



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 30th October 2019 at 7.00 p.m.

FBR/19/4/
21 **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

22 **Present:** Cllrs N. Coltman, G. Blake-Coggins, B. Granville, R. Grocock, T. Powis

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

24 **Apologies For Absence:** Cllrs K. Hinton

25 **Declarations of Interest:** None

26 **Minutes of Previous Meetings**

RESOLVED to accept the Minutes and Reports of the Meeting of the Finance, Budget, Resource & Staffing Committee held on the 24th July 2019 (Ref: FBR/19/3/12-20) as a correct record and signed by the Chairman.

No resolutions due for update

27 **Periodic Statements and Committee Expenditure**

(a) Fund Summary as at 30th September 2019 and Bank Statements

27.1 **RESOLVED** to note and adopt the Fund Summary as at 30th September 2019, and to note the signing of bank statements by Cllr B Granville.

(b) Summary of net expenditure as at 30th September 2019.

27.2 **RESOLVED** to note and adopt the Summary of Net Expenditure as at 30th September 2019.

(c) Summary of the Council's income and expenditure as at the 30th September 2019 compared against budgets.

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

27.3 **RESOLVED** to note and adopt the summary of Council's income and expenditure compared against budget as at 30th September 2019.

(d) List of uncleared cheques totalling £36,646.16 as at 30th September 2019

27.4 **RESOLVED** to note and adopt the List of uncleared cheques as at 30th September 2019.

(e) List of payments previously certified.

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

- £154,793.14 for payments made during July 2019.
- £86,518.27 for payments made during August 2019.
- £82,007.33 for payments made during September 2019.

28 **CIL/Reserve Statements**

The Town Clerk updated the committee on CIL received to update, The Finance Officer advised that was a timing overlap and at the end of December CIL/Reserve statement will show CIL & S106 funds received as at end of September 2019.

The Town Clerk mentioned that 25% of CIL receipts will be used for major infrastructure projects. The £100K will be allocated to the changing places project. These figures need to be updated on the paperwork for the next meeting.

Cllr Blake-Coggin stated that regarding the changing places project, that the council did not refuse to go ahead with the scheme it was more location. Of the original proposal.

28.1 **RESOLVED** to note the CIL/Reserve balances as at 30th September 2019.

29 **Internal Auditor 2019 -2020**

The Town Clerk queried when we need to review our Internal Audit, The Finance Officer advised that it would be in time for the next financial year 2020-2021, however the recommended list of Internal Auditors is small.

29.1 **RESOLVED** to note and adopt Internal Auditor engagement letter and audit plan for the financial year ending 31st March 2020.

30. **Free Resource Payments (Section 137 Expenditure)**

RESOLVED to note one item of expenditure for the current quarter of £30.00 for retiring mayor flower bouquet.

31. **Members Allowances & Subsistence guidelines**

The Town Clerk explained that there needed to be clarification on the policy, the details of allowances for mileage, subsistence and actual allowances, is set out in the Independent

Remuneration Panel by Wealden District Council. The Town Clerk mention grey area's regarding external representatives attending meetings, but by nominating the external representatives at the May council meeting that is resolving that they attend as part of approved duties. The subsistence can only be claimed on approved duties which have been approved by Council or Committee.

The second area is the times of subsistence of mealtime claims, the guideline is that members need to out on business for the whole time specified, this had been confirmed by the Internal Auditor.

Fuel receipts and or meal receipts need to be presented for the claim to be valid.

Cllr Coltman queried about location of meetings for external representatives so completely out of the area.

The Town clerk stated that it should be location of Hailsham and district, so any attendance further afield should be agreed by the Town Clerk.

- 31.1 **RESOLVED** to note and agree the guidelines in relation to Members Allowances & Subsistence expense claims and the information detailed in these minutes.

32. **Half Year Budget Report**

RESOLVED to note and adopt the amendments/virements in the Finance Officer half year report.

33. **External Auditors Report 2018-2019**

RESOLVED to note the completed External Audit report 2018-2019, stating, On the basis of their review of the annual return, in their option the information in the annual return is in accordance with the proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

34. **Annual Review of Internal Control**

RESOLVED to note and agree a subcommittee of Cllr G. Blake-Coggins, N. Coltman and T. Powis to meet and review the effectiveness of the Internal controls, as per Local Governance and Accountability.

The Finance Officer will email the nominated members with 3 potential dates and times of the meeting.

35. **Financial Regulations**

The Town Clerk spoke regarding regulations 4.4 that it's been clarified that the schedule is an over figure not a detailed schedule per employee, The Finance Officer advised that what we provide as per the budget process at present is correct.

Cllr B. Granville inquired who sets the pay rates, The Finance Officer advised that the NJC sets the pay rates and points.

- 35.1 **RESOLVED** to note and adopt the updated version of the Council's Financial Regulations as per Internal Audit recommendation.

36. **Staffing Review**

The Town Clerk introduced this agenda item with the explanation of this was part of the council's strategic plan. The Town Clerk had undertaken research on this matter with

other councils. The information provided with the report for this agenda item.

Discussion on the scope of the review ensued, and it was agreed that there would be no key principles due to the fact there had not been a staffing review in sometime.

Cllr Powis questioned when the last review was undertaken and how the organisation has changed since the last review, The Town clerk advised that it's been some time and the council's remit has changed considerably since that time.

Cllr Powis advises that by putting perimeters on the review, it doesn't leave it open to a complete and fair review.

The Committee as a whole are under the impression of the review findings will result in a staff increase due to the increase of duties of the council.

36.1 **RESOLVED** to accept the recommendations in the Town Clerks report as follows:

1. Scope of the Review
2. Exclusions (The committee would not set out no redundancies as a result of the review and staff to be informed in accordance with employment law)
3. Timescales and outputs
4. Funding of the review
5. Procurement of the review – Quotes to come back to the next FBRSC Meeting in January 2020.

37. **Paper free & Electronic agendas**

Cllr Blake-Coggins introduced this agenda item, the committee discussed this item at length in relation to having all agendas/minutes/reports in electronic form.

The Town Clerk explained that councillors receiving council documents by electronic means is more of an opt-in, as by law the council cannot force councillors to move away from paper copies.

Cllr Blake-Coggins is suggesting that the council supplies all councillors with laptop/tablet, The Town Clerk advised that it maybe that Councillors use their members allowance to subsidise this. As the members allowance is there to cover the expense of being a town councillor.

37.1 **RESOLVED** to recommend investigating the costs of supplying IT equipment to all councillors to help support their role and report to the FBSRC budget meeting in December

37.2 **RESOLVED** to recommend looking into mod.gov.uk software as there are members unhappy with office 365.

38. **CIL Projects**

The Town clerk presented a report stating what the committee's have put forward for their 3 CIL projects. The committee discussed what had been put forward and out of 6 projects, the FBSRC projects of choice are Enhancement of Stoney lane to the Common Pond and Refurbishment of Maurice Thornton Pavilion.

There being no other business, the meeting closed at 9.10pm

CHAIRMAN

DRAFT