

# HAILSHAM TOWN COUNCIL

## FINANCE, BUDGET, RESOURCE AND STAFFING COMMITTEE

### AGENDA

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

**Wednesday 9<sup>th</sup> January 2019 at 7.30 p.m.**

1. **Public Forum**

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. **Apologies for Absence**

To receive apologies for absence of appointed members.

3. **Minutes of previous Meeting**

To note that the Minutes and Reports of Finance, Budget, Resource and Staffing Committee (Ref: FBR/18/3/39-44) held on 19<sup>th</sup> December 2018, as correct record of these meetings.

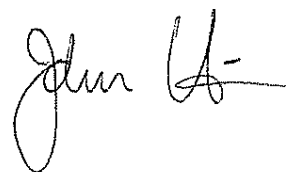
4. **Declarations of Interest**

To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.

5. **Accounts and Audit - Budget for 2019/2020**

To discuss the budget papers for 2019/2020 budget (Report to follow)

Date this 3<sup>rd</sup> January 2019



JOHN HARRISON  
Town Clerk

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<b>Committee Membership:</b>	<b>Substitutes:</b>
<u>Councillors:</u> N. Coltman G. De Jongh R. Grocock B. Holbrook P. Holbrook M. Laxton S. Potts A. O'Rawe C. Triandafyllou	<u>Councillors:</u> B. Beckett N. Collinson C. Tasane S. Van der Geyten

CORPORATE ASSETS & CEMETERY			2019 - 2020 Estimates			2018/19	Actual	
			Expenditure	Income	Nett	Estimate	2017/18	
					Total			
(approved by committee)								
			A	B	C	D	E	
<b>201 TOWN COUNCIL SITE</b>								
201	4170	Internal Repairs/General Maintenance	206		206	200	851	
		Electronic Gates to car park/service/upgrade/repair	155		155	150	0	
		Maintenance for 4 Market Square	1500		1500	1500	55	No Increase as large carry forward
201	4178	Gas Boiler - Annual Service	206		206	200	140	
201	4175	Intruder alarm & smoke alarm service	515		515	500	257	
201	4171	External Repair/General maintenance	200		200	200	70	
		Floral display in garden/Churchyard	400		400	400	0	No increase
<b>Total Town Council Site</b>			3182	0	3182	3150	1373	
<b>202 RECREATION BUILDINGS (incl UNION HALL)</b>								
<u>Cricket Pavilion</u>								
205	4120/1820	Overheads (water,electric,cleaing etc)	0	0	0	600	319	No longer responsible
205	4201	General repairs/maintenance	0		0	0	5000	
<u>Maurice Thornton Pavilion</u>								
206	4120	Overheads (water,electric,cleaing etc)	1236		1236	1200	836	
206	4201	General Repairs	515		515	500	412	
<u>Storage Sheds (General)</u>								
210	4201	General Maintenance	250		250	100	55	Increase due to skip hire for clearance of rubbish
		MT hut and Grovelands barn energy	309		309	300	364	
		Grovelands Barn rates	2800		2800	2800	2516	No Increase carry forward any underspend
<u>Union Corner Hall</u>								
207	4201	Maintenance Grant	1000		1000	1000	0	No increase
					0			
<u>Public Toilets - Stable Block</u>								
		Cleaning/maintenance	15000		15000	15000	12541	No increase as carry forward from 2017/18
<u>Welbury Farm - Jim West Community Hall</u>								
208	4201	Maintenance/Running costs	10000		10000	25000	0	Amended as Manager salary is in general wages
<b>Total Pavilions &amp; Storeage sheds</b>			31110	0	31110	46500	22043	
<b>203 CEMETERY BUILDING MAINTENANCE</b>								
215	4201	General Maintenance of buildings	155		155	150	130	
215	4172	Cemetery Lodge Repairs	412		412	400	170	
			567	0	567	550	300	
<b>204 PROJECT FUNDS</b>								
					0			
230	4950	No18 - New Burial Ground (balance £17500)	0		0		0	
			0	0	0	0	0	
<b>205 CEMETERY SERVICES &amp; OVERHEADS</b>								
216	4120	Rates	2781		2781	2700	2436	
216	4120	Water & sewerage	433		433	420	344	
216	4120	Electricity	309		309	300	430	
216	4120	Gas	500		500	50	609	
216	4440	Telephone	600		600	650	566	Decreased as set costs
216	4201	Fire Extinguisher & boiler service	124		124	120	66	
216	4275	Pest Control	52		52	50	299	
216	4201	General repairs & cleaning materials&Waste Collection	1906		1906	1850	5346	TO LOOK AT DEPENDING ON REVIEW
216	4190	Burial Record Computer system (annual licence)	330		330	320	275	
			7035	0	7035	6460	10371	
<b>206 ROADS &amp; PATHS</b>								
217	4252	Footpath repairs	0		0	0	0	TO LOOK AT DEPENDING ON REVIEW

CORPORATE ASSETS & CEMETERY			2019 - 2020 Estimates			2018/19	Actual		
			Expenditure	Income		Nett	Estimate	2017/18	
					Total				
(approved by committee)									
			A	B	C	D	E		
			0	0	0	0	0		
		<b>207 FUNERAL &amp; GRAVES</b>							
219	4280	Grave digging	14000			14000	14000	11515	Leave for the moment
219	4201	General Maintenance - chapel flowers & mem trees	515			515	500	513	
219	1100	Burial & Monument fees	0	51500		-51500	-50000	-57979	Leave for the moment
			14515	51500		-36985	-35500	-45951	
		<b>208 HORTICULTURAL (incl FLORAL DISPLAYS)</b>							
218	4240	Grass & Hedge Cutting	7210			7210	7000	8085	
218	4242	Ditch Clearance	1000			1000	1000	0	No increase
						0		0	
			8210	0		8210	8000	8085	
		<b>209 STREET LIGHTING</b>							
		New Lighting	17297			17297		0	NEW SOX LAMPS 4 year plan
235	4201	General Maintenance	15000			15000	15000	13258	
235	4291	Energy (145516 kwh per year)	12875			12875	12500	13757	
		Annual Repairs	3090			3090	3000	0	
			48261.9	0		48262	30500	27015	
		<b>210 STREET FURNITURE</b>							
240	4277	Bus shelter Repairs	258			258	250	0	
240	4277	Black Sacks	206			206	200	0	
			464	0		464	450	0	
		Total Expenditure	113345				60110	23236	
		Total Income		51500					
		Nett Total				61845			
							2.89		
		<b>NEW</b>							
		<b>AMENDED</b>							

CORPORATE RESOURCES & SERVICES			2019 - 2020 Estimates					
			Expenditure	Income	Nett	2018/19	Actual	
Amendments					Total	Estimate	2017/18	
NEW		(approved by sub-committee)						
			A	B	C	D	E	
		<b>301 STAFFING COSTS</b>						
301	4001	Wages (Manual)	161312		161312	122079	121495	
301	4000	Salaries (Admin.)	266230		266230	260626	269327	
301	4005	NHI (Wages & salaies)	57381		57381	51193	105831	
301	4005	Pension (wages & salaries)	75834		75834	73192	0	
301	4002	Youth Café & infopoint	97918		97918	80953	80752	
301	4002	NHI Youth Café & infopoint	7164		7164	6634		
301	4002	Pension Youth Café & infopoint	9033		9033	8365		
301	4545	Honorarias (Bailliffs/Tree Warden/Town Crier)	2000		2000	2000	1587	
301	4510	Members Allowances	23800		23800	30500	28543	Decreased due to reduction in members
				700672	0	700672	635542	607535
		<b>302 ADMINISTRATION EXPENSES</b>						
302	4491	Office equip/etc/computer consultancy	2300		2300	2300	842	No increase due to Carry forward
302	4431	Newsletter	9000		9000	6000	5934	Increase due to change of format
302	4429	Annual Town Meeting	600		600	800	478	Decrease as over budget
302	4440	Telephone & mobiles	2700		2700	3000	2158	Decrease as over budget
302	4155	Contract Cleaning	4700		4700	4700	4448	
302	4120	Rates	7000		7000	6600	6488	Higher increase due to overspend 2018/19
302	4120	Water/Sewerage/Gas/Electricity	4700		4700	4300	4565	Higher increase due to overspend 2018/19
302	4177	Annual Electrical Test of Equipment	309		309	300	284	
302	4130	Insurance	9200	400	8800	8800	9779	TO REVIEW
302	4455	Franking machine/postage	1600		1600	2100	1156	Decrease as over budget
302	4570	Audit fees	2781		2781	2700	2597	
302	4030	Travelling, Training & seminar costs	3000		3000	3000	3445	
302	4410	Photocopier lease & Monthly Use Charges	3600		3600	3600	3485	DO IN OCTOBER
		Room Hire Expenses	600		600	600	180	
302	4480	Computer Software/anti virus software/Web licences	1600		1600	1600	4192	No increase due to Carry forward
		<b>NEW LAPTOP/IPAD for MEMBERS</b>	6700		6700			NEW
		New Software/Website - running costs (up to £2500)	3000		3000	3000	233	No increase due to Carry forward
302	4460	Subscriptions & Publications	3914		3914	3800	3993	
302	4585	Professional fees	3605		3605	3500	6225	
302	4571	Election	0		0	53520	20592	Carry forward £53K
302	4430	Advertising / Publicity	500		500	500	40	No increase budget underspend
302	4176	Annual extinguisher etc., inspection & servicing	412		412	400	624	
302	4400	Stationery & miscellaneous equipment	4000		4000	4000	3937	No Increase
302	4150	Commercial Rubbish Disposal	1834		1834	1834	3354	No increase as use Dog Bin budget
		Civic regalia	250		250	250	25	
302		Hailsham Neighbourhood Plan	0		0	0	32946	
				77905	400	77505	121204	122000
		<b>303 CHAIRMANS ALLOWANCE</b>						
303	4500	Chairmans allowance	1500		1500	1500	206	No increase
		Carried over from previous year						
			1500	0	1500	1500	206	
		<b>304 MACHINERY/TOOLS/PROTECTIVE CLOTHING</b>						
310	4070/4071	Tools & Protective Clothing	1906		1906	1850	1785	
				1906	0	1906	1850	1785
		<b>305 VEHICLE FLEET</b>						
311	4310	Leasing costs	9000		9000	9000	8988	No increase as set price
311	4330	Vehicle Overheads - fuel	4500		4500	4500	3256	No increase as underpend
311	4301/4340	Vehicle Overheads - service & RFL (5)	0		0	0	525	
311	4130	Vehicle Overheads - Insurance	4000		4000	4000	3699	No increase as underpend
				17500	0	17500	17500	16468
		<b>306 TWINNING</b>						
320	4800	Civic Events	400		400	400	0	No increase as underpend

CORPORATE RESOURCES & SERVICES			2019 - 2020 Estimates					
Amendments NEW			Expenditure	Income	Nett	2018/19	Actual	
					Total	Estimate	2017/18	
(approved by sub-committee)								
			A	B	C	D	E	
			400	0	400	400	0	
		<b>307 MISC.PROVISIONS</b>						
330	4801	Annual Grants	6213		6213	6213	1050	No increase as set budget
			6213	0	6213	6213	1050	
		<b>308 SECTION 137 (FREE RESOURCE)</b>					0	
331	4850	Grants to Voluntary bodies (transfer from 307)	5000		5000	5000	8450	No increase as set budget
331	4851	Miscellaneous	400		400	400	35	No increase as underspend
			5400		5400	5400	8485	
		<b>309 PROJECTS (Add to Cap.Funds)</b>						
350	4970	No 03 - Community Build Project (unallocated £4316)	3000		3000	3000	3111	
350	4980	No 11 - Town youth Facilities (unallocated £327)			0	0	0	
350	4972	No 14 - Contingency Fund (unallocated £35862)			0	0	5359	
350	4973/1705	No 16 - Youth Project	15000	1000	14000	14000	12892	TO DISCUSS WITH A JOYES
350	4974	No 21 - Criminal Damage (unallocated £1528)			0	0	0	
		No 14 - Bus Concessions	8000		8000	8000	6477	No increase as within current budget
			26000	1000	25000	25000	27839	
		<b>311 FUNDED SERVICES</b>						
352	4910	Hellingly P.C. subsidy (as provided by Hellingly PC)	27810		27810	27000	24911	
		Hailsham Revitalization Fund	5150		5150	5000	365	
		Hailsham Forward	0		0	0	3057	
352	4912	CCTV - Camera costs	7725		7725	7500	5253	
352	4915	Rail concessionary fares	0		0	0	0	
		Post Office Operation costs	45000		45000	45000	0	TO REVIEW IN OCTOBER
			85685	0	85685	84500	33586	
		<b>312 ACCOUNT INTEREST &amp; COMMUTED SUMS</b>						
360	1880	Interest on accounts		515	-515	-500	-455	
		Bank charges	618	0	618	600	709	
			618	515	103	100	254	
		<b>313 RENTS, LETTINGS &amp; HIRE FEES</b>						
365	1031	Kemer Kebab		10500	-10500	-10500	-10500	
365	1032	4 Market Square	0	6500	-6500	-6500	-6500	
365	1000	Meeting Room Lets		3000	-3000	-3000	-4460	REVIEW IN OCTOBER
365	1001	Pavilion Lets		1200	-1200	-1200	-1809	REVIEW IN OCTOBER
365	1033	Cemetery Rent		6900	-6900	-6900	-7140	
		Miscellaneous rents			0	0	-5001	
			0	28100	-28100	-28100	-35410	
		Vat refund (income)						
		Total expenditure	923799					
		Total income		30015				
		Nett total			893784	871109	783798	
		Total			893784	2.60		
		Last year Precept			1079265			
		Total Precept						
		Cost per Household						
		Increase/Decrease in %						

ENVIRONMENT & LEISURE			2019 - 2020 Estimates			2018/19	Actual	
			Expenditure	Income	Nett	Estimate	2017/18	
(approved by committee )			A	B	C	D	E	
<b>101 ALLOTMENTS</b>								
101	4115	Common Pond site - water supply	155			155	150	156
102	4115	Battle Road site - water supply x2	515			515	500	434
101/102	4201	General Maintenance/Waste Collection ( include new site)	2781			2781	2700	2925
101/102	1080	Allotment Rent (53 plots @ £39.60 & 20+38 plots @ £23.10)		3542		-3542	-3439	-2880
102	4200	Soil Test (Identified in Risk Policy)	52			52	50	0
		Software licence	175			175	170	160
		<b>Key deposit (Deposits held from previos years)</b>				0	0	1965
			3678	3542		136	131	2760
<b>102 WESTERN ROAD RECREATION GROUND</b>								
105	4115	Water & sewerage	129			129	125	155
105	4201	General maintenance ( include Outdoor Gym)	927			927	900	453
105	1040	Rent from Beaconsfield/Tennis Club/Pitch hire		1000		-1000	-1000	-1003
			1056	1000		56	25	-395
<b>MAURICE THORNTON PLAYING FIELD</b>								
106	4100	Annual rent	1000			1000	750	875
106	4248	Pitch marking paint	515			515	500	506
106	4115	Water	62			62	60	42
106	4201	General maintenance	690			690	670	196
		Skate Park Maintenance	515			515	500	524
			2782	0		2782	2480	2143
<b>COMMON POND</b>								
107	4201	General maintenance	721			721	700	9357
			721	0		721	700	9357
<b>ERSHAM ROAD COMMON</b>								
108	4201	General Maintenance incl. fence repairs	52			52	50	0
			52	0		52	50	0
<b>Total Recreation Areas (code 102)</b>			4611	1000		3611	3255	11105
<b>103 PLAY AREAS</b>								
115	4230	All Sites - Insurance (engineers inspection)	1450			1450	1450	920
115	4239	All sites - Safety gates	1000			1000	1000	290
115	4201	All Sites - general maintenance	1236			1236	1200	618
<b>Total Play Areas (code 103)</b>			3686	0		3686	3650	1828
<b>104 PUBLIC OPEN SPACES</b>								
109	4201	Country Park - General maintenance	464			464	450	1085
109	1065	Fishing Permits		550		-550	-400	-623
110	4201	Orchard Park - General Repairs/ skip hire	721			721	700	561
111	4201	POS - General Maintenance	309			309	300	268
109	4275	Vermin control	515			515	500	474
			2009	550		1459	1550	1765
<b>105 HORTICULTURAL &amp; GROUND MAINTENANCE</b>								
140	4240	Grass & Hedge Cutting	19570			19570	19000	22869
		Payment from Redrow (POS upgrade)				0	0	
140	4250	Tree Surgery - all sites	17098			17098	16600	15855
			36668	0		36668	35600	38724
<b>106 PROJECT FUNDS (Add to existing funds)</b>								
150	4945	No 04 - Play Equipment (unallocated balance £.....)	0			0	0	0
150	4941	No 05 - Play Area Surface Fund (fund balance £.....)	0			0	0	1230
			0	0		0	0	1230
<b>107 ENVIRONMENT SERVICES</b>								
160	4271	Dog Hygiene Bin Emptying (waste disposal/new bins etc)	6000			6000	6000	592
160	4141	Urban Grass Cutting	10219			10219	2729	0
			16219	0		16219	8729	592
<b>111 TOURISM &amp; LEISURE</b>								
333	4812	Tourism & Leisure Grants	2500			2500	2500	1000
333	4821	Communities - Festivities	15825			15825	15000	10727
333	4820	Miscellaneous items	206			206	200	36
		Event advertising	515			515	500	2255
		Bus Alliance	1000			1000	1000	350
			20046	0		20046	19200	14368
<b>FESTIVE LIGHTING</b>								
235	292/1150	Christmas Festoons	11000	0		11000	11000	10611
						0		
			11000	0		11000	11000	10611
<b>113 FUNDED PROJECTS</b>								
351	4901	Church Yard CCTV Service contract	309			309	300	14

New Rent Agreed 2018

No increase  
No increase large carry forward

Increase as 2 years as actual higher than budget

No Increase

No Increase

ENVIRONMENT & LEISURE			2019 - 2020 Estimates			2018/19	Actual
			Expenditure	Income	Nett	Estimate	2017/18
(approved by committee )			A	B	C	D	E
351	4902	War Memorial - All service costs	155		155	150	223
332	4810	CAB rent & grant	13287		13287	13287	13287
			13750.9	0	13751	13737	13524
<b>114 Cortlandt Stable Block</b>							
		Cortlandt Stable Block Rent/Rates/Utilities	16000		16000	16000	19809
		Maintenance - Cortlandt Stable Block	1060		1060	1060	90
			17060		17060	17060	0
		Total expenditure	128728			113912	58004
		Total Income		5092			
		Nett total			123636		
						8.5	
		<b>NEW</b>					
		<b>AMENDED</b>					

No increase as per 2018-19 agreed

No increase as large Carry forward



**SUMMARY OF COMMITTEE'S ESTIMATES - 2019/2020**

		% of budget
Corporate Resources & Services	893784	
Environment and Leisure	123636	
Corporate Assets & Cemetery	61845	
<b>Total Budget</b>	<b><u>1,079,265</u></b>	
Drawn from surplus	-	-
<b>TOTAL PRECEPT</b>	<b><u>1079265</u></b>	
<b>Breakdown</b>		
<b>Precept ( tax base x £138.55 band D)* 7649.3</b>	<b>1059811</b>	98.20
<b>Grant from WDC</b>	11880	1.10
Total combined precept/grant	1071691	
Drawn from surplus/Reserves	<u>7574</u>	

**parish rate 7649.3** 138.55

Tax base for 2010.11 =	7087.1
Tax base for 2011.2012 =	7138.3
Tax base for 2012.2013	7333.7
Tax base for 2013.2014	6297.9
Tax base for 2014/2015	6497.2
Tax base for 2015/16	6829
Tax base for 2016/17	7171.8
Tax base for 2017/18	7195.8
Tax base for 2018/19	7309.3