

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 23rd January 2019 at 7.30 p.m.

1. **Public Forum**
Prior to commencement of the remainder of 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 of this committee, at the discretion of the Chairman.
2. The order of formal business to be transacted will thereafter be as follows:
3. **Apologies for Absence**
To receive apologies for absence of appointed members.
4. **Declarations of Interest**
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
5. **Minutes of previous Meeting**
 - 5.1 To note that the Minutes and Reports of the Meeting of the Finance, Budget, Resources and Staffing Committee (Ref:FBR/18/4/45-52) held on 9th January 2019 as being a correct record of this meeting.
6. **Periodic Statements and Committee Expenditure**
 - 6.1 To receive note and adopt the financial reports as listed below:
 - a) Fund summary as at 31st December 2018 (copy attached) & Bank Statements and be signed off by one member of the FBRS committee.
 - b) Summary of net expenditure as at 31st December 2018 (copy attached)

- c) Summary of the Council's income and expenditure as at the 31st December 2018 compared against budgets (summary attached)
- d) List of uncleared cheques totaling £40,841.15 as at 31st December 2018 (copy attached)
- e) List of payments previously certified by a member of the cheque signatory panel amounting to £105,769.52 for payments made during October 2018, £121,245.75 for payments made during November 2018 and £88,108.51 for payments made during December 2018 (In accordance with the Governance and Accountability for Local Councils Practitioners Guide)
- f) The Interim internal audit report (copy attached)

6.2 **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)

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

To note the £25.00 expenditure for the Remembrance day wreath under Section 137 payments for the current quarter.

7. **Council Reserves**

To note and adopt the reserves balances as at 31.12.18.

8. **Annual Review of Internal control of effectiveness**

To note and agree the report from the meeting of the sub committee group on 27th November 2018 to review the effectiveness of the Internal controls, as per the Local Governance and Accountability guide.

9. **Financial Regulations**

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

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

To set the date in February of the FBRC for awarding the Annual Grants for 2019/20.:

Proposed dates:


Wednesday 6th February 2019
Wednesday 13th February 2019
Wednesday 27th February 2019

11. **Confidential Business**

To resolve that the press and public are temporarily excluded during the discussion on the next item **12** of the agenda as the item concerns engagement, terms of service, conduct of employees in accordance with the Council's Standing Orders No. 1E.

12. **Communication and Public Information Officer**

To review the job description and terms of the Council's Communication and Public Information Officer

A handwritten signature in black ink, appearing to read 'John Harrison', with a stylized flourish at the end.

JOHN HARRISON
Town Clerk

Committee Membership:

Councillor. N. Coltman
Councillor G. De Jongh
Councillor R. Grocock
Councillor Mrs. B. Holbrook
Councillor P. Holbrook
Councillor Mrs. M. Laxton
Councillor S. Potts
Councillor Ms. A. O'Rawe
Councillor C. Triandafyllou

Substitutes:

Councillor C. Tasane
Councillor Mrs. B. Beckett
Councillor Mrs. S. Van Der Geyten
Councillor N. Collinson

HAILSHAM TOWN COUNCIL

FUND SUMMARY AS AT 31.12.18

			to agree with
1	Balance at 01.04.18 (469975.78-48747.82)	=	421227.56 Fund summary as at 31.03.17 (line 5)
2	Precept (received to date)	=	1012703.00 Income Summary (line 1040)
2a	Council Tax Support Grant		29699.00
2b	CIL		0.00
3	Income to date	=	183079.31 Income summary (line 1042)
4	Expenditure to date	=	980977.11 Expenditure summary (line 1143)
4a	Transfer from Commuted Sums	=	62370.00
5	Total Funds Available	=	728101.76 Equal to line 12 below)
6	Current Account Balance 10331333 (statement No.5)	=	58776.83 Bank statement 5
7	High Interest Account 50072672 (statement No.1)	=	710066.08 Bank statement 1
8	Treasury Deposit	=	0.00 Treasury Deposit Certificate
9	Petty Cash Balance	=	100.00 Petty cash held in vouchers & cash
10	Total funds held	=	768942.91 Total lines 6 to 9
11	Less cheques not presented	=	40841.15 Summary of uncleared cheques
12	Total funds available (to agree with item 5)	=	728101.76 Equal to line 5 above
Nett income/expenditure (to agree with "Summary of Nett Expenditure" Report)			-306874.20 Summary of net expenditure

Commuted Sums (for maintenance of public open spaces)

	as at 31.3.18	Current balance as at 31.12.18	
13	7474.84	8763.07	Bank statement 1
14	265225.28	517994.73	Setting in 50072672 (due to TD issue
15	0.00	0.00	
Total Commuted Sum accounts		272700.12	526757.80

Project Fund Balances

as at 31.12.18

fund balance

allocated

funds available

No.03 Community Building Project	18618	13302	5316
No.04 Play Equipment	-1283		-1283
No.05 Hard Surface Play Area	2294		2294
No.11 Town Youth facilities	327		327
No.14 Community Contingency Fund	151931	64149	87782
No.16 Youth Facilities - The Square Café	7201		7201
No.18 Cemetery New Burial Ground	17500		17500
No 21 Criminal Damage	1056	0	1056
			0
Total	197644	77451	120193

HAILSHAM TOWN COUNCIL - SUMMARY OF NET EXPENDITURE AS AT 31.12.2018

BUDGET HEADINGS	2018- 2019 Estimates											
	Expenditure		Income		Adj & B/F 2017/18	Nett total	Actual Spend	Actual Income	Committed	Total Spend	Funds Remain	% Spent
	A	B										
ALLOTMENTS	3750	3439	4075	4206		2248	3476		-1228	5434	-29%	
WESTERN ROAD RECREATION GROUND	1025	1000	-104	-79		6277	2938		3339	-3418	-4227%	
MAURICE THORNTON PLAYING FIELD	2480	0	0	2480		2256	500		1756	724	71%	
COMMON POND	700	0	0	700		0	0		0	700	0%	
ERSHAM ROAD COMMON	50	0		50		0	0		0	50	0%	
PLAY AREAS	3650	0	6763	10413		6257	0		6257	4156	60%	
PROJECT FUNDS (Add to existing funds)	0	0	8194	8194		18783	11600		7183	1011	88%	
PUBLIC OPEN SPACES	1950	400	2618	4168		21345	20347		998	3170	24%	
HORTICULTURAL & GROUND MAINTENANCE	35600		7325	42925		26317	0		26317	16608	61%	
ENVIRONMENT SERVICES	6000		1408	7408		4168	0		4168	3240	56%	
COMMUNITIES, TOURISM & LEISURE	32487		15201	47688		35315	6816		28499	19189	60%	
FESTIVE LIGHTING	11000		914	11914		9260	975		8285	3629	70%	
FUNDED PROJECTS	450			450		228	0		228	222	51%	
Cortlandt Stable Block	17060		21191	38251		17598	5334		12264	25987	32%	
TOWN COUNCIL SITE	3150	0	3445	6595		948	0		948	5647	14%	
CEMETERY BUILDING MAINTENANCE	550	0	2230	2780		20	0		20	2760	1%	
PROJECT FUNDS	0	0	17500	17500		0			0	17500	0%	
CEMETERY SERVICES & OVERHEADS	6460	0	2918	6463		5916	0		5916	547	92%	
Cem HORTICULTURAL (incl FLORAL DISPLAYS)	8000			8000		5803	0		5803	2197	73%	
ROADS & PATHS	0	0	105	105		0	0		0	105	0%	
FUNERAL & GRAVES	14500	50000	1500	-34000		11662	51498		-39836	5836	117%	
STREET LIGHTING	30500		7692	38192		10730	151		10579	27613	28%	
STREET FURNITURE	450		1134	1584		66	0		66	1518	4%	
RECREATION BUILDINGS (incl UNION HALL)	46500		1000	47500		55953	33388		22565	24935	48%	
STAFFING COSTS	635542		48205	683747		478662			478662	205085	70%	
ADMINISTRATION EXPENSES	121604	400	29766	150970		60442	518		59924	91046	40%	
CHAIRMANS ALLOWANCE	1500			1500		339			339	1161	23%	
MACHINERY/TOOLS/PROTECTIVE CLOTHING	1850		129	1979		1335			1335	644	67%	
VEHICLE FLEET	17500		1786	19286		13656	250		13406	5880	70%	
TWINNING	400			400		0			0	400	0%	
MISC.PROVISIONS	6213			6213		850			850	5363	14%	
SECTION 137 (FREE RESOURCE)	5400			5400		9125			9125	-3725	169%	
PROJECTS (Add to Cap.Funds)	26000	1000	199406	224406		67664	22391		45273	179133	20%	
FUNDED SERVICES	84500	0	39066	123566		54277	29		54248	69318	44%	
ACCOUNT INTEREST & COMMUTED SUMS	600	500	10128	10228		587	6054		-5467	15695	-53%	
RENTS, LETTINGS & HIRE FEES	0	28100	1704	-26396		1154	29767		-28613	2217	108%	
PRECEPT				0			1042402		-1042402	1042402		
Net VAT			-145145	-145145		51739	49417		2322	-147467	-2%	
TOTAL	1127421	0 0 84839	290154	1329641		980977	1287851	0	-306871	1636512	-23%	
NET EXPENDITURE						-306874						

HAILSHAM TOWN COUNCIL - INCOME AND EXPENDITURE AS AT 31.12.18

1st April 2018 to 31st March 2019								
Item	Account Code	Annual	Carry	Budget	Income available	total	total spent	percentage
		Budget	Over	Adjustments	to add to budget	available	to date	spent to date
			Budget					
Allotments - Water supply	101	650	0			650	477.62	73%
Allotments - Maintenance	101	2920				2920	1750.60	60%
Allotments - Returnable deposits	101	0	4075	not available to spend		4075	20.00	0%
West. Rd Rec - Maintenance	102	900	-104	2500		3400	6170.00	181%
West. Rd Rec - Water Supply	102	125				125	106.57	85%
MT - Annual Rent	102	750				750	1000.00	133%
MT - Maintenance	102	670	0			670	220.68	33%
MT - Water Supply	102	60				60	21.63	36%
MT - Pitch Marking Paint & Contractor to Mark	102	500	0	0		500	763.64	153%
MT - Skate Park Maintenance	102	500				500	250.00	50%
Common Pond - Maintenance	102	700				700	0.00	0%
Ersham Rd - Maintenance	102	50				50	0.00	0%
Play Areas - Insurance	103	1450				1450	980.16	68%
Play Areas - Maintenance	103	1200	5381			6581	5276.73	80%
Play Areas - Safety Surface	103		0			0	0.00	0%
Play Areas - Safety Gates	103	1000	1382			2382	0.00	0%
HCP - Maintenance	104	450	0	19500		19950	20971.69	105%
HCP - Vermin Control	104	500				500	355.50	71%
Public Open Spaces - Maintenance	104	300	2618			2918	18.16	1%
Orchard Park Maintenance	104	200				200	0.00	0%
Grovelands Barn Skip hire	104	500				500	0.00	0%
All Sites - Grass cutting	105	19000				19000	14486.97	76%
All sites - Tree Works	105	16600	1345	0	0	17945	11830.00	66%
Dog Hygiene Bin Emptying	107	6000	1408			7408	4167.80	56%
Horticultural - Landscaping Maintenance	107		5980			5980	0.00	0%
Project Funds	106							
04 - PlayEquipment	106	0		11600		17500	18783.25	107%
05 - Play Surfaces	106	0				0	2294	0.00
Total expend to date this year		55025	22085			119008	87651	74%
Income - Allotment Rent	101	3439				3439	3476.45	101%
Income - Beaconsfield/Pitch hire/MT	102	1000				1000	2937.66	294%
Income - Fishing Permits	104	400				400	847.47	212%
Income - Maurice Thornton Sites	102						500.00	
Income - Country park car park	104						0.00	
Total Income to date this year		4839	0.00			4939	7762	157%
						0		
1st April 2018 to 31st March 2019								
Item		Budget	Carry Over	Income Budget & Adjustments	Income available to add to budget	total available	total spent to date	percentage spent to date
Office Complex Internal Repairs	201	200	0	0		200	401	200%
Office Complex External repairs	201	600	0	0		600	526.96	88%
Office Complex - Boiler & alarm	201	700	0			700	20.00	3%
Office Complex - Electronic Gate	201	150				150	0.00	0%

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Office Complex - 4 Market Sq	201	1500	3445	0		4945	0.00	0%
Pavilion - Service costs	202	600	0	0	118	718	895.84	125%
MT Pavilion - Service costs	202	1200	0			1200	509.76	42%
MT Pavilion - General Repairs	202	500	0			500	42.31	8%
Storage sheds - General Repairs	202	100	0			100	0.00	0%
Storage Sheds - Energy	202	300				300	323.01	108%
Storage Sheds - Grovelands Barn Rates	202	2800				2800	2592.00	93%
Union Corner - Maintenance Grant	202	1000				1000	0.00	0%
James West Community Hall	202	25000				25000	9296	37%
James West Community Hall - Fixture & Fittings	202	0		33270		33270	33967	102%
Public Toilets - Cleaning & Maintenance	202	15000	1000			16000	8326.58	52%
Cemetery - General Maintenance	203	150	0			150	0.00	0%
Cemetery Lodge - General repairs	203	400	2230			2630	19.99	0%
Cemetery - Service costs	205	4120	3			4123	4124.58	100%
Cemetery - Consumables	205	1850	2915			4765	1505.93	32%
Cemetery - Pest Control	205	50				50	0.00	0%
Cemetery - Burial Software Licence	205	320				320	285.00	89%
Cemetery - Section markers	205		1500			1500	120.00	8%
Cemetery - Extinguisher service	205	120				120	0.00	0%
Cemetery - Grave digging	205	14000				14000	8300.00	59%
Cemetery - Flowers & Mem trees	205	500				500	1842.05	368%
Cemetery - Grass & hedge cutting	205	7000				7000	5270.00	75%
Cemetery - Tree Maintenance	205	1000				1000	533.00	53%
Cemetery - Path Maintenance	205		105			105	0.00	0%
Cemetery - Burial Fee refund	207						1400.00	
Street Lighting (all costs)	209	27500	0			27500	0.00	0%
Street Lighting - New Lights	209		0			0	0.00	0%
Street Lighting - Paint/maintenance	209	3000	7692			10692	10730.03	100%
Street lighting - Replace Switch Gear	209		0				0.00	0%
Festive Lighting	209	11000	914			11914	9259.50	78%
Street Furniture - Bus shelter repair	210	250	1134			1384	65.88	5%
Memorial Seat	210					0	0.00	0%
Black sacks	210	200				200	0.00	0%
Project Funds								
18 - New Burial Ground	204	0				17500	0.00	0%
Total to date this year		121110	20938			192936	100356	52%
Income - Burial Fees	207	50000				50000	51498.00	103%
Income - Pavilion Recharges	202	0				0	118.08	0%
Income - Festive Lighting	209	0				0	975.00	0%
Income - Street Lighting	209						150.51	0%
Total Income to date this year		50000	0			50000	52741.59	105%
1st April 2018 to 31st March 2019								
Item			Carry Over	Income Budget & Adjustments	Income available to add to budget	total available	total spent to date	percentage spent to date
All staff costs	301	605042	47210		0	652443	456592.92	70%
Members Allowances	301	30500	995			31495	22069.53	70%
Office Equipment	302	2300	1458			3758	580.51	14%
Election Costs	302	53520				53520	0.00	0%
Newsletter production costs & three deliveries	302	6000			0	6000	4056.00	68%
Services (elec/gas/phone/rate/water	302	18600	20			18620	14980.37	80%
Annual electrical & extinguisher test	302	700	0			700	0.00	0%
Advertising & Publicity	302	500				500	180.00	36%
Insurance	302	9200				9089	11375.00	125%
Postage	302	2100	0			2100	868.13	41%
Audit fees	302	2700				2700	2454.25	91%
Staff training & travel	302	3000	0			3000	1745.21	58%

LIST OF UNCLEARED CHEQUES as at 31.12.18

Outstanding cheques up to statement dated 30.09.18

Date	Cheq No	Payee	Amount
11.7.18	23093	Diplocks Hall	42.00
19.9.18	23214	S Worsell	50.00
09.10.18	23264	Paragon	7.19
08.11.18	23340	Mr P Buckiltsch	50.00
30.11.18	23379	Freedom Leisure	49.20
06.12.18	23391	R Boswell	420.00
06.12.18	23395	Macey Industrial Fixing	378.42
07.12.18	23402-18	xmas refund	100.00
11.12.18	23422	Ricochet Signs	172.80
13.12.18	23429	Travis Perkins Ltd	20.26
13.12.18	23430	Curtis & Shaw	42.13
13.12.18	23431	Saxon Plants	39.48
13.12.18	23433	Darren newman	3,125.00
13.12.18	23434	J Russell - xmas refund	25.00
17.12.18	23437	Pear Technology	270.00
17.12.18	23443	Mrs M Hagger	13.61
17.12.18	23445	Fieldskill Ltd	34.98
18.12.18	23446	Petty Cash	93.60
18.12.18	23448	C Triandafyllou	100.36
18.12.18	23449	Hailsham Pizza	80.00
19.12.18	23450	Idverde Ltd	6,688.10
19.12.18	23451	CBL Fastenings	34.80
19.12.18	23452	The Police & Crime Comm for S	518.70
31.12.18	23454	Idverde	3,344.05
31.12.18	23455	Just Bin bags Ltd	1,190.88
31.12.18	23456	Adrians Cleaning Services Ltd	150.00
31.12.18	23457	Rialtas Business solutions ltd	342.00
31.12.18	23458	HMRC PAYE	11,910.72
31.12.18	23459	East Sussex Pension Fund	8,143.23
31.12.18	23460	Give as You Earn	145.08
31.12.18	23461	Wealden District Council	42.03
31.12.18	23462	Uniserve Southeast Ltd	81.60
31.12.18	23463	Capital Cleaning (Kent) Ltd	91.73
31.12.18	23464	Biffa Waste services Ltd	604.80
31.12.18	23465	Mr T Hall	2.40
31.12.18	23466	Hailsham FM Ltd	100.00
31.12.18	23467	Knockhatch	360.00
31.12.18	23468	Sue Spence	840.00
31.12.18	23469	Barcombe Landscapes Ltd	300.00
31.12.18	23470	Action in rural sussex	30.00
31.12.18	23471	L Baitup Electrical Services	327.00
31.12.18	23472	S Lewis	50.00
31.12.18	23473	n Phillips	325.00
31.12.18	23474	Bloomfields	105.00
			0.00
To agree with fund summary (11)			40,841.15

Certified by.....

Details Confirmed Correct by.....

PAYMENT SCHEDULE FOR OCTOBER 2018

Total - £105,769.52

Supplier	Cheque No. (incl VAT)	Amount	Description
Diplocks Community Trust	23253	42.00	HF Stakeholder hall hire
A F Metal Fabrication Ltd	23254	2040.00	Cemetery/James West/ C Park car park
Tech Tactics	23255	38.40	Website filter - Youth Café
Besthost	23256	6.75	Bus Alliance hosting
Hedges Driveways	23257	1928.00	High Street Bollards - Church
KSV	23258	121.00	Vending Machine Supplies
Npower	23259	457.23	J West Electric - July - September 18
Initial Washroom	23260	257.93	Hygiene Supplies
Costain - ESCC	23261	7820.37	Street Light Maintenance
Safety Net	23262	71.00	DBS - Youth Café
Ernest Doe & Sons Ltd	23263	30.13	Cemetery Repairs
Paragon Internet Group	23264	7.19	NHP Hosting
P Woollard	23265	60.00	Battle Allotment deposit refund
Mr A Offin	23266	50.00	Battle Allotment deposit refund
Mr C Peverett	23267	50.00	Battle Allotment deposit refund
F Watson JW	23268	50.00	J West Deposit refund
SSALC Ltd	23269	54.00	Subscription
The Police & Crime Commissioner for £	23270	518.70	CCTV Maintenance
R Boxer - JW expense	23271	90.98	J West expenses for opening
Travis Perkins	23272	9.90	J West Repairs
Wolseley UK Ltd	23273	44.96	Cemetery Manhole
Knockhatch	23274	585.00	Youth Café - FNP
Blueprint	23275	63.96	Youth Café - T Shirts Staff
S Page JW	23276	50.00	J West Deposit refund
Bloomfields	23277	140.00	Chapel Flowers
A Joyes	23278	175.66	Youth Café Expenses
M Caira	23279	50.54	J West refreshment for opening
MFC Supplies	23280	35.99	Outdoor staff workwear
Uniserve SE Ltd	23281	260.64	Office 365
Clearcut Engraving Ltd	23282	509.40	J West plaque
Urban Jump	23283	360.00	Youth Café - FNP
K Giddings	23284	18.40	Mileage
D Saxby	23285	55.90	Newspapers
Cancelled	23286	0.00	Cancelled
The Police & Crime Commissioner for £	23287	1043.51	CCTV Transmission
Mr D Meacher	23288	5.00	Battle Allotment deposit refund
WDALC	23289	97.00	Subscription
Hart Reade	23290	462.00	Professional Fees
Footprint	23291	1358.00	Newsletter
EON	23292	677.00	Electric & Gas all sites
Screfix	23293	79.98	Outdoor staff workwear
Town City Cards Ltd	23294	50.00	Pop up banners
C Robbins	23295	50.00	J West Deposit refund
East Sussex Security	23296	15.60	CCTV Repair - youth Café
C Santi	23297	14.00	Youth Café expenses
A Bettley	23298	50.00	J West Deposit refund
Martin Strevens	23299	2256.00	Lighting for Grovelands barn - Men in sheds
Hellingly Parish Council	23300	13016.50	2nd payment for subsidy
R Boxer - JW expense	23301	34.36	J West expenses
Hailsham FM	23302	100.00	Advertising Hailsham Street market
A Joyes	23303	78.24	Youth Café Expenses
East Sussex Highways	23304	2351.89	Street Light Maintenance
N Phillips	23305	1825.00	Grave Digging October 2018
Wealden District Council	23306	110.00	Hall hire
Youth Café Petty Cash	23307	150.59	Petty Cash
Hedges Driveways	23308	7440.00	Pothole work at the Cemetery
Roseland Heating Ltd	23309	108.00	J West Hall
Castle Water	23310	21.63	MTP water

Business Stream	23311	107.83	Water
Neopost	23312	198.76	Franking Machine
Colliers	23313	292.40	Cortlandt rent and service charge
Wealden District Council	23314	42.03	attachment of earnings
HM Land Registry	23315	14.00	Professional Fees
Give As You Earn	23316	145.08	Give As you earn
HM Revenue PAYE	23317	11,621.64	PAYE
East Sussex Pension fund	23318	7,796.75	Pension Fund
CBL Fastenings	23319	105.59	stock replenish
S Spence	23320	840.00	Public toilet cleaning contract
Town City Cards Ltd	23321	88.50	Banner for advertising hailsham card x 2
Sussex Living	23322	240.00	xmas light switch on advert
cancelled	23323	0.00	Cancelled
Diplocks Fuel Injection Service Ltd	23324	165.36	Tipper repair
Siemens Financial	DD	108.42	Vending Machine lease
Lex Autolease	DD	895.76	Vehicle leasing contract
Cognito	DD	18.96	youth café forms
Wages and salaries	DD	33,157.54	Wages and Salaries
Neopost Ltd	DD	100.00	Franking Machine
Barclays Bank	DD	64.59	Bank Charges
Siemens Financial	DD	396.80	Photocopier lease
Fuzion \$ Limmited	DD	15.60	Alarm maintenance contract
Vostel Ltd	DD	446.14	telephone contract
Apogee Corp Ltd	DD	479.48	Photocopier usage costs
Allstar	DD	316.81	Vehicle Fuel
Roland Dunn	DD	57.12	Professional Fees
1 Answer Ltd	DC	606.03	Minibus insurance - Youth Café

105,769.52

PAYMENT SCHEDULE FOR NOVEMBER 2018

Total - £121,245.75

Supplier	Cheque No. (incl VAT)	Amount	Description
Initial Washroom	23325	259.91	Hygiene Supplies
Royal British Legion	23326	90.00	Remembrance Day Wreaths
Wealden Bus Alliance	23327	300.00	Access2healthcare
Fieldskill Ltd	23328	112.02	Stationary
Adrian Cleaning Services	23329	515.53	Cleaning of FDL/J West
Harriet Every	23330	50.00	Harold Ave allotment refund
Costain Ltd	23331	592.46	Street Light Maintenance
Town & Country Tree Services	23332	336.00	Tree Services
cancelled	23333	0.00	Cancelled
Sutcliffe Play Ltd	23334	28539.91	New Play equipment Western road
Travis Perkins	23335	48.16	Youth Café Repairs
C Thomas	23336	50.00	J West Deposit refund
C Bloom	23337	50.00	J West Deposit refund
Land Use Consultants Ltd	23338	2480.40	NHP SA Scoping report
Wealden District Council	23339	60.00	Councillor Training
Mr P Bucklitsch	23340	50.00	J West Deposit refund
Safety net	23341	53.00	DBS youth café
Roselands Heating	23342	135.00	J West Repairs
Eden Springs Ltd	23343	66.67	Water Machine
Npower	23344	66.44	War Memorial electric
Agrifactors	23345	1164.00	Drainage Wetern Road
C Ogilvie	23346	35.60	J West Deposit refund
R Gillett	23347	58.40	Mileage
Ernest Doe & Sons Ltd	23348	84.79	Tools/ Cemetery work
Uniserve SE Ltd	23349	260.64	Office 365
cancelled	23350	0.00	Cancelled
DVLA	DC	165.00	Minibus - Youth Café
OGD Ltd	23351	438.00	Electric gate repair & annual service
Knockhatch	23352	590.00	Youth Café - FNP
Roselands Heating	23353	183.60	J West Repairs
JC Seale	23354	30.00	xmas market advert
cancelled	23355	0.00	Cancelled
Idverde	23356	3344.05	Grass cutting & horticultural contract
Friday Ad Ltd	23357	180.00	xmas switch on advert
Fieldskill Ltd	23358	37.28	clock for J west & cups for xmas market
EON	23359	639.72	Electric & Gas all sites
Moreton Sweets wholesale Ltd	23360	540.00	Father Xmas sweets
Driver Training Taylormade Ltd	23361	60.00	Minibus training - A joyes
Wages and Salaries	DD	33507.20	Wages and Salaries
Festive Illuminations	23362	2896.50	2nd payment for xmas lights
Archant Community Media LTd	23363	240.00	xmas advert
A Joyes	23364	261.98	Youth Café Expenses including x box one
KBS inflatables	23365	500.00	x 2 hire of inflatable for xmas youth café
David Herbert	23366	700.00	Newsletter distribution
Give As You Earn	23367	145.08	Give As you earn
HMRC PAYE	23368	12165.52	PAYE
East Sussex Pension Fund	23369	7974.31	Pension Fund
M Caira	23370	100.00	HF Community forum xmas refreshments
Hailsham FM	23371	100.00	Hailsham Street Market advert
St John Ambulance	23372	161.28	First Aid attendance at xmas market
K Giddings	23373	72.09	extra sweets for xmas switch on and pizza for choir
K Parkinson	23374	50.00	J West Deposit refund
KSV	23375	164.46	Vending machine supplies
Fieldskill Ltd	23376	31.88	Stationary
N Phillips	23377	1775.00	Grave Digging November 2018
Javis Thomson Ltd	23378	10418.47	Work at youth café for safe hub
Freedom Leisure	23379	49.20	Youth Café - FNP
Pipmeister Designs	23380	258.33	HF Website and online guide

JPI Media Publishing	23381	496.36	Xmas advertising
The Wealden Eye	23382	100.00	Xmas advertising
Elco	23383	408.00	J West
Sono	23384	1380.00	J West acoustic testing
Incleanation cleaning Service	23385	840.00	Public toilet cleaning contract
What's on Media Ltd	23386	264.00	xmas market advert
Ordnance Survey	23387	65.70	Annual fee
East Sussex Security	23388	954.00	install 2 additional CCTV at youth café
Lex Autolease	DD	895.76	Vehicle leasing contract
Cognito	DD	19.33	youth café forms
Barclays Bank	DD	91.48	Bank Charges
National Windscreen	DC	180.40	Vehicle repair
Wealden District Council	DC	21.00	TEN xmas switch on
East Sussex Highways	DC	57.20	Lighting license
Vostel Ltd	DD	448.96	Telephone contract
Paragon	DC	7.19	Hosting
L R Tipping	DC	1,343.61	Cemetery Mats etc
Neopost Ltd	DD	100.00	Franking Machine
IOC	DC	60.00	Youth Café
Allstar	DD	217.76	Vehicle fuel
Roland Dunn	DD	57.12	Profesional Fee

121,245.75

PAYMENT SCHEDULE FOR DECEMBER 2018

Total - £88,108.51

Supplier	Cheque No. (incl VAT)	Amount	Description
Friday Ad	23389	216.00	Xmas market advert
Colliers International	23390	4690.50	Cortlandt rent and service charge
R Boswell	23391	420.00	Xmas Market entertainment
East Sussex Security	23392	165.00	Youth Café Repairs
Trade Paints Ltd	23393	24.34	Garden gate repair
Travis Perkins Ltd	23394	265.25	Cemetery/Country park and garden gate repairs
Macey Industrial Fixings	23395	378.42	Tools
EDF Energy	23396	379.20	Youth Café Gas and Electric
Troy Hayes Planning	23397	600.00	NHP
Adrians Cleaning Services Ltd	23398	365.53	FDL Cleaning
Town & Country Tree services	23399	300.00	Tree work
Safety net	23400	71.00	DBS youth café
Trade Paints Ltd	23401	448.82	Youth Café - decorating
xmas mkt stall refunds	23402 to	425.00	Xmas stall deposit refund
Cancelled	23419	0.00	Cancelled
East Sussex County Council	23420	300.00	CCTv at Maurice Thornton
Biffa	23421	309.74	Waste Collection CP allotment, Y Café and Cemetery
Ricochet signs ltd	23422	172.80	xmas banners
Sussex Living	23423	240.00	xmas advert
Mr T Hall	23424	40.00	Eye test
DFIS	23425	133.63	Minibus Youth Café Tyres
S Thomas	23426	50.00	J West Deposit refund
Town & Country Tree services	23427	480.00	Tree work
Wealden District Council	23428	60.00	Parish Conference
Travis Perkins Ltd	23429	20.26	Battle Rd play area sign
Curtis & Shaw	23430	42.13	Garden gate repair/De lcer for vans
Saxon Plants	23431	39.48	Cemetery
Cancelled	23432	0.00	Cancelled
Darren newman	23433	3125.00	Youth Café - Safe hub
J Russell - xmas refund	23434	25.00	Xmas market refund
KSV	23435	112.34	Vending machine supplies
Cancelled	23436	0.00	Cancelled
Pear Technology	23437	270.00	Annual Subscription
Uniserve	23438	265.20	Office 365
JPI Media Publishing	23439	223.65	xmas advert
A Joyes	23440	55.46	Youth Café Expenses
Mr R Webber	23441	127.00	Subsistence for the year
Mr S Webber	23442	180.00	Subsistence for the year
Mrs M Hagger	23443	13.61	Subsistence
Trade UK Ltd	23444	38.34	socket plates for public toilets
Fieldskill Ltd	23445	34.98	Stationary
Petty Cash	23446	93.60	Petty cash
C Triandafyllou	23448	100.36	mulled wine supplies at xmas market
Mulberry & Co Ltd	23447	257.58	Internal Audit Fee
Hailsham Pizza	23449	80.00	Youth Café FNP
Idverde	23450	6688.10	Grass cutting and horticultural contract Oct/Nov 18
CBL Fastenings	23451	34.80	Cable ties
The police & crime commissioner Sx	23452	518.70	CCTV Maintenance Qtr 3
EON	23453	627.37	Electric and Gas all sites
Wages and Salaries	DD	33929.57	Wages and Salaries
Idverde	23454	3344.05	Grass cutting and horticultural contract Dec18
Just Bin bags Ltd	23455	1190.88	Black sacks large order
Adrians Cleaning Services Ltd	23456	150.00	J West Cleaning
Rialtas Business solutions ltd	23457	342.00	Cemetery Software
HMRC PAYE	23458	11910.72	PAYE
East Sussex Pension Fund	23459	8143.23	Pension fund
Give as You Earn	23460	145.08	Give as you earn
Wealden District Council	23461	42.03	Attachment of earnings

Uniserve Southeast Ltd	23462	81.60	back up drive
Capital Cleaning (Kent) Ltd	23463	91.73	cleaning & toilet rolls/hand towels
Biffa Waste services Ltd	23464	604.80	Waste collection for FDL
Mr T Hall	23465	2.40	Mileage
Hailsham FM Ltd	23466	100.00	Hailsham Street market advert
Knockhatch	23467	360.00	Youth Café - FNP
Sue Spence	23468	840.00	Public toilet cleaning
Barcombe Landscapes Ltd	23469	300.00	Hedge cutting - Cemetery & gleneagles
Action in rural sussex	23470	30.00	Subscription
L Baitup Electrical Services	23471	327.00	Youth Café - Safe hub
S Lewis	23472	50.00	J West Deposit refund
n Phillips	23473	325.00	Grave Digging - December 2018
Bloomfields	23474	105.00	Chapel flowers
HSD online	DC	34.79	New public toilet roll holder
Wealden District Council	DC	21.00	TEN xmas market
TV License	DC	150.50	Youth Café
Lex Autolease	DD	895.76	Vehicle Leasing contract
Cognito	DC	19.37	youth café forms
Unpresented cheque		75.00	Moreton Sweets
Bank Charges	DD	80.17	Bank Charges
Unpresented cheque		75.00	Moreton Sweets
Fuzion Ltd	DD	78.00	Alarm maintenance contract for 3 sites
Vostel Ltd	DD	444.04	Telephone Contract
Rural action for sussex	SO	20.00	Subscription balance
Allstar	DD	234.48	Vehicle Fuel
Roland Dunn	DD	57.12	Professional Fee

88,108.51



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& Chartered Tax Advisors

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Our Ref: MARK/HAI001

Mrs M Hagger
Hailsham Town Council
The Inglenook
Market Street
Hailsham
East Sussex
BN27 2AE

17th December 2018

Dear Michelle

Re: Hailsham Town Council
Internal Audit Year Ended 31st March 2019

Following completion of our interim internal audit on the 17th December 2018 we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations & Standing Orders
- Review of the Risk Assessments
- Review of the Budgeting Process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of salaries
- Review of fixed asset register

It is our opinion that the systems and internal procedures at Hailsham Town Council are well established, and followed.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall the systems and procedures you have in place are fit for purpose. I would like to thank Michelle for her assistance and whilst my report contains recommendations to change these are not indicative of any failings, but rather are pointers to improving upon an already well ordered system.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

The Council continues to use Excel as the main day to day accounting package. The system is used regularly to report on and record the financial transactions of that of the Council. The Finance Officer is the main user and the system is on the Finance officer's computer – backed up monthly to the general drive on the server and memory stick. The server is backed off of site. All computers are password protected.

In the event of incapacity computer access details are kept in the office. There is capacity internally to continue the finance function but there is no step by step guide. **I would recommend an internal guide on the internal finance processes be drawn up, to ensure the robust system continues in practice.**

At month end and to coincide with the scheduled committee meetings the finance officer reports on income and expenditure and bank reconciliations. These are filed as hard & soft copies for committees. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being populated.

My audit testing also showed that supporting hard copy documentation could be easily located from the system entries and I was also able to locate the system record from the hard copy documentation.

I tested opening balances as at 1.4.18 and confirmed they could be agreed back to the audited accounts for 2017-18.

The Council is VAT registered and the last VAT reclaim was for the period ended 30th September 2018. The refund was received in November. The council is up to date with its VAT postings. I must advise the council that the law is changing in respect of VAT next year and I have advised the Finance Officer, but essentially the current excel system will no longer be fit for purpose. **I recommend the council swap to using RBS as its main financial reporting accounting package as soon as possible.**

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)

Interim Audit

Check the publication & minuting of the prior year audited AGAR and notice of conclusion of audit.

The external auditors report was not qualified in 2017/18, this was taken together with the notice of conclusion taken to full council in September 2018. This is in accordance with regulations.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that Councillors sign "Acceptance of Office" forms and register of members interests in line with regulations.

The councillors will need to sign acceptance to receive information by electronic means. I have provided some sample wording below for council consideration.

"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time."

Confirm that the Council is compliant with the relevant transparency code.

I note that the Council is required by law to follow the 2015 Transparency Code; a review of the web site has shown that the code is being followed; however, there was a broken link on the payments exceeding £500. **I recommend the links are reviewed and repaired where necessary.**

Confirm that the Council is compliant with the GDPR.

The council is aware of the GDPR. It was noted the Council does have common internal email addresses. This is recommended because it gives a natural segregation between personal and councillor business, so it is clear beyond doubt in what capacity a councillor is acting, gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

In accordance with regulation, the council has a published privacy notice on its website,

Confirm that the Council meets regularly throughout the year

The council has the following committees:

- Full Council; meets bi monthly
- Planning & Development – meets fortnightly
- Communities; Meets monthly
- Strategic Projects; meets bi monthly
- Finance; meets quarterly
- Strategy Committee; meets quarterly
- Neighbourhood Planning; as required

There are also a number of working parties and groups which meets as and when necessary to cover specific tasks.

The spending powers sit each committee within budget heading as laid down in the committee terms of reference.

Check that agendas for meetings are published giving 3 clear days' notice.

The Finance Officer was able to demonstrate that at least 3 clear days' notice is given on both web site and hard copy agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website. The website copy agreed to the signed set retained in the clerk's office. **I would recommend wording added to the website to show beyond reasonable doubt these are draft minutes and final signed minutes available on request.**

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the NALC model and were readopted in July 2018 as evidenced by the website copy. These should be reviewed and the review minuted soon.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the NALC model and were readopted in January 2018 as evidenced by the website copy. The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

Financial regulation 2.2 deals with bank reconciliations, the council is performing a monthly bank reconciliation for all accounts and this is signed and minuted in accordance with regulations

The de-minimis limit recorded in the Financial Regulations Para 11.1. for the competitive purchase of items and services is as listed below.

- £25,000 + Full Tender Process
- £5,000 - £25,000 3 quotations are required.

- £0 - £5,000 – 3 estimates are required.

It is noted that the council has set its regulations such that for each and every item of expenditure, three estimates are required. This is administratively burdensome and **I would recommend that on next review these are amended to say**

- **£25,000 + Full Tender Process**
- **£5,000 - £25,000 3 quotations are required.**
- **£2,500 - £5,000 – 3 estimates are required.**
- **£0 - £2,500 – power to spend in accordance with regulation 10.3**

Financial regulation 4 deals with budgetary control and authority to spend. The council has thresholds in place at which authorisations to spend must be obtained. Expenditure up to the amount shown in the budget is pre authorised, all other items must be approved by council or committee.

It was noted the emergency spending threshold at para 4.4 is £2,500.

Financial Regulation 5 deals with authorisation of payments. The minutes show authorisation of payments lists in accordance with regulations.

Financial regulation 6 deals with making payments. The council makes payments by cheque, direct debit. Cheques must be signed by two individuals.

I discussed the purchasing system with the Finance Office vis-à-vis financial regulations 4, 5 & 6 and ascertained that the regulations are being followed at a local level as described below:

1. Regular and recurring expenditure (rent, rates, wages, light & heat, contractual spend etc.) is known and authorised in advance (budget setting or tender process). These would be, in the main, paid via direct debit, standing order or on-line banking.
2. An ad hoc expenditure requirement is identified and communicated to the relevant department – this can be from a number of sources and depending on the financial amount will be discussed in advance with council, or committee. If required, this is approved in advance by council or committee before the expenditure incurred. Evidence has been noted in the minutes/internal correspondence of prior approvals being obtained. Budget headings are reviewed regularly and reported to council.
3. The order is made by the office, a purchase order book is populated for materials and equipment. Councillors are not allowed or permitted to place amend or vary orders.
4. When the supplier invoice arrives it is dated stamped by reception and passed to finance. Finance stamps invoice with invoice approved to denote it has been reviewed and checked against budget. If applicable it is matched to a purchase order. The invoice is then passed to relevant budget holder for payment approval.
5. Invoice then returned to finance for coding. The cheque is then pre written and the Finance Officer posts on excel. The RBS system is populated weekly by the Finance Assistant.
6. The pre written cheque and invoice are placed in a cheque folder and taken to next relevant meeting for signing by cheque signatories.

7. The batch of invoices is returned to clerk for final sign off and approval. The Finance Officer then issues payment to supplier and the invoices filed in cheque number order.
8. The Payments list is reported quarterly to council as a separate exercise.

Confirm all section 137 expenditure meets the guidelines & does not exceed the annual per elector limit of £7.86 per elector.

S.137 expenditure is within thresholds.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and councillor, committee and council level. I am under no doubt that council properly approves expenditure.

I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and no indicative of errors in the system. I am therefore of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for", has been met.

C. RISK MANAGEMENT & INSURANCE (INTERIM & FINAL AUDIT)

Interim Audit

The Council undertakes a full risk assessment that covers operational and financial risks, the simple tabular layout is entirely fit for purpose for a council of this size. It was noted the council does keep important paper documents in a fire proof safe and the council has the ability to work (to a certain extent) remotely.

I remind council that according to regulation the risk assessments must be reviewed annually.

I have confirmed that the Council has a valid insurance certificate. The Council reviews its insurance requirements as part of the renewal process.

I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.", has been met

D. BUDGET, PRECEPT & RESERVES (INTERIM & FINAL AUDIT)

I confirmed that the 2019-20 budget and precept setting process was underway at the time of our interim audit, with all precepting authority deadlines achievable. A review of the minutes shows discussion and agreement of the same.

As at 30th November total reportable income was £1,214,835 (Annual Budget £1,097,542), and expenditure £892,883 (annual budget £1,127,241). The additional income is due to community centre & burials. Expenditure is broadly in line with budget. The finance officer was able to demonstrate regular reporting against budget and that virements are discussed.

At the end of November, the council had £1,332,112 of combined bank balances. The earmarked reserves were c.£630k leaving the general reserve at £750k. Rule of thumb calculations suggest that 50% of precept as adjusted for local conditions is an acceptable level to hold in general reserve at the year end; this equates to £500k.

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.", has been met.

E. INCOME (INTERIM & FINAL AUDIT)

The council has precept income, grants, interest, allotments, burials, lettings and VAT refunds. The precept has been received in full at the interim date and properly banked. VAT refunds were agreed to the VAT returns and bank statements and annual charges for burials could be agreed to the charge sheet.

I remind council that the review of annual charges need to be clearly minuted. I have suggested this could be part of the annual budget meeting.

I am of the opinion that the control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.”, has been met.

F. PETTY CASH (INTERIM AUDIT)

The Council has an immaterial float of £100, this is topped up as and when required. This was tested at the interim date. There were no errors.

The petty cash float is used for small value expenditure transactions. Approved petty cash requisitions and VAT receipts are required for all petty cash expenditure and is authorised in the usual manner. The cash float is kept in a locked tin in the office, within an alarmed building.

I am of the opinion the control objective of “Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.”, has been met.

G. PAYROLL (INTERIM & FINAL AUDIT)

Interim Audit

The payroll is calculated in house using the Iris payroll package, this is a dedicated payroll system. The tax deductions for two employees were tested – there were no errors. The council has fulfilled its obligations in respect of auto-enrolment.

Generally council employees are paid with reference with NJC scales. I tested the tax deduction for a full time employee – there were no errors.

Monthly PAYE and NI deductions and returns have been submitted online, on time to HMRC. There were no errors recorded or late payments to HMRC during the financial year under review. The PAYE and NI liability for November 2018 was paid on time.

All Council employees are paid through the payroll for all Council work undertaken. No employees are paid separately for any other Council work undertaken. Councillors are paid allowances via the payroll monthly in arrears. No contractors and no casual labour.

I am of the opinion that the control object of “Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.”, has been met.

H. ASSETS AND INVESTMENTS (INTERIM & FINAL AUDIT)

Interim Audit

The Council has a fixed asset register in place, which is maintained on excel. Assets are correctly stated at historic or proxy cost. The asset register is up to date and is also being substantially updated.

I am of the opinion that the control objective of “Asset and investments registers were complete and accurate and properly maintained.”, has been met.

I. BANK & CASH (INTERIM & FINAL AUDIT)

The Council has 4 bank accounts together with petty cash. I have tested that the bank accounts are being reconciled promptly at the end of each month. The last bank reconciliation completed was November 2018, I reviewed this reconciliation and found no errors.

I am of the opinion that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

TBC at Year End

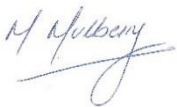
K. TRUSTEESHIP (INTERIM AUDIT)

The council is sole managing trustee for four of trusts, all filings with the charities commission are up to date and complete for the year ended 31st March 2017. The finance officer has confirmed 2018 will be filed in January.

1. 255105 allotment for recreation ground
2. 255106 allotment for the labouring poor
3. 252291 the war memorial institute
4. 255104 western road memorial institute

Should you have any queries please do not hesitate to contact me, attention.

Kind regards
Yours sincerely



Mark Mulberry

Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
Books of Account	I would recommend an internal guide on the internal finance processes be drawn up, to ensure the robust system continues in practice.	
Books of Account – VAT	I recommend the council swap to using RBS as its main financial reporting accounting package as soon as possible as the change in law for VAT will make excel not fit for purpose.	
Governance	<p>The councillors will need to sign acceptance to receive information by electronic means. I have provided some sample wording below for council consideration.</p> <p>“As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time.”</p>	
Transparency – web site	I recommend the links are reviewed and repaired where necessary. (payments over £500)	
Minutes – web site	I would recommend wording added to the website to show beyond reasonable doubt these are draft minutes and final signed minutes available on request.	
Financial Regulations	<p>Contracts thresholds - I would recommend that on next review these are amended to say</p> <ul style="list-style-type: none"> • £25,000 + Full Tender Process • £5,000 - £25,000 3 quotations are required. • £2,500 - £5,000 – 3 estimates are required. • £0-£2,500 – power to spend 	
Risk Assessments	I remind council that according to regulation the risk assessments must be reviewed annually.	
Income – annual charges	I remind council that the review of annual charges need to be clearly minuted. I have suggested this could be part of the budget meeting.	

Neighbourhood Plan Expenditure (balance sheet) 1st April 2018 to 31st March 2019

Budget Income for 2017/18		Budget Expenditure for 2018/19	
		Bal C/Fwd from 17/18	25248.00
		Commuted Sums In	0.00
		Total Available	25248.00

Funds Allocated - Income			Expenditure		
Date	Details	Value	Date	Details	Paid to date
			:		
			:	30.4.18	Troy Hayes Planning - Fees 607.29
			:	23.5.18	Transfer funds to CL Trust 1000.00
			:	18.6.18	Troy Hayes Planning - Fees 294.41
			:	11.7.18	Troy Hayes Planning - Fees 339.96
			:	8.8.18	Troy Hayes Planning - Fees 240.81
			:	9.10.18	Paragon - Hosting 5.99
			:	8.11.18	Land use Consultants 2067.00
			:	21.11.18	Paragon - Hosting 7.19
			:	7.12.18	Troy Hayes Planning - Fees 500.00
			:		
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			:		
			:		
			:		
	total income	0.00	:	total expenditure	5062.65

Remaining Budget	20185.35
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	Accounts sheet total (income)	0.00	Accounts Sheet total (expenditure)	5062.65
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(As at 31.12.18)

Project No. 16 - Youth Facilities/ Square Cafe (balance sheet) 1st April 2018 to 31st March 2019

Budget Income for 2018/19	1000.00	Budget Expenditure for 2018/19	15000.00
		Bal C/Fwd from 17/18	6881.00
		Tfr from Reserves	0.00
		Total Available	20881.00

Funds Allocated - Income

Expenditure

Date	Details	Value	Date	Details	Paid to date
Youth Café - Market Square			Youth Café - Market Square		
	Balance B/F	2381.00			
	Transfer from reserves	3000.00		Cleaning/Roller Towels	229.90
	Till Takings	56.12		Telephone/Internet	640.02
	Wealden DC - Rates Refund	0.00		Rates	5880.00
	Facility Hire	7730.00		Water/Waste Water	185.77
				Gas/Electricity	859.96
	Waste Collection Refund	0.00		Waste Collection	54.97
	Staff Christmas Meal	0.00		Annual Electrical Test	
	Stall income - Hailsham Day	255.11		Alarm Service / Repair	721.50
	Staff DBS fee	71.00		Extinguisher Serv/Recharge/Repair	
				Property Maintenance & Repairs	14912.70
				Equipment / Equipment Repairs	498.76
				Computer Repairs/Purchase/S.W:	509.47
				Website	
				Staff Misc	13.15
				Staff - Travel/Workwear/DBS	627.50
				NVQ Training & Other Training	
				Petty Cash	200.59
				TV Licence	150.50
				Insurance/Entertainment Licence	140.00
				Publications & Posters & Stationery	326.74
				Food	289.39
				Remembrance Day Wreath	15.00
				CCTV Contract/Repair	795.00
				Remaining Balance	-15098.43
Youth Café - Trips			Youth Café - Trips		
	Trips			Trips & Events	
	Donations			Activities & Gifts	52.29
Friday Night Project			Friday Night Project		
	Balance B/F	1500.00			
	Friday Night Project Receipts	5009.22		Friday Night Project	5766.26
	Donations			Telephone costs	50.00
	Fundraising	1347.00		Remaining Balance	2039.96
Info Point			Info Point		
	Fund Raising			Infopoint Costs	23.92
Safe Place Hub			Safe Place Hub		
	Fundraising	3875.00		Expense	
Monday Club			Monday Club		
	Balance B/F	500.00			
	Fundraising	114.38		Expenses	1135.50
				Remaining Balance	-521.12
MINIBUS			MINIBUS		
	Balance B/F	2500.00			

Hire Income	139.50	Repairs/Fuel	329.28
		MOT/TAX	165.00
		Insurance	606.03
		Remaining Balance	1539.19

total income 21597.33 : total expenditure (cap 16) 35277.68

Remaining Budget	7200.65
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Summary of Project Costs	
Total Non staff costs (from above)	35277.68
Salary costs excluded from above balance sheet	74441.74
	<u>109719.42</u>
Income (other than from Town Council)	<u>18541.21</u>
Project cost funded by Town Council (to date)	<u>91178.21</u>

Accounts sheet total (income) 21597.33 **Accounts Sheet total (expenditure)** 35277.68

COMMUNITIES COMMITTEE 2018/19 (balance sheet)

Income		Expenditure			
Date/ref	Details	Value	Date	Details	Paid to date
				Celebrate Hailsham Day	
				:	
Stall income		20.83	3.5.18	Buyers Direct - New gazebos	6044.98
			14.5.18	Head 2 Head - sensory tent	210.00
			18.5.18	Hampshire Flags - Bunting	83.99
			18.5.18	ESCC - License for Bunting	57.20
			4.6.18	St John Ambulance	161.00
			6.6.18	Festive Illumination - Bunting install	310.00
			7.6.18	Magnet - Advertising	200.00
			7.6.18	Memphis Flyers	200.00
			11.6.18	The Sussex Stompers	420.00
			20.6.18	What's on - Advert	30.00
			21.6.18	WDC - TEN Notice	21.00
			30.6.18	Johnston Publishing - Advert	1385.20
				Friday Ad - Advert	275.00
			6.7.18	Riochet Signs - Banner	144.00
Total Income for Celebrate Hailsham		20.83	:	Total Exp for Celebrate Hailsham	9542.37
			:		
			:	Summer Market	
			4.6.18	St John Ambulance	161.00
Stall Income		150.00	13.6.18	Hailsham Lions Donation	1000.00
			30.6.18	Sussex Living Ltd Advert	200.00
			5.7.18	JC Seale	30.00
			11.7.18	Peter Wilson - band	200.00
			30.7.18	R Bowdler - band	200.00
			31.7.18	Friday Ad	275.00
			12.7.18	TEN	21.00
			:		
			:	Staff Overtime Costs	
Total Income for Summer Market		150.00	:	Total Exp. for Summer Market	2087.00
			:		
			:	Christmas Market -	
Stall Income		374.94	31.10.18	Sussex Living Ltd Advert	200.00
Mulled Wine Sales		30.00	15.11.18	JC Seale	30.00
			19.11.18	Friday Ad - xmas switch on	150.00
			19.11.18	Fieldskill - mulled wine cups	12.08
			20.11.18	Moreton Sweets - santa sweets	450.00
			23.11.18	Archant - xmas market advert	200.00
			27.11.18	St John Ambulance	134.40
			27.11.18	K Giddings - switch on sweets/domi	72.09
			30.11.18	JPI Media - xmas switch on	413.63
			30.11.18	What's on Media	220.00
				Wealden DC - TEN for switch on	21.00
				East Sussex Highways	57.20
			4.12.18	Friday Ad - xmas market	180.00
			6.12.18	R Boswell - Music	420.00
			7.12.18	Xmas deposit refunds	354.17
			11.12.18	Ricochet signs - xmas banners	144.00
				Sussex Living Ltd Advert	200.00
			17.12.18	xmas market refund	20.83
				JPI Media - xmas market	186.37
			18.12.18	xmas window sheild engrave	15.45
				Mulled Wine supplies	100.36
				WDC - TEN for xmas market	21.00
			:		
Total Income for Christmas Market			:	Total Exp, for Christmas Market	
			:		
			:	Street Market	
			:		
Stall Income		5956.24	11.4.18	Wealden Dc - Market rates	2016.00
				2018 CBL Fastening	83.00
			27.7.18	JC seale - 12 motnh advertising	660.00
			7.8.18	Screwfix - Electric sockets	13.07
			14.8.18	Curtis & Shaw - Jerry can minibus	19.98
			31.8.18	Peter Bayless	330.00
			24.09.18	Hailsham FM - Sponsor	300.00
			3.12.18	Unpresented cheque	125.00
			:		
Total Income for Regular Market		5956.24	:	Total Exp. For Regular Market	7149.63
Commuted Funds In				Budget Exp. Festivities	15000.00
C/Fwd Funds		15201.00		Total Available	30201.00
Festivities total income		6532.01	:	Festivities total expenditure	18779.00
				Net Remaining Festivities Budget	17549.07

from above

6532.01

from above

18779.00

income from accounts

6532.01

from accounts **

18779.00

Hailsham Forward for year 1st April 2018 to 31st March 2019

(As at 31.12.18)

Budget Income 2018-19	0.00	Budget Expenditure 2018-19	0.00
		Carry Forward from 2017-18	4421.00
		Total Available	4421.00

Income			Expenditure			
Date	Details	Value	Date	Cheq No.	Details (code 311)	Paid to date
		:			Market Expenses	
		:			Unpresented Cheqye 2017-18	-62.50
		:				
		:				
		:				
		:				
		:				

Loyalty Card Scheme			Loyalty Card Scheme		
Loyalty Card Sales x 7	29.17	:			
Loyalty cards - celebrate day	0.00	:			
Chapter 12	0.00	:			

Community Forum Stakeholder Meetings	:		Community Forum Stakeholder Meetings		
	:	mutli	mutli	Diplocks Hall Hire	168.00
	:			Xmas refreshments	100.00
	:			meeting refreshments	7.67
	:				

			Expenses		0.00
--	--	--	-----------------	--	------

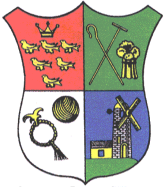
	:		Website / Directories & Town & Shopping Guide		
	:			Town & City Cards	1138.50
	:			Pipmeister	258.33
	:				

Donations	:				
------------------	---	--	--	--	--

	:		Minibus costs		
	:				
	:				
	:				
	:				
Total receipts	29.17	:	Total expenditure		1610.00

Remaining Budget				2840.17
-------------------------	--	--	--	----------------

From accounts	29.17		From Accounts (non-salary)	1610.00
			Check balance	1610.00



Hailsham Town Council - Financial Regulations

These Financial Regulations were adopted by the Council at its Meeting held on 28th March 2018.

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.7. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.8. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
 - Will delegate many tasks to the Finance Officer (FO) but remains the responsibility of the RFO
- 1.9. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations².
- 1.10. In the event of the Town Clerk/RFO being on prolonged absence the Deputy Town Clerk is required to ensure the management of the Town Council's financial affairs is correctly maintained.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;

² Accounts and Audit (England) Regulations 2011/817

- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance, Budget and Resource Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The RFO shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.

- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The Council shall review its annual forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. Each year by no later than December, the Finance Officer (FO) must prepare detailed estimates of all receipts and payments including recommendations for the use of reserves and all sources of funding for the following financial year, in the firm budget to be reviewed by the RFO and considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of December each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. The Clerk may authorise expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue shall be identified by the FO who will prepare a schedule of income and expenditure items to be carried forward to the following year subject to be review by the RFO and put forward for Council's approval.
- 4.4. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.5. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.6. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.7. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances
- 4.8. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a listing of payments made during the quarter forming part of the Agenda for the Meeting and present the schedule to Finance, Budget and Resource committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Finance, Budget and Resource committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting. Personal payments (including

salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO/FO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council Finance, Budget and Resource Committee meeting.
- 5.5. For each financial year the Clerk/RFO/FO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the FBRC may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to.
- 5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant shall before payment, be subject to ratification by resolution of the council.
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.9. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise.
- 6.3. Cheques or orders for payment drawn on the bank account shall be signed by two members of the Finance, Budget and Resource Committee and countersigned by the Clerk, in the absence of the Town Clerk, the Chairman of Council and two other

members must sign the cheque. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

- 6.4. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.5. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit.
- 6.6. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order/BACS provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.9. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.10. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.11. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.12. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.13. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.14. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.15. Any Debit Card issued for use will be authorised by the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.16. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance, Budget and Resource committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee
- 6.17. Any corporate credit card or trade card account opened by the council shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation.

The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Finance, Budget and Resource committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. The council will review all fees and charges as required, following a report of the Finance, Budget and Resource Committee.
- 9.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.4. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.5. The origin of each receipt shall be entered on the paying-in slip.
- 9.6. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.7. The FO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.8. All cheque and cash income must be recorded through the till register.
- 9.9. A daily reconciliation of income against till receipt will be undertaken by a member of the accounts team under the direction of the RFO.

- 9.10. A monthly reconciliation between the till register totals and the recorded income accounts sheet will be performed by either the FO or RFO.
- 9.11. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the Finance Team.
- 10.3. All members and officers are responsible for obtaining best value at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services and stationary equipment;

- ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

Where any contracts for items (i) to (iv) exceed £25,000, the council will need to refer to the regulations below:

Where the estimated value of a public contract exceeds £25,000 (net of VAT) the council must comply with Articles 109 to 114 of the 2015 Regulations Regulation 110, which provides that the council must advertise a contract opportunity, this is summarized below.

. It must advertise the contract opportunity on the “Contract Finder” website – whether or not it advertises the contract opportunity elsewhere.

. It must advertise the contract opportunity on Contract Finder within 24 hours of advertising elsewhere.

. The Council is deemed to advertise a contract opportunity if it does anything to put the opportunity in the public domain or bring the opportunity to the attention of the economic operators generally or to any class or description of economic operations which potentially open-ended, with a view to receiving responses from economic operators who wish to be considered for the award of the contract. The Council is not deemed to advertise an opportunity where it makes the opportunity available only to a number of particular economic operators who have been selected for that purpose (whether ad hoc or by virtue of their membership of some closed such as framework agreement), regardless of how it draws the opportunity to the attention of those economic operators.

the information to be published on Contract Finder shall include at least the following :- (a) the time by which any interested economic operator must respond if it wishes to be considered; (b) how and to whom such an economic operator is to respond; and (c) any other requirements for participating in the procurement;

Where a council publishes information on contract Finder it must – (a) by means of internet, offer unrestricted and full direct access free of charge to any

relevant contract documents; and (b) specify in the information published on Contract Finder the internet address at which those documents are accessible; It must have regard to guidance issued by the Minister for the Cabinet Office.

- b. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- c. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- d. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- e. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- f. Any invitation to tender issued under this regulation shall be subject to Standing Order 28, and shall refer to the terms of the Bribery Act 2010.
- g. When it is to enter into a contract **of £5,000 -** £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is **£2,500-** £5,000 the Clerk or RFO shall strive to obtain 3 estimates; **where the value is below £2,500 the power to spend under Regulation 10 (3) above shall apply.**
- h. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- i. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- j. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the original contract price by more than 5%.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with

any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the FO and reviewed by the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The Clerk/Deputy Clerk shall give prompt notification to the FO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the Deputy Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Deputy Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council annually. The Clerk/RFO/FO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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