

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 24th April 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/18/6/70-76) held on 27th February 2019 as being a correct record of this meeting.
6. **To review the terms of reference for the Finance, Budget, Resource and Staffing committee**
To consider any changes to the terms of reference.
7. **Periodic Statements and Committee Expenditure**
 - 7.1 To receive note and adopt the financial reports as listed below:

- a) Fund summary as at 31st March 2019 (copy attached) & Bank Statements and be signed off by one member of the FBRS committee.
- b) Summary of net expenditure as at 31st March 2019 (copy attached)
- c) Summary of the Council's income and expenditure as at the 31st March 2019 compared against budgets (summary attached)
- d) List of uncleared cheques totaling £67,764.72 as at 31st March 2019 (copy attached)
- e) List of payments previously certified by a member of the cheque signatory panel amounting to £94,904.94 for payments made during January 2019, £99,701.83 for payments made during February 2019 and £118,735.62 for payments made during March 2019 (In accordance with the Governance and Accountability for Local Councils Practitioners Guide)

7.2 **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)

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

To note no expenditure under Section 137 payments for the current quarter.

8. **Review of Risk Management policy**

To review the council's Risk Management Policy (*Report to follow*)

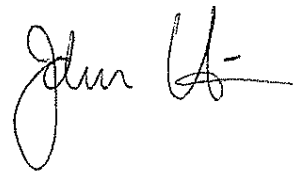
9. **End of Year Balances**

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

10. **Exercise of Electors Rights**

To note the programme set by the External Auditors in respect of the councils accounts for 2018-2019.

- A) Date of public announcement – 24th May 2019
- B) Inspection period for Electors – 17th June 2019 – 26th July 2019

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 31.03.19

		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	=	244601.34 Income summary (line 1042)
4	Expenditure to date	=	1294275.10 Expenditure summary (line 1143)
4a	Transfer from Commuted Sums	=	83370.00
5	Total Funds Available	=	497325.80 Equal to line 12 below)
6	Current Account Balance 10331333 (statement No.6)	=	88186.82 Bank statement 6
7	High Interest Account 50072672 (statement No.1)	=	173550.63 Bank statement 1
8	Treasury Deposit	=	303253.07 Treasury Deposit Certificate
9	Petty Cash Balance	=	100.00 Petty cash held in vouchers & cash
10	Total funds held	=	565090.52 Total lines 6 to 9
11	Less cheques not presented	=	67764.72 Summary of uncleared cheques
12	Total funds available (to agree with item 5)	=	497325.80 Equal to line 5 above
Nett income/expenditure (to agree with "Summary of Nett Expenditure" Report)			-76098.24 Summary of net expenditure

Commuted Sums (for maintenance of public open spaces)

	as at 31.3.18	Current balance as at 31.03.19	
13	7474.84	9096.56	Bank statement 1
14	265225.28	496994.73	Treasury deposit certificate
15	0.00	0.00	
Total Commuted Sum accounts		272700.12	506091.29

Project Fund Balances

as at 31.03.19

	fund balance	allocated	funds available
No.03 Community Building Project	18618	13302	5316
No.04 Play Equipment	0		0
No.05 Hard Surface Play Area	2294		2294
No.11 Town Youth facilities	327		327
No.14 Community Contingency Fund	150351	67569	82782
No.16 Youth Facilities - The Square Café	5367		5367
No.18 Cemetery New Burial Ground	17500		17500
No 21 Criminal Damage	1056	0	1056
			0
Total	195514	80871	114642

HAILSHAM TOWN COUNCIL - SUMMARY OF NET EXPENDITURE AS AT 31.03.2019

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	3212	3925	4895	4182	24	99%		
WESTERN ROAD RECREATION GROUND	1025	1000	-104	-79	7871	6838	1033	-1112	-1308%			
MAURICE THORNTON PLAYING FIELD	2480	0	0	2480	2298	500	1798	682	73%			
COMMON POND	700	0	0	700	13	0	687	700	0	100%		
ERSHAM ROAD COMMON	50	0	0	50	0	0	0	50	0%			
PLAY AREAS	3650	0	5480	9130	6326	0	2382	8708	422	95%		
PROJECT FUNDS (Add to existing funds)	0	0	9477	9477	18783	11600	2294	9477	0	100%		
PUBLIC OPEN SPACES	1950	400	2618	4168	21855	20347	2900	4408	-240	106%		
HORTICULTURAL & GROUND MAINTENANCE	35600		7325	42925	32087	0	10838	42925	0	100%		
ENVIRONMENT SERVICES	6000		1408	7408	5930	0	1478	7408	0	100%		
COMMUNITIES, TOURISM & LEISURE	32487		15201	47688	43155	6816	10414	46753	935	98%		
FESTIVE LIGHTING	11000		914	11914	11576	975	1313	11914	0	100%		
FUNDED PROJECTS	450			450	343	0		343	107	76%		
Cortlandt Stable Block	17060		21191	38251	21540	5334	21801	38007	244	99%		
TOWN COUNCIL SITE	3150	0	3445	6595	1724	0	4945	6669	-74	101%		
CEMETERY BUILDING MAINTENANCE	550	0	2230	2780	160	0	2540	2700	80	97%		
PROJECT FUNDS	0	0	17500	17500	0		17500	17500	0	100%		
CEMETERY SERVICES & OVERHEADS	6460	0	2918	9378	8195	0	2151	10346	-968	110%		
Cem HORTICULTURAL (incl FLORAL DISPLAYS)	8000			8000	7589	0		7589	411	95%		
ROADS & PATHS	0	0	105	105	0	0	105	105	0	100%		
FUNERAL & GRAVES	14500	50000	1500	-34000	16243	68829	2730	-49856	15856	147%		
STREET LIGHTING	30500		7692	38192	47842	151		47691	-9499	125%		
STREET FURNITURE	450		1134	1584	395	82	1271	1584	0	100%		
RECREATION BUILDINGS (incl UNION HALL)	46500		1000	47500	77597	54657	19979	42919	4581	90%		
STAFFING COSTS	635542		48205	683747	637131		42532	679663	4084	99%		
ADMINISTRATION EXPENSES	121604	400	30766	151970	85363	518	69975	154820	-2850	102%		
CHAIRMANS ALLOWANCE	1500			1500	339			339	1161	23%		
MACHINERY/TOOLS/PROTECTIVE CLOTHING	1850		129	1979	1825		154	1979	0	100%		
VEHICLE FLEET	17500		1786	19286	16798	250	2182	18730	556	97%		
TWINNING	400			400	0		400	400	0	100%		
MISC.PROVISIONS	6213			6213	850		510	1360	4853	22%		
SECTION 137 (FREE RESOURCE)	5400			5400	9155			9155	-3755	170%		
PROJECTS (Add to Cap.Funds)	26000	1000	199406	224406	76499	27813	175720	224406	0	100%		
FUNDED SERVICES	84500	0	33566	118066	60416	29	56405	116792	1274	99%		
ACCOUNT INTEREST & COMMUTED SUMS	600	500	10128	10228	775	6793	14749	8731	1497	85%		
RENTS, LETTINGS & HIRE FEES	0	28100	1704	-26396	1504	46610	129	-44977	18581	170%		
PRECEPT				0		1042402		-1042402	1042402			
Net VAT			-14145	-14145	68887	65904	-17128	-14145	0	0%		
TOTAL	1127421	0 0	84839	416654	1459056	1294276	1370373	455851	379754	1079302	26%	
NET EXPENDITURE						-76097						

HAILSHAM TOWN COUNCIL - INCOME AND EXPENDITURE AS AT 31.03.19

1st April 2018 to 31st March 2019								
Item	Account Code	Annual Budget	Carry Over Budget	Budget Adjustments	Income available	total available	total spent to date	percentage spent to date
					to add to budget	to add to budget	to date	to date
Allotments - Water supply	101	650	0			650	734.26	113%
Allotments - Maintenance	101	2920				2920	2458.12	84%
Allotments - Returnable deposits	101	0	4075	not available to spend		4075	20.00	0%
West. Rd Rec - Maintenance	102	900	-104	2500		3400	7370.00	217%
West. Rd Rec - Water Supply	102	125				125	500.75	401%
MT - Annual Rent	102	750				750	1000.00	133%
MT - Maintenance	102	670	0			670	220.68	33%
MT - Water Supply	102	60				60	63.45	106%
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	12.96	2%
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	5346.23	81%
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	20995.15	105%
HCP - Vermin Control	104	500				500	474.00	95%
Public Open Spaces - Maintenance	104	300	2618			2918	18.16	1%
Orchard Park Maintenance	104	200				200	107.42	54%
Grovelands Barn Skip hire	104	500				500	260.00	52%
All Sites - Grass cutting	105	19000				19000	15436.97	81%
All sites - Tree Works	105	16600	1345	0	0	17945	16650.00	93%
Dog Hygiene Bin Emptying	107	6000	1408			7408	5929.80	80%
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	98375	83%
Income - Allotment Rent	101	3439				3439	3925.27	114%
Income - Beaconsfield/Pitch hire/MT	102	1000				1000	5837.66	584%
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	11110	225%
						0		
1st April 2018 to 31st March 2019								
Item	Account Code	Annual Budget	Carry Over Budget	Income Budget & Adjustments	Income available	total available	total spent to date	percentage spent to date
					to add to budget	to add to budget	to date	to date
Office Complex Internal Repairs	201	200	0	0		200	401	200%
Office Complex External repairs	201	600	0	0		600	1172.96	195%
Office Complex - Boiler & alarm	201	700	0			700	150.00	21%
Office Complex - Electronic Gate	201	150				150	0.00	0%

CP Car Par

Photocopier	302	3600				3600	3072.11	85%
Anti virus Software etc	302	1600				1600	1906.87	119%
Subscriptions & Publications	302	3800				3800	4177.91	110%
Professional fees	302	3500				3500	4604.28	132%
Stationery & Consumables	302	4000				4000	3182.05	80%
Commercial Rubbish Disposal	302	1834	2480			4314	5965.71	138%
Room Hire Expenses - Non projects	302	600		0		600	430.00	72%
Chairmans Allowance	303	1500	0			1500	338.78	23%
Staff Protective Clothing	304	750	129			879	464.65	53%
Tools & Equipment	304	1100			0	1100	1360.57	124%
Vehicle costs	305	17500	1786		0	19286	16798.46	87%
Twinning	306	400	0			400	0.00	0%
Annual Grants	307	27000				27000	25737.00	95%
							0.00	0%
Section 137 - Miscellaneous	307	400	0		0	400	55.00	0%
Tourism (miscellaneous/Event Marketing)	308	700	0			700	400.00	57%
Communities	308	15000	10701			25701	26319.38	102%
Bus Alliance	308	1000				1000	648.75	65%
Annual Town meeting	302	800				800	476.50	60%
Maintenance Cortlandt Stable block	310	1060	21191			22251	0.00	0%
Churchyard CCTV Service Contract	310	300				300	0.00	0%
War Memorial - All Service costs	310	150				150	342.80	229%
Hailsham FM	310	16000				16000	21540.32	135%
Hellingly Parish Subsidy	311	27000			0	27000	26033.00	96%
CCTV Running costs	311	7500	1100			8600	7292.35	85%
Health & Safety/ Quality Status	302		396			396	0.00	0%
Hailsham Forward	311		4421			4421	1694.00	38%
Hailsham Revitalization fund	311	5000	33466		0.00	38466	21947.00	57%
Post Office Operation costs	311	45000				45000	3448.73	0%
Neighbourhood Plan	302	0	25248			25248	11954.79	47%
Civic Regalia	302	250				250	0.00	0%
New Council Website	302	3000	0			3000	2836.12	95%
Miscellaneous key deposits	302		164	not available to spend		164	0.00	0%
Bank Charges	313	600				600	774.70	129%
J West Deposit Refunds	313						1503.60	
Project Funds								
03 - Community Building Projects	309	3000	15618			18618	0.00	0%
10 - Civic Protection	309		0			0	0.00	0%
11. Town Youth Facilities	309		327.00			327	0.00	0%
14 - Contingency Fund	309	8000	175667		0	183667	33965.53	18%
16 - Youth Facilities - "The Square"	309	15000	6881	-1000		19881	42533.90	214%
21 - Criminal Damage	309		913		0	913	0.00	0%
						0		
Total Expend to date this year		951106	350171	-1000	0	1299357	955692	74%
Income - Insurance recharge	302	400				400	288.50	72%
Income - Accounts interest	313	500				500	6792.70	1359%
Income - All Rents & hall bookings	313	28100	-1704	0	0.00	26396	46610.30	177%
Income - Youth Café	309	1000				1000	27019.87	2702%
Income - Sale of Dumper	304	0				0	250.00	0%
Income - Bus Alliance repay for hosting	311					0	284.00	0%
Income - Donation towards Town Centre Christm	308					0	6532.00	0%
Income - Hailsham Forward	311					0	29.17	0%
Income - Revitalization Fund	311						0.00	0%
Income - Donation for Church bollards	309						650.00	0%
Income - Travel, Expense, Misc	302						372.77	0%
Income - Rates Rebate	310						5333.63	0%
Income - CIL	313		10128			10128	4621.00	0%
Total Income to date this year		30000	-1704	0	0	28296	98784	349%

PAYMENT SCHEDULE FOR JANUARY 2019

Total - £94,904.94

Supplier	Cheque No. (incl VAT)	Amount	Description
Gosdens	23475	600.00	Removal of safes PO
Cuckmere Community Bus	23476	2091.60	Community bus subsidy
Festive Illuminations	23478	2316.50	Festive Lighting
Wealden District Council	23479	2965.43	J West Rates
LUC	23477	7150.60	NHP
Land Registry	23480	28.00	Professional Fees
Adrians Cleaning Service Ltd	23482	365.53	FDL Cleaning
Indeed	DC	15.13	Advert
Friday Ad	23481	180.00	Advertising Christmas
Castle Water	23483	69.99	Water
A Wesson	23484	50.00	J West Deposit refund
D Sankey	23485	142.20	Country Park Vermin control
N Power	23486	721.26	Electric J West
Uniserve Ltd	23487	265.20	Office 365
Biffa	23488	975.04	Waste Collection
Nutra	23489	252.00	Gas boiler service - all sites
DCT Diplocks Trust	23490	42.00	Meeting room hire
Trade UK	23491	9.99	Tool
Trade Paints	23492	29.69	Youth Café
Town & Country Tree Services	23493	264.00	Tree Services
PGL Travel	23494	2210.40	FNP
UK Safety Management Ltd	23495	909.36	PAT testing
Fieldskill Ltd	23496	67.06	Stationary
Initial Washroom	23497	546.76	Hygiene Contract
Town & Country Tree Services	23498	2580.00	Tree Services
D F I S	23499	104.28	Youth Café minibus - battery
Hailsham Community College	23500	19.50	FNP
Knockhatch	23501	65.00	FNP
EON	23502	1129.26	Electric & Gas all sites
Cognito	DC	5.81	Youth Café
N Brooks	23503	50.00	J West Deposit refund
A. F . Smith	23504	2600.00	Post Office
A Joyes	23505	106.75	Youth Café Expenses
R Gillett	23506	45.20	Mileage
Hailsham FM	23507	100.00	Advertising
Wages & Salaries	DD	33625.42	Wages and Salaries
Knockhatch	23508	295.00	FNP
Hedges Driveways	23509	700.00	Spare Bollard & repair
Costain Ltd	23510	1658.30	Street Lighting repair
Wealden District Council	23511	42.03	Wages and Salaries
Rialtas Business Software	23512	634.86	Accounts Software - training
Iris Business Software	23513	732.00	Payroll Software
DFIS	23514	510.46	Minibus MOT
D Sankey	23515	358.20	Moles at cemetery
Cuckmere Community Bus	23516	300.00	Support new years day service
Uniserve Ltd	23517	67.20	Computer Software back up
Travis Perkins	23518	15.55	Common Pond repairs
Trade UK	23519	84.31	Cemetery Supplies
S Spence	23520	840.00	Public toilet cleaning
HMRC PAYE	23521	12348.01	HMRC PAYE
East Sussex Pension Fund	23522	8082.00	Pension fund
Give As You Earn	23523	145.08	Give as you earn
J Harrison	23524	73.70	Travel expenses
Pyrotec	23525	1217.04	Fire Extingusher annual test
ICO	DD	35.00	Data Protection
Brothers Furniture	DC	914.40	Youth Café
Siemens Financial Service	DD	108.42	Drinks machine lease
Lex Autolease	DD	895.76	Vehicle Leasing

Bank Charges	DD	64.30	Bank Charges
Neopost Ltd	DD	100.00	Franking machine
Siemens Financial Service	DD	48.00	Photocopier annual fee
Siemens Financial Service	DD	396.80	Photocopier Lease
Fuzion 4 Ltd	DD	78.00	Fire Alarm maintenance contract
Vostel Ltd	DD	447.56	Telephone Contract
Apogee Corp	DD	409.15	Ink charges for photocopier
Allstar	DD	547.73	Vehicle Fuel
Roland Dunn	DD	57.12	Professional Fees

94,904.94

PAYMENT SCHEDULE FOR FEBRUARY 2019

Total - £99,701.83

Supplier	Cheque No. (incl VAT)	Amount	Description
Business stream	23526	173.97	Waste Water
Initial Washroom	23527	273.38	Hygiene Contract
Besthost	23528	24.00	Add -on
KSV	23529	121.00	Drink machine supplies
Eden Springs	23530	34.80	Water Machine
M Caira	23531	483.90	J West Supplies
Macey Industrial Fixing	23532	61.92	Street Furniture repairs
V Toghill	23533	50.00	J West Deposit refund
KBS inflatable kingdom	23534	290.00	Youth Café
The Carpet People	23535	264.00	Youth Café
Ernest Doe & Sons Ltd	23536	1186.85	Cemetery Supplies
Rialtas Business Solutions Ltd	23537	198.00	Allotment software
Uniserve SE Ltd	23538	265.20	Office 365
Wealden District Council	23539	5932.00	J West Rates
Adrians Cleaning Services Ltd	23540	513.98	FDL and J west cleaning
British Heart Foundation	23541	30.00	Donation
Business stream	23542	122.04	Waste Water
Npower	23543	90.27	Electric war memorial
Pipmeister Webs Design	23544	84.28	Hailsham forward website work
Urban Jump	23545	225.00	FNP
N Phillips	23546	1875.00	Grave Digging
Travis Perkins	23547	67.53	Cemetery work
Trade Paints Ltd	23548	106.49	Street Furniture repairs
Bloomfields	23549	105.00	Chapel Flowers
Hailsham Community College	23550	64.00	FNP
Knockhatch	23551	445.00	FNP
A Joyes	23552	143.71	Youth Café Expenses
Hurst Acoustic Ltd	23553	4969.08	J West Acoustics
J Holman	23554	50.00	J West Deposit refund
Festive Illuminations	23555	6350.00	Additional Festive lighting
Search Acumen	23556	413.48	Post Office
EON	23557	1185.73	Electric & Gas all sites
Cancelled	23558	0.00	cancelled
MFC Outdoor Stores Ltd	23559	59.98	Outdoor staff workwear
Biffa Waste Services Ltd	23560	723.04	Waste Collections
Gaby Hardwick	23561	5000.00	Professional fees
Guildford Spectrum	DC	81.00	FNP
Uniserve SE Ltd	23562	218.40	Upgrading office PC
OGD Ltd	23563	1034.76	Electric gate repairs to yard
Capital Cleaning (Kent) Ltd	23564	154.50	Hygiene supplies
Wages & salaries	DD	32535.17	Wages & Salaries
KSV	23565	92.86	Drink machine supplies
Newton & Frost Fencing Ltd	23566	12.36	Fencing Cemetery
Business Waste Ltd	23567	1565.76	Waste Collections
Hailsham FM	23568	100.00	Advertising
Elco Heating Solutions Ltd	23569	1124.40	J West repairs
Wealden District Council	23570	42.03	Wages & Salaries
HMRC PAYE	23571	11355.12	HMRC PAYE
East Sussex Pension Fund	23572	7822.68	Pension fund
Give As You Earn	23573	145.08	Give as you earn
Kier	23574	2201.99	Waste Collections
S Spence	23575	840.00	Public Toilet cleaning
Rialtas Business Solutions Ltd	23576	393.00	Booking Software
H Newark	23577	50.00	J West Deposit refund
M Noakes	23578	50.00	J West Deposit refund
Capital Cleaning (Kent) Ltd	23579	89.99	Hygiene supplies
Earth Anchors Ltd	23580	81.42	Plaque for a bench
Howdens	23581	71.34	Youth café repairs

Uniserve SE Ltd	23582	212.40	Upgrading office PC
Fieldskill Ltd	23583	253.42	Stationary
Reissue cheque 23340	23584	0.00	reissue
H Ripley	23585	50.00	J West Deposit refund
S Bignell	23586	50.00	J West Deposit refund
RG Consultancy LTd	23587	420.00	Tree work
Troy Hayes Planning Limited	23588	1,127.16	NHP
M & S Print Services Ltd	23589	1,962.00	Newsletter
Iris Software	DC	424.80	Additional Company on payroll system
Lion Laboratories	DC	296.40	Safe hub - Alcoblow
DVLA	DC	250.00	Minibus Tax
G & S Specialist Timber	DC	26.15	Street Furniture repairs
Ultra secure Direct	DC	128.90	Reflective post Countrypark
Business Waste Ltd	DC	366.00	Dog bin waste collection - 1 off
Lex Autolease	DD	895.76	Vehicle Leasing
Cognito	DC	18.91	Youth café
Indeed	DC	260.66	Advertising - recruitment
Barclays bank	DD	62.89	Bank Charges
Neopost ltd	DD	100.00	Franking machine
Fuzion 4 Ltd	DD	78.00	Security alarm maintenance contract
Roland Dunn	DD	57.12	Professional fees
Vostel Ltd	DD	464.89	Telephone contract
Allstar	DD	151.88	Vehicle Fuel

99,701.83

PAYMENT SCHEDULE FOR MARCH 2019

Total - £118,735.62

Supplier	Cheque No. (incl VAT)	Amount	Description
Colliers International	23590	4731.00	2 North Street Rent & Service Charge
Eastbourne Borough Council	23591	78.00	Receipt book printing
N Phillips	23592	325.00	Grave Digging
Uniserve SE Ltd	23593	163.97	Office 365
Lion Laboratories	23594	151.58	Youth Café - Safe hub
First in attendance Ltd	23595	186.00	First Aid training
Solar Screen	23596	1090.80	James West - window film
Hailsham Allotment Society	23597	50.00	Donation
Town & Country Tree Services	23598	2520.00	Tree Work
Biffa Waste Services Ltd	23599	609.18	Waste Collections
Panel Warehouse	23600	538.80	Noticeboard James West
AgriFactors Southern Ltd	23601	1182.00	Drainage work Western Rd Recreation ground
Macey Industrial Fixing Ltd	23602	152.03	Street Furniture repairs
Curtis & Shaw Sussex Ltd	23603	42.70	Common pond allotments repair
Initial Washroom	23604	239.90	Hygiene supplies
Adrians Cleaning Services Ltd	23605	530.53	FDL/ J West Cleaning
Eden Springs Ltd	23606	44.45	Water machine
cancelled cheque 23264	23264	-7.19	cancelled
Newton & Frost fencing Ltd	23607	52.08	Quinnell play area fence repair
Travis Perkins	23608	28.15	Holyhead close barrier repair
EDF Energy	23609	469.50	Youth café - Gas and Electric
M Caira	23610	382.17	Mileage and Subsistence
R Gillett	23611	44.80	Mileage
K Giddings	23612	14.00	Mileage
Castlewater	23613	1079.18	Water - all sites
EON	23614	773.44	Gas and Electric - all sites
K Giddings	23615	10.89	subsistence
Ricochet Signs Ltd	23616	172.80	Annual Town Meeting signs
Cash	23617	91.74	Petty cash
EACFR	23618	500.00	Defibrillators maintenance
The Police & Crime Comm for Sx	23619	1562.21	CCTV Qtr 4
MFC Outdoor Ltd	23620	45.00	Outdoor staff workwear
S Harper	23621	19.08	mileage and expenses
Haulaway Ltd	23622	687.60	Skip hire
East Sussex County Council	23623	32704.01	Street lighting energy and maintenance contract
cancelled	23624	0.00	cancelled
Pyrotec	23625	209.40	Fire Extinguisher testing
Trade UK	23626	75.97	Outdoor staff workwear
The Police & Crime Comm for Sx	23627	1043.51	CCTV Qtr 3
M Laxton	23628	17.30	Mileage and Subsistence
Machine Force Ltd	23629	1100.00	Training course
Hailsham Community Land Trust	23630	1000.00	CLT
Hailsham FM Ltd	23631	100.00	Advertising
Travis Perkins	23632	31.32	Play park repair
Fieldskill Ltd	23633	149.18	Stationary
Knockhatch	23634	260.00	FNP
N Phillips	23636	2150.00	Grave Digging
Teleshore UK Ltd	23635	71.04	Webbing for cemetery
Wages & Salaries	DD	32968.70	Wages & Salaries
S Spence	23637	840.00	Public Toilet cleaning
Business Stream	23638	186.88	Water supply
HMRC PAYE	23639	11283.18	HMRC PAYE
East Sussex County Council	23640	7887.20	Pension Fund
GAYE	23641	145.08	GAYE
Wealden District Council	23642	42.03	Attachment of earnings
MFC Outdoor Ltd	23643	183.11	Outdoor staff workwear
CBL Fastenings	23644	42.00	Cable ties
Fuzion 4 Ltd	23645	80.08	Alarm repair - youth café

MFC Outdoor Ltd	23646	35.00	Outdoor staff workwear
David Herbert	23647	800.00	Newsletter
Trade UK	23648	133.92	Stock
cancelled cheque 23214	23214	-50.00	outdated cheque
DFIS	23649	90.00	vehicle MOT
cancelled	23650	0.00	cancelled
Cuckmere community bus ltd	23651	1,881.60	Contribution to local bus
Barcombe Landscapes	23652	1,380.00	Roll out field and hedge cutting
Biffa Waste Services Ltd	23653	551.38	Waste Collections
Withers DIY	23654	8.10	Padlocks
Ernest Doe & sons Ltd	23655	550.93	Repairs
Lex Autolease	DD	895.76	Vehicle Leasing
Cognito	DD	18.61	Youth Café forms
Apogee	DD	9.00	Photocopier ink
Bank charges	DD	60.07	Bank Charges
Neopost Ltd	DD	100.00	Franking machine
Fuzion 4 Ltd	DD	78.00	maintenance contract for alarms
Vostel Ltd	DD	466.72	Telephone contract
Discount sticker printing	DC	101.31	Bus shelter stickers
Lex Autolease	DD	60.00	Vehicle Leasing
Allstar Ltd	DD	376.72	Vehicle fuel
Roland Dunn	DD	57.12	Professional fees

118,735.62

(As at 31.3.19)

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	370.46
	Till Takings	56.12		Telephone/Internet	873.44
	Wealden DC - Rates Refund	0.00		Rates	5880.00
	Facility Hire	10230.00		Water/Waste Water	443.83
				Gas/Electricity	1307.10
	ICO Refund	60.00		Waste Collection	187.96
	Staff Christmas Meal	0.00		Annual Electrical Test	65.50
	Stall income - Hailsham Day	255.11		Alarm Service / Repair	827.24
	Staff DBS fee	71.00		Extinguisher Serv/Recharge/Repa	465.59
	Hailsham Card sales	99.99		Property Maintenance & Repairs	15189.89
				Equipment / Equipment Repairs	543.92
				Computer Repairs/Purchase/S.W:	534.19
				Website	
				Staff Misc	13.15
				Staff - Travel/Workwear/DBS	652.51
				NVQ Training & Other Training	155.00
				Petty Cash	200.59
				TV Licence	150.50
				Insurance/Entertainment Licence	140.00
				Publications & Posters & Stationer	326.74
				Food	407.44
				Remembrance Day Wreath	15.00
				CCTV Contract/Repair	795.00
		12163.89			
				Remaining Balance	-15076.82
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	7157.27		Friday Night Project	8872.08
	Donations	292.00		Telephone costs	50.00
	Fundraising	1347.00			
				Remaining Balance	1374.19
Info Point			Info Point		
	Fund Raising			Infopoint Costs	35.88
Safe Place Hub			Safe Place Hub		
	Fundraising	4122.00		Expense	1178.64
Monday Club			Monday Club		
	Balance B/F	500.00			
	Fundraising	134.88		Expenses	1425.50
				Remaining Balance	-790.62
MINIBUS			MINIBUS		
	Balance B/F	2500.00			

Hire Income	194.50	Repairs/Fuel	603.43
		MOT/TAX	165.00
		Insurance	606.03
		Remaining Balance	1320.04

total income 27019.87 : total expenditure (cap 16) 42533.90

Remaining Budget	5366.97
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Summary of Project Costs	
Total Non staff costs (from above)	42533.90
Salary costs excluded from above balance sheet	99629.66
	<u>142163.56</u>
Income (other than from Town Council)	17138.87
Project cost funded by Town Council (to date)	<u>125024.69</u>

Accounts sheet total (income) 27019.87 **Accounts Sheet total (expenditure)** 42533.90

(as at 31.3.19)

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	
				:	
Stall Income		150.00	4.6.18	St John Ambulance	161.00
			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
			8.1.19	Friday Ad - xmas market	150.00
			13.2.19	Festive Illumination - New lights	6350.00
Total Income for Christmas Market		404.94	:	Total Exp, for Christmas Market	10102.58
				:	
				Street Market	
				:	
Stall Income		5956.24	11.4.18	Wealden Dc - Market rates	2016.00
			2018	CBL Fastening	118.00
			27.7.18	JC seale - 12 motnh advertising	660.00
			7.8.18	Screwfix - Electric sockets	13.07
				Fuel for minibus	40.81
			31.8.18	Peter Bayless	330.00
			24.09.18	Hailsham FM - Sponsor	600.00
			3.12.18	Unpresented cheque	125.00
			28.1.19	DFIS - minibus mot	434.55
			11.2.19	DVLA - minibus tax	250.00
Total Income for Regular Market		5956.24	:	Total Exp. For Regular Market	4587.43
				:	
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	26319.38
			Net Remaining Festivities Budget	10413.63
from above	6532.01		from above	26319.38
income from accounts	6532.01		from accounts **	26319.38



HAILSHAM TOWN COUNCIL

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

ACCOUNTS FOR THE YEAR ENDED 31ST March 2019

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

1. Date of announcement: 24th May 2019.
2. Each year the Council's Annual Return is audited by an auditor appointed by the Audit Commission. Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31st March 2019, these documents will be available on reasonable notice on application to Mr. J Harrison, Town Clerk, Town Council Offices, Market Street, Hailsham between the hours of 09.30 a.m. and 3.00 p.m. on weekdays between Monday 17th June 2019 and Friday 26th July 2019.
3. Local Government Electors and their representatives also have:
 - (a) The opportunity to question the auditor about the accounts. The auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates
 - (b) The right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Council.
4. The audit is being conducted under the provisions of the Audit Commission Act 1998, Section 15 & 16, The Accounts & Audit (England) Regulations 2011 and the Audit Commission's Code of Audit Practice. Your audit is being carried out by PKF Littlejohn LLP, Ref: SBA, 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD

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