



**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> July 2019 at 7.00 p.m.

FBR/19/3/  
12 **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

Cllr T Powis inquired if the public forum opening statement should include the max time per person as per the standing orders. The Town Clerk advised that it will be added to the next agenda.

13 **Present:** Cllrs N. Coltman, G. Blake-Coggins, D. Cottingham (Sub for Cllr B. Granville), K. Hinton, B. Holbrook (sub for P. Holbrook), T. Powis

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

15 **Apologies For Absence:** Cllrs B. Granville, R. Grocock, P Holbrook

Committee would like to congratulate Cllr B. Granville on the birth of his child.

16 **Declarations of Interest:** None

17 **Minutes of Previous Meetings**

**RESOLVED** to accept the Minutes and Reports of the Meeting of the Finance, Budget, Resource & Staffing Committee held on the 10<sup>th</sup> July 2019 (Ref: FBR/19/2/1-11) as a correct record and signed by the Chairman.

Cllr Powis inquired how matters that arise from the minutes of the previous meetings are addressed and not followed up. Town clerk advised that the agenda needs to have an item to discuss previous resolutions/actions, like Asset Management Committee agenda.

18 **Periodic Statements and Committee Expenditure**

**(a) Fund Summary as at 30<sup>th</sup> June 2019 and Bank Statements**

18.1 **RESOLVED** to note and adopt the Fund Summary as at 30<sup>th</sup> June 2019, and to note the signing of bank statements by Cllr N Coltman.

**(b) Summary of net expenditure as at 30<sup>th</sup> June 2019.**

18.2 **RESOLVED** to note and adopt the Summary of Net Expenditure as at 30<sup>th</sup> June 2019.

**(c) Summary of the Council's income and expenditure as at the 30<sup>th</sup> June 2019 compared against budgets.**

The Finance Officer stated that the variance explanation report was provided to support the income and expenditure report.

Cllr Hinton inquired if this had been done before, as he found it helpful. The Finance officer advised that it had not been in a report format but will be going forward for each end of quarter meetings.

Cllr Hinton queried about profile budgeting, and CIL/reserve balances, The Finance Officer advised that RBS accounts system does have the facility to phase/profile budget but has not been utilized to date. In relation to CIL/Reserves information, The Finance Officer advised that future meeting will have this as an agenda item, with reports detailing CIL/Reserves.

18.3 **RESOLVED** to note and adopt the summary of Council's income and expenditure compared against budget as at 30<sup>th</sup> June 2019.

**(d) List of uncleared cheques totalling £37,867.71 as at 30<sup>th</sup> June 2019**

18.4 **RESOLVED** to note and adopt the List of uncleared cheques as at 30<sup>th</sup> June 2019.

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

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

- £104,277.97 for payments made during April 2019.
- £160,691.81 for payments made during May 2019.
- £148,441.70 for payments made during June 2019.

19 **End of Quarter Balance Statements**

The Finance Officer spoke on these reports and the actual need for them, now that the accounting system is in operation and provides more detailed cost centre information than previously.

It was felt that it's duplicating what is included in the Income and Expenditure report. Cllr Hinton stated that as the variance report is now present, any further information required would be provided along with the variance report, The Finance Officer advised that would be the case, and if the committee did want further details on a particular cost centre, this can easily with provided.

The Town Clerk stated that the committee i.e. Communities would still need a report on expenditure incurred to date. The Finance Officer advised that this continue to be provided to the committee clerks for information.

19.1 **RESOLVED** to remove the End of Quarter Balance sheets a-f and build any necessary information into the variance report for Income and Expenditure.

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

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

There being no other business, the meeting closed at 7.35pm

CHAIRMAN

DRAFT