via liaison with the Town Clerk &/or relevant officers. For some oversight roles, this may include the establishment of a 'working party' of oversight councillors and relevant officers if necessary.
- Channelling all suggestions for tasks, work programmes or changes to council processes, within their area of oversight, that have not otherwise been agreed by formal committees or council meetings, via liaison with the Town Clerk &/ or relevant officers.

Therefore tasks, changes or work programmes within an area of oversight suggested by other individual or groups of councillors should only be established via this route, unless otherwise via formal council committees.

(v) Work and communicate with other oversight councillors or committee chairs where there may be areas of overlap between oversight areas or committee remits.

(vi) Seek to represent Hailsham Town Council on any relevant external committees or boards that may affect their oversight remit, or if not feasible, maintain an awareness of those bodies and their activities, i.e. by receiving minutes and other information from them.

(vii) Oversight Councillors will have no financial powers or delegated powers.

(viii) They will be able to give a verbal update at Council meetings. (This would normally be when the Council needs to make a decision, financial commitment or lend its support to a project)

Oversight Councillors will:

3.2 Proposal for Amended Remit

(key amendments are in red italics)

Oversight Councillors will:

(i) Form relationships with and liaise with key stakeholders and partner organisations that are influential within Hailsham with regard to their area of oversight.

(ii) Maintain an awareness of and information on past, present and potential future developments within their area of oversight as affecting the town.

(iii) Oversight councillors may provide written or verbal reports to council or committees in order to provide necessary updates or to recommend changes within their areas of oversight, in order to ensure the required council or committee approval of any decision making.

(iv) Act as the sole point of liaison between the Council and the Town Clerk &/ or council officers with regard to their area of oversight. This is in regard to and may (but will not necessarily) include:

- Dealing with public or stakeholder questions and enquiries in that relevant area: oversight councillors can be reasonably expected to provide information or comment on their areas which the council officers can use to deal with public queries. The Oversight councillors will also be available to answer queries from the public or stakeholders directly if more appropriate. This may include at public meetings including sub-committees, full Town Council meetings and Annual Town Meetings.
- Suggesting amendments or improvements to council processes, or work programmes and projects, within their area of oversight, via liaison with the Town Clerk &/or relevant officers, *seeking approval of the relevant committee or council as appropriate.* For some oversight roles, this may include the establishment of a 'working party' of oversight councillors and relevant officers if necessary.

Therefore tasks, changes or work programmes within an area of oversight suggested by other individuals or groups of councillors should be established via *the relevant oversight councillor*, unless otherwise via formal council committees.

(v) Work and communicate with other oversight councillors or committee chairs where there may be areas of overlap between oversight areas or committee remits.

(vi) Seek to represent Hailsham Town Council on any relevant external committees or boards that may affect their oversight remit, or if not feasible, maintain an awareness of those bodies and their activities, i.e. by receiving minutes and other information from them.

(vii) Oversight Councillors will have no authority to give instructions, place orders or agree to expenditure by the council.

4. Representatives for External Organisation

Council is asked to agree the oversight councillor representation on external bodies and voluntary and community organisations and consider other representatives where there is no relevant oversight role.

In previous years with an expanded oversight remit, council's representatives for external organisations fitted neatly into specific oversight roles. However, with the rationalised oversight remit proposed for 2013-14 this is not always the case and council is therefore also asked to consider appointing representatives for these organisations.

4.1 Local Voluntary and Community organisations for which there is an obvious link to an oversight role

HTC Oversight Role	Local V&C Organisation
Allotments	Hailsham Allotment Society
Community Halls	Summerheath Hall Management Committee Union Corner Hall Management Committee
Transport Links	Cuckmere Community Bus Wealden Bus Alliance
District, County & Emergency Services	Sussex Police Safer Wealden Partnership
Residents' Associations & Panels	Town Farm Residents' Association Gleneagles Residents' Association Harmer's Hay Residents' Association North Hailsham & Hellingly Residents' Association

Access & Facilities for Disabled People	Citizen's Advice Bureau East Sussex Association of Blind and Partially Sighted People
Senior Citizens	Age Concern Wealden Senior Citizen's Partnership
Sports and Leisure	Hailsham and District Sports Alliance

4.2 Local Voluntary and Community organisations and other organisations for which there is no obvious oversight role, with proposals for representation

Organisation	Proposals
Wealden and District Association of Local Councils	Propose Chair and/or Vice-Chair of HTC
Wealden District Association of Local Councils Parish Planning Panel	Chair and/or Vice-Chair of Planning & Development Committee
Hailsham Chamber of Commerce	Chair and/or Vice-Chair of Business Development Committee
Wealden Local Strategic Partnership	Chair and/or Vice-Chair of HTC
Hailsham Historical and Natural History Society	?

5. Considerations

These changes do not represent a major change to the oversight role as agreed for 2012-2013.

The key change is the removal of the requirement on oversight councillors to provide twice-yearly reports, changing this to an ability to update or provide reports as necessary.

The process by which oversight councillors are considered the sole liaison between the council and officers with regard to their area of oversight should simplify the co-ordination of tasks and work programmes for the council staff, while maintaining the requirement that any changes of council policy or decisions, or the commissioning of projects requiring additional resource, are agreed via the required route of committee or council approval.

For further information on this report, please contact John Harrison, Town Clerk, Tel 01323 841702, Email john.harrison@hailsham-tc.gov.uk

		2013				2014																		
		MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
HAILSHAMTOWN COUNCIL MEETINGS SCHEDULE 2013-2014 <small>All Meetings are held at the Fleur de Lys Meeting Rooms, and are open to the Press & Public, unless otherwise stated.</small>																								
TOWN COUNCIL (& TRUSTS) <small>(Wednesdays at 7.30 pm)</small>		Full council Specific business		22	17	11	20	29	26	15 Precept	21	23	24	26	14 AGM/ATM									
FINANCE & BUDGET OVERSIGHT COMMITTEE <small>(Wednesdays at 7.30 pm)</small>		End of Quarter Budget Setting		Q1		Q2		Q3		Q4		Q1		Q2		Q3		8	24	30	22	7	17	29
STAFF ADMINISTRATIVE PANEL <small>(Mondays at 7.30 p.m.)</small>				8		7		20		28		14		13										
PLANNING & DEVELOPMENT COMMITTEE <small>(Tuesdays at 7.00 pm)</small>				16	4	16	6	17	8	19	10	7	18	11	1	13	3	15	5	16	7	18	9	
HAILSHAM IN BLOOM COMMITTEE <small>(Wednesdays at 7.30 pm)</small>				29	26	31		25	23	27	18	?	19	19	30	28	25	30		17	22	19	17	
BUSINESS DEVELOPMENT COMMITTEE <small>(Thursday at 7.30 pm)</small>				9	11	5	14	16	13	8	15	16	18											
FESTIVITIES AND EVENTS COMMITTEE <small>(Mondays at 6.00 pm)</small>				3	15	2	14	4	2	13	3	3	7	12	2	7	1	6	3	1				

Report to the Town Council in respect of the End of Year Accounts 2012 - 2013

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 (Mazars 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 2013.

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	£992626.83	Statement of accounts Page 4
2	Annual Expenditure	£953565.57	Statement of accounts Page 4
3	Total of all cash held	£555117	Statement of accounts Page 1
4	Total value of fixed assets	£1762325	Agenda report Item (b)
5	Income above expenditure (including precept)	£39061	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)	£33689	Statement of accounts Page 9
7	Contingency Fund balance (excluding allocated expenditure but including item 6 above)	£139234	
8	Commuted sum balance (cash held in perpetuity for the upkeep of Council owned Public Open Spaces – included in item 3)	£229689	Statement of accounts Page 8
9	Value of all long term project funds (excluding the contingency fund)	£62729	Statement of accounts (listed) Page 9
10	Value of Committee reserved funds (outstanding projects or earmarked)	£94191	Statement of accounts Page 9

John Harrison
RFO

Fixed assets value at 31.03.13 (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
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
Operational Buildings													
Grevelande Barn	16667	26000					26000		26000		26000		26000
Market Street complex	384605	420000					420000		420000		420000		420000
1 Market Square	87632	90000					90000		90000		90000		90000
Cemetery buildings	245411	254500					254500		254500		254500		254500
Cemetery Lodge	143478	150000					150000		150000		150000		150000
Cricket Pavilion	96923	105000					105000		105000		105000		105000
Rec Garage	8750	10000					10000		10000		10000		10000
Maurice Thornton Pavilio	129130	135000					135000		135000		135000		135000
MT Duchess Garage	8750	10000					10000		10000		10000		10000
Pooh Cabin (dismantled April 09)		5000	3500			-8500	0		0		0		0
Total	1121346	1204500	3500	0	0	-8500	1199500		1199500	0	1199500		1199500
Community Assets													
3 Areas of Common Land		3					3		3		3		3
2 Areas of Allotments		2					2		2		2		2
10 Areas of POS		10					10		10		10		10
Total		15					15		15		15		15
Vehicle, Plant, Furniture and Equipment													
Vehicles													
Truck	800		sold				0		0		0		0
Astravan	400		sold				0		0		0		0
Escort Van	400		sold				0		0		0		0
Cabstar	8960	8960					8960		8960		8960		8960
Minibus (01.06.07)				6650			6650		6650		6650		6650
Plant, Furniture and Equipment													
Tipper	200	200					200		200		200		200
Office Equipment	7725	7725	6300	8282		500	22807		22807		22807	470	23277
Mowers & Tools	2400	2400		3466		900	6766	3400	10166		10166	2358	12524
Security Gates			8000				8000		8000		8000		8000
Steam Cleaner x 2			16800	4000			20800		20800		20800		20800
Water Bowser (June 10)							0	3100	3100		3100		3100
Christmas Lights	2000	2000	5700			2500	10200	1800	11800		11800	6190	17990
Miscellaneous Equip	6975	6975				1000	7975		7975		7975	6052	14027
Total	29860	28260	36800	22398	0	4900	92358	8100	100458	0	100458	15070	115528
Infrastructure Assets													
Street Lights	109438	109438		750			110188		110188		110188		110188
Seats, bins, Noticeboard	49139	49139	2000			2300	53439	100	53539		53539	1620	55159
Flower Planters								600	600		600		600
Dog bins								600	600		600	994	1594
Signs&Display (7)	3527	3527					3527		3527		3527		3527
Bus Shelters (9)	8575	8575					8575		8575		8575		8575
Youth Shelter			5200				5200		5200		5200		5200
Battle Rd Play Area	7200	7200	7800				15000		15000		15000		15000
Blacksmiths Copse	8500	8500	600				9100		9100		9100		9100
Cameron Close	10200	10200					10200		10200		10200		10200
Carpenters Way	8500	8500	600				9100		9100		9100		9100
Maurice Thornton (new play area acquired July 09)						40000	40000		40000		40000		40000
Quinnell Drive	17000	17000	3800	606			21406		21406		21406		21406
South Road	55525	55525	4000		9800		69325		69325		69325		69325
Stroma Gardens	11246	11246	6000	4721		2000	23967		23967		23967		23967
Country Park Trim Trail (r)	4200	4200	removed								0		0
Diplocks Play Area	14400	14400					14400		14400	-14400	0	removed in Ma	0
Diplocks Ball Park	32300	32300					32300		32300		32300		32300
Butts Field	23800	23800					23800		23800		23800		23800
BMX Ramp (removed)	8080	8080	removed								0		0
Jubilee Garden		0					0		0		0	550	550
Outdoor Gym												7590	7590
Total	371630	371630	30000	6077	9800	44300	449527	1300	450827	-14400	436427	10754	447181
SUMMARY													
Operational assets	1121346	1204500	3500	0	0	-8500	1199500	0	1199500		1199500		1199500
Vehicle/plant. Etc	29860	28260	36800	22398	0	4900	92358	8100	100458		100458		115528
Infrastructure	371630	371630	30000	6077	9800	44300	449527	1300	450827	-14400	436427		447181
Community Assets	0	15	0	0	0	0	15	0	15		15		15
total	1522836	1604405	70300	28475	9800	40700	1741400	9400	1750800		1736400		1762224
add - War Stock Bond	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



STATEMENT & ACCOUNTS
FOR YEAR ENDING 31st MARCH 2013

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 31.03.13 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 2013

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 (Vice Chairman)

Cllr. Mrs B 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

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

J Roberts

HAILSHAM TOWN COUNCIL
 STATEMENT (2)
 Balance Sheet as at 31st March 2013

2011 - 12		2012 - 13
	Current Assets:	
460000.00	Short Term Investments (Treasury Deposit)	440000.00
12858.14	Debtors & advance Payments	13805.30
45875.45	Bank Balances	101631.92
100.00	Cash in Hand (Petty cash)	100.00
518833.59	Total Assets	555537.22
	Current Liabilities:	
2777.63	Creditors	420.00
0.00	Cash Overdrawn	0.00
2777.63	Total Liabilities	420.00
516055.96	Nett Assets	555117.22
	Represented by:	
152862.00	Project Reserves	179611.96
219953.24	Commuted Sums	229688.53
143240.72	General Funds	145816.73
516055.96	Fund balance (to agree with box 7 of Annual Return)	555117.22

HAILSHAM TOWN COUNCIL
Supporting Notes to the Annual Statement of
Accounts for the Year ended 31st March 2013

CREDITORS

Invoice	Cheq No.	Name	Allocation code	Code	£	p
Vehicle Fuel	unpaid	Allstar Ltd		305	82.00	
Outstanding Telephone bill	unpaid	Digiquip Ltd		205	55.00	
Outstanding Telephone bill	unpaid	Digiquip Ltd		302	200.00	
Outstanding Telephone bill	unpaid	Digiquip Ltd		308	83.00	
Total Creditors					420.00	

DEBTORS

for year ending 31st March 2013

At the year end six debts of £13805.30 were outstanding and due to the Council all of which are less than three months old

Invoice date	Name	Amount
8.3.13	Mr B Carpenter	30.00
8.3.13	Family Group Enterprise Services	40.00
15.3.13	Drivers 4 U	60.00
15.3.13	The Alzheimers Society	20.00
28.3.13	Hailsham Community College	38.33
VAT Refund (qtr. 1.1.2013 to 31.3.2013)	HM. Customs & Excise	13816.97
Total Debtors		13805.30

ADVANCE RECEIPTS

Date	Service	Name	Amount
			None
Total advances			0.00

HAILSHAM TOWN COUNCIL

STATEMENT (1)

Income and Expenditure Account
For Year ended 31st March 2013

2011-12	INCOME	2012-13
2272.70	Allotments	2287.00
2717.40	Recreation	1814.35
35065.60	Burials	56726.60
30880.96	Properties	22381.27
9865.40	Highways	12925.00
2012.33	* Interest on investments	1754.91
0.00	Staff & Members Allowances	104.00
11756.83	General Administration	18485.12
0.00	Twinning	0.00
1585.66	Grants & Misc Provisions	1733.56
0.00	Section 137 Receipts	0.00
3710.91	Tourism & Leisure	4366.54
1696.03	* Loan Repayment	8970.37
	* Sale of Assets	
0.00	* Commuted sums Received	0.00
19022.50	Project Accounts	9459.78
3015.00	Joint funded projects	10518.33
0.00	* VAT on income & repayments	0.00
818660.00	* Precept	841100.00
942261.32	Total Income	992626.83

2011-12	EXPENDITURE	2012-13
1183.70	Allotments	624.96
34524.33	Recreation	48954.97
21267.03	Burials	24766.29
9628.07	Properties	14955.56
52048.65	Highways	68079.60
472203.44	Staff & Members Allowances	492222.13
121657.85	* General Administration	118028.56
0.00	Twinning	225.00
4668.36	Grants & Misc. provisions	5252.91
4461.00	* Section 137 Payments	6660.00
39314.10	Tourism & Leisure	43158.51
0.00	* Interest on longterm debts	0.00
0.00	* Capital Schemes	0.00
64304.42	Reserved Projects	62134.57
57436.07	Joint funded Projects	39701.45
39284.57	Joint Funding services	28801.06
0.00	* Agency services	0.00
0.00	* VAT on Expenditure	0.00
921971.59	Total Expenditure	953565.57

2011-12	General Fund	2012-13
496711.02	Opening Balance at 1st April	516055.96
942634.16	Add Total Income	992626.83
1439345.18		1508682.79
923289.22	Deduct Total Expenditure	953565.57
516055.96	Closing balance at 31st March	555117.22

Income details for Annual Return (from table 1 above)

818660	Precept	841100
123974	All other income	151527
942634	Total	992627

Expenditure details for Annual Return (from table 2 above)

472203	Staff Costs & Members Allowances	492222.13
451086	Loans interest/capital repayment All other expenditure	461343.44
923289	Total	953566

HAILSHAM TOWN COUNCIL
Supporting Notes to the Annual Statement of
Accounts for the Year ended 31st March 2013

DRAFT REVENUE AND CAPITAL ESTIMATES

2011-12 Actual £	Description	2011-12 Estimates £	2012-13 Estimate £	2012-13 Actual £
INCOME				
2273	Allotments	1930	1930	2287
2717	Recreation	1850	1800	1814
35066	Burials	50500	50000	56727
30881	Properties	28460	19960	22381
9865	Highways	10000	10000	12925
2012	Interest on Investments	2000	1000	1755
0	Staff & Members Allowances	0		104
11757	General Administration	11600	8600	18485
0	Twinning			0
1586	Grants & Misc provisions	2000	2000	1734
0	Section 137			0
3711	Tourism & Leisure	2000	1000	4367
1896	Loan Repayment			8970
0	Commuted Sums Received			0
19023	Project Account	3000	1000	9460
3015	Joint Funded Projects			10518
818660	Precept	818660	841100	841100
<u>942261</u>	Total	<u>932000</u>	<u>938390</u>	<u>992627</u>
EXPENDITURE				
1184	Allotments	810	1290	625
34524	Recreation	36140	49080	48955
21257	Burials	27300	29150	24766
9628	Properties	9400	8400	14956
52049	Highways	52100	55950	68080
472203	Staff & Members Allowances	500500	495600	492222
121658	General Administration	128100	135720	118029
0	Twinning	500	1000	225
4668	Grants & Misc provisions	6700	6000	5253
4461	Section 137	4750	5500	6660
39314	Tourism & Leisure	32750	46750	43159
0	Interest on long Term debts			0
0	Capital Schemes			0
64304	Project Account	28500	28000	62135
57436	Joint Funded Projects	61850	31960	39701
39285	Joint Funded Services	42600	44000	28801
<u>921972</u>	Total	<u>932000</u>	<u>938390</u>	<u>953566</u>
<u>-20290</u>	From (+) /To (-) Reserves	<u>0</u>	<u>0</u>	<u>-39061</u>

The council's income & precept during the last 12 months exceeded expenditure by 39,061

HAILSHAM TOWN COUNCIL
 Supporting Notes to the Annual Statement of
 Accounts for the Year ended 31st March 2013
 SECTION 137 Payments

STATE

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

<u>Number of Electors</u>		<u>£ per Elector</u>		<u>Total £</u>
15080	@	6.80	=	102544

Payments made were:

	<u>Amount £</u>
Grants to Voluntary Bodies	6550.00
Remembrance Day Wreaths	60.00
Donation for B Burnett (Ex Councillor)	50.00

(6,660.00)

6660.00

Advertising

The following costs for advertising and publicity were incurred during the year:

	£
Item 1 - Grave Digger	0.00
Item 2 - Finance Officer	0.00
Item 3 - Annual Grants	0.00
Item 4 - Horticultural Contract	187.93
Item 5 - Lions Carnival	0.00
Item 6 - Town guide	0.00
Total	<u>187.93</u>

Supporting Notes to the Annual Statement of
Accounts for the Year ended 31st March 2013

PROJECT ACCOUNTS

	2011-2012 £	2012-2013 £	
Opening Balance 1st April	121842	152862	
Add: Project Receipts			0
Previous Year Surplus to Contingency Fund	65399	49239	
1 Market Square	18663	9533	
Donations (Town Youth Fund)			
Play Area Safety Surface Cost recovery			
Chamber of Com Market Town map grant			
Transfer from Committee Budgets		8335	
BMX Grant Funding			
Criminal Damage Cost recovery	0	30	67137
Add: Precepted			
Play Surface Upgrade	2500	2500	
Play Areas	2500	5000	
BMX Facility	5000	0	
Community Building Projects	3000	3000	
New Burial Ground/ Footpaths	1000	0	
Youth Project	11500	14000	
Contribution to Bus		2500	
Less: Expenditure (Reserved Projects)			
Play Areas	-2000	-7251	auto
Arboricultural works		-473	auto
Street Lighting - Part Night switchover	0	-10770	auto
Market Stalls/Acessories	-4811	0	
Transferred to Committee Budgets	-14600	-8335	
Skateboard/Bmx Facility	-8470	-1716	auto
Bye Election Costs	0		
1 Market Square	-20720	-35372	auto
Youth Mayor Allowance		-149	auto
Grovelands Barn Conversion	-4772		auto
Retirement Gifts	-1070		
Contribution to Local Bus service	-2506	-3092	auto
Criminal Damage during year	-921	-229	auto
Hailsham Welcome Signs	-1902	0	auto
Legal Challenge Fee	-2500	0	
Telephone Hacking Fraud	-5300	0	
Community building Project		0	
Community Hall Loan write off	-8970	0	auto
			-67387
Closing Project Funds balance at 31st March	152862	179612	to agree with sheet 10 (h31)

figures from
Capital Project summary
dated 31.03.13
27000

Reserves held for specific expenditure (over £5000)

1. Donation provided to aid the construction of warden accommodation (Hailsham Country Park) (held in Community Building Project Fund)	13,836
2. Bus Shelter Repairs (held in Street Furniture)	5,000
3. Election Costs (held in Administration)	5,000
4. New Burial Ground (held in New Burial Ground fund)	17,500
5. Revitalization Fund (held in Joint Funded Project brought forward balance)	25,644
6. Focus Public Open Space - Developers contribution for Horticultural Maintenance (held in horticultural & tree maintenance b/fwd balance)	5,980
7. Hailsham Master Plan (held in Administration)	19,570
8. Portas Grant (held in Joint Funded Project)	10,000

HAILSHAM TOWN COUNCIL
Accounts for the Year ended 31st March 2013
Analysis of Reserves/End of Year Balance

Committee Reserve Funds (Outstanding Projects/Earmarked Expenditure)

Environment & Leisure	17725
Burials & Properties	12971
F P R	63496

General & Project Funds and Allocated Reserves

No. 01 Ground Drainage Schemes	(E & L)	0
No.03 Community Building Project	(FPR)	18952
No.04 Play Equipment	(E & L)	13834
No.05 Hard Surface Play Area	(E & L)	2739
No.06 General Sports Fund	(E & L)	closed
No.07 Provision of BMX Facility	(E & L)	-270
No.09 MT Pavilion Car Park	(B & P)	closed
No.10 Community Civil Protection	(FPR)	0
No.11 Town Youth Facilities	(FPR)	327
No.14 Community Contingency Fund	(FPR)	116883
No.16 Youth Facilities	(FPR)	7548
No.18 Cemetery New Burial Ground	(B & P)	17500
No. 19 Path Repairs	(E & L)	0
No. 20 Cemetery Footpaths	(B & P)	0
No. 21 Criminal Damage	(E & L)	2099

Burial Fund held for Grave Maintenance

Subsidy on Precept

Surplus balance to Community Contingency Fund (No14)

Commuted Sum Accounts

Debtors & Advance receipts

Creditors

Total (to agree with Fund Balance page 1 and box 7 of the Annual Return)

Certified Correct John Harrison Responsible Finance Officer

HAILSHAM TOWN COUNCIL
Accounts for the Year ended 31st March 2013
Analysis of Reserves/End of Year Balance

<u>Committee Reserve Funds (Outstanding Projects/Earmarked Expenditure)</u>			
Environment & Leisure		17725	
Burials & Properties		12971	
F P R		63495	
			94191
<u>General & Project Funds and Allocated Reserves</u>			
No. 01 Ground Drainage Schemes	(E & L)	0	
No.03 Community Building Project	(FPR)	18952	
No.04 Play Equipment	(E & L)	13634	
No.05 Hard Surface Play Area	(E & L)	2739	
No.06 General Sports Fund	(E & L)	closed	
No.07 Provision of BMX Facility	(E & L)	-270	
No.09 MT Pavilion Car Park	(B & P)	closed	
No.10 Community Civil Protection	(FPR)	0	
No.11 Town Youth Facilities	(FPR)	327	
No.14 Community Contingency Fund	(FPR)	116883	
No.16 Youth Facilities	(FPR)	7548	
No.18 Cemetery New Burial Ground	(B & P)	17500	
No. 19 Path Repairs	(E & L)	0	
No. 20 Cemetery Footpaths	(B & P)	0	
No. 21 Criminal Damage	(E & L)	2099	179612
<u>Burial Fund held for Grave Maintenance</u>			4550
<u>Subsidy on Precept</u>			0
<u>Surplus balance to Community Contingency Fund (No14)</u>			33689
<u>Commuted Sum Accounts</u>			229689
<u>Debtors & Advance receipts</u>			13805
<u>Creditors</u>			420
Total (to agree with Fund Balance page 1 and box 7 of the Annual Return)			555117

Certified Correct John Harrison Responsible Finance Officer

Hailsham Town Council - Bank Account Reconciliation
Supporting Notes to the Annual Statement of Accounts for the year ended 31st March 2013

Account Name / Uncleared Cheque	Number	Statement No.	Balance	Total
Current Account	10331333		92746.19	
High Interest Account No. 1	50072672		72058.88	
High Interest Account No. 2	80449288		4688.53	
Treasury Deposit			440000.00	
	Total of all accounts			609493.60
Deduct Uncleared cheques				
Payee		Cheque No.	Amount	
Railcard - A. James		6547	15.00	
Railcard - A. Gellatly		7574	15.00	
Hailsham Lions Club		8087	50.00	
Railcard - G Chandler		7826	15.00	
M Hagger		8128	9.17	
D Saxby		8139	31.20	
Venture Industries Ltd		8149	120.00	
David Lloyd Leisure		8150	143.00	
South East Employers		8154	114.00	
Hailsham Cellars		8156	108.00	
Martello Plant Hire Ltd		8158	48.00	
Corona Energy Retail 2 Ltd		8159	178.23	
Police & Crime Comm Sx		8160	346.33	
British Gas Business		8161	25.45	
Maskell Heating Services Ltd		8162	300.00	
East Sussex County Council		8163	16044.56	
Robins of Hertsmonceux		8164	38.40	
Armoury Locks and Alarms Ltd		8165	17.00	
Give As you Earn		8166	69.58	
HM Revenue & Customs		8167	9292.64	
East Sussex Pension Fund		8168	6207.87	
EON		8169	1129.80	
Petty Cash		8170	65.98	
Maskell Heating Services Ltd		8171	80.00	
Travis Perkins Trading Co Ltd		8172	114.26	
Adam Phillips		8173	550.00	
Fieldskill Conquest Ltd		8174	228.42	
The Garden Centre Group		8175	150.00	
Wolseley UK Ltd		8176	19.49	
Graham Cottingham Ltd		8177	612.00	
Neopost Ltd		8178	104.44	
Police & Crime Comm Sx		8179	5610.25	
Wolseley UK Ltd		8180	928.58	
Maintech		8181	97.26	
South East Water		8182	10.50	
Action In Rural Sussex		8183	50.00	
East Sussex County Council		8184	12924.00	
Southern Water		8185	7.70	
E Barnett		8186	25.00	
Macey Industrial Fixings		8187	1079.40	
Withers DIY		8188	17.18	
M Hagger		8189	22.20	
M & S Print Services Ltd		8190	1170.00	
Armoury Locks and Alarms Ltd		8191	1201.60	
Incleanation		8192	125.00	
Trade Paints Ltd		8193	318.85	
EON		8194	1174.19	
Adrians Cleaning Services		8195	300.73	
Total Gas & Power Ltd		8196	73.84	
Hailsham Roadway		8197	561.60	
Curtis & Shaw (Sussex) Ltd		8198	29.63	
Haulaway Ltd		8199	144.00	
British Gas Business		8200	261.38	
A O'Rawe		8201	39.60	
Ernst Doe & Sons Ltd		8202	105.75	
Fine Floristry		8203	96.00	
Sign Store Ltd		8204	67.50	
The Sign Shop		8205	351.50	
C'Wide Grounds Maintenance		8206	1560.00	
Digiquip Group		8207	88.04	
Cuckmere Comm Bus Ltd		8208	685.05	
Martello Plant Hire Ltd		8209	746.76	
Corona Energy Retail 2 Ltd		8210	181.28	
British Gas Business		8211	28.11	
Wages - Week 53		DD	1346.38	
Railcard - H Atterwell		7859	15.00	
Railcard - L Bull		7874	15.00	
Railcard - S Diplock		7877	15.00	
Railcard - J Edwards		7881	15.00	
Railcard - G Smith		7882	15.00	
Railcard - G Foranther		7884	15.00	
Railcard - R Newton		7885	15.00	
Railcard - R Newton		7886	15.00	
Railcard - J Musbridge		7892	15.00	
Railcard - S Wilson		7893	15.00	
Railcard - R Letchley		7894	15.00	
Railcard - J Wilson		7895	15.00	
Railcard - K Wilson		7896	15.00	
Railcard - C Hodgson		7897	15.00	
	Total Value of uncleared cheques			67861.68
Add unbanked cash as at 31.03.12				nil
Petty Cash held				100.00
Account Balance as at 31st March 2012 (to agree with box 8 of the Annual Return)				541731.92

Section 1 – Accounting statements 2012/13 for

HAILSHAM TOWN COUNCIL

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

1	Balances brought forward	496716	516055	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	818660	841100	Total amount of precept received or receivable in the year.
3	(+) Total other receipts	123944	151527	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4	(-) Staff costs	472203	492222	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	451055	461343	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	516055	556117	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	525975	541732	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	1736501	1762325	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			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11	(If Applicable) Trust funds (including charitable) disclosure note	✓	✓	(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)

I certify that for the year ended 31 March 2013 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 be.

Signed by Responsible Financial Officer

Date

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

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

MALSHAM TOWN COUNCIL

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 2013, 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 codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances. | has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done 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 from internal and external audit. | responded to matters brought to its attention by internal and external audit. |
| 8 | We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements. | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant. |
| 9 | Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. |

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

***Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Explanation of variances – pro forma for local councils

HAILSHAM TOWN COUNCIL

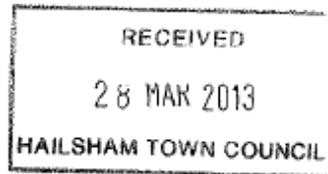
The NALC/SLCC 'Practitioners' Guide 2010' (paragraph 2.15 onwards) provides guidance on explaining significant variances. Please provide explanations for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- any change where there is a movement to or from zero; and
- if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2).

Section 1	2011/12 £	2012/13 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 1 <i>Balances brought forward</i>	496711	516055	+19344		
Box 2 <i>Precept</i>	818660	841100	+22440	2.74	*Masterplan Cost +£19,570 *Queen Jubilee +£10,730 *Loss in Rental Income +£10,500 *Recreation area Fencing +£10,490 *Reduction to PSCO funding -£31,250 *Youth Project +£2,400
Box 3 <i>Other receipts</i>	123974	151527	+27553	22	* Increase in Burial Fee's +£26453 * Increase in DBS Fee's +£1100
Box 4 <i>Staff costs</i>	472203	492222	+20019	4.24	* Staff Changes/Wage Reviews
Box 5 <i>Loan interest/ capital repayments</i>	NIL	NIL			
Box 6 <i>Other payments</i>	451085	461343	+10258	2.27	* Repairs to Cemetery Lodge +£1630 * Additional Grave Digging Costs +£3610 * Queen Jubilee Festivities +£5018
Box 7 <i>Balances carried forward</i>	516055	555117	+39062	7.57	*Underspend PSCO +£31,250 *Underspend on Administration +£486 *Underspend in Professional Fees +£3700 *Underspend on Vehicle Servicing +£3626
Box 8 <i>Cash and short term investments</i>	505975	541732	+35757	7.07	
Box 9 <i>Fixed assets & long term assets</i>	1736501	1762325	+25824	1.48	* Outdoor Gym Equipment +£7590 * Plant, Furniture & equipment +£15070 *Infrastructure assets (bins, seats) +£3164
Box 10 <i>Borrowings</i>	NIL	NIL			

LITTLEJOHN

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Email sba@littlejohnllp.com

26th March 2013

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



UK
1-611120079
1001201112007044

Dear Mr Harrison

Hailsham Town Council Notice of the annual audit for the year ending 31 March 2013

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. We give formal notice that we have appointed 10 June 2013 as the date on or after which interested persons may exercise their rights under the Audit Commission Act 1998 and the Accounts and Audit (England) Regulations 2011.

Annual Return

Your first step is to decide which annual return 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. Either (a) or (b) will apply:

- a) 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 2013 in the form required by proper practices (the annual return);
 - to approve the annual return including the accounting statements before 30 June 2013;
 - to provide for the exercise of electors' rights; and
 - to publish or display the audited annual return by 30 September 2013.
- b) Where there have been no financial transactions* in the year Hailsham Town Council is required by law:
- to complete the short form annual return confirming no financial transactions have taken place during the year; and
 - to provide for the exercise of electors' rights.

* A financial transaction is any form of income or expenditure received or incurred by the body. This includes donations made to the body, fund raising income, interest earned or paid, purchases of services or assets, etc.

Please note that you must provide for the exercise of electors' rights regardless of which form of the annual return is completed.

Report to: Hailsham Town Council

Date: 22nd May 2013

By: John Harrison, Town Clerk

Title of report: Improvements to the Town Council Building

PURPOSE: To consider a request for additional funding for improvements to the Town Council Building

BACKGROUND.

The Chairman of Council has requested improvements and adjustments to the Council Chamber/Fleur-De-Lys Building. The specifics of the project were clarified at a meeting between Cllrs Mrs Bentley, Bill Bentley, Steve McAuliffe and Officers John Harrison and Mickey Caira in a meeting on 1st May 2013.

The main points and plan agreed at the meeting regarding improvements to the Fleur-de-Lys building/Council Chamber are as follows.

The key aspects to be addressed and improved are:

1. Redecoration:

A thin layer of plaster skimming and white washing the meeting room, in order to generally improve and tidy up its appearance. We will need to engage a professional plasterer/ decorator to do this.

2. The Posts in the Fleur-De-Lys

A structural engineer to look at removing the posts ensuring the ceiling is supported with steel supports.

3. Lighting

Will need to select preferred lighting from a catalogue, which must be diffused 'office' lighting which will not affect use of electronic equipment in the meeting room

4. Electrics

Boxing in, tidying up the exposed wiring in the meeting room, removing where not required.

We will need to employ an electrician to undertake 3. and 4.

5. Public Display information

Preferably a large screen TV which can be moved around the room, for displaying meeting papers during public meetings, or a ceiling mounted projector.

6. Meeting room furniture

Enquire with Furniture Now! Or other furniture charities about swapping or acquiring improved tables and chairs for the meeting room, which need to be flexible and modular, but of better quality and state of repair than current furniture

7. Toilet

Create disabled toilet in what is now the storage room.

Will need to engage a professional building company to investigate options and costs for these.

These are ordered chronologically in terms of when they are likely to be completed (although of course, depending on outcomes for each, the exact order of the items further down the list may swap and change around).

At present with the budget as it is currently set, there are allocated amounts that could be used for 1 and 2 (£510.00 in internal repairs for 1. and a professional fees budget that will cover the structural engineer for 2).

For the rest, we will need to provide costs as the project progresses and have these brought to council for approval to spend from contingencies or from next year's budget. These will be brought to council at the appropriate points with an indication of costs.

The intention is to get items 1, 3 and 4 moving as a priority and implemented within the next few months. Item 2 will also be investigated as a matter of priority, with implementation dependent on costs and possibilities.

The Works Team Supervisor has met with an electrical supplier regarding the options for new lights in the Fleur-De-Lys, an electrician to look into the wiring in the room and also wiring in the new lights and a plasterer since the meeting on 1st May.

CONSIDERATIONS.

The electricians strongly recommended that in order to get the best possible finish and look for the room, that the plastering is done after the lights installed and wiring work done. This will cover any visible conduits etc and ensure the room has the best finish possible. (i.e. 3 and 4 first, then 1 above)

However at present there is only £510 in the budget that can be used now, which will not cover this work.

Therefore council is asked to approve an amount from contingencies to cover the electrical work and then plastering and redecoration in that order, of £2500-£3000.

This would be an adequate budget, with permission to spend 'up to' that amount, but obviously still seeking best value in accordance with Council's Financial Regulations

Estimated costs have been received as follows:

Electrical Work approx 3-4 days at £200 + VAT per day
+ Materials at £70 + VAT
= £900 approx

Plastering = £420.00 + VAT

Lighting = approx £60-£70 per lamp to replace those in the room, plus some side lamps

(The details of choice of lighting, positioning of lamp and side/wall lights to be considered and decided upon)

Therefore £2500-£3000 should cover the work, with extra financial capacity for unforeseen problems and costs.

The Council's Officer will of course seek best value in commissioning these tasks.

CONCLUSION.

Council is therefore asked to release funds for the redecoration, replacement lighting and electrical work (stages 1, 3 and 4 above) for up to £3000, from the Council's contingency monies.

This would therefore maintain the budget of £510.00 for internal repairs as a separate budget to these improvement works.

