



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

**REPORT (Minutes)**

of the meeting of the Finance, Budget, Resource and Staffing Committee,  
held at the Fleur de Lys Council Chamber, Market Street, Hailsham  
On Wednesday 17<sup>th</sup> January 2018 at 7.30 p.m.

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

No members of the public present.

FBR/17/5/7  
6 **Present:** F. Berry N Collinson, N. Coltman, G. De Jongh, R. Grocock, Mrs B. Holbrook  
(Sub for G. Moore) Mrs M. Laxton, M. Pinkney & C. Triandafyllou (Chairman)

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

78 **Apologies For Absence:** G. Moore

79 **Declarations of Interest:** None

80 **Minutes of Previous Meetings**

**RESOLVED** to accept the Minutes and Reports of the Meeting of the Finance, Budget, Resource & Staffing Committee (Ref: FBR/17/4/68-75) held on the 8<sup>th</sup> November 2017 as a correct record.

**Accounts and Audit**

81 **Periodic Statements and Committee Expenditure**

81.1 **RESOLVED** to note and adopt the Fund Summary as at 31<sup>st</sup> December 2017, and the signing of bank statements by Cllr F. Berry as circulated with the Agenda, and as Appendix FBR/17/5/81.1 to these minutes.

81.2 Discussions ensued:

Cllr Laxton stated that the Hailsham Works! Line should be changed to Cortlandt Stable Block.

Cllr Laxton queried if the Twinning budget should remain, The Town Clerk stated that we do have visits from the Twinning and a budget should remain in place.

81.3 **RESOLVED** to note and adopt the Summary of Net Expenditure as at 31<sup>st</sup> December 2017, as circulated with the Agenda and as Appendix FBR/17/5/81.3 to these minutes.

81.4 Cllr Grocock inquired why the Cemetery Consumable is at 194% of budget, The Finance officer stated that information would be provided as part of these minutes.

NB: Additional expenditure was due to removal of Fly tip waste at the Cemetery and a new fence and gate was put in place to avoid future recurrences of fly tipping.

Cllr Berry inquired about the expenditure against the Cortlandt Stable block, the Finance Officer advised that this relates to expenditure incurred since April and that the utilities had now been handed over to Hailsham FM.

81.5

**RESOLVED** to note and adopt the summary of Council's income and expenditure as at 31<sup>st</sup> December 2017, compared against budget, in the new format as circulated with the Agenda, and as Appendix FBR/17/5/81.5 to these minutes.

81.6

**RESOLVED** to note and adopt the List of uncleared cheques totalling £48,610.03 as at 31<sup>st</sup> December 2017, as circulated with the Agenda and as Appendix FBR/17/5/81.6 to these minutes.

81.7

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

- Amount for £100,931.58 payments made during October 2017,
- £73,813.81 for payments made during November 2017 and for
- £105,745.85 payments made during December 2017,

as circulated with the Agenda and as Appendix FBR/17/5/81.7 to these minutes.

81.8

**RESOLVED** to note and adopt the Internal Audit Interim report dated 8.11.17, as circulated with the Agenda and as Appendix FBR/17/5/81.8

82.

### **End of Quarter Balance Statements**

82.1

**RESOLVED** to note and adopt the end of quarter balance statements in respect of the Neighbourhood Plan, as circulated with the Agenda, and as Appendix FBR/17/5/82.1 to these minutes

82.2

**RESOLVED** to note and adopt the end of quarter balance statements in respect of the Youth Facilities, as circulated with the agenda, and as Appendix FBR/17/5/82.2

82.3

Cllr Laxton inquired how we measure the success of the advertising of the event, due to amount of expenditure incurred for advertising, The Town Clerk stated that this is difficult to do, and as such it would be mainly based on footfall on the day.

82.4

**RESOLVED** to note and adopt the end of quarter balance statements in respect of the Communities Committee, as circulated with the agenda, and as Appendix FBR/17/5/82.4.

82.5

**RESOLVED** to note and adopt the end of quarter balance statements in respect of the Hailsham Forward, as circulated with the agenda, and as Appendix FBR/17/5/82.5

82.6

**RESOLVED** to note and adopt the end of quarter balance statements in respect of the Cemetery, as circulated with the agenda, and as Appendix FBR/17/5/82.6.

82.7

**RESOLVED** to note and adopt the end of quarter balance statements in respect of the Allotments, as circulated with the agenda, and as Appendix FBR/17/5/82.7

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

83. **RESOLVED** to note and adopt no expenditure made under Section 137 Expenditure.
84. **Annual Review of Effectiveness of Internal Control**
- 84.1 The Finance Officer advised that due to unforeseen circumstances this meeting had to be rescheduled to 18<sup>th</sup> January 2018, The report will be an agenda item at the May 2018 Committee meeting.
85. **Council Reserves balances as at 31.12.17**
- 85.1 **RESOLVED** to note the current reserves of the Council as at 31.12.17 and that the balance of reserves will be presented to the January FBRSC meeting each year going forward.
86. **Annual Grants for 2018-19**
- RESOLVED** to note that the Committee will meet on Wednesday 28<sup>th</sup> February 2018 to undertake the Grants awarding process for 2018-19.
- 87.1 **Financial Regulations**
- RESOLVED** to note and adopt the updated version of the Council Financial Regulations as per the Internal Audit recommendation.
88. **Meeting Dates in 2018-19 for 2019/2020 Budget Process**
- 88.1 **RESOLVED** to note and agree the proposed dates for the 2019/2020 budget process as follows:
- Wednesday 3<sup>rd</sup> October 2018  
Wednesday 19<sup>th</sup> December 2018  
Wednesday 9<sup>th</sup> January 2019
89. **Disciplinary Procedure**
- RESOLVED** to note and amend the disciplinary procedure for Hailsham Town Council employees with the Town Clerk to have delegated authority to undertake the amendments and provide the final version at the next FBRSC meeting.

There being no other business, the meeting closed at 8.30pm.

CHAIRMAN