



**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 24<sup>th</sup> April 2019 at 7.30 p.m.

FBR/18/6/  
77

**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

77 **Present:** Cllrs N. Coltman, G. De Jongh, R. Grocock, B. Holbrook, P. Holbrook, M Laxton & C. Triandafyllou

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

79 **Apologies For Absence:** Cllrs A. O'Rawe & S. Potts

80 **Declarations of Interest:** None

81 **Minutes of Previous Meetings**

**RESOLVED** to accept the Minutes and Reports of the Meeting of the Finance, Budget, Resource & Staffing Committee held on the 27<sup>th</sup> February 2019 (Ref: FBR/18/6/70-76) as a correct record.

82 **To review the terms of reference for the Finance, Budget, Resource and Staffing committee**

82.1 **RESOLVED** to recommend the following changes:

The committee members to be reduced to 7 from 9 due to reduction in total number of councillors

The start time of the meetings to be amended to 7pm

Item 18- to be removed from this committee and added to the Strategy committee terms of reference

Item 1 – a new procedure to be implemented for the budget preparation, procedure attached as appendix to these minutes

83 **Periodic Statements and Committee Expenditure**

**(a) Fund Summary as at 31<sup>st</sup> March 2019 and Bank Statements**

83.1 **RESOLVED** to note and adopt the Fund Summary as at 31<sup>st</sup> March 2019, and to note the signing of bank statements by Cllr P. Holbrook.

**(b) Summary of net expenditure as at 31<sup>st</sup> March 2019.**

83.2 **RESOLVED** to note and adopt the Summary of Net Expenditure as at 31<sup>st</sup> March 2019.

**(c) Summary of the Council's income and expenditure as at the 31<sup>st</sup> March 2019 compared against budgets.**

The Finance Officer stated that these reports will be in a different format in the new financial year.

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

Western Road Rec – Maintenance (102): Drainage work undertaken

Office Complex (202): New blinds for the offices

Cemetery Maintenance (205): Additional equipment required urgently, burial fees to offset overspend.

Cemetery Pest Control (205): Mole control at the Cemetery

Rents/Lettings (313): Hire income from James West Community Hall

83.3 **RESOLVED** to note and adopt the summary of Council's income and expenditure compared against budget as at 31<sup>st</sup> March 2019.

**(d) List of uncleared cheques totalling £67,764.72 as at 31<sup>st</sup> March 2019**

83.4 **RESOLVED** to note and adopt the List of uncleared cheques as at 31<sup>st</sup> March 2019.

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

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

- £94,904.94 for payments made during January 2019.
- £99,701.83 for payments made during February 2019.
- £118,735.62 for payments made during March 2019.

84 **End of Quarter Balance Statements**

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

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

Cllr Laxton commented on the advertising expenditure for the communities committee and stated that the committee should look at viewing the overall expenditure on advertising.

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

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

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

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

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

**RESOLVED** to note no expenditure incurred in the current quarter.

86 **Review of Risk Management Policy**

**RESOLVED** to note the Risk management policy

87 **End of Year Balances**

87.1 **RESOLVED** to note and adopt the summary of committed and brought forward balances.

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

88 **Exercise of Electors Rights**

**RESOLVED** to note the programme set by the External Auditors in respect of the council's accounts for 2018-2019.

- a) Date of public announcement – 24<sup>th</sup> May 2019
- b) Inspection period for Electors – 17<sup>th</sup> June 2019 – 26<sup>th</sup> July 2019

89 There being no other business, the meeting closed at 8.45pm

CHAIRMAN