



HAILSHAM TOWN COUNCIL

FINANCE, BUDGET, RESOURCES AND STAFFING 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 17th January 2018 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 note that the Minutes and Reports of the Meeting of the Finance, Budget, Resources and Staffing Committee (Ref:FBR/17/4/68-75) held on 8th November 2017 as being a correct record of this meeting.
4. **Periodic Statements and Committee Expenditure**
 - 4.1 To receive note and adopt the financial reports as listed below:
 - a) Fund summary as at 31st December 2017 (copy attached) & Bank Statements and be signed off by one member of the FBRS committee.
 - b) Summary of net expenditure as at 31st December 2017 (copy attached)
 - c) Summary of the Council's income and expenditure as at the 31st December 2017 compared against budgets (summary attached)
 - d) List of uncleared cheques totaling £49,155.03 as at 31st December 2017 (copy attached)

- e) List of payments previously certified by a member of the cheque signatory panel amounting to £100,931.58 for payments made during October 2017 , £73,813.81 for payments made during November 2017 and £105,745.85 for payments made during December 2017 (In accordance with the Governance and Accountability for Local Councils Practitioners Guide)
- f) Internal Audit Interim Report dated 8.11.17 (copy attached).

4.2 **End of Quarter Balance Statements**

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

- a) Neighbourhood Plan (copy attached)
- b) Youth Facilities (copy attached)
- c) Communities (copy attached)
- d) Hailsham Forward (copy attached)
- e) Cemetery (copy attached)
- f) Allotments – All sites (copy attached)

4.3 **Free Resource Payments (Section 137 Expenditure)**

To note and adopt any payments made under Section 137 Expenditure.

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

To note and agree the report from the meeting of the sub committee group on 15th January 2018 to review the effectiveness of the Internal controls, as per the Local Governance and Accountability guide.

6. **Council Reserves balances as at 31.12.17**

To note the current reserves of the Council as at 31.12.17.

7. **Annual Grants for 2018-19**

To set the date in February of the FBRC for awarding the Annual Grants for 2018/9.:

Proposed dates:

- Wednesday 7th February 2018
- Wednesday 14th February 2018
- Wednesday 28th February 2018

8. **Financial Regulations**

To note and adopt the updated version of the Council's Financial Regulations as per Internal Audit recommendation.

9. **Meeting Dates in 2018-19 for 2019/20 Budget Process**

To note and agree the following dates for the 2019/2020 budget process.

Wednesday 3rd October 2018
Wednesday 19th December 2018
Wednesday 9th January 2019

10. **Disciplinary Procedure**

To note or amend a disciplinary procedure for Hailsham Town Council employees.



JOHN HARRISON
Town Clerk

Committee Membership:

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

HAILSHAM TOWN COUNCIL

FUND SUMMARY AS AT 31.12.17

			to agree with
1	Balance at 01.04.17 (420518.35-77224.16)	=	343294.19 Fund summary as at 31.03.17 (line 5)
2	Precept (received to date)	=	958003.00 Income Summary (line 1040)
3	Income to date	=	152532.15 Income summary (line 1042)
4	Expenditure to date	=	848306.94 Expenditure summary (line 1143)
4a	Transfer from Commuted Sums	=	43220.00
5	Total Funds Available	=	648742.40 Equal to line 12 below)
6	Current Account Balance 10331333 (statement No.5)	=	86233.99 Bank statement 5
7	High Interest Account 50072672 (statement No.1)	=	176243.72 Bank statement 1
8	Treasury Deposit	=	434774.72 Treasury Deposit Certificate
9	Petty Cash Balance	=	100.00 Petty cash held in vouchers & cash
10	Total funds held	=	697352.43 Total lines 6 to 9
11	Less cheques not presented	=	48610.03 Summary of uncleared cheques
12	Total funds available (to agree with item 5)	=	648742.40 Equal to line 5 above
	Nett income/expenditure (to agree with "Summary of Nett Expenditure" Report)		-305448.21 Summary of net expenditure

Commuted Sums (for maintenance of public open spaces)

	as at 31.3.17	Current balance as at 31.12.17	
13	7240.23	7353.45	Bank statement 1
14	308445.28	265225.28	Treasury Deposit Certificate
15	0.00	0.00	
	Total Commuted Sum accounts	315685.51	272578.73

Project Fund Balances

as at 31.12.17

	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	144313	48461	95852
No.16 Youth Facilities - The Square Café	10346		10346
No.18 Cemetery New Burial Ground	17500		17500
No 21 Criminal Damage	1069	0	1069
			0
Total	197367	58874	138493

HAILSHAM TOWN COUNCIL - SUMMARY OF NET EXPENDITURE AS AT 31.12.17

BUDGET HEADINGS	2017- 2018 Estimates						Actual Spend	Actual Income	Committed	Total Spend	Funds Remain	% Spent
	Expenditure		Income		Adj & B/F 2016/17	Nett total						
	A		B									
ALLOTMENTS		3690		3439	3390	3641	3687	3842	3875	3720	-79	102%
WESTERN ROAD RECREATION GROUND		1025		1000		25	574	699		-125	150	-502%
MAURICE THORNTON PLAYING FIELD		1950		0	489	2439	1912	500		1412	1027	58%
COMMON POND		700		0	0	700	9357	10000		-643	1343	-92%
ERSHAM ROAD COMMON		50		0		50				0	50	0%
PLAY AREAS		3650		0	5672	9322	1829	0	0	1829	7493	20%
PROJECT FUNDS (Add to existing funds)		0		0	8194	8194			8194	8194	0	100%
PUBLIC OPEN SPACES		1950		500	3749	5199	2205	443	0	1762	3437	34%
HORTICULTURAL & GROUND MAINTENANCE		40750			6580	47330	28819	0	5980	34799	12531	74%
ENVIRONMENT SERVICES		6000			-4000	2000	283	0	0	283	1717	14%
COMMUNITIES, TOURISM & LEISURE		32487			8124	40611	24869	1519		23350	17261	57%
FESTIVE LIGHTING		11000				11000	10611	525		10086	914	92%
FUNDED PROJECTS		450				450	147	0		147	303	33%
HAILSHAM WORKS!/ Cortlandt Stable Block		31060			10664	41724	15367	0		15367	26357	37%
TOWN COUNCIL SITE		4150		0	1000	5150	1719	0		1719	3431	33%
CEMETERY BUILDING MAINTENANCE		550		0	2000	2550	170	0		170	2380	7%
PROJECT FUNDS		0		0	17500	17500	0		17500	17500	0	100%
CEMETERY SERVICES & OVERHEADS		6820		0	2003	8823	9170	0		9170	-347	104%
Cem HORTICULTURAL (incl FLORAL DISPLAYS)		11000				11000	5880	0		5880	5120	53%
ROADS & PATHS		0		0	105	105	0	0		0	105	0%
FUNERAL & GRAVES		13450		50000	1500	-35050	11975	44150	1500	-30675	-4375	88%

HAILSHAM TOWN COUNCIL - SUMMARY OF NET EXPENDITURE AS AT 31.12.17

2017- 2018 Estimates												
BUDGET HEADINGS	Expenditure		Income		Adj & B/F 2016/17	Nett total	Actual Spend	Actual Income	Committed	Total Spend	Funds Remain	% Spent
	A		B									
STREET LIGHTING	30000				2000	32000	20308	23151		-2843	34843	-9%
STREET FURNITURE	450				684	1134	438	408		30	1104	3%
RECREATION BUILDINGS (incl UNION HALL)	21500				6000	27500	29315	10822		18493	9007	67%
STAFFING COSTS	643591					643591	461990			461990	181601	72%
ADMINISTRATION EXPENSES	72484		400		78579	150663	90221	955		89266	61397	59%
CHAIRMANS ALLOWANCE	1500					1500	206			206	1294	14%
MACHINERY/TOOLS/PROTECTIVE CLOTHING	1750					1750	1242			1242	508	71%
VEHICLE FLEET	17500				752	18252	13062			13062	5190	72%
TWINNING	400					400	0			0	400	0%
MISC.PROVISIONS	3000					3000	1050			1050	1950	35%
SECTION 137 (FREE RESOURCE)	5400					5400	8485			8485	-3085	157%
PROJECTS (Add to Cap.Funds)	26000		1000		164179	189179	31168	13662	171218	188724	455	100%
FUNDED SERVICES	39200		0		36388	75588	30839	7986	44483	67336	8252	89%
ACCOUNT INTEREST & COMMUTED SUMS	750		1000			-250	514	10339		-9825	9575	3930%
RENTS, LETTINGS & HIRE FEES	0		28100		2030	-26070		25167	2063	-23104	-2966	89%
PRECEPT						0		958003		-958003	958003	
Net VAT					-18837	-18837	30896	41583		-10687	-8150	57%
TOTAL	1034257	0	0	85439	338745	1287563	848306	1153754	254813	-50635	1338198	-4%
NET EXPENDITURE							-305448					

HAILSHAM TOWN COUNCIL - INCOME AND EXPENDITURE AS AT 31.12.17

1st April 2017 to 31st March 2018								
Item	Account	Annual	Carry	Budget	Income			
	Code	Budget	Over	Adjustments	available	total	total spent	percentage
			Budget		to add to	available	to	spent
					budget		date	to date
Allotments - Water supply	101	770	0			770	342.54	44%
Allotments - Maintenance	101	2920				2870	3098.97	108%
Allotments - Returnable deposits	101		3390	not available to spend		3390	245.00	7%
West. Rd Rec - Maintenance	102	900	0			900	452.99	50%
West. Rd Rec - Water Supply	102	125				125	120.52	96%
MT - Annual Rent	102	750				750	750.00	100%
MT - Maintenance	102	670	0			670	111.00	95%
MT - Water Supply	102	30				30	21.10	70%
MT - Pitch Marking Paint & Contractor to Mark	102	500	0	0		500	506.10	101%
MT - Skate Park Maintenance	102	0	489			489	524.00	0%
Common Pond - Maintenance	102	700		10000		10700	9357.00	87%
Ersham Rd - Maintenance	102	50				50	0.00	0%
Play Areas - Insurance	103	1450				1450	919.50	63%
Play Areas - Maintenance	103	1000	5000			6000	619.23	10%
Play Areas - Safety Surface	103		0			0	0.00	0%
Play Areas - Safety Gates	103	1000	672			1672	290.00	17%
Play Areas - Repaint Equipment	103					0	0.00	0%
Play Areas - New Bins	103					0	0.00	0%
Play Area - South Rd - General repair	103	200				200	0.00	0%
HCP - Maintenance	104	450	146			446	204.04	46%
HCP - Vermin Control	104	500				500	355.50	71%
Public Open Spaces - Maintenance	104	300	3403			3703	1084.64	29%
Orchard Park Maintenance	104	200	200			400	70.51	18%
Grovelands Barn Skip hire	104	500				500	490.00	98%
All Sites - Grass cutting	105	24150				24150	16713.68	69%
All sites - Tree Works	105	16000	0	0	0	16000	12105.00	76%
All Sites - Tree Inspections	105	600	600			1200	0.00	0%
Dog Hygiene Bin Emptying	107	6000	0	-4000		2000	282.58	14%
Horticultural - Landscaping Maintenance	107		5980			5980	0.00	0%
Project Funds	106	budget	committed					
04 - PlayEquipment	106	5900				5900	0.00	0%
05 - Play Surfaces	106	2294			0	2294	0.00	0%
Total expend to date this year		67959	19880	10000		97839	48664.14	50%
Income - Allotment Rent	101	3439				3439	3842.40	112%
Income - Beaconsfield/Pitch hire/MT	102	1000				1000	1198.94	119%
Income - Fishing Permits	104	500				500	443.43	89%
Income - Common Pond	102.00						10000.00	
Total Income to date this year		4939	0.00			4939	15484.77	314%
						0		
1st April 2017 to 31st March 2018								
Item		Budget	Carry	Income	Income			
			Over	Budget &	available	total	total spent	percentage
			Budget	Adjustments	to add to	available	to	spent
					budget		date	to date
Office Complex Internal Repairs	201	200	0	0		200	743.24	372%
Office Complex External repairs	201	600	0	0		600	69.52	12%

Income - Bus Alliance	308					195.76	
Income - Water Refund	302					360.00	
Total Income to date this year		30500	-2030	0	28470	59628.21	209%

PAYMENT SCHEDULE FOR OCTOBER 2017

Total - £100,931.58

Supplier	Cheque No.	Amount (incl VAT)	Description
Withers DIY	22489	18.00	Bait Box
D Sankey Ltd	22490	142.20	Vermin Control CP
Town & Country Tree Services	22491	560.00	Tree Services
Intial Washrooms	22492	124.78	Hygiene Contract
Mr T Hall	22493	10.40	Mileage
Cuckmere Community Bus	22494	1620.80	Bus Concession
EDF Energy	22495	77.84	Youth Café - Gas & Electric
DFIS	22496	36.00	Vehicle Repair
Urban Jump	22497	255.00	FNP
Diplocks Hall	22498	42.00	HF Stakeholder Meeting
Newton & Frost Fencing Ltd	22499	174.72	Allotment Gate
Adrians Cleaning Services	22500	355.53	FDL Cleaning
Troy Hayes Planning Limited	22501	1560.73	NHP
Vidahost	22502	7.19	Starter Plan - NHP
Mrs Mighall	22503	50.00	Allotment Refund
Westbourne hygiene	22504	42.96	Hygiene Supplies
Curtis & Shaw (Sx) Ltd	22505	16.32	Cemetery Dumper Fuel
Medway Galvanising Co Ltd	22506	348.00	Quinnell Safety gate repair
A Phillips	22507	1000.00	Grave Digging
K Giddings	22508	22.40	Mileage
Land Registry	22509	8.00	Professional Fees
Besthost	22510	100.00	Hosting Software - Bus Alliance
A Joyes	22511	30.00	Contribution to glasses
Collier	22512	270.82	Insurance 2 North St
SSE	22513	24.93	2 North St Utilities
Hellingly PC	22514	13202.50	2nd Subsidy Payment
Mrs M Hagger	22515	15.00	Stencil for allotment signs
Mr A Lane	22516	20.00	Allotment Refund
Mr A Joyes	22517	74.34	Youth Café - Food Supplies
Newton & Frost Fencing Ltd	22518	51.31	Fencing - New Allotment
Hailsham Community College	22519	4000.00	Minibus for Y Café
Mrs A H Baulcomb - xmas	22520	110.00	Deposit for Father xmas gifts
Town & Country Tree Services	22521	880.00	Tree Services
Neopost Ltd	22522	190.52	Franking Machine
Westbourne hygiene	22523	75.46	Hygiene Supplies
Business Stream	22524	253.65	Water Supply All Sites
Footprint	22525	1358.00	Newsletter
Nutra Plumbing & Heating Ltd	22526	66.00	Boiler Repair
DB Service (sussex) Ltd	22527	64.99	Padlock - Coopers way
DB Service (sussex) Ltd	22528	181.40	Locks & keys
Town & Country Tree Services	22529	580.00	Tree Services
Mrs J Botting	22530	25.00	Xmas Market Refund
Safety Net Ltd	22531	71.00	DBS
EON	22532	417.67	Electric All sites
Kier	22533	2917.11	Waste Collection
Initial Washrooms	22534	136.83	Hygiene Contract
Wages & Salaries	DD	30758.69	Wages & Salaries
Tech Tactics	22535	100.20	Software License
M Berryman	22536	90.00	Allotment Refund
Wealden District Council	22537	8218.08	Election costs
Robins of Hertsmonceux	22538	60.00	Top Soil
Wealden District Council	22539	41.20	Attachment of earnings
Kier	22540	896.04	Waste Collection - additonal collections
HMRC PAYE	22541	10786.37	HMRC
East Sussex Pension Fund	22542	8526.22	Pension
Give as you earn	22543	142.17	Give as you earn
Wealden District Council	22544	120.00	Hall Hire - NHP
Vostel Ltd	22545	84.48	Telephone callout

Rare Reprographics	22546	259.20	NHP Banners
Idverde Ltd	22547	3344.05	Grass & Horticultural Contract
R Gillett	22548	51.20	Mileage
Rare Reprographics	22549	259.20	Christmas Banners
Incleanation Cleaning Services	22550	840.00	Cleaning of Public Toilets
Wealden District Council	22551	90.00	Hall Hire for Full Council
Troy Hayes Planning Limited	22552	2,050.27	NHP
Siemens Financial Services	DD	108.42	Telephone Leasing
Lex Autolease	DD	895.76	Vehicle Leasing
Roland Dunn	DD	47.73	Professional Fees
Cognito	DC	18.47	Computer Software
Neopost Ltd	DD	200.00	Franking Machine
Bank Charges	DD	50.21	Bank Charges
Siemens Financial Services	DD	396.80	Photocopier Leasing
Apogee Corp Ltd	DD	9.00	Photocoper Ink Delivery Charge
Survey Monkey	DC	26.00	NHP
Vostel Ltd	DD	341.39	Telephone Contract
Roland Dunn	DD	57.12	Professional Fees
Microsoft	DD	112.80	Computer Software
Unpresented cheque - online shop		75.00	Street Market
Allstar	DD	286.11	Vehicle Fuel

100,931.58

PAYMENT SCHEDULE FOR NOVEMBER 2017

Total - £73,813.81

Supplier	Cheque No.	Amount (incl VAT)	Description
Besthost	22553	58.00	Hosting - access to health
Adam Phillips	22554	975.00	Grave Digging
KSV	22555	180.86	Vending Machine
Adrians Cleaning Services Ltd	22556	355.53	FDL Cleaning
Vidahost	22557	7.19	NHP
Travis Perkins	22558	75.73	Battle Rd Repair
Magnet	22559	240.00	Christmas market advertising
Idverde Ltd	22560	3344.05	Grass & Horticultural Contract
Ernest Doe & Sons Ltd	22561	21.98	Battle Rd Repair
MFC Outdoor Supplies	22562	19.96	Water Baliffs vests
Land Registry	22563	238.00	Professional Fees
Royal British Legion	22564	100.00	Remembrance day wreaths
A Joyes	22565	10.00	Telephone
SSE	22566	25.18	2 North St Utilities
ESALC Ltd	22567	2787.17	Subscriptions
SLCC	22568	78.40	Subscriptions
Bloomfields	22569	105.00	Cemetery Chapel Flowers
SSALC Ltd	22570	132.00	Subscriptions
Trade UK - Screwfix	22571	34.24	Hearing loop box & Stock
Npower	22572	66.90	War memorial Electric
Eden Springs	22573	22.22	Water Machine
M Caira	22574	65.00	Eye Test & Glasses contribution
First in attendance	22575	480.00	First Aid course
Archant Comm Media Ltd	22576	210.00	Christmas market advertising
Initial Washroom	22577	136.83	Hygiene Contract
Macey Industrial Fixing Ltd	22578	53.86	Stock
Nutra Plumbing & Heating Ltd	22579	182.43	Boiler Repair
Westbourne Hygiene	22580	21.48	Hygiene Supplies
Newton & Frost Fencing Ltd	22581	84.61	Orchard Park repair
Travis Perkins	22582	17.28	Churchyard
Hailsham Community College	22583	33.50	Minibus for Y Café
DFIS	22584	1108.91	Minibus service & Vehicle repair
D Sankey Ltd	22585	358.20	Vermin control at Cemetery
Urban Jump Ltd	22586	360.00	FNP
Mulberry & Co Ltd	22587	374.52	Audit Services
ESCC	22588	816.00	NHP
Kier	22589	488.88	Waste Collection - additional collections
J Seale	22590	60.00	Christmas market advertising
Town & Country Tree Services	22591	350.00	Tree Services
Special Occasions	22592	82.00	Chairmans Christmas Cards
DB Services (Sussex) Ltd	22593	90.00	Youth Café Lock repair
Cash - youth Café petty cash	22594	50.00	Youth café petty cash
EON	22595	599.97	Electric All sites
Nutra Plumbing & Heating Ltd	22596	322.14	Boiler Repair
Wages & Salaries	DD	30887.64	Wages & Salaries
K Giddings	22597	85.00	Christmas switch on exp - Sweets for Santa & Dominos
Wealden District Council	22598	41.20	Attachment of earnings
DH Distribution	22599	650.00	Newsletter
C Santi	22600	66.12	Youth Café supplies
Uniserve Southeast Ltd	22601	150.00	New PC Monitor for Reception
HMRC PAYE	22602	11668.79	HMRC
East Sussex Pension Fund	22603	8423.77	Pension
Give As you earn	22604	142.17	Give as you earn
Mrs A Baulcomb	22605	440.00	Christmas Event gifts from Santa
Fieldskill Ltd	22606	393.15	Stationary & New chair for Reception
The wealden eye	22607	120.00	Christmas market advertising
Incleanation cleaning services	22608	940.00	Public Toilet Cleaning & Youth Café
Idverde Ltd	22609	360.00	Grass & Horticultural Contract

Westbourne Hygiene	22610	229.50	Hygiene Supplies
Complex Cleaning Supplies	DC	23.93	Toilet Roll holder for Cemetery
Lex Autolease	DD	895.76	Vehicle Leasing
Roland Dunn	DD	47.73	Professional Fees
Cognito	DD	18.63	Computer Software
One Answer insurance	DC	626.00	Minibus Insurance
Apogee Corp Ltd	DD	558.90	Photocopier Leasing
Barclays Bank charges	DD	78.14	Bank Charges
Roland Dunn	DD	57.12	Professional Fees
Survey Monkey	DC	26.00	NHP
Vostel Ltd	DD	427.67	Telephone Contract
Wealden District Council	DD	657.50	Rates after revaluation
Neopost Ltd	DD	100.00	Franking Machine
Microsoft	DD	112.80	Computer Software
Allstar	DD	363.27	Vehicle Fuel

73,813.81

PAYMENT SCHEDULE FOR DECEMBER 2017

Total - £105,745.85

Supplier		Cheque No. (incl VAT)	Amount	Description
Festive Illuminations		22611	4633.00	Christmas Lighting Contractor
Westbourne Hygiene		22612	38.70	Hygiene Supplies
Magnet Media Ltd		22613	240.00	Christmas market advertising
Uniserve SE Ltd		22614	753.44	Computer Security for office
Vidahost		22615	25.78	Hosting for Ycafe
Adrians Cleaning Service		22616	355.53	FDL Cleaning
SSE		22617	100.55	2 North St Utilities
Colliers		22618	4125.00	2 North St Rent & Service Charge
Hart Reade		22619	1440.00	Professional Fees
A Phillips		22620	1150.00	Grave Digging
Xmas mkt deposit refund cancelled	22621 t	22624	100.00	Christmas Market Stall Refunds
		22625	0.00	cancelled
Xmas mkt deposit refund cancelled	22626 t	22638	325.00	Christmas Market Stall Refunds
		22639	0.00	cancelled
Xmas mkt deposit refund	22640 t	22645	150.00	Christmas Market Stall Refunds
KSV		22646	136.32	Vending Machine
Withers DIY		22647	41.36	Keys & Batteries
MFC Outdoor Stores		22648	99.98	Staff Clothing
EDF Energy		22649	227.62	Youth café - Gas & Electric
Ordnance Survey		22650	65.70	Professional Fees
SSE		22651	24.57	2 North St Utilities
Macey Ind Fixing		22652	97.10	Stock
R Coutanche xmas refund		22653	25.00	Christmas Market refund
Fieldskill Ltd		22654	45.71	Stationary
J Seale		22655	93.04	HF Community Forum Christmas refreshments
Idverde Ltd		22656	3344.05	Grass & Horticultural Contract
Initial Washroom		22657	77.23	Hygiene Contract
Johnston Publishing		22658	478.80	Christmas market advertising
Pear Technology Services Ltd		22659	270.00	Subscriptions
Wealden District Council		22660	30.00	Staff Conference
Troy Hayes Planning Ltd		22661	2568.28	NHP
Mr R Baker		22662	3645.00	Cemetery Matters
Trade UK Ltd		22663	15.35	MT Pavilion
Fieldskill Ltd		22664	34.12	Stationary
Derbyshire County Council		22665	750.00	Professional Fees
Town & Country Tree Services		22666	200.00	Tree Services
Travis Perkins		22667	16.26	Cemetery Drain Repair
DB Services (Sussex) Ltd		22668	83.50	New Locks at Cemetery
CBL fastenings Ltd		22669	27.60	Cable Ties
Mrs K Giddings		22670	18.00	Mileage
Besthost		22671	42.00	Hosting
Petty Cash - Y Café		22672	97.80	Youth café petty cash
Petty Cash - Office		22673	97.20	Petty Office
Cuckmere Community Bus		22674	250.00	New Years Day Bus Concessions
Westbourne Hygiene		22675	41.40	Hygiene Supplies
Rialtas Business Software		22676	330.00	Cemetery Software
T Hall		22677	10.40	Mileage
Fieldskill Ltd		22678	33.86	Stationary
Wages & Salaries	DD		31490.15	Wages & Salaries
G.M Monk Ltd		22679	357.46	Repair to power supply at FDL
Hailsham Cricket Club		22680	15220.00	Cricket Club
Wolseley UK Ltd		22681	17.15	Cemetery Repair
Colliers International		22682	1800.00	Professional Fees
Kit Print Ltd		22683	20.00	Signage on Water Baliffs Vests
St John Ambulance		22684	154.56	Christmas Event
Uniserve SE Ltd		22685	144.00	New External back up drive
Caterina Santi		22686	167.50	Minibus Tax
SSE		22687	29.69	2 North St Utilities

EON	22688	982.91	Electric all sites
Mr R Bowdler	22689	200.00	Christmas Event - Band
Give As You Earn	22690	142.17	Give As you Earn
HMRC PAYE	22691	11812.48	HMRC
East Sussec Pension Fund	22692	8,816.98	Pensions
Roland Dunn	DD	57.12	Professional Fees
Lex Autolease	DD	895.76	Vehicle Leasing
Roland Dunn	DD	47.73	Professional Fees
Apogee	DD	9.00	Photocopier Ink delivery charge
Cognito	DD	18.34	Computer Software
Barclays Bank Charges	DD	61.25	Bank Charges
Survey Monkey	DD	29.00	NHP
Microsoft	DD	87.40	Computer Software
Vostel Ltd	DD	413.67	Telephone Contract
Sussex Rural	DD	20.00	Subscriptions
Microsoft	DD	112.80	Computer Software
Allstar Ltd	DD	280.88	Vehicle Fuel
Unpaid cheque - online shop		75.00	Market
A Phillips	22693	900.00	Grave Digging
Knockhatch	22694	2,300.00	FNP
Cuckmere Community Bus	22695	1,633.60	Bus Concessions
ESCC	22696	300.00	CCTV Work at Skatepark
Incleanation Cleaning Services	22697	940.00	MTP, Youth Café & Public toilet cleaning
Unpresented cheque	21521	-545.00	Knockhatch

105,745.85

(As at 31.12.17)

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	373.04
			:	Telephone/Internet	653.25
			:	Rates	5353.25
			:	Water/Waste Water	83.62
			:	Gas/Electricity	756.93
	Waste Collection Refund		:	Waste Collection	247.48
			:	Annual Electrical Test	
			:	Alarm Service / Repair	708.00
			:	Extinguisher Serv/Recharge/Repair	
			:	Property Maintenance & Repair	254.99
			:	Equipment / Equipment Repair	84.44
			:	Computer Repairs/Purchase/S	2361.52
			:	Website	
			:	Criminal Incident Expenses	
	Staff Christmas Meal		:	Staff Christmas Meal / Gifts	
			:	Staff - Travel/Workwear/DBS	388.80
			:	NVQ Training & Other Training	
			:	Petty Cash	156.58
			:	TV Licence	
			:	Insurance/Entertainment Licen	140.00
	Till Takings	52.07	:	Publications & Posters & Static	68.17
	Wealden DC - Rates Refund		:	Food	228.13
	Event Equipment Hire Contribution		:		
	Facility Hire		:	Remembrance Day Wreath	15.00
	Fundraising		:	St Marys CCTV Contract/Repair	
	Friday Night Project Receipts	9359.76	:	Friday Night Project	6128.53
	Trips		:	Trips & Events	
			:	Minibus	5517.60
	Donations	4250.00	:	Activities & Gifts	
			:	Infopoint Costs	23.92
	total income	13661.83	:	total expenditure (cap 16)	23543.25

Remaining Budget	9891.58
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Summary of Project Costs

Total Non staff costs (from above)	23543.25
Salary costs excluded from above balance sheet	60312.95
	Project Cost
	83856.20
Income (other than from Town Council)	13661.83
	Project cost funded by Town Council (to date)
	70194.37

Accounts sheet total (income)	13661.83	Accounts Sheet total (expenditure)	23543.25
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Hailsham Forward for year 1st April 2017 to 31st March 2018

(As at 31.12.17)

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	6254.11				
			18.04.17	22173	Wealden District Council	1957.20
				22177	CBL Fastening	24.00
			27.06.17	22313	CBL Fastening	34.00
					Unpaid Stall cheque	250.00
			21.08.17	22422	CBL Fastening	26.00
			23.10.17	22530	Mrs J Botting - Refund	20.83
			11.12.17		Xmas refund deposit	479.09
	Loyalty Card Scheme				Loyalty Card Scheme	
	Loyalty Card Sales x 15	133.31				
	Loyalty cards - celebrate day	58.33				
	Chapter 12	45.83				
	Community Forum Stakeholder Meetings				Community Forum Stakeholder Meetings	
			mutli	mutli	Diplocks Hall Hire	126.00
			14.12.17	22655	Xmas refreshments	93.04
			20.12.17	22673	meeting refreshments	21.39
	Childrens/Food Market Income				Childrens/Food Market Exps	
					Website / Directories & Town & Shopping Guide	
			12.9.17	22457	Pipmeister	125.00
	Donations					
					Minibus costs	
	Total receipts	6491.58			Total expenditure	3156.55
					Remaining Budget	8188.03

From accounts	5524.95	From Accounts (non-salary)	2500.53
		Check balance	0.00

Hailsham Town Council Community Infrastructure Levy Statement

Income

Year	Planning App	Added by HTC	HDC Levied	SITC due	Total received	Type of Development	Site Address	Post Code	Link
19.04.17				2341.42	2341.42				
16.10.17				7786.45	7786.45				

Total Income

10127.87

Expenditure

Year	Description	Spent by HTC	Project cost	Other funds	CIL spend	Type of Activity	Site Address	post code
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Total Expenditure

0

Balance held

10127.87



DRAFT Disciplinary Procedure

1. PURPOSE AND SCOPE

This procedure is designed to help and encourage all Hailsham Town Council (the Council) employees to achieve and maintain high standards of conduct whilst at work or representing the Council. The aim is to ensure consistent and fair treatment for all. This procedure is prepared in accordance with the dismissal and dispute resolution procedures as set out in the Employment Act 2008 and the ACAS Code of Practice March 2015.

2. PRINCIPLES

- a) No disciplinary action will be taken against an employee until the case has been fully investigated
- b) At every formal stage in the procedure the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- c) At all formal stages the employee will have the right to be accompanied by a trade union representative or work colleague during the disciplinary interview.
- d) No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty of dismissal without notice or payment in lieu of notice may be applied.
- e) An employee will have the right to appeal against any disciplinary penalty imposed.
- f) The procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.

3. THE PROCEDURE FOR MISCONDUCT and GROSS MISCONDUCT

3.1 MISCONDUCT

3.1.1 The following list provides examples of **misconduct** which will normally give rise to formal disciplinary action:

- Unauthorised absence from work
- Persistent short-term and/or frequent absences from work without a medical reason

- Lateness for work or poor time keeping
- Inappropriate standard of dress
- Minor breaches of Health and Safety or other rules or procedures
- Failure to perform his/her job to the standard expected or in line with your job description/objectives
- Time wasting
- Disruptive behaviour
- Misuse of the Council's facilities (e.g. telephones, computers, email or the internet)
- Refusal to carry out reasonable requests or instructions from a line manager
- Smoking in unauthorised areas
- Failure to follow an agreed Council Policy or Procedure

This list is not exhaustive and offences of a similar nature may result in disciplinary action being instigated. Persistent or frequent absence on medical grounds and long term sickness absence will be addressed using a procedure to determine incapacity.

3.1.2 The following list provides examples of offences which are normally regarded as **gross misconduct**:

- Theft, fraud, deliberate falsification of records, or other acts of dishonesty
- Fighting, assault on another person
- Deliberate damage to property of the Council, its workers or members
- Gross incompetence in the conduct of work
- Gross negligence which results in the Council, its employees or third parties being put at risk.
- Being under the influence of illegal drugs or excessive alcohol
- Bullying including but not limited to acts of incitement towards or actual acts of discrimination, harassment or victimisation including on the grounds of sex, race, colour, ethnic origin, disability, sexual orientation, age, religion or belief
- Serious acts of insubordination
- Serious breach of duty to keep information of the Council, its service providers and its clients confidential
- Unauthorised entry to computer records
- Serious breach of the Council's Security, Health & Safety, Confidentiality or Email and Internet

- Any action, whether committed on or off the premises, that is likely to or does bring the Council into disrepute
- Serious negligence which causes or might cause significant loss, damage or injury
- Accepting bribes or incentive payments from suppliers
- Unauthorised use of Council funds or credit
- Abuse of Council debit cards or supplier accounts
- Working with an external agency to provide information which would be detrimental to and cause commercial risk to the Council.

This list is not exhaustive and other offences of a similar gravity may result in disciplinary action being instigated at gross misconduct level which carries a potential penalty of dismissal.

3.2 INFORMAL ACTION

Minor misconduct will usually be dealt with informally, usually in a confidential one-to-one meeting between the employee and line manager. In the case of the Clerk being the individual against whom there is a complaint or allegation, the matter should be handled discreetly by the Chairman of the Council (i.e. Mayor) and Chairman of the relevant Committee with a Personnel Remit and involve an informal meeting initially. However, where the matter is more serious or informal action has not brought about the necessary improvement, the following procedure will be used.

3.3 FORMAL ACTION

3.3.1 The level of warning an employee may receive for misconduct/gross misconduct will depend on how serious the Council considers the alleged actions to be and the employee's previous conduct in all the circumstances. In the event of alleged gross misconduct, the formal process may commence at Stage 3 (see 3.4 below).

3.3.2 Disciplinary Letters

If there is a concern about an employee's conduct or behaviour, then a letter will be given to the employee advising him/her of the allegation(s) and reasons why this is unacceptable. The letter should invite the employee to attend a meeting at which the alleged misconduct will be discussed and will inform the employee of their right to be accompanied to the meeting. The letter will specify at which stage the disciplinary procedure is being invoked (see three stages below) and if invoked at Stage 3 for gross misconduct, the letter will warn that a potential outcome could be dismissal. The time, date and venue of the meeting will also be advised. Any documents to be produced at the meeting will also be provided.

3.3.3 Disciplinary Meetings

The time and location of a disciplinary meeting should be agreed with the employee and it should be held in a private location with no interruptions. This will normally be

without undue delay but allowing the employee time to prepare his/her case; where practical, within 5 days of the letter being sent. At the meeting the manager (or in the case of the Clerk being disciplined, the Chairman of the Council) will state the complaint against the employee and go through the evidence which has been gathered. The employee will also be allowed to ask questions, present evidence and call witnesses providing advance notice has been given that he/she will do so.

If the employee is unable to attend the meeting due to unforeseeable reasons out of their control (e.g. illness) then the Council will reasonably rearrange the meeting. However, if the employee fails to attend the meeting without good reason the meeting can be held in the employee's absence.

3.4 OUTCOMES AND PENALTIES

Stage 1 - First Stage Written Warning

In the instance of a first complaint that conduct does not meet acceptable standards, the employee will normally be given a First Stage Written Warning. He or she will be advised;

- of the reason for the warning,
- that it is the first stage of the disciplinary procedure,
- of the improvement that is required and the timescales for achieving this improvement,
- of a review date and any support available (where applicable)
- that action under Stage 2 will be considered if there is no satisfactory improvement, and
- of his or her right of appeal.

Stage 2 – Final Written Warning

If there is a failure to improve and conduct or performance is still unsatisfactory, or the misconduct is sufficiently serious, a Final Written Warning will be given to the employee. This will give details of the complaint, will warn that dismissal may result if there is no satisfactory improvement over a specific given timescale and will advise of the right of appeal.

Stage 3 – Dismissal or other sanctions

If conduct is still unsatisfactory and the employee still fails to reach the prescribed standards, or where the Council reasonably believes gross misconduct has occurred, dismissal may result. The employee will be given a written statement of allegations against him/her, invited to a meeting and then be notified in writing of the reasons for the decision taken at the hearing. Penalties at this stage may include dismissal with notice or summary dismissal (i.e. without any notice), Final Written Warning with/without demotion, loss of pay or loss of seniority. If dismissal is the outcome, the employee will be advised of the date on which employment will terminate. In all cases the employee has a right to appeal.

Very exceptionally, if an offence of gross misconduct is extremely serious an employee can be dismissed immediately without a meeting following the Modified Statutory Disciplinary and Dismissal Procedure. In this situation a letter would be sent to the employee setting out the alleged misconduct which led to the dismissal, written particulars of the Council's basis for thinking at the time of the dismissal that the employee was guilty of the alleged misconduct and written confirmation of his/her right of an appeal against the dismissal.

3.4.1 Time Limit for Warnings

Disciplinary warnings will remain in force for a specified period of time; this time period will be advised to the employee in writing when being advised of the warning. First Stage Written Warnings will normally be valid for a period of six months and Final Written Warnings normally for a period of twelve months.

Assuming there are no further instances of misconduct or poor performance during this period the warning will no longer be 'live' and will thus be disregarded for future disciplinary purposes, except in agreed special circumstances. In a circumstance where misconduct is so serious that it cannot be realistically ignored for future disciplinary purposes, then this will be set out very clearly in writing with the warning itself.

If there are occasions where an employee's conduct is satisfactory throughout the period the warning is in force only to worsen very soon after and a pattern emerges that there is evidence of abuse, the employee's disciplinary record will then be borne in mind in deciding how long a warning should last.

3.5 SUSPENSION

If an employee is accused of an act of gross misconduct, he/she may be suspended from work on full pay while the Council investigates the alleged offence. Only the appropriately convened committee or Council Officer with delegated powers has the power to suspend. This enables a swift and thorough investigation to occur. Whilst suspended pending disciplinary investigation, regular contact with a nominated person at the Council will be maintained although access to premises, equipment or systems may be denied. The individual/s who compiles evidence for the disciplinary hearing must play no part in the subsequent decision-making to ensure impartiality. The Council will need to consider the implications of such arrangements on its hearing and appeal panel plans early on in the disciplinary process.

3.6 APPEALS

The Appeals stage of the disciplinary process is part of the Code of Practice to which an employee has a right. It can be exercised after any of the stages of disciplinary action for misconduct/poor performance or gross misconduct.

An employee who wishes to appeal against a disciplinary decision should inform the Town Clerk within five working days, in writing and giving reasons for the appeal. An appeal may be raised if:

- the employee thinks the finding or penalty is unfair
- new evidence has come to light
- the employee thinks that the procedure was not applied properly.

Where possible the appeal will be heard by a panel of elected members who have not been involved in the original disciplinary hearing, who will view the evidence with impartiality. The employee will have the right to be accompanied by a colleague or accredited Trade Union official or lay member at the appeal hearing. The outcome of the appeal and reasons for it will be advised to the employee as soon as possible after the meeting and be confirmed in writing.

At the appeal hearing any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision taken at the appeal hearing will be final.

3.7 THE RIGHT TO BE ACCOMPANIED

At each formal stage of disciplinary interview an employee has the right to be accompanied and can make a reasonable request for such a person to accompany them. An employee can ask any other employee or a trade union representative or an appropriately accredited official employed by a trade union to accompany them, to give support and help them prepare for the disciplinary interview. This right is enshrined in the 1999 Employment Relations Act. As this is an internal process there is no provision to have any external person accompany or represent an employee e.g. partner, parent, solicitor etc. The companion can address the hearing, put and sum up the employee's case, respond on behalf of the employee to any views expressed at the meeting and confer with the employee. The companion cannot however answer questions on the employee's behalf or address the hearing if the employee does not wish him/her to, or prevent the employee explaining his/her case.

3.8 HEARING PANELS

The Council will establish a Disciplinary/Grievance Sub-Committee and Appeals Committee at the first Meeting in a council year, of the relevant committee with staffing remit. The members of these Committees will be given the opportunity to receive training on dealing with such matters as disciplinary proceedings, grievance procedures and considering appeals.

Where practical, if an individual has undertaken an investigatory role then he/she will be substituted as panel members at any disciplinary or appeal hearings.

Where disciplinary action is taken against the Town Clerk or for some reason the Clerk is unable to have involvement, the Council should look to appoint an external expert to assist throughout the process.

3.9 NOTE-TAKING

It is highly recommended that a note-taker be provided to every meeting/hearing which arises as a result of a disciplinary process, as Employment Tribunals are particularly keen to view contemporaneous notes of events which have led to an employment dispute. If both parties agree, the meeting can be audio recorded. The Council will need to give this requirement careful consideration in order to respect employee confidentiality.

3.10 GRIEVANCES RAISED DURING DISCIPLINARIES

Where an employee raises a grievance during a disciplinary process the disciplinary process may be temporarily suspended in order to deal with the grievance. Where the grievance and disciplinary cases are related it may be appropriate to deal with both issues concurrently.

3.11 CRIMINAL CHARGES OR CONVICTIONS

If an employee is charged with or convicted of a criminal offence not involving the Council, this does not automatically give rise to a disciplinary situation. Consideration needs to be given to how a charge or conviction may affect an employee's ability to undertake his or her job duties and their relationships with the employer, colleagues, subordinates or customers.

4. GETTING IT WRONG

Failure to follow the ACAS Code of Practice (available at www.acas.org.uk) can lead to an Employment Tribunal awarding an uplift of an award against the council of up to 25%. Tribunals dealing with unfair dismissal claims are particularly interested in whether the employer followed a procedure and whether the employer acted fairly and reasonably. One way in which to avoid such a penalty is to have an agreed procedure, communicate that procedure to employees and Members, revisit and review the procedure regularly and have some training for those who are expected to operate the procedure.

First adopted by Hailsham Town Council	Date
Amended by Hailsham Town Council	Date
Version Number	1.0
Next review date	Date