



**HAILSHAM TOWN COUNCIL**  
**FINANCE, BUDGET, RESOURCE AND STAFFING COMMITTEE**

**REPORT (Minutes)**

of the meeting of the Finance, Budget, Resource and Staffing Committee,  
held at the Fleur de Lys Council Chamber, Market Street, Hailsham  
On Wednesday 25<sup>th</sup> October 2017 at 7.30 p.m.

Prior to commencement of formal business, a period of not more than 15 minutes was assigned for the purpose of permitting members of the public to address the Committee or ask questions (on matters relevant to the responsibilities under the direction of this committee).

No members of the public present.

FBR/17/4/5  
4 **Present:** N Collinson, N. Coltman, G. De Jongh, R. Grocock, Mrs B. Holbrook (Sub for F. Berry) Mrs M. Laxton, M. Pinkney & C. Triandafyllou (Chairman)

55 **Officers Present:** Mr J. Harrison (Town Clerk) & Ms. M. Foster (Finance Officer)

56 **Apologies For Absence:** F. Berry

57 **Declarations of Interest:** None

58 **Minutes of Previous Meetings**

**RESOLVED** to accept the Minutes and Reports of the Meeting of the Finance, Budget, Resource & Staffing Committee (Ref: FBR/17/3/31-53) held on the 13<sup>th</sup> September 2017 as a correct record.

**Accounts and Audit**

59 **Periodic Statements and Committee Expenditure**

59.1 **RESOLVED** to note and adopt the Fund Summary as at 30<sup>th</sup> September 2017, and the signing of bank statements by Cllr R. Groock as circulated with the Agenda, and as Appendix FBR/17/4/59.1 to these minutes.

59.2 Discussions ensued:

Cllr Grocock queried the high % spent on Western Road Recreation Ground, The Finance officer stated that further information would be provided in these minutes.

NB. The 324% is due to not yet received all the budgeted income for the year.

Cllr Collinson questioned the difference between Funded Projects and Project Funds, The Finance Officer advised the committee what each one covers. The Finance Officer advised that it could be renamed with more detail.

59.3 **RESOLVED** to note and adopt the Summary of Net Expenditure as at 30<sup>th</sup> September 2017, as circulated with the Agenda and as Appendix FBR/17/4/59.3 to these minutes.

59.4 Cllr Coltman requested if the income for certain budgets could be aligned with the expenditure for that budget, The Finance Officer advised that it's not possible on this report, but a balance sheet could be created like the balance sheets in Agenda item 4.2.

59.5 **RESOLVED** to note and agree that balance sheets are created for Allotments and Burials including all costs and income for the Cemetery.

59.6 **RESOLVED** to note and adopt the summary of Council's income and expenditure as at 30<sup>th</sup> September 2017, compared against budget, in the new format as circulated with the Agenda, and as Appendix FBR/17/4/59.6 to these minutes.

59.7 **RESOLVED** to note and adopt the List of uncleared cheques totalling £36,153.10 as at 30<sup>th</sup> September 2017, as circulated with the Agenda and as Appendix FBR/17/4/59.7 to these minutes.

59.8 **RESOLVED** to note and adopt the List of payments previously certified by a member of the cheque signatory panel:

- Amount for £77,943.34 payments made during July 2017,
- £66,441.86 for payments made during August 2017 and for
- £89,144.96 payments made during September 2017,

as circulated with the Agenda and as Appendix FBR/17/4/59.8 to these minutes.

#### 60. **End of Quarter Balance Statements**

60.1 **RESOLVED** to note and adopt the end of quarter balance statements in respect of the Neighbourhood Plan, as circulated with the Agenda, and as Appendix FBR/17/4/60.1 to these minutes

60.2 **RESOLVED** to note and adopt the end of quarter balance statements in respect of the Youth Facilities, as circulated with the agenda, and as Appendix FBR/17/4/60.2

60.3 **RESOLVED** to note and adopt the end of quarter balance statements in respect of the Communities Committee, as circulated with the agenda, and as Appendix FBR/17/4/60.3.

60.4 **RESOLVED** to note and adopt the end of quarter balance statements in respect of the Hailsham Forward, as circulated with the agenda, and as Appendix FBR/17/4/60.4

#### 61. **Free Resources Payments (Section 137 Expenditure)**

**RESOLVED** to note and adopt no payments made under Section 137 Expenditure.

#### 62. **Half year Budget Report**

Discussion ensued in relation to waste collection of dog waste, The Finance Officer advised the committee that Kier is now weighing the bins at point of collection and the bins at the FDL sites are massively overweight. The Council has had to increase the

number of collections from 1 to 2 per week and the number of bins from 2 to 3.

62.1 **RESOLVED** to recommend that a review of Dog bin waste collection be undertaken in the near future.

62.2 **RESOLVED** to note and adopt the budget changes as detailed in the half year report, as circulated with the agenda and as Appendix FBR/17/4/62.1.

63. **Annual Review of Effectiveness of Internal Control**

63.1 **RESOLVED** to note and agree the sub committee group of members to review the effectiveness of the Internal controls, as per Local Governance and Accountability will be Cllr G De Jongh, Cllr N Coltman and Cllr C Triandafyllou. The Finance Officer will email out dates to arrange the meeting.

64. **External Audit Report 2016 – 2017**

64.1 **RESOLVED** to note the completed External Audit report 2016 – 2017 stating, On the basis of their review of the annual return, in their opinion the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Committee would like to congratulate the Finance Officer on her excellent work.

65. **Financial Regulations**

Cllr Laxton introduced this item, in relation to the current contract process;

Discussion ensued;

Cllr Laxton requested that all contracts be put through a committee or full council for agreement.

Cllr Collinson stated that this would be a long process for which the Officers of the council are responsible to undertaking, unless it's new contract, higher than budgeted or a complete change in service in relation to the contract.

Cllr Laxton stated that the contracts process should be more transparent, the Finance Officer advised that as per the Local Government Transparency Code, all contracts are listed on the Contracts Register which is available on the Town Council website.

The Committee agreed to keep the process in line with the current Financial Regulations.

66. **CONFIDENTIAL BUSINESS**

**To resolve** that due to the special and confidential nature of the business about to be transacted, and possible disclosure of personal or legal information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Orders No. 1E.

**Agenda Item 10: Planning & Environment Officer**

The reason for exclusion for this agenda item is:

(b) Engagement, terms of service

67.

**Planning & Environment Officer**

**RESOLVED** to recommend to Council that the Planning & Environment Officer has an incremental increase from SCP 30 to SCP 31.

Cllr Laxton absented from voting and requested it be noted.

There being no other business, the meeting closed at 8.20pm.

CHAIRMAN