



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

**REPORT (Minutes)**

of the meeting of the Finance, Budget Resources & Staffing Committee,  
held at the Fleur de Lys Council Chamber, Market Street, Hailsham  
On Wednesday 9<sup>th</sup> May 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).

None Presented

FBR/17/7/9  
6 **Present:** F. Berry, N. Coltman, G. De Jongh, R. Grocock, P. Holbrook, Mrs M. Laxton & C. Triandafyllou (Chairman)

97 **Officers Present:** Mr. J. Harrison (Town Clerk)

98 **Apologies For Absence:** Cllr S. Potts and Finance Officer Mrs M. Foster

99 **Declarations of Interest:** None

100 **Minutes of Previous Meetings**

**RESOLVED** to accept the Minutes and Reports of the Meeting of the Finance, Budget, Resource & Staffing Committee (Ref: FBR/17/6/90-95) held on the 28<sup>th</sup> February 2018 as a correct record.

**Accounts and Audit**

101 **Periodic Statements and Committee Expenditure**

101.1 The committee were advised that the overall surplus for the end of the financial year would be £38,306

101.2 **RESOLVED to note and adopt the Fund Summary as at 31<sup>st</sup> March 2018, and to note the signing of bank statements by Cllr G. De Jongh.**

Cllr Berry queried whether the “% spent” figures were rounded to the nearest percentage and this was confirmed.

The Town Clerk gave an explanation of the key variances as shown in the statements:

Western Road Recreation Ground; was due to income exceeding expenditure  
Town Council Site; this overspend was due to unforeseen boiler repairs at the HTC site  
Cemetery Services and Overheads: overspend due to fly-tipping at the cemetery

101.3 **RESOLVED to note and adopt the Summary of Net Expenditure as at 31<sup>st</sup> March 2018.**

Cllr De Jongh asked whether it would be possible for the committee to access the excel datasheets if they were uploaded to the cloud – the town clerk advised he would discuss this with the Finance Officer.

101.4 Further explanations of significant variances from the more detailed summary of net expenditure were given:

Office Complex - overspent due to boiler repairs

Cemetery General Maintenance - overspent due to fly tipping

Cemetery Consumables – overspent due to general repairs and waste disposal  
Cemetery

Burials Fees – Predicted income had been exceeded

Anti-Virus Software – it had approved necessary to upgrade the office software

Tourism variance – relates to how grants are allocated as discussed at previous meetings.

War Memorial Services Costs – energy and water charges had come on higher than was expected

101.5 Cllr Berry enquired whether now that Hailsham Forward had become a Community Interest Company, it would be responsible for its own accounts and also if HTC would charge Hailsham Forward for officer time. It was also clarified that HTC and HF had agreed that the market would now be covered by HTC.

It was advised that HTC had previously resolved to utilise resources to stimulate and support business in the town. The Hailsham Forward initiative was the means of achieving that. Therefore HTC would continue to support HF with officer time, until it resolved otherwise. At present HF would not be sustainable without input from HTC resources.

101.6 **RESOLVED to note and adopt the summary of Council's income and expenditure compared against budget as at 31<sup>st</sup> March 2018.**

101.7 **RESOLVED to note and adopt the List of uncleared cheques as at 31<sup>st</sup> March 2018.**

The committee were informed that the first three cheques on the list would be or would have been cancelled when they were six months old.

Cllr Laxton enquired when the council's vehicles fleet leases were due to be renewed and stated that environmentally friendly vehicles should be considered when they are due for renewal.

Cllr Laxton asked why new defibrillator pads had been purchased – it was advised that those originally placed in the units had reached the end of their 'use by' date.

Cllr Coltman enquired what the cheque for Street Lights (£32,599) had been for in detail – it was explained that it was the charge for maintenance and for electricity.

Cllr Holbrook requested information as to whether two street lights on Harebeating Lane were owned by HTC. **The Town Clerk to confirm this**

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

- **£71,008.56 for payments made during January 2018.**
- **£77,363.62 for payments made during February 2018.**
- **£119,860.96 for payments made during March 2018.**

102. **End of Quarter Balance Statements**
- 102.1 **RESOLVED** to note and adopt the end of quarter balance statements in respect of the Neighbourhood Plan.
- 102.2 It was noted that the Youth Service Manager had attracted significant income much higher than that budgeted for
- Cllr Laxton queried a recent post that had been recruited to in the Youth Service – it was explained that this was an enhancement to an existing role and had been within the overall Youth Service Budget.
- RESOLVED to note and adopt the end of quarter balance statements in respect of the Youth Facilities**
- 102.3 **RESOLVED to note and adopt the end of quarter balance statements in respect of the Communities Committee.**
- The expenditure within the Hailsham forward balance statement for Christmas refreshments was queried.
- The Unpaid Stall Cheque of £250 was queried – **Town Clerk/Finance Officer to clarify this to the committee**
- 102.3 **RESOLVED to note and adopt the end of quarter balance statements in respect of the Hailsham Forward.**
- 102.4 **RESOLVED to note and adopt the end of quarter balance statement in respect of Cemetery Expenditure.**
- Cllr Laxton enquired as to the progress of the recently commissioned cemetery administration review. The Town Clerk advised that he had chased for this as little progress had been made, and hoped for a report in time for the Strategic Projects meeting in June
- 102.5 **RESOLVED to note and adopt the end of quarter balance statement in respect of Allotment Expenditure**
- It was noted that on some of the sites, waste collection had now ended and the incinerators were being used.
- Cllr Holbrook enquired whether the water to all allotment sites was now being cut off from November so rates were not paid for that period and also whether all allotments sites were metered for water supply. **The Town Clerk/Finance Officer to clarify this to the committee.**
103. **Free Resource Payments (Section 137 Expenditure)**
- RESOLVED** to note no further expenditure.
104. **End of Year Balances**
- 104.1 **RESOLVED** to note and adopt the summary of committed and brought forward balances.
- Cllr De Jongh asked whether finances had been earmarked for the swings on the Western Road Play Area. It was explained that the Strategic Projects Committee had recommended to council that funding is allocated to replace the swings that are in need

of repair and that further consideration was given to the disabled swing. This was to be discussed as a recommendation at the next HTC meeting on 23<sup>rd</sup> May.

It was also noted that the Town Clerk had approached WDC with regard to outstanding S106 monies and whether these could be used for such a project. This was pending.

104.2 **RESOLVED** to note and adopt the Analysis of Reserves/End of Year as contained in the end of year accounts submitted to the External Auditors.

It was noted that a significant proportion of the outstanding debt was VAT due to be paid and that this was normal for the end of year.

105. **Exercise of Electors' Rights**

**RESOLVED** to note the programme set by the External Auditors in respect of the council's accounts for 2017-18.

- A) Date of public announcement – 31<sup>st</sup> May 2018.
- B) Inspection period for Electors – 4<sup>th</sup> June to 13<sup>th</sup> July 2018.

There being no other business, the meeting closed at 8.26pm

CHAIRMAN