

HAILSHAM TOWN COUNCIL

FINANCE, BUDGET AND RESOURCES 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 26th July 2017 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.

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

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**
 - 3.1 To resolve that the Minutes and Reports of the Meeting of the Finance, Budget and Resources Committee (Ref:FBR18/2/xx-xx) held on 12th July 2017, as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.
4. **Periodic Statements and Committee Expenditure**
 - 4.1 To receive note and adopt the financial reports as listed below:
 - a) Fund summary as at 30th June 2017 (copy attached) & Bank Statements and be signed off by one member of the FBR committee.
 - b) Summary of net expenditure as at 30th June 2017 (copy attached)
 - c) Summary of the Council's income and expenditure as at the 30th June 2017 compared against budgets (page summary attached)
 - d) List of payments previously certified by a member of the cheque signatory panel

amounting to £129,781.38 for payments made during April 2017, £105,211.14 for payments made during May 2017 and £99,292.82 for payments made during June 2017 (6 page summary attached) (In accordance with paragraph 3.11 of the Governance and Accountability for Local Councils Practitioners Guide)

e) List of uncleared cheques as at 30th June 2017 (copy attached)

4.2 **Committee Chairman's Verification**

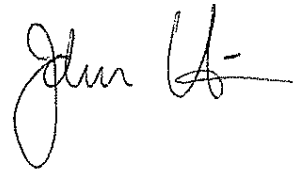
a) To note the Chairman's (FBR) inspection, reconciliation, and certification of Council's income expenditure and bank balances for the quarter ending 30th June 2017.

4.3 **End of Quarter Balance Statements**

To note and adopt the end of quarter balance statements in respect of :

- a) Youth Facilities (copy attached)
- b) Hailsham Forward (copy attached)
- c) Communities (copy attached)
- d) Neighbourhood Planning Committee

Dated this 20th July 2017



JOHN HARRISON
Town Clerk

Committee Membership:

Councillor F. Berry
Councillor. N. Collinson
Councillor N. Coltman
Councillor G. De Jongh
Councillor R.T. Grocock
Councillor M. Laxton
Councillor G. Moore
Councillor M. Pinkney
Councillor C. Tasane
Councillor C. Triandafyllou

HAILSHAM TOWN COUNCIL

FUND SUMMARY AS AT 30.06.17

			to agree with
1	Balance at 01.04.17 (420518.35-77224.16)	=	343294.19 Fund summary as at 31.03.16 (line 5)
2	Precept (received to date)	=	479001.50 Income Summary (line 1040)
3	Income to date	=	46471.76 Income summary (line 1042)
4	Expenditure to date	=	334285.34 Expenditure summary (line 1143)
4a	Transfer from Commuted Sums	=	23000.00
5	Total Funds Available	=	557482.11 Equal to line 12 below)
6	Current Account Balance 10331333 (statement No.5)	=	49374.38 Bank statement 5
7	High Interest Account 50072672 (statement No.3)	=	121050.15 Bank statement 3
8	Treasury Deposit	=	414554.72 Treasury Deposit Certificate
9	Petty Cash Balance	=	100.00 Petty cash held in vouchers & cash
10	Total funds held	=	585079.25 Total lines 6 to 9
11	Less cheques not presented	=	27597.14 Summary of uncleared cheques
12	Total funds available (to agree with item 5)	=	557482.11 Equal to line 5 above
	Nett income/expenditure (to agree with "Summary of Nett Expenditure" Report)		-214187.92 Summary of net expenditure

Commuted Sums (for maintenance of public open spaces)

		as at 31.3.17	Current balance as at 30.06.17	
13	Higher Interest Business A/C No. 2 (80449288)	7240.23	7259.35	Bank statement 3
14	Treasury Deposit	308445.28	285445.28	Treasury Deposit Certificate
15		0.00	0.00	
	Total Commuted Sum accounts	315685.51	292704.63	

Project Fund Balances

as at 30.06.17

	fund balance	allocated	funds available
No.03 Community Building Project	15618	10413	5205
No.04 Play Equipment	5900		5900
No.05 Hard Surface Play Area	2294		2294
No.11 Town Youth facilities	327		327
No.14 Community Contingency Fund	147567	51716	95852
No.16 Youth Facilities - The Square Café	13003		13003
No.18 Cemetery New Burial Ground	17500		17500
No 21 Criminal Damage	1069	0	1069
			0
Total	203279	62128	141150

HAILSHAM TOWN COUNCIL - INCOME AND EXPENDITURE AS AT 30.6.17

Item	1st April 2016 to 31st March 2017						
	Annual	Carry	Budget	Income	total	total spent	percentage
	Budget	Over Budget	Adjustments	available to add to budget	available	to date	spent to date
Allotments - Water supply	770	0			770	0.00	0%
Allotments - Maintenance	2920				2870	838.12	29%
Allotments - Returnable deposits		3390	not available to spend		3390	145.00	4%
West. Rd Rec - Maintenance	900	0			900	250.00	28%
West. Rd Rec - Water Supply	125				125	0.00	0%
MT - Annual Rent	750				750	750.00	100%
MT - Maintenance	670	0			670	273.99	41%
MT - Water Supply	30				30	0.00	0%
MT - Pitch Marking Paint & Contractor to Mark	500	0	0		500	0.00	0%
MT - Skate Park Maintenance	0	489			489	0.00	0%
Common Pond - Maintenance	700				250	0.00	0%
Ersham Rd - Maintenance	50				50	0.00	0%
Play Areas - Insurance	1450				1450	919.50	63%
Play Areas - Maintenance	1000	5000			6000	179.10	3%
Play Areas - Safety Surface		0			0	0.00	0%
Play Areas - Safety Gates	1000	672			1672	0.00	0%
Play Areas - Repaint Equipment					0	0.00	0%
Play Areas - New Bins					0	0.00	0%
Play Area - South Rd - General repair	200				200	0.00	0%
HCP - Maintenance	450	146			446	55.38	12%
HCP - Vermin Control	500				500	118.50	24%
Public Open Spaces - Maintenance	300	3403			3703	320.36	9%
Orchard Park Maintenance	200	200			400	0.00	0%
Grovelands Barn Skip hire	500				500	0.00	0%
All Sites - Grass cutting	24150				24150	4103.42	17%
All sites - Tree Works	16000	0	0	0	16000	5895.00	37%
All Sites - Tree Inspections	600	600			1200	0.00	0%
Dog Hygiene Bin Emptying	6000	0			6000	38.28	1%
Horticultural - Landscaping Maintenance		5980			5980	0.00	0%
Project Funds	budget	committed					
04 - PlayEquipment	5900				5900	0.00	0%
05 - Play Surfaces	2294			0	2294	0.00	0%
Total expend to date this year	67959	19880		0	87839	13886.65	16%
Income - Allotment Rent	3439				3439	136.00	4%
Income - Beaconsfield/Pitch hire	1000				1000	230.00	23%
Income - Fishing Permits	500				500	158.31	32%
Total Income to date this year	4939	0.00			4939	524.31	11%
					0		
1st April 2016 to 31st March 2017							

Item	Budget	Carry Over Budget	Income Budget & Adjustments	Income available to add to budget	total available	total spent to date	percentage spent to date
Office Complex Internal Repairs	200	0	0		200	0.00	0%
Office Complex External repairs	600	0	0		600	0.00	0%
Office Complex - Boiler & alarm	700	0			700	20.00	3%
Office Complex - Electronic Gate	150				150	0.00	0%
Office complex - Chemical/Petrol/Blackmans store		0			0	831.43	0%
Office Complex - 4 Market Sq	2500	1000	0		3500	0.00	0%
Pavilion - Service costs	600	0	0	213	813	116.74	14%
Pavilion - General Repairs	0	5000	0		5000	0.00	0%
MT Pavilion - Service costs	1200	0			1200	90.63	8%
MT Pavilion - General Repairs	500	0			500	0.00	0%
Storage sheds - General Repairs	100	0			100	0.00	0%
Storage Sheds - Energy	300				300	54.41	18%
Storage Sheds - Grovelands Barn Maintenance	0	0			0	0.00	0%
Storage Sheds - Grovelands Barn Rates	2800				2800	2516.40	90%
Union Corner - Maintenance Grant	1000				1000	0.00	0%
Public Toilets - Cleaning & Maintenance	15000	1000			16000	4200.09	26%
Cemetery - General Maintenance	150	0			150	170.09	0%
Cemetery Lodge - General repairs	400	4000			4400	0.00	0%
Cemetery - Service costs	4500	3			4503	2772.84	62%
Cemetery - Consumables	1850				1850	590.60	32%
Cemetery - Pest Control	50				50	0.00	0%
Cemetery - Burial Software Licence	300	0			300	0.00	0%
Cemetery - Section markers		1500			1500	0.00	0%
Cemetery - Extinguisher service	120				120	0.00	0%
Cemetery - Grave digging	13000	0			13000	2125.00	16%
Cemetery - Flowers & Mem trees	250				250	0.00	0%
Cemetery - Grass & hedge cutting	11000	0			11000	1470.00	13%
Cemetery - Tree Maintenance	0	0			0	0.00	0%
Cemetery - Path Maintenance	0	105			105	0.00	0%
Cemetery - Funeral & Graves Gen Maint	200				200	0.00	0%
Cemetery - Burial Fee refund						0.00	0%
Street Lighting (all costs)	27000	0			27000	0.00	0%
Street Lighting - New Lights		0			0	0.00	0%
Street Lighting - Paint/maintenance	3000	2000			5000	0.00	0%
Street lighting - Replace Switch Gear		0		23000	23000	20308.34	0%
Festive Lighting	11000	0		0	11000	5978.00	54%
Street Furniture - Bus shelter repair	250	684			934	0.00	0%
Street Furniture - Seat repairs	0	0			0	0.00	0%
Memorial Seat				0	0	0.00	0%
Black sacks	200				200	0.00	0%
Project Funds	budget	committed					
18 - New Burial Ground	17500				17500	0.00	0%
Total to date this year	116420	15292			131712	41244.57	31%
Income - Burial Fees	50000				50000	11483.00	23%
Income - Union Corner Recharge						0.00	0%
Income Memorial seat					0	0.00	0%
Income - Pavilion Recharges	0				0	213.11	0%
Income - Festive Lighting	0				0	0.00	0%
Total Income to date this year	50000	0			50000	11696.11	23%

1st April 2016 to 31st March 2017							
Item	Carry Over		Income Budget & Adjustments	Income available to add to budget	total available	total spent to date	percentage spent to date
	Budget	Budget					
All staff costs	613591	0		0	613591	148348.54	24%
Members Allowances	30000	0			30000	6705.26	22%
Office Equipment	2300	0		0	2300	39.00	2%
Election Costs	5000	13290			18290	4221.28	23%
Newsletter production costs & three deliveries	6000			0	6000	1328.00	22%
Services (elec/gas/phone/rate/water	18900	15			18915	8537.54	45%
Annual electrical & extinguisher test	600	0			600	0.00	0%
Advertising & Publicity	500				500	40.00	8%
Insurance	9000		-400	140	8740	10199.64	117%
Postage	2100	0		0	2100	200.00	10%
Audit fees	2700				2700	285.25	11%
Staff training & travel	3000	0			3000	75.20	3%
Photocopier	3300				3300	900.88	27%
Anti virus Software etc	1600	1200			2800	339.00	12%
Subscriptions & Publications	3800				3800	565.00	15%
Professional fees	3500	1400			4900	750.19	15%
Stationery & Consumables	4000				4000	849.43	21%
Commercial Rubbish Disposal	1834				1834	642.00	35%
Room Hire Expenses - Non projects	300		0		300	0.00	0%
Chairmans Allowance	1500	0			1500	62.95	4%
Staff Protective Clothing	750				750	29.15	16%
Tools & Equipment	1000			0	1000	306.04	31%
Vehicle costs	17500	752	0		18252	6819.50	37%
Twinning	400	0			400	0.00	0%
Annual Grants	23787				23787	22737.00	96%
Annual Grants						1050.00	0%
Section 137 - Miscellaneous	400	0		0	400	0.00	0%
Tourism (miscellaneous/Event Marketing)	700	1670			2370	2615.20	110%
Tourism(Christmas Festivities/lark in park/quicke	15000	6454		784	22238	2371.98	11%
Tourism - Charter Market	0				0	0.00	0%
Town Floral Displays	0	0			0	0.00	0%
Bus Alliance	1000				1000	95.76	10%
Annual Town meeting	800				800	337.50	42%
Maintenance Cortlandt Stable block	1060	664			1724	65.85	4%
Churchyard CCTV Service Contract	300				300	0.00	0%
War Memorial - All Service costs	150				150	23.91	16%
Hailsham Works!	30000	10000			40000	7814.34	20%
Hellingly Parish Subsidy	26700		0		26700	13202.50	49%
CCTV Running costs	7500				7500	518.70	7%
Health & Safety/ Quality Status		396			396	0.00	0%
Hailsham Revitalization fund	5000	36388		0.00	41388	2297.20	6%
Masterplan - Printing	0	58194			58194	9349.10	16%
Civic Regalia	250				250	25.00	10%
New Council Website	3000	0			3000	0.00	0%
Miscellaneous key deposits		84	not available to spend		84	0.00	0%
Bank Charges	750				750	152.92	0%

PAYMENT SCHEDULE FOR APRIL 2017

Total - £129781.38

Supplier	Cheque No. (incl VAT)	Amount	Description
Cancelled	22155	0.00	Cancelled
Cancelled	22156	0.00	Cancelled
Head 2 Head	22157	210.00	Sensory Tent
Ekiliya Ltd	22158	240.00	Research for Hailsham Street Market
D Sankey Ltd	22159	142.20	Vermin Control Countrypark
Barcombe Landscape	22160	300.00	Roll outfield at Western Rd Rec
Kier	22161	1966.29	Waste Collection
Ruskins	22162	3990.00	Tree Survey
Safety Net	22163	142.00	DBS Fees Youth Café
Wolseley	22164	46.20	FDL Roof Repair
Wealden District Council	22165	937.50	Rent MT Field
Diplocks Hall	22166	42.00	Hall Hire
Hailsham Lions	22167	1000.00	Donation to Family Day
JC Seale	22168	30.00	Advertising Annual Town Electors Meeting
Adrians Cleaning Service	22169	330.73	FDL Cleaning
Initial Washroom	22170	122.07	Hygiene Supplies
Hailsham Roadway	22171	43.96	Ballast - Blackmans Yard
MFC Outdoor Supplies	22172	34.99	Outdoor Staff Clothing
Wealden District Council	22173	1957.20	Rates Street Market
Wealden District Council	22174	1491.20	Rates Public Toilets
Wealden District Council	22175	3975.70	Rates Cortlandt Stable Block
Westbourne Hygiene	22176	46.86	Toilet Supplies
CBL Fastening	22177	28.80	Cable Ties
SLCC	22178	356.00	Membership
ALCC	22179	10.00	Membership
Cancelled	22180	0.00	Cancelled
Wealden District Council	22181	4221.28	Election Costs
Timpson	22182	62.95	Hailsham Hero Cup Engraving
Town & Country Tree Services	22183	350.00	Tree Services
Mr K Palmer	22184	20.00	Allotment key refunds
Mrs N Allen	22185	55.00	Allotment Deposit refund
Friday Ad	22186	150.00	Advertising Annual Town Electors Meeting
Wealden District Council	22187	41.20	Attachment of Earnings
Wages & Salaries	DD	32470.81	Wages & Salaries
A phillips	22188	600.00	Grave Digging
East Sussex Security	22189	636.00	Annual Test - Youth Café
Zurich	22190	114.00	LCAS Membership
Incleanation Cleaning Services	22191	840.00	Public Toilet Cleaning
South east Employers	22192	238.80	Membership
Fieldskill Ltd	22193	32.36	Stationary
EON	22194	353.66	Gas & Electric all sites
EDF Energy	22195	161.16	Youth Café - Electric & Gas
Festive Illuminations	22196	4633.00	1st Installment for Festive Lighting Contractor
SSE	22197	35.98	2 North St Electric
HMRC PAYE	22198	11857.73	HMRC PAYE Month 1
East Sussex Pension Fund	22199	9640.59	Pension Fund Month 1
Give As You Earn	22200	137.92	Give as you earn month 1
Mrs J Packham	22201	20.00	Allotment key refunds
Mr D Meacher	22202	20.00	Allotment key refunds
Mr I Fox	22203	20.00	Allotment key refunds
Annual Grants	22204 to	22215	10500.00 Annual Grants
Wealden CAB	22216	13287.00	Annual Grant
Hailsham Old Pavilion	22217	3000.00	Annual Grant
KSV	22218	170.37	Vending Machine Supplies
Uniserve	22219	166.80	Software Upgrade
Bank Charges	DD	44.49	Bank Charges
Siemens Financial services	DD	108.42	Photocopier contract
Lex Autolease	DD	895.76	Vehicle Leasing

Roland Dunn	DD	47.73	Professional fees
Survey Monkey	DD	26.00	NHP
Siemens Financial services	DD	396.80	Vending Machine Contract
Wealden District Council	DD	16136.71	Rates for 2017/18
Vostel Ltd	DD	339.79	Telephone Contract
Amazon	DC	127.94	Hoover for Cemetery
Allstar Ltd	DD	289.03	Vehicle Fuel
VAT on cheque 22108	22108	88.40	VAT

129781.38

PAYMENT SCHEDULE FOR MAY 2017

Total - £105211.14

Supplier	Cheque No. (incl VAT)	Amount	Description
Npower	22220	25.11	War Memorial Electric
Travis Perkins	22221	100.22	Blackmans Yard
Idverde	22222	3344.05	Grass Cutting Contract
Hellingly Parish Council	22223	13202.50	1st Installment of Subsidy
KSV	22224	180.86	Vending Machine Supplies
Troy Navigas	22225	2805.02	NHP Consultant Fees
Initial Washrooms	22226	122.07	Hygiene Supplies
East Sussex County Council	22227	24370.01	Street Lighting Replacements
Happy Jacks Soft play	22228	250.00	Soft Play - NHP
Safety Net	22229	71.00	DBS Fees Youth café
Curtis & Shaw (Sx) Ltd	22230	65.12	Blackmans Yard/ Dumper Fuel
A F Metal Fabrication	22231	288.00	Skate Park Maintenance
Mrs M Light	22232	20.00	Allotment key refunds
Mr P Mason	22233	70.00	Allotment Deposit refund
Adrians Cleaning Services	22234	330.73	FDL Cleaning
C Santi	22235	81.17	Youth Café - Expense
A Joyes	22236	13.00	DBS Annual Prescription
Travis Perkins	22237	152.29	Blackmans Yard
Travis Perkins	22238	190.40	Blackmans Yard
Business Stream	22239	24.93	Waste Water
SSE	22240	33.15	2 North St Electric
CBL Fastenings Ltd	22241	40.79	Skate Park Repair
Mulberry & Co	22242	342.30	Audit Fees
Urban Jump	22243	520.00	Youth Café - FNP
Ski Knockhatch	22244	735.00	Youth Café - FNP
MJ Leisure	22245	575.00	Teacup Ride
Hart Reade	22246	667.00	Professional Fees
Knockhatch	22247	110.00	Youth Café - FNP
Wolseley UK Ltd	22248	15.04	Blackmans Yard
Freedom Leisure	22249	28.80	Youth Café - FNP
Knockhatch	22250	90.00	Youth Café - FNP
R Gillett	22251	62.00	Mileage Expenses
Friday Ad	DC	48.00	Advetising
Give As you Earn	22252	142.17	Give as you earn month 2
HMRC	22253	11311.20	HMRC PAYE Month 2
East Sussex Pension Fund	22254	9353.79	Pension Fund Month 2
Westbourne hygiene	22255	32.22	Public Toilet Supplies
Wages & Salaries	DD	30739.08	Wages & Salaries
Wealden District Council	22256	41.20	Attachment of Earnings
Kcom	22257	240.00	Domain Costs - Town Council
Newton & Frost	22258	138.50	Fence Repairs
Howdens	22259	167.59	Cemetery Toilet Door
A Phillips	22260	275.00	Grave Digging
Fieldskill Ltd	22261	54.16	Stationary
Johnston Publishing Ltd	22262	600.00	Advertising - Celebrate Hailsham Day
Cancelled	22263	0.00	Cancelled
The Police & Crime Commissioner	22264	518.70	CCTV Maintenance Qtr 1
Newton & Frost	22265	95.12	Fence Repair & Dog Bins
Lex Autolease	DD	895.76	Vehicle Leasing
Roland Dunn	DD	47.73	Professional Fees
Apogee Corp Ltd	DD	684.25	Photocopier Contract
Bank Charges	DD	57.10	Bank Charges
Nepost Ltd	DD	100.00	Franking Machine
Vostel Ltd	DD	337.05	Telephone Contract
Allstar Ltd	DD	380.96	Vehicle Fuel
Surveymonkey	DD	26.00	NHP

105211.14

PAYMENT SCHEDULE FOR JUNE 2017

Total - £99292.82

Supplier	Cheque No. (incl VAT)	Amount	Description
Zurich Municipal	22266	15046.68	Blanket Insurance Policy
Mrs Spalmer	22267	20.00	Allotment key refunds
Accomplice Ltd	22268	540.00	Advertising - Celebrate Hailsham Day
Troy Hayes Planning	22269	8035.89	NHP Consultant Fees
Incleanation Cleaning	22270	840.00	Public Toilet Cleaning
Colliers International	22271	4125.00	Cortlandt Stable Block Rent and service charge
Eden	22272	101.47	Water Machine
EDF Energy	22273	99.32	Youth Café - Electric & Gas
East Sussex Security	22274	102.00	Criminal Damage Youth Café
Trade Paints Ltd	22275	104.01	Cemetery Toilet Door / Victoria Gates
Ernest Doe & Sons	22276	96.94	Stock
Macey Industrial Fixing	22277	19.08	Cameron Close
EON	22278	427.21	Electric & Gas - All Sites
Cancelled	22279	0.00	Cancelled
Idverde Ltd	22280	3344.05	Grass Cutting Contract
Miss N Gray	22281	220.00	Face Painter
Kit Print Ltd	22282	10.00	Vinyl Stickers for Celebrate Hailsham Day
Harrawy Tree	22283	720.00	Tree Services
A Joyes	22284	81.08	Youth Café - Expenses
O Izzard	22285	13.00	DBS Annual Prescription
Westbourne Hyigene	22286	63.60	Toilet Rolls, Soap, Towels
K Giddings	22287	33.20	Expenses
Travis Perkins	22288	109.98	Cameron close/ Dog Bins
G M Monk	22289	400.80	Blackmans Yard
Adrians Cleaning Services	22290	330.73	FDL Cleaning
Withers DIY	22291	54.32	Keys & Padlocks
K Giddings	22292	10.00	Expenses
SSE	22293	421.18	2 North St Electric
Tesco	DC	39.00	Microwave FDL
Wealden District Council	DC	21.00	TEN Notice
Town & Country Tree Service	22294	1620.00	Tree Services
Screwfix - Trade Uk	22295	217.28	Fencing @ Stroma & Concrete Mixer
Newton & Frost Fencing Ltd	22296	89.35	Cameron Close
Urban Jump	22297	442.00	Youth Café - FNP
What's on Media	22298	120.00	Advertising Celebrate Hailsham Day
Vidahost	22299	114.91	Bus Alliance Hosting
Fuzion 4 Ltd	22300	24.00	Repair to Alarm Pad
Footprint	22301	1358.00	Newsletter
Archant Community Media Ltd	22302	288.00	Advertising Celebrate Hailsham Day
Kit Print Ltd	22303	70.00	Sign for Celebrate Hailsham Day
Kier	22304	240.00	Duty of Care
Ashley Adams	22305	30.00	Repair to Mayoral Chain
J Oakley	22306	95.00	Balloon Modeling
Cash float for celebrate hailsham	22307	60.00	Float
Festive Illuminations	22308	1345.00	Repairs to Festive Lighting
Wages & Salaries	DD	29736.36	Wages & Salaries Mth 3
GAYE	22309	142.17	Give as you Earn Mth 3
Wealden District Council	22310	41.20	Attachment of earnings
Johnston Publishing	22311	1062.24	Event Advertising
Archant Community Media Ltd	22312	300.00	Summer Market Advertising
CBL Fastening Ltd	22313	40.80	Stock
Robins of Hertsmonceux	22314	115.80	Top Soil & Compost - Cameron Close
V Sang	22315	110.94	Orchard Park
A Phillips	22316	1250.00	Grave Digging
KSV	22317	224.32	Vending Machine Supplies
St Wilfrids Hospice	22318	31.00	Donation to St Wilfrids (50% of teacup income)
East Sussex Pensions Fund	22319	8531.66	Pension Fund Month 3
HMRC PAYE	22320	10866.72	HMRC PAYE Month 3

Raffle donation to charities 22321 to	22334	119.98	Donations to Charities
EON	22335	420.06	Electric & Gas - All Sites
Prepared Media Ltd	22336	120.00	Summer Market Advertising
Kier	22337	160.02	Waste Collection - Extra Collection charges - FDL
Cuckmere Community Buses Ltd	22338	1628.80	Bus Concessions
Incleanation Cleaning Services Ltd	22339	840.00	Public Toilet Cleaning
Roland Dunn	DD	47.73	Professional Fees
Lex Autolease	DD	895.76	Vehicle Leasing
Barclays bank	DD	51.33	Bank Charges
Surveymoneky	DC	26.00	NHP
Vostel Ltd	DD	456.27	Telephone Contract
Allstar	DD	371.46	Vehicle Fuel
Neopost	DD	100.00	Franking Machine
Playdale	22340	59.12	Play park repair stock
		99292.82	



(As at 30.06.17)

Project No. 16 - Youth Facilities/ Square Cafe (balance sheet) 1st April 2017 to 31st March 2018

Budget Income for 2017/18	1000.00	Budget Expenditure for 2017/18	15000.00
		Bal C/Fwd from 16/17	5773.00
		Newsletter Delivery	0.00
		Total Available	19773.00

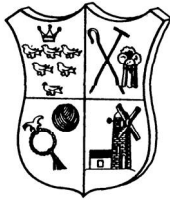
Funds Allocated - Income			Expenditure		
Date	Details	Value	Date	Details	Paid to date
			:	Cleaning/Roller Towels	35.02
			:	Telephone/Internet	213.42
			:	Rates	4893.00
			:	Water/Waste Water	
			:	Gas/Electricity	248.08
	Waste Collection Refund		:	Waste Collection	109.16
			:	Annual Electrical Test	
			:	Alarm Service / Repair	530.00
			:	Extinguisher Serv/Recharge/Repair	
			:	Property Maintenance & Repairs	
			:	Equipment / Equipment Repairs	
			:	Computer Repairs/Purchase/S	99.00
			:	Website	
			:	Criminal Incident Expenses	
	Staff Christmas Meal		:	Staff Christmas Meal / Gifts	
			:	Staff - Travel/Workwear/DBS	252.00
			:	NVQ Training & Other Training	
			:	TV Licence	
			:	Insurance/Entertainment Licen	140.00
			:	Publications & Posters & Static	68.17
	Wealden DC - Rates Refund		:	Food	70.40
	Event Equipment Hire Contribution		:		
	Facility Hire		:	Remembrance Day Wreath	
	Fundraising		:	St Marys CCTV Contract/Repair	
	Friday Night Project Receipts	1517.00	:	Friday Night Project	1608.84
	Trips		:	Trips & Events	
	Uganda Trip		:	Uganda Trip 2016	
	Donations		:	Activities & Gifts	
			:	Infopoint Costs	8.97
	total income	1517.00	:	total expenditure (cap 16)	8276.06

Remaining Budget	13013.94
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Summary of Project Costs

Total Non staff costs (from above)	8276.06
Salary costs excluded from above balance sheet	20222.62
	Project Cost
	28498.68
Income (other than from Town Council)	1517.00
	Project cost funded by Town Council (to date)
	26981.68

Accounts sheet total (income)	1517.00	Accounts Sheet total (expenditure)	8276.06
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HAILSHAM TOWN COUNCIL

FINANCE, BUDGET AND RESOURCES 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 27th July 2017 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.

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

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**
 - 3.1 To resolve that the Minutes and Reports of the Meeting of the Finance, Budget and Resources Committee (Ref:FBR18/2/xx-xx) held on 12th July 2017, as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.
4. **Periodic Statements and Committee Expenditure**
 - 4.1 To receive note and adopt the financial reports as listed below:
 - a) Fund summary as at 30th June 2017 (copy attached) & Bank Statements and be signed off by one member of the FBR committee.
 - b) Summary of net expenditure as at 30th June 2017 (copy attached)
 - c) Summary of the Council's income and expenditure as at the 30th June 2017 compared against budgets (page summary attached)
 - d) List of payments previously certified by a member of the cheque signatory panel

amounting to £129,781.38 for payments made during April 2017, £105,211.14 for payments made during May 2017 and £99,292.82 for payments made during June 2017 (6 page summary attached) (In accordance with paragraph 3.11 of the Governance and Accountability for Local Councils Practitioners Guide)

e) List of uncleared cheques as at 30th June 2017 (copy attached)

4.2 **Committee Chairman's Verification**

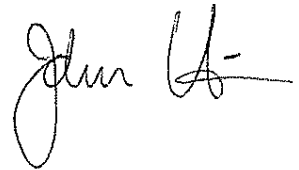
a) To note the Chairman's (FBR) inspection, reconciliation, and certification of Council's income expenditure and bank balances for the quarter ending 30th June 2017.

4.3 **End of Quarter Balance Statements**

To note and adopt the end of quarter balance statements in respect of :

- a) Youth Facilities (copy attached)
- b) Hailsham Forward (copy attached)
- c) Communities (copy attached)
- d) Neighbourhood Planning Committee

Dated this 20th July 2017



JOHN HARRISON
Town Clerk

Committee Membership:

Councillor F. Berry
Councillor. N. Collinson
Councillor N. Coltman
Councillor G. De Jongh
Councillor R.T. Grocock
Councillor M. Laxton
Councillor G. Moore
Councillor M. Pinkney
Councillor C. Tasane
Councillor C. Triandafyllou

HAILSHAM TOWN COUNCIL

FUND SUMMARY AS AT 30.06.17

			to agree with
1	Balance at 01.04.17 (420518.35-77224.16)	=	343294.19 Fund summary as at 31.03.16 (line 5)
2	Precept (received to date)	=	479001.50 Income Summary (line 1040)
3	Income to date	=	46471.76 Income summary (line 1042)
4	Expenditure to date	=	334285.34 Expenditure summary (line 1143)
4a	Transfer from Commuted Sums	=	23000.00
5	Total Funds Available	=	557482.11 Equal to line 12 below)
6	Current Account Balance 10331333 (statement No.5)	=	49374.38 Bank statement 5
7	High Interest Account 50072672 (statement No.3)	=	121050.15 Bank statement 3
8	Treasury Deposit	=	414554.72 Treasury Deposit Certificate
9	Petty Cash Balance	=	100.00 Petty cash held in vouchers & cash
10	Total funds held	=	585079.25 Total lines 6 to 9
11	Less cheques not presented	=	27597.14 Summary of uncleared cheques
12	Total funds available (to agree with item 5)	=	557482.11 Equal to line 5 above
	Nett income/expenditure (to agree with "Summary of Nett Expenditure" Report)		-214187.92 Summary of net expenditure

Commuted Sums (for maintenance of public open spaces)

		as at 31.3.17	Current balance as at 30.06.17	
13	Higher Interest Business A/C No. 2 (80449288)	7240.23	7259.35	Bank statement 3
14	Treasury Deposit	308445.28	285445.28	Treasury Deposit Certificate
15		0.00	0.00	
	Total Commuted Sum accounts	315685.51	292704.63	

Project Fund Balances

as at 30.06.17

	fund balance	allocated	funds available
No.03 Community Building Project	15618	10413	5205
No.04 Play Equipment	5900		5900
No.05 Hard Surface Play Area	2294		2294
No.11 Town Youth facilities	327		327
No.14 Community Contingency Fund	147567	51716	95852
No.16 Youth Facilities - The Square Café	13003		13003
No.18 Cemetery New Burial Ground	17500		17500
No 21 Criminal Damage	1069	0	1069
			0
Total	203279	62128	141150

HAILSHAM TOWN COUNCIL - SUMMARY OF NET EXPENDITURE AS AT 30.6.17

BUDGET HEADINGS	2017- 2018 Estimates		B/F 2016/17	Nett total	Actual Spend	Actual Income	Committed	Total Spend	Funds Remain	% Spent
	Expenditure	Income								
	A	B								
ALLOTMENTS	3690	3439	3390	3641	983	136	3250	4097	-456	113%
WESTERN ROAD RECREATION GROUND	1025	1000		25	250	230		20	5	80%
MAURICE THORNTON PLAYING FIELD	1950	0	489	2439	1024			1024	1415	42%
COMMON POND	700	0		700				0	700	0%
ERSHAM ROAD COMMON	50	0		50				0	50	0%
PLAY AREAS	3650	0	5672	9322	1099	0	0	1099	8223	12%
PROJECT FUNDS (Add to existing funds)	0	0	8194	8194			8194	8194	0	100%
PUBLIC OPEN SPACES	1950	500	3749	5199	494	158	0	336	4863	6%
HORTICULTURAL & GROUND MAINTENANCE	40750		6580	47330	9998	0	5980	15978	31352	34%
ENVIRONMENT SERVICES	6000			6000	38	0	0	38	5962	1%
COMMUNITIES, TOURISM & LEISURE	32487		8124	40611	19370	1324		18046	22565	44%
FESTIVE LIGHTING	11000			11000	5978	0		5978	5022	54%
FUNDED PROJECTS	450			450	90	0		90	360	20%
HAILSHAM WORKS/ Cortlandt Stable Block	31060		10664	41724	7814	0		7814	33910	19%
TOWN COUNCIL SITE	4150	0	1000	5150	851	0		851	4299	17%
CEMETERY BUILDING MAINTENANCE	550	0	4000	4550	170	0		170	4380	4%
PROJECT FUNDS	0	0	17500	17500	0		17500	17500	0	100%
CEMETERY SERVICES & OVERHEADS	6820	0	3	6823	3363	0		3363	3460	49%
Cem HORTICULTURAL (incl FLORAL DISPLAYS)	11000			11000	1470	0		1470	9530	13%
ROADS & PATHS	0	0	105	105	0	0		0	105	0%

HAILSHAM TOWN COUNCIL - SUMMARY OF NET EXPENDITURE AS AT 30.6.17

2017- 2018 Estimates													
BUDGET HEADINGS	Expenditure		Income		B/F 2016/17	Net total	Actual Spend	Actual Income	Committed	Total Spend	Funds Remain	% Spent	
	A		B										
FUNERAL & GRAVES		13450		50000	1500	-35050	2125	11483	1500	-7858	-27192	22%	
STREET LIGHTING		30000			2000	32000	20308	23000		-2692	34692	-8%	
STREET FURNITURE		450			684	1134	0	0		0	1134	0%	
RECREATION BUILDINGS (incl UNION HALL)		21500			6000	27500	6978	213		6765	20735	25%	
STAFFING COSTS		643591				643591	155054			155054	488537	24%	
ADMINISTRATION EXPENSES		72484		400	74579	146663	38684	140		38544	108119	26%	
CHAIRMANS ALLOWANCE		1500				1500	63			63	1437	4%	
MACHINERY/TOOLS/PROTECTIVE CLOTHING		1750				1750	335			335	1415	19%	
VEHICLE FLEET		17500			752	18252	6820			6820	11432	37%	
TWINNING		400				400	0			0	400	0%	
MISC.PROVISIONS		3000				3000	1050			1050	1950	35%	
SECTION 137 (FREE RESOURCE)		5400				5400	8450			8450	-3050	156%	
PROJECTS (Add to Cap.Funds)		26000		1000	164179	189179	13111	1517	177585	189179	0	100%	
FUNDED SERVICES		39200		0	36388	75588	16018	4127	41724	53615	21973	71%	
ACCOUNT INTEREST & COMMUTED SUMS		750		1000		-250	153	2359		-2206	1956	882%	
RENTS, LETTINGS & HIRE FEES		0		28100	2030	-26070		5380	2063	-3317	-22753	13%	
PRECEPT						0		479002		-479002	479002		
Net VAT					-18837	-18837	12142	19404		-7262	-11575	39%	
TOTAL		1034257	0	0	85439	338745	1287563	334283	548473	257796	43606	1243957	3%
NET EXPENDITURE							-214190						

HAILSHAM TOWN COUNCIL - INCOME AND EXPENDITURE AS AT 30.6.17

Item	1st April 2016 to 31st March 2017						
	Annual	Carry	Budget	Income	total	total spent	percentage
	Budget	Over Budget	Adjustments	available to add to budget	available	to date	spent to date
Allotments - Water supply	770	0			770	0.00	0%
Allotments - Maintenance	2920				2870	838.12	29%
Allotments - Returnable deposits		3390	not available to spend		3390	145.00	4%
West. Rd Rec - Maintenance	900	0			900	250.00	28%
West. Rd Rec - Water Supply	125				125	0.00	0%
MT - Annual Rent	750				750	750.00	100%
MT - Maintenance	670	0			670	273.99	41%
MT - Water Supply	30				30	0.00	0%
MT - Pitch Marking Paint & Contractor to Mark	500	0	0		500	0.00	0%
MT - Skate Park Maintenance	0	489			489	0.00	0%
Common Pond - Maintenance	700				250	0.00	0%
Ersham Rd - Maintenance	50				50	0.00	0%
Play Areas - Insurance	1450				1450	919.50	63%
Play Areas - Maintenance	1000	5000			6000	179.10	3%
Play Areas - Safety Surface		0			0	0.00	0%
Play Areas - Safety Gates	1000	672			1672	0.00	0%
Play Areas - Repaint Equipment					0	0.00	0%
Play Areas - New Bins					0	0.00	0%
Play Area - South Rd - General repair	200				200	0.00	0%
HCP - Maintenance	450	146			446	55.38	12%
HCP - Vermin Control	500				500	118.50	24%
Public Open Spaces - Maintenance	300	3403			3703	320.36	9%
Orchard Park Maintenance	200	200			400	0.00	0%
Grovelands Barn Skip hire	500				500	0.00	0%
All Sites - Grass cutting	24150				24150	4103.42	17%
All sites - Tree Works	16000	0	0	0	16000	5895.00	37%
All Sites - Tree Inspections	600	600			1200	0.00	0%
Dog Hygiene Bin Emptying	6000	0			6000	38.28	1%
Horticultural - Landscaping Maintenance		5980			5980	0.00	0%
Project Funds	budget	committed					
04 - PlayEquipment	5900				5900	0.00	0%
05 - Play Surfaces	2294			0	2294	0.00	0%
Total expend to date this year	67959	19880		0	87839	13886.65	16%
Income - Allotment Rent	3439				3439	136.00	4%
Income - Beaconsfield/Pitch hire	1000				1000	230.00	23%
Income - Fishing Permits	500				500	158.31	32%
Total Income to date this year	4939	0.00			4939	524.31	11%
					0		
1st April 2016 to 31st March 2017							

Item	Budget	Carry Over Budget	Income Budget & Adjustments	Income available to add to budget	total available	total spent to date	percentage spent to date
Office Complex Internal Repairs	200	0	0		200	0.00	0%
Office Complex External repairs	600	0	0		600	0.00	0%
Office Complex - Boiler & alarm	700	0			700	20.00	3%
Office Complex - Electronic Gate	150				150	0.00	0%
Office complex - Chemical/Petrol/Blackmans store		0			0	831.43	0%
Office Complex - 4 Market Sq	2500	1000	0		3500	0.00	0%
Pavilion - Service costs	600	0	0	213	813	116.74	14%
Pavilion - General Repairs	0	5000	0		5000	0.00	0%
MT Pavilion - Service costs	1200	0			1200	90.63	8%
MT Pavilion - General Repairs	500	0			500	0.00	0%
Storage sheds - General Repairs	100	0			100	0.00	0%
Storage Sheds - Energy	300				300	54.41	18%
Storage Sheds - Grovelands Barn Maintenance	0	0			0	0.00	0%
Storage Sheds - Grovelands Barn Rates	2800				2800	2516.40	90%
Union Corner - Maintenance Grant	1000				1000	0.00	0%
Public Toilets - Cleaning & Maintenance	15000	1000			16000	4200.09	26%
Cemetery - General Maintenance	150	0			150	170.09	0%
Cemetery Lodge - General repairs	400	4000			4400	0.00	0%
Cemetery - Service costs	4500	3			4503	2772.84	62%
Cemetery - Consumables	1850				1850	590.60	32%
Cemetery - Pest Control	50				50	0.00	0%
Cemetery - Burial Software Licence	300	0			300	0.00	0%
Cemetery - Section markers		1500			1500	0.00	0%
Cemetery - Extinguisher service	120				120	0.00	0%
Cemetery - Grave digging	13000	0			13000	2125.00	16%
Cemetery - Flowers & Mem trees	250				250	0.00	0%
Cemetery - Grass & hedge cutting	11000	0			11000	1470.00	13%
Cemetery - Tree Maintenance	0	0			0	0.00	0%
Cemetery - Path Maintenance	0	105			105	0.00	0%
Cemetery - Funeral & Graves Gen Maint	200				200	0.00	0%
Cemetery - Burial Fee refund						0.00	0%
Street Lighting (all costs)	27000	0			27000	0.00	0%
Street Lighting - New Lights		0			0	0.00	0%
Street Lighting - Paint/maintenance	3000	2000			5000	0.00	0%
Street lighting - Replace Switch Gear		0		23000	23000	20308.34	0%
Festive Lighting	11000	0		0	11000	5978.00	54%
Street Furniture - Bus shelter repair	250	684			934	0.00	0%
Street Furniture - Seat repairs	0	0			0	0.00	0%
Memorial Seat				0	0	0.00	0%
Black sacks	200				200	0.00	0%
Project Funds	budget	committed					
18 - New Burial Ground	17500				17500	0.00	0%
Total to date this year	116420	15292			131712	41244.57	31%
Income - Burial Fees	50000				50000	11483.00	23%
Income - Union Corner Recharge						0.00	0%
Income Memorial seat					0	0.00	0%
Income - Pavilion Recharges	0				0	213.11	0%
Income - Festive Lighting	0				0	0.00	0%
Total Income to date this year	50000	0			50000	11696.11	23%

1st April 2016 to 31st March 2017							
Item	Carry Over		Income Budget & Adjustments	Income available to add to budget	total available	total spent to date	percentage spent to date
	Budget	Budget					
All staff costs	613591	0		0	613591	148348.54	24%
Members Allowances	30000	0			30000	6705.26	22%
Office Equipment	2300	0		0	2300	39.00	2%
Election Costs	5000	13290			18290	4221.28	23%
Newsletter production costs & three deliveries	6000			0	6000	1328.00	22%
Services (elec/gas/phone/rate/water	18900	15			18915	8537.54	45%
Annual electrical & extinguisher test	600	0			600	0.00	0%
Advertising & Publicity	500				500	40.00	8%
Insurance	9000		-400	140	8740	10199.64	117%
Postage	2100	0		0	2100	200.00	10%
Audit fees	2700				2700	285.25	11%
Staff training & travel	3000	0			3000	75.20	3%
Photocopier	3300				3300	900.88	27%
Anti virus Software etc	1600	1200			2800	339.00	12%
Subscriptions & Publications	3800				3800	565.00	15%
Professional fees	3500	1400			4900	750.19	15%
Stationery & Consumables	4000				4000	849.43	21%
Commercial Rubbish Disposal	1834				1834	642.00	35%
Room Hire Expenses - Non projects	300		0		300	0.00	0%
Chairmans Allowance	1500	0			1500	62.95	4%
Staff Protective Clothing	750				750	29.15	16%
Tools & Equipment	1000			0	1000	306.04	31%
Vehicle costs	17500	752	0		18252	6819.50	37%
Twinning	400	0			400	0.00	0%
Annual Grants	23787				23787	22737.00	96%
Annual Grants						1050.00	0%
Section 137 - Miscellaneous	400	0		0	400	0.00	0%
Tourism (miscellaneous/Event Marketing)	700	1670			2370	2615.20	110%
Tourism(Christmas Festivities/lark in park/quicke	15000	6454		784	22238	2371.98	11%
Tourism - Charter Market	0				0	0.00	0%
Town Floral Displays	0	0			0	0.00	0%
Bus Alliance	1000				1000	95.76	10%
Annual Town meeting	800				800	337.50	42%
Maintenance Cortlandt Stable block	1060	664			1724	65.85	4%
Churchyard CCTV Service Contract	300				300	0.00	0%
War Memorial - All Service costs	150				150	23.91	16%
Hailsham Works!	30000	10000			40000	7814.34	20%
Hellingly Parish Subsidy	26700		0		26700	13202.50	49%
CCTV Running costs	7500				7500	518.70	7%
Health & Safety/ Quality Status		396			396	0.00	0%
Hailsham Revitalization fund	5000	36388		0.00	41388	2297.20	6%
Masterplan - Printing	0	58194			58194	9349.10	16%
Civic Regalia	250				250	25.00	10%
New Council Website	3000	0			3000	0.00	0%
Miscellaneous key deposits		84	not available to spend		84	0.00	0%
Bank Charges	750				750	152.92	0%

PAYMENT SCHEDULE FOR APRIL 2017

Total - £129781.38

Supplier	Cheque No. (incl VAT)	Amount	Description
Cancelled	22155	0.00	Cancelled
Cancelled	22156	0.00	Cancelled
Head 2 Head	22157	210.00	Sensory Tent
Ekiliya Ltd	22158	240.00	Research for Hailsham Street Market
D Sankey Ltd	22159	142.20	Vermin Control Countrypark
Barcombe Landscape	22160	300.00	Roll outfield at Western Rd Rec
Kier	22161	1966.29	Waste Collection
Ruskins	22162	3990.00	Tree Survey
Safety Net	22163	142.00	DBS Fees Youth Café
Wolseley	22164	46.20	FDL Roof Repair
Wealden District Council	22165	937.50	Rent MT Field
Diplocks Hall	22166	42.00	Hall Hire
Hailsham Lions	22167	1000.00	Donation to Family Day
JC Seale	22168	30.00	Advertising Annual Town Electors Meeting
Adrians Cleaning Service	22169	330.73	FDL Cleaning
Initial Washroom	22170	122.07	Hygiene Supplies
Hailsham Roadway	22171	43.96	Ballast - Blackmans Yard
MFC Outdoor Supplies	22172	34.99	Outdoor Staff Clothing
Wealden District Council	22173	1957.20	Rates Street Market
Wealden District Council	22174	1491.20	Rates Public Toilets
Wealden District Council	22175	3975.70	Rates Cortlandt Stable Block
Westbourne Hygiene	22176	46.86	Toilet Supplies
CBL Fastening	22177	28.80	Cable Ties
SLCC	22178	356.00	Membership
ALCC	22179	10.00	Membership
Cancelled	22180	0.00	Cancelled
Wealden District Council	22181	4221.28	Election Costs
Timpson	22182	62.95	Hailsham Hero Cup Engraving
Town & Country Tree Services	22183	350.00	Tree Services
Mr K Palmer	22184	20.00	Allotment key refunds
Mrs N Allen	22185	55.00	Allotment Deposit refund
Friday Ad	22186	150.00	Advertising Annual Town Electors Meeting
Wealden District Council	22187	41.20	Attachment of Earnings
Wages & Salaries	DD	32470.81	Wages & Salaries
A phillips	22188	600.00	Grave Digging
East Sussex Security	22189	636.00	Annual Test - Youth Café
Zurich	22190	114.00	LCAS Membership
Incleanation Cleaning Services	22191	840.00	Public Toilet Cleaning
South east Employers	22192	238.80	Membership
Fieldskill Ltd	22193	32.36	Stationary
EON	22194	353.66	Gas & Electric all sites
EDF Energy	22195	161.16	Youth Café - Electric & Gas
Festive Illuminations	22196	4633.00	1st Installment for Festive Lighting Contractor
SSE	22197	35.98	2 North St Electric
HMRC PAYE	22198	11857.73	HMRC PAYE Month 1
East Sussex Pension Fund	22199	9640.59	Pension Fund Month 1
Give As You Earn	22200	137.92	Give as you earn month 1
Mrs J Packham	22201	20.00	Allotment key refunds
Mr D Meacher	22202	20.00	Allotment key refunds
Mr I Fox	22203	20.00	Allotment key refunds
Annual Grants	22204 to	22215	10500.00 Annual Grants
Wealden CAB	22216	13287.00	Annual Grant
Hailsham Old Pavilion	22217	3000.00	Annual Grant
KSV	22218	170.37	Vending Machine Supplies
Uniserve	22219	166.80	Software Upgrade
Bank Charges	DD	44.49	Bank Charges
Siemens Financial services	DD	108.42	Photocopier contract
Lex Autolease	DD	895.76	Vehicle Leasing

Roland Dunn	DD	47.73	Professional fees
Survey Monkey	DD	26.00	NHP
Siemens Financial services	DD	396.80	Vending Machine Contract
Wealden District Council	DD	16136.71	Rates for 2017/18
Vostel Ltd	DD	339.79	Telephone Contract
Amazon	DC	127.94	Hoover for Cemetery
Allstar Ltd	DD	289.03	Vehicle Fuel
VAT on cheque 22108	22108	88.40	VAT

129781.38

PAYMENT SCHEDULE FOR MAY 2017

Total - £105211.14

Supplier	Cheque No. (incl VAT)	Amount	Description
Npower	22220	25.11	War Memorial Electric
Travis Perkins	22221	100.22	Blackmans Yard
Idverde	22222	3344.05	Grass Cutting Contract
Hellingly Parish Council	22223	13202.50	1st Installment of Subsidy
KSV	22224	180.86	Vending Machine Supplies
Troy Navigas	22225	2805.02	NHP Consultant Fees
Initial Washrooms	22226	122.07	Hygiene Supplies
East Sussex County Council	22227	24370.01	Street Lighting Replacements
Happy Jacks Soft play	22228	250.00	Soft Play - NHP
Safety Net	22229	71.00	DBS Fees Youth café
Curtis & Shaw (Sx) Ltd	22230	65.12	Blackmans Yard/ Dumper Fuel
A F Metal Fabrication	22231	288.00	Skate Park Maintenance
Mrs M Light	22232	20.00	Allotment key refunds
Mr P Mason	22233	70.00	Allotment Deposit refund
Adrians Cleaning Services	22234	330.73	FDL Cleaning
C Santi	22235	81.17	Youth Café - Expense
A Joyes	22236	13.00	DBS Annual Prescription
Travis Perkins	22237	152.29	Blackmans Yard
Travis Perkins	22238	190.40	Blackmans Yard
Business Stream	22239	24.93	Waste Water
SSE	22240	33.15	2 North St Electric
CBL Fastenings Ltd	22241	40.79	Skate Park Repair
Mulberry & Co	22242	342.30	Audit Fees
Urban Jump	22243	520.00	Youth Café - FNP
Ski Knockhatch	22244	735.00	Youth Café - FNP
MJ Leisure	22245	575.00	Teacup Ride
Hart Reade	22246	667.00	Professional Fees
Knockhatch	22247	110.00	Youth Café - FNP
Wolseley UK Ltd	22248	15.04	Blackmans Yard
Freedom Leisure	22249	28.80	Youth Café - FNP
Knockhatch	22250	90.00	Youth Café - FNP
R Gillett	22251	62.00	Mileage Expenses
Friday Ad	DC	48.00	Advetising
Give As you Earn	22252	142.17	Give as you earn month 2
HMRC	22253	11311.20	HMRC PAYE Month 2
East Sussex Pension Fund	22254	9353.79	Pension Fund Month 2
Westbourne hygiene	22255	32.22	Public Toilet Supplies
Wages & Salaries	DD	30739.08	Wages & Salaries
Wealden District Council	22256	41.20	Attachment of Earnings
Kcom	22257	240.00	Domain Costs - Town Council
Newton & Frost	22258	138.50	Fence Repairs
Howdens	22259	167.59	Cemetery Toilet Door
A Phillips	22260	275.00	Grave Digging
Fieldskill Ltd	22261	54.16	Stationary
Johnston Publishing Ltd	22262	600.00	Advertising - Celebrate Hailsham Day
Cancelled	22263	0.00	Cancelled
The Police & Crime Commissioner	22264	518.70	CCTV Maintenance Qtr 1
Newton & Frost	22265	95.12	Fence Repair & Dog Bins
Lex Autolease	DD	895.76	Vehicle Leasing
Roland Dunn	DD	47.73	Professional Fees
Apogee Corp Ltd	DD	684.25	Photocopier Contract
Bank Charges	DD	57.10	Bank Charges
Nepost Ltd	DD	100.00	Franking Machine
Vostel Ltd	DD	337.05	Telephone Contract
Allstar Ltd	DD	380.96	Vehicle Fuel
Surveymonkey	DD	26.00	NHP

105211.14

PAYMENT SCHEDULE FOR JUNE 2017

Total - £99292.82

Supplier	Cheque No. (incl VAT)	Amount	Description
Zurich Municipal	22266	15046.68	Blanket Insurance Policy
Mrs Spalmer	22267	20.00	Allotment key refunds
Accomplice Ltd	22268	540.00	Advertising - Celebrate Hailsham Day
Troy Hayes Planning	22269	8035.89	NHP Consultant Fees
Incleanation Cleaning	22270	840.00	Public Toilet Cleaning
Colliers International	22271	4125.00	Cortlandt Stable Block Rent and service charge
Eden	22272	101.47	Water Machine
EDF Energy	22273	99.32	Youth Café - Electric & Gas
East Sussex Security	22274	102.00	Criminal Damage Youth Café
Trade Paints Ltd	22275	104.01	Cemetery Toilet Door / Victoria Gates
Ernest Doe & Sons	22276	96.94	Stock
Macey Industrial Fixing	22277	19.08	Cameron Close
EON	22278	427.21	Electric & Gas - All Sites
Cancelled	22279	0.00	Cancelled
Idverde Ltd	22280	3344.05	Grass Cutting Contract
Miss N Gray	22281	220.00	Face Painter
Kit Print Ltd	22282	10.00	Vinyl Stickers for Celebrate Hailsham Day
Harrawy Tree	22283	720.00	Tree Services
A Joyes	22284	81.08	Youth Café - Expenses
O Izzard	22285	13.00	DBS Annual Prescription
Westbourne Hyigene	22286	63.60	Toilet Rolls, Soap, Towels
K Giddings	22287	33.20	Expenses
Travis Perkins	22288	109.98	Cameron close/ Dog Bins
G M Monk	22289	400.80	Blackmans Yard
Adrians Cleaning Services	22290	330.73	FDL Cleaning
Withers DIY	22291	54.32	Keys & Padlocks
K Giddings	22292	10.00	Expenses
SSE	22293	421.18	2 North St Electric
Tesco	DC	39.00	Microwave FDL
Wealden District Council	DC	21.00	TEN Notice
Town & Country Tree Service	22294	1620.00	Tree Services
Screwfix - Trade Uk	22295	217.28	Fencing @ Stroma & Concrete Mixer
Newton & Frost Fencing Ltd	22296	89.35	Cameron Close
Urban Jump	22297	442.00	Youth Café - FNP
What's on Media	22298	120.00	Advertising Celebrate Hailsham Day
Vidahost	22299	114.91	Bus Alliance Hosting
Fuzion 4 Ltd	22300	24.00	Repair to Alarm Pad
Footprint	22301	1358.00	Newsletter
Archant Community Media Ltd	22302	288.00	Advertising Celebrate Hailsham Day
Kit Print Ltd	22303	70.00	Sign for Celebrate Hailsham Day
Kier	22304	240.00	Duty of Care
Ashley Adams	22305	30.00	Repair to Mayoral Chain
J Oakley	22306	95.00	Balloon Modeling
Cash float for celebrate hailsham	22307	60.00	Float
Festive Illuminations	22308	1345.00	Repairs to Festive Lighting
Wages & Salaries	DD	29736.36	Wages & Salaries Mth 3
GAYE	22309	142.17	Give as you Earn Mth 3
Wealden District Council	22310	41.20	Attachment of earnings
Johnston Publishing	22311	1062.24	Event Advertising
Archant Community Media Ltd	22312	300.00	Summer Market Advertising
CBL Fastening Ltd	22313	40.80	Stock
Robins of Hertsmonceux	22314	115.80	Top Soil & Compost - Cameron Close
V Sang	22315	110.94	Orchard Park
A Phillips	22316	1250.00	Grave Digging
KSV	22317	224.32	Vending Machine Supplies
St Wilfrids Hospice	22318	31.00	Donation to St Wilfrids (50% of teacup income)
East Sussex Pensions Fund	22319	8531.66	Pension Fund Month 3
HMRC PAYE	22320	10866.72	HMRC PAYE Month 3

Raffle donation to charities 22321 to	22334	119.98	Donations to Charities
EON	22335	420.06	Electric & Gas - All Sites
Prepared Media Ltd	22336	120.00	Summer Market Advertising
Kier	22337	160.02	Waste Collection - Extra Collection charges - FDL
Cuckmere Community Buses Ltd	22338	1628.80	Bus Concessions
Incleanation Cleaning Services Ltd	22339	840.00	Public Toilet Cleaning
Roland Dunn	DD	47.73	Professional Fees
Lex Autolease	DD	895.76	Vehicle Leasing
Barclays bank	DD	51.33	Bank Charges
Surveymoneky	DC	26.00	NHP
Vostel Ltd	DD	456.27	Telephone Contract
Allstar	DD	371.46	Vehicle Fuel
Neopost	DD	100.00	Franking Machine
Playdale	22340	59.12	Play park repair stock
		99292.82	



(As at 30.06.17)

Project No. 16 - Youth Facilities/ Square Cafe (balance sheet) 1st April 2017 to 31st March 2018

Budget Income for 2017/18	1000.00	Budget Expenditure for 2017/18	15000.00
		Bal C/Fwd from 16/17	5773.00
		Newsletter Delivery	0.00
		Total Available	19773.00

Funds Allocated - Income			Expenditure		
Date	Details	Value	Date	Details	Paid to date
			:	Cleaning/Roller Towels	35.02
			:	Telephone/Internet	213.42
			:	Rates	4893.00
			:	Water/Waste Water	
			:	Gas/Electricity	248.08
	Waste Collection Refund		:	Waste Collection	109.16
			:	Annual Electrical Test	
			:	Alarm Service / Repair	530.00
			:	Extinguisher Serv/Recharge/Repair	
			:	Property Maintenance & Repairs	
			:	Equipment / Equipment Repairs	
			:	Computer Repairs/Purchase/S	99.00
			:	Website	
			:	Criminal Incident Expenses	
	Staff Christmas Meal		:	Staff Christmas Meal / Gifts	
			:	Staff - Travel/Workwear/DBS	252.00
			:	NVQ Training & Other Training	
			:	TV Licence	
			:	Insurance/Entertainment Licen	140.00
			:	Publications & Posters & Static	68.17
	Wealden DC - Rates Refund		:	Food	70.40
	Event Equipment Hire Contribution		:		
	Facility Hire		:	Remembrance Day Wreath	
	Fundraising		:	St Marys CCTV Contract/Repair	
	Friday Night Project Receipts	1517.00	:	Friday Night Project	1608.84
	Trips		:	Trips & Events	
	Uganda Trip		:	Uganda Trip 2016	
	Donations		:	Activities & Gifts	
			:	Infopoint Costs	8.97
	total income	1517.00	:	total expenditure (cap 16)	8276.06

Remaining Budget	13013.94
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Summary of Project Costs

Total Non staff costs (from above)	8276.06
Salary costs excluded from above balance sheet	20222.62
	Project Cost
	28498.68
Income (other than from Town Council)	1517.00
	Project cost funded by Town Council (to date)
	26981.68

Accounts sheet total (income)	1517.00	Accounts Sheet total (expenditure)	8276.06
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Hailsham Forward for year 1st April 2017 to 31st March 2018

(As at 30.06.17)

Budget Income 2016-17	0.00	Budget Expenditure 2017-18	0.00
		Carry Forward from 2016-17	4853.00
		Total Available	4853.00

Income		Expenditure			Paid to date	
Date	Details	Value	Date	Cheq No.	Details (code 311)	
	Market Income				Market Expenses	
	Stall Hire fees	2541.17				
			18.04.17	22173	Wealden District Council	1957.20
					CBL Fastening	24.00
			27.06.17	22313	CBL Fastening	34.00

Loyalty Card Scheme		Loyalty Card Scheme				
	Loyalty Card Sales x 4	33.32				
	Loyalty cards - celebrate day	58.33				

Community Forum Stakeholder Meetings		Community Forum Stakeholder Meetings				
			mutli	mutli	Diplocks Hall Hire	42.00

Childrens/Food Market Income		Childrens/Food Market Exps				

		Website / Directories & Town & Shopping Guide				

Donations						

		Minibus costs				
	Total receipts	2632.82			Total expenditure	2057.20

Remaining Budget					5428.62
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From accounts	From Accounts (non-salary)	5180.73
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Check balance

-490.71