

HAILSHAM TOWN COUNCIL

FINANCE, BUDGET and RESOURCE COMMITTEE

AGENDA

NOTICE IS HEREBY given of a meeting of the Finance, Budget and Resource Committee, to be held at the Fleur-de-Lys Council Chambers/Meeting Rooms, Market Square, Hailsham, on

Wednesday 14th September 2016 at 7.30 p.m.

Prior to commencement of the formal business of the meeting, a period of not more than 15 minutes will be assigned for the purpose of permitting members of the Public to address the Assembly, or ask questions on matters relevant to responsibilities under the direction of this Committee, at the discretion of the Chairman.

1. **Apologies for Absence**

To receive apologies for absence of appointed members.

2. **Declarations of Interest**

To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.

3. **Minutes of previous Meeting**

A) To resolve that the Minutes and Reports of the Meeting of the Finance, Budget and Resource Committee (Ref: FBR/16/3/31-42) held on 13th July 2016 are a correct record.

4. **Accounts and Audit
Budget for 2017/2018**

To note the amendments and variances in the budget for the 2017/2018.
(Report to follow)

5. To receive an update on items discussed at previous budget meeting.

6. **Hailsham Town Council Investments**

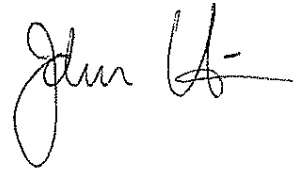
To note and agree the Investment Strategy for Hailsham Town Council.

To receive an update on investment information in relation to Hailsham Town Councils reserves.

7. **Annual Grants Criteria**

To note and agree the revised Grants criteria for the Annual grants 2017/18.

Date this 8th September 2016



JOHN HARRISON
Town Clerk

Committee Membership:

Councillor F. Berry
Councillor N. Collinson
Councillor. N. Coltman
Councillor R. Grocock
Councillor Mrs. M. Laxton
Councillor M. Pinkney
Councillor P. Soane
Councillor C. Tasane
Councillor C. Triandafyllou

SUMMARY OF COMMITTEE'S ESTIMATES - 2017/2018

		% of budget
Corporate Resources & Services	775,075	
Environment and Leisure	129,823	
Corporate Assets & Cemetery	37,920	
Total Budget	<u>942,818</u>	
Drawn from surplus	-	-
TOTAL PRECEPT	<u>942818</u>	
Breakdown		
Precept (tax base x £121.66 band D)* as per16/17	872,521	92.54
Grant from WDC	47,518	5.04
Total combined precept/grant	920,039	
Drawn from surplus/Reserves	<u>22,779</u>	

parish rate 7171.8

121.66

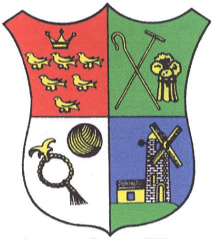
As at 14.9.16 Shortfall in 2017.2018 Budget 22,779.00	
/ £121.66 band D parish rate as per 16/17	187.23 Required increase in Band D houses to the tax base
Each Year the Council tax grant reduces	17,819.00
BASELINE BUDGET	
	4,204.00 shortfall as per 2016/17 Budget
	17,819.00 Reduction in council tax grant
	<u>22,023.00</u> TOTAL SHORTFALL BEFORE ANY AMENDMENTS
CURRENT ACTUAL INCREASE IN BUDGET	<u>£756.00</u> See variance sheet for information

Tax base for 2010.11	7087.1
Tax base for 2011.12	7138.3
Tax base for 2012.13	7333.7
Tax base for 2013.14	6297.9
Tax base for 2014.15	6497.2
Tax base for 2015.16	6829
Tax base for 2016.17	7171.8
Tax base for 2017.18	TBA December 2016

CORPORATE ASSETS & CEMETERY				2017 - 2018 Estimates			2016/17	Project funds	Total	Actual	Actual	Actual
	Expenditure		Income	Nett	Estimate	Budget moves	Available	2015/16	2014/15	2013/14		
				Total		Items B/fwd	for 16/17					
(approved by committee)												
	A		B	C	D	E	F	J	J	K		
201 TOWN COUNCIL SITE												
Internal Repairs/General Maintenance	200			200	200	0	200	2719	357	0		
Electronic Gates to car park/service/upgrade/repair	150			150	150		150	355	487	257		
Rates/Utilities for 4 Market Square	2500			2500	2500	2000	4500	26	2232	3375		
Gas Boiler - Annual Service	200			200	200	0	200	120	0	110		
Intruder alarm & smoke alarm service	500			500	500		500	227	223	220		
External Repair/General maintenance	200			200	200	0	200	2294	42	598		
Floral display in garden/Churchyard	400			400	400			249	391	0		
Total Town Council Site	4150		0	4150	4150	2000	5750	5990	3732	4560		
202 RECREATION BUILDINGS (incl UNION HALL)												
<u>Cricket Pavilion</u>							0					
Overheads (water,electric,cleaing etc)	600		0	600	0	0	0	542	1103	1432		
General repairs/maintenance	0			0	0	5000	5000	181	430	236		
<u>Maurice Thornton Pavilion</u>							0					
Overheads (water,electric,cleaing etc)	1200			1200	1200	0	1200	579	662	984		
General Repairs	500			500	500	0	500	348	838	416		
Replace Guttering	0			0	0	0	0	0	3795	0		
<u>Storage Sheds (General)</u>							0					
General Maintenance	100			100	100	0	100	0	0	0		
MT hut and Grovelands barn energy	300			300	300	-67	233	306	317	137		
Orchard Park - Grovelands Barn maintenance	0			0	0	0	0	1037	3376	0		
Grovelands Barn rates	2800			2800	2800	0	2800	2592	2543	0		
<u>Union Corner Hall</u>							0					
All maintenance/repairs (Licence)	0			0			0					
Maintenance Grant	1000			1000	1000		1000	1000	1000	1000		
				0			0					
<u>Public Toilets - Stable Block</u>				0			0					
Cleaning/maintenance	15000			15000	15000		15000	12664	9186			
Total Pavilions & Storage sheds	21500		0	21500	20900	4933	25833	19249	23250	4205		
203 CEMETERY BUILDING MAINTENANCE												
General Maintenance of buildings	150			150	150	0	150	101	211	711		
Cemetery Lodge Repairs	400			400	400	182	582	218	278	247		
		550	0	550	550	182	732	319	489	958		
204 PROJECT FUNDS												
				0			0					
No18 - New Burial Ground (balance £17500)	0			0		17500	17500	0	0	0		
	0		0	0	0	17500	17500	0	0	0		
205 CEMETERY SERVICES & OVERHEADS												
Rates	2500			2500	2500		2500	2256	2214	2171		
Water & sewerage	350			350	350		350	409	382	295		
Electricity	250			250	250		250	234	213	171		
Gas	750			750	750		750	533	536	517		
Telephone	650			650	650	3	653	566	566	603		

CORPORATE RESOURCES & SERVICES		2017 - 2018 Estimates										
		Expenditure		Income		Nett	2016/17	Project funds	Total	Actual	Actual	Actual
						Total	Estimate	Budget moves	Available	2015/16	2014/15	2013/14
(approved by sub-committee)								Items B/fwd	for 16/17			
		A		B		C	D	E	F	J	J	K
301 STAFFING COSTS												
Wages (Manual)	129359					129359	139761	0	139761	250537	142973	132218
Salaries (Admin.)	251248					251248	245095	0	245095	136260	235887	224548
NHI (Wages & salaies)	50904					50904	30733		30733	0	0	0
Pension (wages & salaries)	73118					73118	69816		69816	91469	86842	75465
Youth Café & infopoint	87593					87593	88319	3000	91319	75825	73140	68872
NHI Youth Café & infopoint	7551					7551	4931		4931			
Pension Youth Café & infopoint	11818					11818	11545		11545			
Honorarias (Bailiffs/Tree Warden/Town Crier)	2000					2000	1500		1500	1850	1744	1524
Members Allowances	29000					29000	29000		29000	26885	28785	20067
		642591			0	642591	620700	3000	623700	582826	569371	522694
302 ADMINISTRATION EXPENSES												
Office equip/etc/computer consultancy	2300					2300	2300	0	2300	1095	8853	925
Newsletter	6000					6000	6000	0	6000	0	2509	2988
Annual Town Meeting	800					800	800		800	0	879	417
Telephone & mobiles	3000					3000	3000	14	3014	2051	2059	9515
Contract Cleaning	4500					4500	4190	0	4190	4485	3530	3827
Rates	7100					7100	7100		7100	6840	6712	6584
Water/Sewerage/Gas/Electricity	4300					4300	4300		4300	3765	3754	4259
Annual Electrical Test of Equipment	300					300	200	0	200	0	281	279
Insurance	9000		400			8600	8600		8600	8338	8195	14468
Health & Safety Work (Balance b/fwd)	0					0	0	396	396	0	0	1270
Franking machine/postage	2100					2100	2100	-77	2023	1834	1317	1614
Audit fees	2700					2700	2700		2700	2363	1963	2173
Travelling, Training & seminar costs	3000					3000	3000	71	3071	2207	1793	2831
Photocopier lease & Monthly Use Charges	3300					3300	2300		2300	3264	2644	2725
Room Hire Expenses	300					300	300		300	90	65	65
Computer Software/anti virus software/Web licences	1600					1600	1600		1600	774	1076	3132
New Software/Website - running costs (up to £2500)	3000					3000	3000	0	3000	6513	1838	0
Subscriptions & Publications	3800					3800	3800		3800	3620	3110	3328
Professional fees	3500					3500	3500	793	4293	4237	8288	5586
Election	0					0	0	20699	20699	4301	0	0
Advertising / Publicity	500					500	500		500	651	220	220
Annual extinguisher etc., inspection & servicing	300					300	300		300	258	143	108
Stationery & miscellaneous equipment	4000					4000	4000	0	4000	3821	3600	3659
Commercial Rubbish Disposal	1834					1834	1834		1834	1621	1642	1924
Civic regalia	250					250	250		250	0	0	105
Hailsham Neighbourhood Plan	0					0	430	19370	19800	200	0	0
		67484		400		67084	66104	41266	107370	62328	64471	72002
303 CHAIRMANS ALLOWANCE												
Chairmans allowance	1500					1500	1500		1500	679	1491	1846
Carried over from previous year								0	0			
		1500		0		1500	1500	0	1500	679	1491	1846
304 MACHINERY/TOOLS/PROTECTIVE CLOTHING												
Tools & Protective Clothing	1750					1750	1750		1750	1024	1614	2512
									0			
		1750		0		1750	1750	0	1750	1024	1614	2512
305 VEHICLE FLEET												
Leasing costs	9000					9000	9000	2071	11071	6929	11462	11432
Vehicle Overheads - fuel	4500					4500	4500	52	4552	3117	3145	3599
Vehicle Overheads - service & RFL (5)	0					0	0	1200	1200	2872	510	532
Vehicle Overheads - Insurance	4000					4000	4000		4000	3338	3338	3471

ENVIRONMENT & LEISURE		2017 - 2018 Estimates			2016/17	Project Fund	Total	Actual	Actual	Actual		
		Expenditure	Income	Nett	Estimate	Budget moves	Available	2015/16	2014/15	2013/14		
(approved by committee)						Items B/fwd	for 16/17					
	A	B	C	D	E	F	J	J	K			
101 ALLOTMENTS							0					
Common Pond site - water supply	150		150	150	200	350	195	117	187			
Battle Road site - water supply x2	620		620	620		620	138	440	314			
General Maintenance/Waste Collection (include new site)	2700		2700	2700		2700	2382	3018	1158			
Allotment Rent (53 plots @ £39.60 & 20+38 plots @ £23.10)		3439	-3438.6	-3126		-3126	-2153	-1910	-1887			
Soil Test (Identified in Risk Policy)	50		50	50		50	0	0	0			
Software licence	170		170	160		160	153	147	147			
Key deposit (Deposits held from previos years)			0	0	3235	3235	3665	2720	2525			
		3690		3439		251	554	3435	3989	4380	4532	2444
102 WESTERN ROAD RECREATION GROUND												
Ground Treatment, seed, weed, fertilize	100		100	100		100	0	0	0			
Gates, railings, fence repairs	300		300	300		300	120	0	420			
Water & sewerage	125		125	125		125	136	96	89			
New bins (bfd from last year)			0	0	506	506	0	0	0			
General maintenance (include Outdoor Gym)	500		500	500		500	978	234	1179			
Rent from Beaconsfield/Tennis Club/Pitch hire		1000	-1000	-1000		-1000	-1045	-1045	-1033			
		1025		1000		25	25	506	531	189	-715	655
MAURICE THORNTON PLAYING FIELD												
Annual rent	750		750	500		500	500	500	500			
Gates, railings and fence repairs	250		250	250	600	850	0	0	0			
Ground maintenance	300		300	300		300	0	150	45			
Pitch marking paint	500		500	500	0	500	32	473	488			
Water	30		30	30		30	34	24	214			
General maintenance	120		120	120	0	120	46	94	47			
Skate Park Maintenance	0	(carry over any budget from 15/16)	0	0	489	489	0	11	0			
		1950		0		1950	1700	600	2789	612	1252	1294
COMMON POND												
Plants & Wildlife Protection	100		100	100	0	100	0	100	100			
General maintenance	250		250	250		250	531	512	394			
Islands Protection	300		300	300	0	300	0	0	249			
Water Quality Control	50		50	50		50	0	0	0			
		700		0		700	700	0	700	531	612	743
ERSHAM ROAD COMMON												
General Maintenance incl. fence repairs	50		50	50		50	0	0	0			
		50		0		50	50	0	50	0	0	0
Total Recreation Areas (code 102)		3725		1000		2725	2475	1106	4070	1332	0	2692
103 PLAY AREAS												
South Road - general repair	200		200	200		200	0	0	0			
All Sites - Insurance (engineers inspection)	1450		1450	1350		1350	1207	1272	1050			
All Sites - Safety surface Top up		carry over any balance to 16/17	0			0	3264	526	0			
All sites - Safety gates	1000		1000	1000	900	1900	723	780	578			
All Sites - general maintenance	1000		1000	1000	5900	6900	3117	1589	254			
Total Play Areas (code 103)		3650		0		3650	3550	6800	10350	8311	4167	1882
104 PUBLIC OPEN SPACES												
Country Park - Pond maintenance (reeds work)	100		100	100		100	0	0	0			
Country Park - General maintenance	300		300	300	500	800	275	58	191			
Fishing Permits		500	-500	-500		-500	-375	-302	-751			
Orchard Park - General Repairs/ skip hire	700		700	700	0	700	577	876	154			
POS - General Maintenance	300		300	300	500	800	302	0	180			
Water Quality Check (Identified in Risk Policy)	50		50	50		50	0	0	0			
Vermin control	500		500	500		500	454	454	454			
		1950		500		1450	1450	1000	2450	1233	1086	228



HAILSHAM TOWN COUNCIL

INVESTMENT POLICY

1. INTRODUCTION

- 1.1 This Policy sets out the treasury management procedures for the monitoring of the cash flow and banking arrangements of Hailsham Town Council (Council).
- 1.2 Authority reference is to the Council Financial Regulations, Section 8 Loans and Investments and Sub section 8.2 Investment Policy.
- 1.3 The Local Government Act 2003 Section 12 provides the Power to Invest (a) for any purpose relevant to its functions under any enactment or (b) for the purpose of the prudent management of its financial affairs. Section 15(1) of the Act requires a local authority to have regard to guidance issued by the Secretary of State.
- 1.4 The Council acknowledges its duty of care to the community and the prudent investments of funds.

2. OBEJECTIVES

- 2.1 The Council's priorities are, in the following ranking order:
 - (i) The Security of Capital to minimize risk of losses.
 - (ii) The liquidity of investments to meet cash flow needs of the Council.
 - (iii) Maximizing income within the framework of the national economic situation.
- 2.2 The Council will aim to achieve a high rate of return on investments commensurate with adequate safeguards of security and liquidity.

3. INVESTMENTS

- 3.1 All investment and deposits will be with UK registered Banks or Building Societies.
- 3.2 All investments, deposits and interest will be in £sterling.
- 3.3 Investments for current expenditure will be reviewed monthly with funds available in deposit account with instant access to feed the current account.
- 3.4 Investments not required for current expenditure will be short term and not exceed 3 months.
- 3.5 The credit ratings of the institutions will be 'A' and these will be monitored regularly.
- 3.6 The management of this Policy will be by RFO and reported to each quarterly Finance, Budget and Resource Committee meeting.

4. REVIEW

4.1 This Policy will be reviewed by the Finance, Budget and Resource Committee on an annual basis. Any variation to the Policy will be submitted to Full Council.

Report to: Finance, Budget and Resource Committee

Date: 14th September 2016

By: Michelle Hagger – Finance Officer

Title of report: Hailsham Town Council Investments

PURPOSE:

To review the current Treasury Deposit for the council's investments.

BACKGROUND:

At the FBRC meeting 6th July 2016, it was noted that the Council needs to look into what other options can be provided by Barclays Bank in relation to the reserves that are currently placed on Treasury Deposit.

On average the Council places £500,000 onto 1 month Treasury Deposit with Barclays Bank which yields between 0.2% - 0.3% return.

On 4th August 2016, The Finance Officer met with Julie Smith from Barclays Bank, She took over being our Business Manager in 2015, and this is the first opportunity to have a meeting.

At the meeting the Treasury Deposit was discussed and Julie stated that due to current economic climate and the base rate being so low, all returns are minimum at present. If the Council wished to place the funds on for a longer period it would not yield much higher than the current monthly return, rough figures as follows:

£250,000 - £999,000

2 Months – 0.25%

3 Months – 0.35%

6 Months – 0.44%

The difficulty the council has is the changing need of funds, so at present has issues placing a larger amount on Treasury Deposit for longer periods.

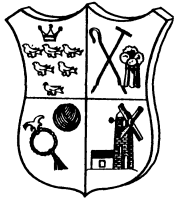
The Council's Treasury Deposit is split into two separate amounts, the first being the Precept (revenue) fund which feeds the Council current account to cover all expenditure. The second

is Commuted Sum, which is monies received from historical S106, and capital income, in return can only be used for Capital Expenditure.

So the reality is that if the total deposit amount is £500,000, the council would only be able to place around £300,000 on a longer term deposit.

RECOMMENDATIONS:

To recommend that we continue with Monthly Treasury Deposit until there is a significant change in the economic climate, or in turn the Council has a large amount to be placed long term.



HAILSHAM TOWN COUNCIL

Grants to Local Organisations – Policy Criteria

Subject to funding being available, Hailsham Town Council is committed to providing assistance and support to local community groups which are set up to promote community life for Hailsham residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by Hailsham Town Council.

In order for the Town Council to be able to rationally and objectively assess applications, many which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

When considering Grants the Town Council will take into account the following guidelines.

1. Applications will be considered on fulfilling one or more of the following criteria:
Go towards community development/public improvements
Support economic development, tourism or cultural activities
Provide services for young people, the elderly or vulnerable
Improve sport, physical activity, health and wellbeing
Improve the physical environment or address the problem of climate change
2. Activities of the organisation or association should be readily available to the community in general.
3. Membership should be appropriate to the activity and should encompass junior, senior, full and part time residents and be available for disabled people if possible.
4. The range of activities undertaken and the programme of the organisation should be available for reference.
5. The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation.
6. Grants cannot be made retrospectively.
7. Grants will not routinely exceed 50% of the cost of the project/activity.
8. The amount of the grant will generally be restricted to £500.00.
9. Financial aid will not normally be offered to any commercial or national organisation body or group from outside the town unless it can be shown that

the local population will be able to derive some benefit from the services provided.

10. As a condition of receiving a grant, organisations will be required to acknowledge the Town Councils support in publicity material. (Prior viewing necessary).

11. Organisation must provide a report of how the money was spent. Any unspent money must be returned to Hailsham Town Council.

Hailsham Town Council

Revenue Grant Application Form (Please complete the form in block capitals)

APPLICANT.....
(Name of Organisation)

Registered Charity Yes / No Registration No.....

Contact Name.....

Address.....

.....

.....

Post Code..... Tel No.....

Position in the organisation (i.e. Chairman, Treasurer, Secretary etc).....

Please read the notes on the back of this form before making your application. If you are uncertain about any of the questions on the form, please contact the Town Council on 01323 841702.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

ALL REVENUE GRANT APPLICATIONS MUST BE RECEIVED BY THE TOWN COUNCIL BY 31st DECEMBER IN EACH YEAR. APPLICATIONS FOR REVENUE GRANT ASSISTANCE ARE CONSIDERED ONCE ANNUALLY AT A MEETING OF THE FINANCE, BUDGET & RESOURCES COMMITTEE AND RECOMMENDATIONS WILL BE SUBJECT TO FORMAL RATIFICATION AT A FULL COUNCIL MEETING. ALL APPLICANTS WILL BE ADVISED OF THE COUNCIL'S DECISION BY THE END OF MARCH EACH YEAR.

Aims of the Organisation.....

.....
.....
.....

Amount of Grant applied for.....

Purpose of Grant.....

.....
.....
.....

Total Cost of Project.....

How will you be funding the running costs of your Project/Organisation in future years?

.....
.....
.....

How many people in Hailsham will benefit if you are awarded a grant?.....

.....

Has your organisation previously applied for a Town Council grant? Yes / No

If "Yes", please give details.....

.....

.....

.....

Has a grant application been made to any other Body or Organisation for the purpose?

Yes / No If "Yes", please give details.....

.....

.....

MEMBERSHIP

Please state the number of people involved in your organisation.....

What is the Annual Subscription, if any?.....

FUNDRAISING

What additional fundraising events or activities will you be holding this year?

.....

.....

.....

FINANCIAL

Please enclose your latest audited accounts and/or Business Plan if a new organisation and other information as follows:

- 1. Income and Expenditure Account / Business Plan
- 2. Balance Sheet
- 3. Club/Organisation's Constitution or Rules
- 4. Is your organisation registered for VAT? Yes / No
- 5. Are you a profit-making Organisation? Yes / No

Please note that if any part of the application is not completed or any of the financial or other information not enclosed, your application may not be considered.

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant Aid.

I confirm I have read the Policy Criteria for Grants and agree to comply with them.

Signature of Applicant.....Date.....

Please return your completed application to:-

THE TOWN CLERK, HAILSHAM TOWN COUNCIL, INGLENOK, MARKET STREET, HAILSHAM, EAST SUSSEX, BN27 2AE