



HAILSHAM TOWN COUNCIL

FINANCE, BUDGET, RESOURCES AND STAFFING COMMITTEE

AGENDA

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

Wednesday 9th May 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/17/6/90-95) held on 28th February 2018 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 March 2018 (copy attached) & Bank Statements and be signed off by one member of the FBR committee.

b) Summary of net expenditure as at 31st March 2018 (copy attached)

c) Summary of the Council's income and expenditure as at the 31st March 2018 compared against budgets (summary attached)

d) List of uncleared cheques totaling £48,747.82 as at 31st March 2018 (copy attached)

e) List of payments previously certified by a member of the cheque signatory panel amounting to £71,008.56 for payments made during January 2018, £77,363.92 for payments made during February 2018 and £119,860.96 for payments made during March 2018 (In accordance with the Governance and Accountability for Local Councils Practitioners Guide)

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 18th January 2018 to review the effectiveness of the Internal controls, as per the Local Governance and Accountability guide.

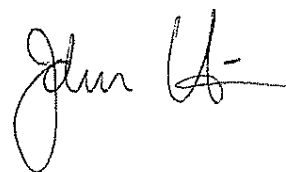
6. **End of Year Balances**

- A) To note and adopt the summary of committed and brought forward balances (copy attached)
- B) To note and adopt the Analysis of Reserves/End of Year as contained in the end of year accounts to be submitted to the External Auditors

7. **Exercise of Electors Rights**

To note the programme set by the External Auditors in respect of the councils accounts for 2017-2018.

- A) Date of public announcement – 31st May 2018
- B) Inspection period for Electors – 4th June 2018 – 13th July 2018



JOHN HARRISON
Town Clerk

Committee Membership:

Councillor F. Berry
Councillor N. Coltman
Councillor G. De Jongh
Councillor R. Grocock
Councillor P. Holbrook
Councillor Mrs. M. Laxton
Councillor M. Pinkney
Councillor S. Potts
Councillor C. Triandafyllou

HAILSHAM TOWN COUNCIL

FUND SUMMARY AS AT 31.03.18

			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	=	193355.31 Income summary (line 1042)
4	Expenditure to date	=	1116644.94 Expenditure summary (line 1143)
4a	Transfer from Commuted Sums	=	43220.00
5	Total Funds Available	=	421227.56 Equal to line 12 below)
6	Current Account Balance 10331333 (statement No.5)	=	93613.48 Bank statement 5
7	High Interest Account 50072672 (statement No.1)	=	141487.18 Bank statement 1
8	Treasury Deposit	=	234774.72 Treasury Deposit Certificate
9	Petty Cash Balance	=	100.00 Petty cash held in vouchers & cash
10	Total funds held	=	469975.38 Total lines 6 to 9
11	Less cheques not presented	=	48747.82 Summary of uncleared cheques
12	Total funds available (to agree with item 5)	=	421227.56 Equal to line 5 above
	Nett income/expenditure (to agree with "Summary of Nett Expenditure" Report)		-77933.37 Summary of net expenditure

Commuted Sums (for maintenance of public open spaces)

	as at 31.3.17	Current balance as at 31.03.18	
13	Higher Interest Business A/C No. 2 (80449288)	7240.23	7474.84 Bank statement 1
14	Treasury Deposit	308445.28	265225.28 Treasury Deposit Certificate
15		0.00	0.00
	Total Commuted Sum accounts	315685.51	272700.12

Project Fund Balances

as at 31.03.18

	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	137360	44009	93352
No.16 Youth Facilities - The Square Café	6881		6881
No.18 Cemetery New Burial Ground	17500		17500
No 21 Criminal Damage	913	0	913
			0
Total	186793	54421	132372

HAILSHAM TOWN COUNCIL - SUMMARY OF NET EXPENDITURE AS AT 31.03.18

BUDGET HEADINGS	2017- 2018 Estimates											
	Expenditure		Income		Adj & B/F 2016/17	Nett total	Actual Spend	Actual Income	Committed	Total Spend	Funds Remain	% Spent
	A	B										
ALLOTMENTS	3690	3439	3390	3641	4340	4229	4075	4186	-545	115%		
WESTERN ROAD RECREATION GROUND	1025	1000		25	608	899	-104	-395	420	-1580%		
MAURICE THORNTON PLAYING FIELD	1950	0	489	2439	2144	500		1644	795	67%		
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	6763	8592	730	92%		
PROJECT FUNDS (Add to existing funds)	0	0	8194	8194			8194	8194	0	100%		
PUBLIC OPEN SPACES	1950	500	3749	5199	2387	623	2618	4382	817	84%		
HORTICULTURAL & GROUND MAINTENANCE	40750		6580	47330	38724	0	7325	46049	1281	97%		
ENVIRONMENT SERVICES	6000		-4000	2000	592	0	1408	2000	0	100%		
COMMUNITIES, TOURISM & LEISURE	32487		8124	40611	29175	1519	10726	38382	2229	95%		
FESTIVE LIGHTING	11000			11000	10611	525	914	11000	0	100%		
FUNDED PROJECTS	450			450	237	0		237	213	53%		
Cortlandt Stable Block	31060		10664	41724	19899	0	21191	41090	634	98%		
TOWN COUNCIL SITE	4150	0	1000	5150	2204	0	3445	5649	-499	110%		
CEMETERY BUILDING MAINTENANCE	550	0	2000	2550	470	0	2230	2700	-150	106%		
PROJECT FUNDS	0	0	17500	17500	0		17500	17500	0	100%		
CEMETERY SERVICES & OVERHEADS	6820	0	2003	8823	10370	0	3	10373	-1549.5	118%		
Cem HORTICULTURAL (incl FLORAL DISPLAYS)	11000			11000	8115	0	2915	11030	-30	100%		
ROADS & PATHS	0	0	105	105	0	0	105	105	0	100%		
FUNERAL & GRAVES	13450	50000	1500	-35050	15826	61777	1500	-44451	9401	127%		
STREET LIGHTING	30000		2000	32000	47475	23151	7692	32016	-16	100%		
STREET FURNITURE	450		684	1134	438	408	1134	1164	-30	103%		
RECREATION BUILDINGS (incl UNION HALL)	21500		6000	27500	32987	10943	1000	23044	4456	84%		
STAFFING COSTS	643591			643591	595385		48205	643590	1	100%		
ADMINISTRATION EXPENSES	72484	400	78579	150663	122956	1037	29766	151685	-1022	101%		
CHAIRMAN'S ALLOWANCE	1500			1500	206			206	1294	14%		
MACHINERY/TOOLS/PROTECTIVE CLOTHING	1750			1750	1656		129	1785	-35	102%		
VEHICLE FLEET	17500		752	18252	16466		1786	18252	0	100%		
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	45040	16960	161099	189179	0	100%		
FUNDED SERVICES	39200	0	36388	75588	41792	8206	39067	72653	2935	96%		
ACCOUNT INTEREST & COMMUTED SUMS	750	1000		-250	709	10583	10128	254	-504	-102%		
RENTS, LETTINGS & HIRE FEES	0	28100	2030	-26070		35410	1704	-33706	7636	129%		
PRECEPT				0		958003		-958003	958003			
Net VAT			-18837	-18837	45112	49804	-14145	-18837	0	100%		
TOTAL	1034257	0	85439	338745	1287563	1116645	1194577	378373	300440	987123	23%	

HAILSHAM TOWN COUNCIL - INCOME AND EXPENDITURE AS AT 31.03.18

1st April 2017 to 31st March 2018								
Item	Account Code	Annual Budget	Carry Over Budget	Budget Adjustments	Income available	total available	total spent	percentage
					to add to budget	available	to date	spent to date
Allotments - Water supply	101	770	0			770	589.97	77%
Allotments - Maintenance	101	2920				2870	3500.24	122%
Allotments - Returnable deposits	101		3390	not available to spend		3390	250.00	7%
West. Rd Rec - Maintenance	102	900	0			900	452.99	50%
West. Rd Rec - Water Supply	102	125				125	154.86	124%
MT - Annual Rent	102	750				750	875.00	117%
MT - Maintenance	102	670	0			670	196.25	29%
MT - Water Supply	102	30				30	42.20	141%
MT - Pitch Marking Paint & Contractor to Mark	102	500	0	0		500	506.10	101%
MT - Skate Park Maintenance	102	0	489			489	523.99	107%
Common Pond - Maintenance	102	700		10000		10700	9357.00	90%
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 Area - South Rd - General repair	103	200				200	0.00	0%
HCP - Maintenance	104	450	146			446	268.04	60%
HCP - Vermin Control	104	500				500	474.00	95%
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	22868.81	95%
All sites - Tree Works	105	16000	0	0	0	16000	15855.00	99%
All Sites - Tree Inspections	105	600	600			1200	0.00	0%
Dog Hygiene Bin Emptying	107	6000	0	-4000		2000	592.37	30%
Horticultural - Landscaping Maintenance	107		5980			5980	0.00	0%
Project Funds	106	budget	committed					
04 - Play Equipment	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	59980.70	57%
Income - Allotment Rent	101	3439				3439	4229.40	123%
Income - Beaconsfield/Pitch hire/MT	102	1000				1000	1399.00	139%
Income - Fishing Permits	104	500				500	623.00	124%
Income - Common Pond	102						10000.00	
Total Income to date this year		4939	0.00			4939	16251.77	329%
						0		
1st April 2017 to 31st March 2018								
Item	Account Code	Annual Budget	Carry Over Budget	Income Budget & Adjustments	Income available	total available	total spent	percentage
					to add to budget	available	to date	spent to date
Office Complex Internal Repairs	201	200	0	0		200	850.74	425%
Office Complex External repairs	201	600	0	0		600	69.52	12%
Office Complex - Boiler & alarm	201	700	0			700	397.00	57%

Income - Water Refund	302						360.00	
Total Income to date this year		30500	-2030	0	28470	73716.02	259%	

LIST OF UNCLEARED CHEQUES as at 31.03.18

Outstanding cheques up to statement dated 31.03.18

Date	Cheq No.	Payee	Amount
31.10.18	22545	Vostel Ltd	84.48
19.12.18	22671	Besthost	42.00
11.12.18	22621-45	xmas market refunds	75.00
17.1.18	22722	Companies House	35.00
26.2.18	22792	East Sussex Pension Fund	7,642.09
2.3.18	22804	Town & Country Tree Service	760.00
14.3.18	22822	Town & Country Tree Service	480.00
14.3.18	22824	Hailsham Community College	70.50
15.3.18	22828	East Sussex Security	129.00
21.3.18	22829	DH Distribution	650.00
21.3.18	22831	Fieldskill Ltd	195.95
22.3.18	22833	Fieldskill Ltd	20.34
22.3.18	22834	Town & Country Tree Service	360.00
22.3.18	22835	HMRC PAYE	10,390.10
22.3.18	22836	East Sussex Pension Fund	7,279.98
23.3.18	22838	Wealden District Council	41.20
23.3.18	22839	EON	926.51
23.3.18	22840	Maceys Industrial Fixings	320.66
23.3.18	22841	Petty Cash - Youth Café	74.53
23.3.18	22842	Petty Cash	42.99
26.3.18	22843	DFIS	657.92
26.3.18	22844	Kier Services	127.50
26.3.18	22845	Saxon Plants	36.48
26.3.18	22846	Wealden District Council	8,152.73
28.3.18	22847	The Police & Crime Commiss	518.70
29.3.18	22849	Hart Reade	40.00
29.3.18	22850	N Phillips	875.00
29.3.18	22851	Incleanation Cleaning Service	877.50
29.3.18	22852	C Santi	249.50
29.3.18	22853	SE Water	416.99
29.3.18	22854	Eden Springs	44.45
29.3.18	22855	Cuckmere Community Bus	1,593.60
29.3.18	22856	SSE	25.85
29.3.18	22857	S Scott	210.00
29.3.18	22858	East Sussex Hearing Centre	1,281.00
29.3.18	22859	Land Registry	140.00
29.3.18	22860	Adrian Cleaning Services	355.53
29.3.18	22861	Howdens	94.80
29.3.18	22862	Ernest Does & Sons Ltd	54.54
29.3.18	22864	Troy Hayes Planning Ltd	3296.22
29.3.18	22865	A Joyes	44.19
29.3.18	22866	Screwfix Ltd	34.99
			0.00
To agree with fund summary (11)			48,747.82

Certified by.....

Details Confirmed Correct by.....

PAYMENT SCHEDULE FOR JANUARY 2018

Total - £71,008.56

Supplier		Cheque No. (incl VAT)	Amount	Description
Wealden District Council		22697	41.20	Attachment of Earnigs
K Giddings		22699	60.00	Eye test & contribution to new glasses
D Sankey Ltd		22700	142.20	Vermin Control Country Park
A Joyes		22701	45.00	Youth Café - Expenses
Action for Rural Sussex		22702	30.00	Subscription
Neopost		22704	224.98	Franking Machine - Ink
The Police & Crime Commissior of S		22703	518.70	CCTV Contract
Idverde Ltd		22705	3344.05	Horticultural Contract
Eastbourne Area Comm 1st Responc		22706	500.00	Donation
Ceiling Tiles UK	DC		187.20	Youth Café
What's on in Hailsham		22707	30.00	Advertising
Fieldskill		22708	101.66	Stationary
Adrian's Cleaning Services Ltd		22709	355.53	FDL Cleaning Contract
East Sussex Security		22710	284.40	Annual Alarm Check
South East Water		22711	448.04	Utilities
The Police & Crime Commissior of S		22712	2134.49	CCTV Rental & Transmission
KSV		22713	122.79	Vending Machine Supplies
Town & Country Tree Services		22714	140.00	Tree Services
Intial Washroom		22715	77.24	Hygiene Contract
Wealden District Council		22716	125.00	Rent for MT Playing Field
R Gillett		22717	62.00	Mileage
DFIS		22718	88.73	Youth Café minibus MOT
AF Metal Fabrication		22719	210.00	Pole Planter Demo
Uniserve SE Ltd		22720	43.20	New Keyboard & Mouse
Initial Washroom		22721	77.24	Hygiene Contract
Companies House		22722	35.00	Professional Fee
DCT Diplocks Hall		22723	42.00	Hall Hire
A Joyes		22724	114.77	Youth Café - Expenses
Apple Cleaning Services Ltd		22725	166.60	Cleaning at the Youth Café
Graham Cottingham Ltd		22726	912.00	Youth Café Repairs
Travis Perkins		22727	33.36	Cemetery Scaffold Boards
Nutra Plumbing & Heating Ltd		22728	266.00	Annual Boiler Service
UK Safety Management Ltd		22729	745.92	PAT Testing All sites
Pyrotec Ltd		22730	599.68	Annual Fire extingushier check - All Sites
P Holbrook		22731	11.85	Subsistence - NHP
Pyrotec Ltd		22732	586.65	Annual Fire extingushier check - All Sites
EON		22733	822.15	Electric and Gas - All Sites
Give As you earn		22734	142.17	Give as you earn
Wages & Salaries	DD		29303.55	Wages & Salaries
HMRC PAYE		22735	10903.66	HMRC PAYE
Est Sussex Pension Fund		22736	7469.63	Est Sussex Pension Fund
Colliers International		22737	670.80	Cortlandt Stable Block Rent & Service Charge
A Joyes		22738	70.00	Bar Stools - Youth Café
Neville Double Glazing Ltd		22739	360.00	Repairs To Cemetery office & Lodge
SSALC		22740	403.20	GDPR Training Course
Wealden District Council		22741	41.20	Attachment of Earnigs
Mr T Payne		22742	671.46	Salary
Cancelled		22743	0.00	Cancelled
Rialtas Business Solutions		22744	948.00	Allotment Software License
Haine & Sons Ltd		22745	153.00	Funeral Directors - Refund
Neptune Media Ltd		22746	63.00	Advertising - Youth Café
Andy Willard		22747	80.00	Logo & Flyer design - job Café
The Police & Crime Commissior of S		22748	1043.51	CCTV Transmission
Town & Country Tree Services		22749	2150.00	Tree Services
TV License	DC		147.00	Youth Café
Siemens Financial Services - VM	DD		108.42	Vending Machine Lease
Lex Autolease	DD		895.76	Vehicle Leasing
Roland Dunn	DD		57.12	Professional Fee

Roland Dunn	DD	47.73	Professional Fee
Cognito	DC	18.37	Computer Hosting - Y Café
ICO	DC	35.00	Subscription
Sussex County Playing	DD	10.00	Subscription
Survey Monkey	DC	29.00	NHP
Barclays Bank	DD	59.11	Bank Charges
Neopost Ltd	DD	100.00	Franking Machine
Siemens Financial Services - PC	DD	396.80	Photocopier Lease
Siemens Financial Services - PC	DD	48.00	Photocopier Lease
Vostel Ltd	DD	334.37	Telephone Contract
Microsoft	DC	112.80	Computer Software
Allstar Ltd	DD	318.87	Fuel for Vehicle Fleet
Microsoft	DC	87.40	Computer Software

71,008.56

PAYMENT SCHEDULE FOR FEBRUARY 2018

Total - £77,363.92

Supplier	Cheque No.	Amount (incl VAT)	Description
Initial Washrooms	22750	59.59	Hygiene Contract
Incleanation Cleaning Services	22751	890.00	Cleaning of Public Toilets & Youth Café
Amstech	22752	102.00	Professional Fee
Initial Washrooms	22753	107.13	Hygiene Contract
Adrians Cleaning Services	22754	355.53	FDL Cleaning Contract
Troy Hayes Planning	22755	1553.05	NHP
Eden Springs Ltd	22756	101.47	Water Machine supplies
Ernest Doe & Sons Ltd	22757	41.32	Tools
HM Land Registry	22758	14.00	Professional Fee
Post Office Ltd	22759	240.00	Minibus Tax
PGL Travel Ltd	22760	2114.40	Youth Café - FNP
KSV Vending	22761	88.64	Vending Machine
Best Host	22762	33.00	Hosting
Westbourne Hygiene	22763	60.36	Hygiene Supplies
Knockhatch	22764	965.00	Youth Café - FNP
Business Stream	22765	229.68	Water - All Sites
Npower	22766	69.28	Electric War memorial
A Phillips	22767	925.00	Grave Digging
Bloomfields	22768	245.00	Chapel Flowers
Uniserve SE Ltd	22769	228.00	Youth Café - Computer Repairs
Freedom Leisure	22770	46.20	Youth Café - FNP
Curtis & Shaw Sussex Ltd	22771	2.58	De-Icer
Eastbourne Borough Council	22772	78.00	Receipt book Printing
Trade UK	22773	39.98	Tools
A Joyes	22774	25.00	Youth Café - Cue tips
Kier Services Ltd	22775	96.00	Duty of Care
East Sussex County Council	22776	90.00	Hall Hire
Footprint	22777	1358.00	Newsletter Printing
Friday Ad Ltd	22778	360.00	Advertising - Christmas Market and Light Switch on
Agifactors Southern Ltd	22779	1248.00	Drainage
Kier Services Ltd	22780	869.08	Waste Collection
DFIS	22781	50.29	Cemetery Dumper Repair
EON	22782	915.75	Electric and Gas - All Sites
Initial Washrooms	22783	136.83	Hygiene Contract
SLCC	22784	394.00	Subscription
Wages and Salaries	DD	29763.23	Wages & Salaries
C Santi	22785	36.98	Youth Café - Expenses
A Joyes	22786	186.80	Youth Café - Expenses
Idverde Ltd	22787	3344.05	Horticultural & Cemetery Grass Contract
Ross & Co	22788	480.00	Professional Fee
Colliers International	22789	4690.50	Cortlandt Stable Block Rent & Service Charge
HMRC	22790	10998.03	HMRC PAYE
Cancelled	22791	0.00	Cancelled
East Sussex pension Fund	22792	7642.09	East Sussex Pension Fund
Give As You Earn	22793	142.17	Give as you earn
Wealden District Council	22794	41.20	Attachment of Earnigs
DB Services Sussex Ltd	22795	65.00	Padlock Battle Road
Maintech	22796	203.75	Dog Bin Hygiene
Mr N Phillips	22797	1625.00	Grave Digging
J Harrison	22798	146.34	Defibs Ipad Replacements
Incleanation Cleaning Services	22799	890.00	Cleaning of Public Toilets & Youth Café
DFIS	22800	283.87	Vehicle Repair
M Laxton	22801	14.75	Travel & Subsistence
Lex Autolease	DD	895.76	Vehicle Leasing
Roland Dunn	DD	47.73	Professional Fee
Cognito	DD	17.43	Youth Café - Hosting
Bank Charges	DD	65.36	Bank Charges
Survey Monkey	DC	29.00	NHP

Apogee Corp Ltd	DD	590.89	Photocopier Printing
Apogee Corp Ltd	DD	27.00	Photocopier Inks
Vostel Ltd	DD	345.03	Telephone Contract
Microsoft	DD	204.37	Computer Software
Bounced chq R Dyer receipt 8785		94.60	Bounced Cheque
Roland Dunn	DD	57.12	Professional Fee
Allstar Ltd	DD	303.71	Vehicle Fleet Fuel

77,363.92

PAYMENT SCHEDULE FOR MARCH 2018

Total - £119,860.96

Supplier	Cheque No. (incl VAT)	Amount	Description
Uniserve Southeast Ltd	22802	67.20	Computer Repairs
Kit Print Ltd	22803	37.50	Sign for new Allotments
Town & Country Tree Services	22804	760.00	Tree Services
KSV Vending	22805	180.86	Vending Machine
Adrians Cleaning Services Ltd	22806	355.53	FDL Cleaning Contract
East Sussex Security	22807	10.62	Youth Café - Alarm repair
Maceys Industrial Fixings	22808	38.39	Tools/Stock
Cancelled	22809	0.00	Cancelled
Withers DIY	22810	34.16	Stock
Idverde Ltd	22811	3344.05	Horticultural & Cemetery Grass Contract
Kit Print Ltd	22812	204.00	ATM Signage
Westbourne Hygiene	22813	33.30	Public Toilet Hygiene Supplies
RBS	22814	381.00	Bookings Software License
Fitzpatrick Woolmer	22815	2899.20	Cemetery Noticeboards
East Sussex County Council	22816	32599.69	Street Lighting Energy & Maintenance
M Caira	22817	261.20	Travel & Subsistence
Uniserve Southeast Ltd	22818	100.80	Training
Troy Hayes Planning Ltd	22819	4056.01	NHP
EDF Energy	22820	455.57	Youth Café - Electric & Gas
SSALC	22821	96.00	Clerks Networking Day
Town & Country Tree Services	22822	480.00	Tree Services
K Giddings	22823	12.40	Travel & Subsistence
Hailsham community college	22824	70.50	Fuel for FNP
Land Registry	22825	4.00	Professional Fee
D Saxby	22826	55.90	Newspapers
R Gillett	22827	48.80	Travel & Subsistence
East Sussex Secutiy	22828	129.00	FDL Door Repair for alarm
DH Distribution	22829	650.00	Newsletter Distribution
KSV Vending	22830	163.82	Vending Machine
Fieldskill Ltd	22831	195.95	Stationary
Westbourne Hygiene	22832	168.00	Hygiene Supplies
Fieldskill Ltd	22833	20.34	Stationary
Wages & Salaries	DD	30427.66	Wages & Salaries
Town & Country Tree Services	22834	360.00	Tree Services
HMRC	22835	10390.10	HMRC PAYE
East Sussex Pension Fund	22836	7279.98	East Sussex Pension Fund
Give As You Earn	22837	142.17	Give as you earn
Wealden District Council	22838	41.20	Attachment of Earnigs
EON	22839	926.51	Electric & Gas - All sites
Maceys Industrial Fixings	22840	320.66	Tools/Stock
Petty Cash - youth Café	22841	74.53	Petty Cash - Youth Café
Petty Cash	22842	42.99	Petty Cash
DFIS	22843	657.92	Youth Café - Minibus MOT
Kier Services	22844	127.50	Cemetery Cesspool
Saxon Plants	22845	36.48	Cemetery
Wealden District Council	22846	8152.73	Election Costs
IRIS Payroll	DC	693.60	Payroll System License
The police & Crime Commissioner	22847	518.70	CCTV
Reissue cheq 22792	22848	0.00	
cancelled cheque	22638	-25.00	Cancelled Cheques
Lex Autolease	DD	895.76	Vehicle Leasing
Roland Dunn	DD	47.73	Professional Fee
Cognito	DD	17.98	Youth Café - Computer Software
Barclays Bank	DD	70.61	Bank Charges
Neopost Ltd	DD	100.00	Franking Machine
Vostel Ltd	DD	339.39	Telephone Contract
Microsoft	DD	204.00	Computer Software
Allstar Ltd	DD	402.40	Vehicle Fleet Fuel

Lex Autolease	DD	36.00	Vehicle Leasing
Roland Dunn	DC	57.12	Professional Fee
Hart Reade	22849	40.00	Professional Fee
N Phillips	22850	875.00	Grave Digging
Inclenation Cleaning Services	22851	877.50	Cleaning for Public Toilets & Youth café
C Santi - Thorpe Park	22852	249.50	FNP
SE Water	22853	416.99	Water Charges
Eden Springs	22854	44.45	Water Machine
Cuckmere Community Bus	22855	1593.60	Cuckmere Bus Subsidy
SSE	22856	25.85	Final Bill
S Scott	22857	210.00	Professional Fee
East Sussex Hearing Resource centr	22858	1281.00	Hearing Loop
Land Registry	22859	140.00	Professional Fee
Adrians Cleaning Services Ltd	22860	355.53	FDL Cleaning Contract
Howdens	22861	94.80	Youth Café Repair
Ernest Doe & Sons Ltd	22862	54.54	Tools/Stock
Cancelled	22863	0.00	Cancelled
Troy Hayes Planning Ltd	22864	3296.22	NHP
A Joyes	22865	44.19	Youth Café - Expenses
Screwfix	22866	34.99	Tools/Clothing
Unpresented cheques	22321	-25.71	

119,860.96

(As at 31.3.18)

Neighbourhood Plan Expenditure (balance sheet) 1st April 2017 to 31st March 2018

Budget Income for 2016/17	Budget Expenditure for 2017/18	0.00
	Bal C/Fwd from 16/17	58194.00
	Commuted Sums In	0.00
	Total Available	58194.00

Funds Allocated - Income

Expenditure

Date	Details	Value	Date	Details	Paid to date
			: 06.04.17	Survey Monkey re Fees	21.67 DC
			: 09.05.17	Troy Navigus - Re Consultant	2337.52 22225
			: 12.05.17	Happy Jacks - Soft Play	250.00 22228
			: 06.05.17	Survey Monkey re fees	21.67 DC
			: 05.06.17	Troy Navigus - Re Consultant	6696.57 22269
			: 08.06.17	Survey Monkey re fees	21.67 DC
			: 10.07.17	Troy Navigus - Re Consultant	3563.42 22353
			: 31.07.17	Troy Navigus - Re Consultant	1236.05 22389
			: 08.07.17	Survey Monkey re fees	21.67 DC
			: 09.08.17	WDC - Room Hire	135.00 22404
			: 14.08.17	Rare Repro - Banners	216.00 22390
			: 07.08.17	Survey Monkey re fees	21.67 DC
			: 06.09.17	Troy Navigus - Re Consultant	2340.14 22444
			: 06.09.17	Survey Monkey re fees	21.67 DC
			: 06.10.17	Troy Hayes - Re consultant	1300.61 22501
			: 06.10.17	Vidahost - website	5.99 22502
			: 31.10.17	Rare Repro - Banners	216.00 22546
			: 31.10.17	WDC - Room Hire	120.00 22544
			: 31.10.17	Troy Hayes - Re consultant	1708.56 22552
			: 06.10.17	Survey Monkey - fees	21.67 DC
			: 07.11.17	Survey Monkey - fees	21.67 DC
			: 06.11.17	Vidahost - website	5.99 22557
			: 17.11.17	ESCC - Hall Hire	680.00 22588
			: 15.12.17	Troy Hayes - Re consultant	2140.24 22661
			: 07.12.17	Survey Monkey - fees	24.17 DC
			: 22.01.18	P Holbrook - Refreshments	11.85 22731
			: 5.1.18	Survey Monkey - fees	24.17 DC
			: 5.2.18	Troy Hayes - Re consultant	1294.21 22755
			: 6.2.18	Survey Monkey - fees	24.17 DC
			: 12.3.18	Troy Hayes - Re consultant	3380.01 22819
			: 29.3.18	Staff Overtime Hours	2314.95
			: 29.3.18	Troy Hayes - Re consultant	2746.85 22864
	total income	0.00	:	total expenditure	32945.83

Remaining Budget	25248.17
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Accounts sheet total (income)	0.00	Accounts Sheet total (expenditure)	32945.83
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(As at 31.3.18)

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	610.70
			:	Telephone/Internet	896.67
			:	Rates	5353.25
			:	Water/Waste Water	214.40
			:	Gas/Electricity	1190.81
	Waste Collection Refund		:	Waste Collection	268.76
			:	Annual Electrical Test	138.60
			:	Alarm Service / Repair	708.00
			:	Extinguisher Serv/Recharge/Rc	175.34
			:	Property Maintenance & Repai	1241.67
			:	Equipment / Equipment Repair	215.50
			:	Computer Repairs/Purchase/S	2415.30
			:	Website	
			:	Criminal Incident Expenses	
	Staff Christmas Meal		:	Staff Christmas Meal / Gifts	30.99
			:	Staff - Travel/Workwear/DBS	402.00
			:	NVQ Training & Other Training	
			:	Petty Cash	156.58
			:	TV Licence	147.00
			:	Insurance/Entertainment Licen	140.00
	Till Takings	168.44	:	Publications & Posters & Static	211.17
	Wealden DC - Rates Refund		:	Food	394.44
	Event Equipment Hire Contribution		:		
	Facility Hire		:	Remembrance Day Wreath	15.00
	Criminal Damage Refund	223.60	:	St Marys CCTV Contract/Repair	
	Friday Night Project Receipts	12318.32	:	Friday Night Project	8752.76
	Trips		:	Trips & Events	
			:	Minibus	6140.86
	Donations	4250.00	:	Activities & Gifts	
			:	Infopoint Costs	32.89
	total income	16960.36	:	total expenditure (cap 16)	29852.69

Remaining Budget**6880.67****Summary of Project Costs**

Total Non staff costs (from above)	29852.69
Salary costs excluded from above balance sheet	80751.58
	Project Cost
	110604.27
Income (other than from Town Council)	16960.36
Project cost funded by Town Council (to date)	93643.91

Accounts sheet total (income)

16960.36

Accounts Sheet total (expenditure)

29852.69

COMMUNITIES COMMITTEE 2017/18 (balance sheet)

Income		Expenditure			
Date/ref	Details	Value	: Date	Details	Paid to date
				Celebrate Hailsham Day	
			:		
5.6.17	Barwells - Donation for tea cup ride	500.00	: 13.04.17	Head 2 Head re sensory tent	210.00
24.6.17	Raffle	120.00	: 13.04.17	Hailsham Lions re donation	1000.00
26.6.17	cash float returned	60.00	: 17.05.17	MJ Leisure re Tea Cup Ride	575.00
29.6.17	Teacup ride income	62.00	: 09.06.17	Miss N Gray re face painter	220.00
			: 09.06.17	Kit Print Ltd re vinyl stickers	10.00
			: 12.06.17	K Giddings re purchase of raffle gift	40.00
			: 05.06.17	Wealden DC re TEN	21.00
			: 21.06.17	J Oakley balloon modelling	95.00
			:	Cash for float	60.00
			: 29.6.17	St Wilfrids Hospice re 50% teacup	31.00
			: 29.6.17	Raffle donation to 14 charities	119.98
	Total Income for Celebrate Hailsham	742.00	: 7.7.17	St Johns Ambulance	161.00
			: 19.7.17	Hailsham Creative Banners	499.00
			:	Friday Ad - Celebrate hailsham	290.00
			: 29.3.18	Unpresented chq - Raffle donations	-25.71
			:		
			:	Total Exp for Celebrate Hailsham	3306.27
			:		
			:	Summer Market	
			: 11.7.17	Festive Illuminations - bunting	310.00
			: 24.7.17	Pete Willson - Jazz band	200.00
			: 10.7.17	Wealden DC re TEN	21.00
			: 12.7.17	Hampshire Flags - bunting	336.25
			: 16.08.17	Mr R Bowdler - Band	200.00
			: 21.08.17	St Johns Ambulance	161.00
			: 25.09.17	Friday Ad - Summer advertising	290.00
			:		
			:		
			:	Staff Overtime Costs	
	Total Income for Summer Market	0.00	:	Total Exp. for Summer Market	1518.25
			:		
			:	Christmas Market -	
			:		
	Mrs J Ross - deposit	20.83	: 18.10.17	Mrs A Baulcomb - Deposit for swee	110.00
	RA & LA Coutanche - deposit	20.83	: 31.10.17	Rare Repro - Banners	216.00
			: 08.11.17	Magnet - Advertising	200.00
			: 14.11.17	Archant Comm Media - Advert	175.00
			: 17.11.17	J Seale - Advert	60.00
			: 28.11.17	K Giddings - Lights Switch on swee	85.00
			:	Mrs A Baulcomb - sweets for marke	440.00
			:	The Wealden Eye - Advert	120.00
			: 28.12.17	St Johns Ambulance	128.80
			: 28.12.17	Mr R Bowdler - Band	200.00
			: 01.12.17	Magnet - Advertising	200.00
			: 13.12.17	xmas mkt refund	20.83
			: 15.12.17	Johnston Publishing - Advert	399.00
			: 12.1.18	Whats on Hailsham - Advert	30.00
			: 15.1.18	Town & Country Tree - disposal trex	140.00
			: 19.2.18	Friday Ad - Xmas lights & Market	300.00
			:		
			:		
			:		
			:		
			:		
			:		
			:		
			:	Staff Overtime Costs	3862.09
			:		
			:		
	Total Income for Christmas Market	41.66	:	Total Expenditure for Christmas Market	6686.72
	Commuted Funds In			Budget Exp. Festivities	15000.00
	C/Fwd Funds	6454.00		Total Available	21454.00
	Festivities total income	783.66	:	Festivities total expenditure	11511.24
				Net Remaining Festivities Budget	10726.42
	from above	783.66		from above	11511.24
	income from accounts	783.66		from accounts **	11511.24

(As at 31.3.18)

Hailsham Forward for year 1st April 2017 to 31st March 2018

Budget Income 2017-18	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	6374.94				
			18.04.17	22173	Wealden District Council	1957.20
	Pitch Fees from Council Revitalization Fund - Jan18 to Mar18	2625.00		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	458.26
			31.3.18		Market Staff Wages	5973.00
	Loyalty Card Scheme				Loyalty Card Scheme	
	Loyalty Card Sales x 18	183.30				
	Loyalty cards - celebrate day Chapter 12	58.33				
		45.83				
	Community Forum Stakeholder Meetings				Community Forum Stakeholder Meetings	
				mutli	Diplocks Hall Hire	168.00
			14.12.17	22655	Xmas refreshments	93.04
			20.12.17	22673	meeting refreshments	21.39
			29.3.18	22857	Expenses S Scott	210.00
					Website / Directories & Town & Shopping Guide	
			12.9.17	22457	Pipmeister	125.00
			17.1.18	22722	Companies house	35.00
	Donations					
					Minibus costs	
			16.1.18	22718	DFIS	83.11
			8.2.18	22759	TAX	240.00
	Total receipts	9287.40			Total expenditure	9718.83
					Remaining Budget	4421.57

From accounts

From Accounts (non-salary)

Check balance

0.00

Cemetery Expenditure (balance sheet) 1st April 2017 to 31st March 2018

Budget Income for 2017/18	50000.00	Budget Expenditure for 2017/18	31820.00
		Bal C/Fwd from 16/17	21108.00
		Commuted Sums In	0.00
		Total Available	2928.00

Funds Allocated - Income**Expenditure**

Date	Details	Value	Date	Details	Paid to date
				Cemetery Buildings (including Lodge)	
			:		
			:	Toilet Door Repair	170.00
			:	Boiler	70.00
			:	Keys and Locks	300.00
			:		
			:		
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			:		
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			:		
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			:		
			:		
			:		
			:	Cemetery Overheads & Horticultural	
			:		
			:	Rates	2436.00
			:	Water & Sewage	343.98
			:	Electric	430.40
			:	Gas	609.28
			:	Telephone	565.42
			:	Burial Records - Software	275.00
			:	Pest Control	299.00
			:	General Repairs	2181.50
			:	Hygiene Supplies	20.00
			:	Waste Removal - Fly tip	751.00
			:	Waste collections	2390.07
			:	Grass Cutting	2235.40
			:	Funerals & Graves	
			:		
	Burial Fees	61777.00	:	Grave Digging	11515.00
			:	Flowers for the Chapel	485.00
			:	Cemetery Matters	3798.00
			:	Maintenance	27.80
			:		
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			:		
			:		
			:		
	total income	61777.00	:	total expenditure	28902.85

Remaining Budget	35802.15
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Accounts sheet total (income)	61777.00	Accounts Sheet total (expenditure)	28902.85 0.00
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Allotment Expenditure (balance sheet) 1st April 2017 to 31st March 2018

(As at 31.3.18)

Budget Income for 2017/18	3439.00	Budget Expenditure for 2017/18	3690.00
		Bal C/Fwd from 16/17	3390.00
		Commuted Sums In	0.00
		Total Available	3641.00

Funds Allocated - Income			Expenditure		
Date	Details	Value	Date	Details	Paid to date
Common Pond Allotments					
			:		
	Rent Deposit	50.00	:	Water Supply	156.39
	Key Deposits	5.00	:	Waste Collection - Kier	708.40
	Rent	410.70	:	Allotment Software	160.00
			:		
			:		
			:		
			:		
			:		
			:		
			:	Allotment Deposit Refunds	55.00
			:		
Battle Road Allotments					
			:		
	Rent Deposit	250.00	:	Water Supply	433.58
	Key Deposits	5.00	:	Waste Collection - Kier	1405.96
	Rent	2046.40	:	15.8.17 Fire Pit - Barcombe	350.00
			:	23.10.17 Lock & Keys - DB Services	41.66
			:	8.11.17 Repair - Travis Perkins	63.11
			:	28.2.18 DB Services - Padlock & keys	54.17
			:		
			:		
			:	Allotment Deposit Refunds	609.60
			:		
Harold Ave Allotments					
			:		
	Rent Deposit	1000.00	:	Fence & Gate Work	250.86
	Key Deposits		:	13.12.17 Spray Paint - Withers DIY	13.98
	Rent	461.90	:	02.03.18 Kit print Ltd - Sign	37.50
			:		
total income					
		4229.00	:	total expenditure	
					4340.21

Remaining Budget	3529.79
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Accounts sheet total (income)	4229.00	Accounts Sheet total (expenditure)	4340.21
			0.00

Expected Standard	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
1. Scope of internal audit control	<ul style="list-style-type: none"> - Terms of reference for internal audit. - Internal audit work takes into account both the council’s risk assessment and wider internal control arrangements as set out in the Internal auditors engagement letter - The terms and conditions as detailed in the Internal Auditors engagement letter identifies his responsibility to detect fraud and corruption in accordance with the council’s financial regulations 	<p><i>Audit File</i></p> <p><i>Audit File</i></p>	Noted & Agreed
2 Independence	<ul style="list-style-type: none"> - Internal audit has direct access to those charged with governance - Reports are made in own name to Council - Internal audit does not have any other role within the Council 		Noted & Agreed
3. Competence	<ul style="list-style-type: none"> - There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity 		Noted & Agreed
4. Relationships	<ul style="list-style-type: none"> - Evidence exists that the Clerk/RFO and Finance Officer are consulted on the internal audit plan prior to presentation to FBR committee for adoption - Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters - The responsibilities of council members are understood and training of members is made available as necessary 		Noted & Agreed
5. Audit Planning and Reporting	<ul style="list-style-type: none"> - The annual internal audit plan properly takes account of all the risks facing the council. - Internal audit has reported in accordance with the plan by submission of regular reports to Council 	FBR/16/4/61.1 & Audit file	Noted & Agreed

Page 2 - Hailsham Town Council Internal Control Review Checklist – Characteristics of Effectiveness

Characteristics of Effectiveness	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
1. Internal Audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs and is approved by council through the engagement letter and annual audit plan	<i>Audit File</i>	Noted & Agreed
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement	<i>HTC/AM/17/119</i>	Noted & Agreed
3. Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for		Noted & Agreed
4. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements		Noted & Agreed

Characteristics of Effectiveness	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
5. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risk, rather than relying solely on audit recommendations	<i>Audit File</i>	Noted & Agreed
6. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates		Noted & Agreed

Page 4 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification (as approved by council – FPR/10/1/52)		Record examined for verification purpose	Sub-Committee Members comment
Cash Book/Bank reconciliations	<ul style="list-style-type: none"> The cash book is kept up to date from original documents (paying-in books, invoices, cheque stubs) The cash book is reconciled to the bank statement on a quarterly basis The bank reconciliation is reviewed and approved by a member of FBRSC Committee with reference to the underlying records (cash book and bank statements) The verification of the bank reconciliation is reported to the FBR Committee and minuted as such The latest financial position of the Council's cash balances are verified and approved by the a member of the FBRSC quarterly at the FBRSC committee meeting 	Cash book spread sheets Fund Summary Bank reconciliation Noted at each FBR meeting FBR/17/4/59.1	Noted & Agreed Noted & Agreed
Financial Regulations	<ul style="list-style-type: none"> A document listing the Council's financial regulations, based on the model version prepared by NALC/SLCC is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Council 	See FBR/17/4/65 & HTC/16/5/233.1 Financial Regulations reviewed annually in January	Noted & Agreed
Order/Tender controls	<ul style="list-style-type: none"> The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work. Official orders/letters/emails are sent to suppliers for services which are not regular in nature 	See Financial Regs Examine order requisition book	Noted & Agreed
Payment controls	<ul style="list-style-type: none"> Depending on the nature of the supply, the Committee Clerk signs the purchase invoice to indicate that the supply has been received, The FO shall confirm that the supply has not previously been paid and that the invoice calculations are correct. Purchase orders/letters/emails ordering the work are matched to purchase invoices where applicable The value of each invoice for payment will be checked against the cheque value by one of the councillor authorised to sign cheques on Councils behalf. A retrospective list of cheque payments made will be presented to the FBRSC 	Examine invoices Confirmed by RFO See Purchase orders Examine invoices See minutes	Noted & Agreed Noted & Agreed

	<p>Committee and recorded in the minutes of the meeting.</p> <ul style="list-style-type: none"> The cheque number used to settle an invoice and the date it was prepared are entered on the invoice and in the cashbook for cross reference purposes 	(FBR/14/4/59.8) Examine invoice	
	<ul style="list-style-type: none"> 		
Page 5 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification (as approved by council – FPR/10/1/52)		Record examined for verification purpose	Sub-Committee Members comment
s137 – Free Resources	<ul style="list-style-type: none"> A separate s137 account is maintained The RFO calculates the maximum amount of s137 expenditure able to be made each year and ensures that it is not exceeded. Where expenditure from s137 is made payment must be recorded and approved in Councils minutes 	Approved at FBO Confirmed by RFO Approved at FBRS	Noted & Agreed
VAT repayment claims	<ul style="list-style-type: none"> FO ensures that all invoices are addressed to the Town Council. FO ensures that proper VAT invoices are received where VAT is payable FO maintains a VAT account to show that the correct amount of VAT is reclaimed VAT to be reclaimed on a quarterly basis <p>All Reviewed by RFO</p>	Examine invoices Examine RFO Vat file As above	Noted & Agreed
Income controls	<ul style="list-style-type: none"> RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council and is received when due. FO ensures that other receipts are received when due and correctly calculated FO ensures that all cash and cheque receipts must be recorded through the cash register and cross referenced against the cash book FO ensures all income is banked promptly <p>Reviewed by RFO</p>	See fund summary (item 2) Examine RFO files Examine RFO files See Banking record	Noted & Agreed
Financial reporting	<ul style="list-style-type: none"> An Income & Expenditure account, comparing actual to the budget is prepared on a quarterly basis, presented to the Council and minuted as such 	Summary of Net Expenditure to FBR	Noted & Agreed
Budget preparation	<ul style="list-style-type: none"> RFO & FO will prepare a base line budget for each standing committee for presentation to the appropriate committee. Each committee will prepare their own budget forecast in consultation with the Council. A full town council meeting will take place in January of each year to determine the precept value to be requested from the District Council The precept is set on the basis of the budget by the deadline set by the District 	2018/19 in process of being prepared Sub-Committee appointment Due 24.01.18 As approved at	Noted & Agreed

	Council	Precept meeting	
	•		
Page 6 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification (as approved by council – FPR/10/1/52)		Record examined for verification purpose	Sub-Committee Members comment
Payroll controls	<ul style="list-style-type: none"> • All staff and payment of members allowances are paid under PAYE as employees • Under the direction of the Full Council, the staff Administrative Panel will be responsible for determining staff levels, grade and pay structure. • All staff will be paid by weekly or monthly bacs system • The FO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done • The FO will ensure all the necessary Pension Scheme (LGPS) returns are made to East Sussex County Council and will retain evidence that this has been done 	<p>Examine pay records</p> <p>Committee appointed</p> <p>Examine pay records</p> <p>Examine pay records</p> <p>Examine pay records</p>	Noted & Agreed
Governance Overview	<ul style="list-style-type: none"> • At the end of each cycle of Council meetings the deputy town clerk will prepare a schedule detailing all action resolutions approved at full council and will monitor achievement. 	Consult with DTC	NB – This is currently under view.
Asset Control	<ul style="list-style-type: none"> • The RFO maintains a full asset register • The RFO will ensure that at all times the level of insurance is appropriate to protect the Town Council's assets • The RFO in consultation with the chairman of the FBR committee will negotiate best value in respect of the annual insurance premium. 	<p>See RFO records</p> <p>See RFO records</p> <p>FBO/13/11/87 & HTC/AM/14/123.1</p>	Noted & Agreed

Annual Review of Internal Control - FBR Committee's Report to Council

The Annual Review of Effectiveness of Internal Control is a statutory requirement and must be completed by members and not by staff or auditors.

In accordance with FBR minute FBR/17/4/63.1 a meeting of selected FBR committee members was held on Thursday 18th January 2018 to undertake the Annual Review of Effectiveness of Internal Control.

Information and guidance provided by the FO enabled the sub-committee to identify through inspection of minutes and councils records that sufficient evidence exists to enable this sub committee to recommend to full council that section 2 of the annual return headed up Annual Governance Statement can be approved with confidence.

The attached working sheets précis the areas which we examined and our observations are recorded against each entry.

.....
Cllr N. Coltman

.....
Cllr G. De Jongh

.....
Cllr C. Triandayfflou

Balances Bought Forward 2017/2018 to 2018/2019

Item	B/fwds
Environment & Leisure	
101 Battle Road Allotments - Returnable key deposits & Plot deposits	4075
All Sites Maintenance	381
103 Play Areas - All sites - Safety gates	1382
Ripley	5000
104.00 Open Spaces - All Sites Maintenance	2618
Open Spaces - HP Maintenance	0
107.00 Urban Dog Bins	1408
105.00 Income rent beaconsfiled	-104
106 Horticultural Works - Focus DIY site - Developers contribution to site maintenance	5980
Horticultural Works - Tree Surgery stock inspection	1345
Total E L	22085
CORPORATE ASSETS & CEMETERY	
201 Office Complex - Utilities for 4 Mkt Sq	3445
202 Public Toilet Cleaning/maintenance	1000
205 Cemetery Services - outstanding telephone account	3
206 Cemetery - Roads/path	105
207 Cemetery - Burial Ground Section Markers	1500
Cemetery - Fee income surplus to use for Cemetery Lodge repairs	2230
208 Grass Cutting	2915
209 Street Lighting - Annual Repairs	7692
Festive Lighting	914
Street Furniture - Bus shelter	1134
Total CAC	20938
CORPORATE RESOURCES & SERVICES	
301.00 Wages - youth café	26210.00
301.00 Wages - youth café	7000.00
301.00 Wages - NHI etc	14000.00
Members allowance	995.00
302 Admin - outstanding telephone account	20
Health & Safety Expenditure	396
Professional Fees	0
Waste Collection	2480
Hailsham Neighbourhood Plan	25248
Mt Key Deposits & Misc Income	164
Office Equipment	1458
304.00 Tools	129
305 Vehicle Fleet - Outstanding fuel account	0
Vehicle Fleet - Fuel for repairs	1300
Vehicle Fleet - Leasing costs	486
Festivities	10701
Event Advertising	0
311 Hailsham Revitalization Fund	33545
Hailsham Forward	4421
310 Cortlandt Stable block	21191
CCTV	1100
313 Income - Meeting Room Hire fees	-359
312 CIL	10128
Income - 4 Market Sq	2063
Income - VAT refund (period 1.01.19 to 31.03.19)	-14145
Total CRS	148531
	191554
Precept subsidy	0
Balance of Surplus to Cap 14	38306
	<hr style="width: 100%; border: 1px solid black;"/>
	229860
Project Accounts	186794
Burial Fund	4550
	421204

creditor

creditor

creditor

debtor

debtor

0.00

HAILSHAM TOWN COUNCIL
Accounts for the Year ended 31st March 2018
Analysis of Reserves/End of Year Balance

<u>Committee Reserve Funds (Outstanding Projects/Earmarked Expenditure)</u>			
Environment & Leisure		22085	
Corporate Assets & Resources		20937	
Corporate Resources & Services		148556	
			191578
<u>General & Project Funds and Allocated Reserves</u>			
No.03 Community Building Project	(CRS)	15618	
No.04 Play Equipment	(E & L)	5900	
No.05 Hard Surface Play Area	(E & L)	2294	
No.11 Town Youth Facilities	(CRS)	327	
No.14 Community Contingency Fund	(CRS)	137360	
No.16 Youth Facilities	(CRS)	6881	
No.18 Cemetery New Burial Ground	(CAC)	17500	
No. 21 Criminal Damage	(E & L)	913	186793
<u>Burial Fund held for Grave Maintenance</u>			4550
<u>Subsidy on Precept</u>			0
<u>Surplus balance to Community Contingency Fund (No14)</u>			38306
<u>Commuted Sum Accounts</u>			272700
<u>Debtors & Advance receipts</u>			14752
<u>Creditors</u>			28
Total (to agree with Fund Balance page 1 and box 7 of the Annual Return)			708651

Certified Correct John Harrison Responsible Finance Officer



HAILSHAM TOWN COUNCIL

NOTICE OF APPOINTMENT OF DATE FOR THE EXERCISE OF ELECTOR'S RIGHTS

ACCOUNTS FOR THE YEAR ENDED 31ST March 2018

Local Audit and Accountability Act 2014 Sections 26 and 27 The
Accounts and Audit (England) Regulations 2015 (SI 2015/234)

1. Date of announcement: 31st May 2018.
2. Each year the Council's Annual Return is audited by an auditor appointed by the Audit Commission. Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31st March 2018, these documents will be available on reasonable notice on application to Mr. J Harrison, Town Clerk, Town Council Offices, Market Street, Hailsham between the hours of 09.30 a.m. and 3.00 p.m. on weekdays between Monday 4th June 2018 and Friday 13th July 2018.
3. Local Government Electors and their representatives also have:
 - (a) The opportunity to question the auditor about the accounts. The auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates
 - (b) The right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council.
4. The audit is being conducted under the provisions of the Audit Commission Act 1998, Section 15 & 16, The Accounts & Audit (England) Regulations 2011 and the Audit Commission's Code of Audit Practice. Your audit is being carried out by PKF Littlejohn LLP, Ref: SBA, 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD

This announcement is made by Mr. J Harrison, Town Clerk, Hailsham Town Council, 1 Market Street, Hailsham, East Sussex, BN27 2AE.



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