



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

**REPORT (Minutes)**

of the meeting of the Finance, Budget Resources & Staffing Committee,  
held at the Fleur de Lys Council Chamber, Market Street, Hailsham

On Wednesday 23<sup>rd</sup> January 2019 at 7.30 p.m.

FBR/18/4/  
53 The Town Clerk explained that the Chair and vice Chair have sent their apologies and it is necessary to nominate a chairman for this meeting only.

Nominations for Chairman: Cllr Grocock nominated Cllr Coltman 2<sup>nd</sup> by Cllr P. Holbrook.

54 **RESOLVED** Cllr Coltman is Chairman of the committee for the meeting.

55 **Public Forum**

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

None Presented

56 **Present:** Cllrs N. Coltman, R. Grocock, P. Holbrook, M Laxton & S. Potts

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

58 **Apologies For Absence:** Cllrs B Holbrook, G De Jongh, A O'Rawe & C. Triandafyllou.

59 **Declarations of Interest:** None

60 **Minutes of Previous Meetings**

**RESOLVED** to accept the Minutes and Reports of the Meeting of the Finance, Budget, Resource & Staffing Committee held on the 9<sup>th</sup> January 2019 (Ref: FBR/18/4/45-52) as a correct record.

61 **Periodic Statements and Committee Expenditure**

**(a) Fund Summary as at 31<sup>st</sup> December 2018 and Bank Statements**

61.1 **RESOLVED** to note and adopt the Fund Summary as at 31<sup>st</sup> December 2018, and to note the signing of bank statements by Cllr R. Grocock.

**(b) Summary of net expenditure as at 31<sup>st</sup> December 2018.**

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

**(c) Summary of the Council's income and expenditure as at the 31<sup>st</sup> December 2018 compared against budgets.**

The Finance Officer gave an explanation of the key variances as shown in the summary:

Western Road Rec – Maintenance (102): currently awaiting Fields in Trust payment  
Storage Sheds Energy (202): Energy costs higher than expected due to external bodies using the facility, to be reviewed in the coming year.  
Cemetery Maintenance (205): Additional equipment required urgently, burial fees to offset overspend.  
Insurance (302): Addition of James West Centre to insurance costs  
Hailsham FM (310): Rates rebate of over £5,000 to over set overspend.

Cllr Coltman raised the Hellingly Subsidy, and that it should be reviewed at point in the future.

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

**(d) List of uncleared cheques totalling £40,841.15 as at 31<sup>st</sup> December 2018**

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

**(e) List of payments previously certified.**

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

- £105,769.52 for payments made during October 2018.
- £121,245.74 for payments made during November 2018.
- £88,108.51 for payments made during December 2018.

**(f) Interim Internal Audit Report**

61.6 **RESOLVED** to note and adopt the Interim internal audit report

**62 End of Quarter Balance Statements**

62.1 **RESOLVED** to note and adopt the end of quarter balance statements in respect of the Neighbourhood Plan.

62.2 **RESOLVED** to note and adopt the end of quarter balance statements in respect of the Youth Facilities

62.3 **RESOLVED** to note and adopt the end of quarter balance statements in respect of the Communities Committee.

62.4 **RESOLVED** to note and adopt the end of quarter balance statements in respect of the Hailsham Forward.

62.5 **RESOLVED** to note and adopt the end of quarter balance statement in respect of Cemetery Expenditure.

62.6 **RESOLVED** to note and adopt the end of quarter balance statement in respect of Allotment Expenditure

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

**RESOLVED** to note the £25.00 expenditure on Remembrance Day Wreath.

64 **Council Reserves**

**RESOLVED** to note and adopt the reserves balances as at 31.12.18

65 **Annual Review of Internal control of Effectiveness**

**RESOLVED** to note and agree the report from the meeting of the sub-committee group on 27<sup>th</sup> November 2018 to review the effectiveness of the internal controls, as per the local Governance and Accountability.

66 **Financial Regulations**

**RESOLVED** to note and adopt the updated version of the Councils' Financial Regulations as per internal audit recommendation.

67 **Annual Grants for 2019-2020**

**NOTED** that the date agreed to meet for awarding the annual grants for 2019-2020 is:

Wednesday 27<sup>th</sup> February 2019

68 **CONFIDENTIAL BUSINESS**

**To resolve** that due to the special and confidential nature of the business about to be transacted, and possible disclosure of personal or legal information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Orders No. 1E.

**Agenda Item 12: Communication and Public Information Officer**

The reason for exclusion for this agenda item is:

(b) Engagement, terms of service

69 **Communication and Public Information Officer**

**RESOLVED** to recommend to Council that the Planning & Environment Officer has an incremental increase from SCP 15 to 16.

**RESOLVED** to recommend to Council that the job description should be have a SCP increase to end at SCP18.

70 There being no other business, the meeting closed at 8.50pm

CHAIRMAN