



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 24th October 2018 at 7.30 p.m.

FBR/18/3/
15

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

16 **Present:** Cllrs N. Collinson (Substitute for A. O'Rawe), G. De Jongh, R. Grocock, B Holbrook, P. Holbrook, S. Potts & C. Triandafyllou (Chairman)

17 **Officers Present:** J. Harrison (Town Clerk)

18 **Apologies For Absence:** Cllrs N. Coltman, M. Laxton and A. O'Rawe.

19 **Declarations of Interest:** None

20 **Minutes of Previous Meetings**

RESOLVED to accept the Minutes and Reports of the Meeting of the Finance, Budget, Resource & Staffing Committee held on the 25th July 2018 (Ref: FBR/18/2/1-14) as a correct record.

21 **Periodic Statements and Committee Expenditure**

21.1 **(a) Fund Summary as at 30th September 2018 and Bank Statements**

Issues raised:

Why CIL payments were not shown?

Whether expenditure to date could be shown as a minus for clarity?

For clarity as to what the 'Community Building Project is' under "Project Fund Balances"?

RESOLVED to note and adopt the Fund Summary as at 30th September 2018, and to note the signing of bank statements by Cllr B. Holbrook.

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

The Town Clerk gave an explanation of the key variances as shown in the summary:

Western Road Recreation Ground; Due to commitment to Active Spaces – awaiting payment of £2,500 from 'Our Parks' on completion of project

Cemetery Services and Overheads; council is currently awaiting credit notes from Kier due to overcharging.

RESOLVED to note and adopt the Summary of Net Expenditure as at 30th September 2018.

21.3 **(c) Summary of the Council's income and expenditure as at the 30th September 2018 compared against budgets.**

The Town Clerk gave an explanation of the key variances as shown in the summary:

Western Road Rec – Maintenance (102): currently awaiting Fields in Trust payment
Maurice Thornton – Annual Rent (102): rent was increased by WDC after budget was set.
Maurice Thornton – Pitch Marking (102): Purchase of two years supply of paint
Country Park Maintenance (104): Additional costs for car park
Office Complex Internal Repairs (201): purchase of additional office blinds
Street Lighting – Paint/Maintenance (209): set of repairs and work agreed to street lights as required
Insurance (302): Addition of James West Centre to insurance costs
War memorial – All Service Costs (310): utilities costs had been higher than budgetted
Income – Youth Café (309): additional income from hire of rooms that had not been budgetted

RESOLVED to note and adopt the summary of Council's income and expenditure compared against budget as at 30th September 2018.

21.4 **(d) List of uncleared cheques totalling £42,030 as at 30th September 2018**

Issue raised:

Annual Grant Cheque (22901) - £500 – to investigate which organisation had not cashed the cheque.

21.5 **RESOLVED** to note and adopt the List of uncleared cheques as at 30th September 2018.

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

Issues Raised:

Pater Bayless Advertising (23188) £330.00 – when it had been sanctioned that HTC pay for this?

MessageLabs (23155) £653.76 – why still paying this amount (and old invoice) when have stopped using MessageLabs – to investigate and report back to committee

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

- £83,057.47.43 for payments made during July 2018.
- £82,735.19 .16 for payments made during August 2018.
- £78,994.54.54 for payments made during September 2018.

22 **End of Quarter Balance Statements**

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

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

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

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

- 22.5 **RESOLVED** to note and adopt the end of quarter balance statement in respect of Cemetery Expenditure.
- 22.6 **RESOLVED** to note and adopt the end of quarter balance statement in respect of Allotment Expenditure
- 27 **Free Resource Payments (Section 137 Expenditure)**
RESOLVED to note no further expenditure.
- 28 **Internal Auditor 2018/2019**
RESOLVED to note and adopt the Internal Auditor Engagement Letter and Audit Plan for the Financial year ending 31st March 2019
- 29 **Electronic Banking**
The Town Clerk provided an update from the Finance Officer, that both Crowborough and Burgess Hill Town Councils are not using electronic payments. The committee **NOTED** this and reiterated that the town council's Internal Auditor had advised against implementing an electronic payments system.
- 30 **Half Year Budget Report**
NOTED that there are no significant movements to date and therefore no virements required this quarter, and that this is to be reviewed in January 2019.
- 31 **External Auditors Report 2017-2018**
NOTED the completed External Audit report 2017-2018, stating, that on the basis of the auditor's review of the annual return, in their opinion the information in the annual return is in accordance with proper practices and that no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
- 32 **Annual review of Internal Control**
The sub-committee group of members of the FBRSC committee, to meet and review the effectiveness of the council's internal controls, was appointed as Councillors; Steve Potts, Barbara Holbrook and Richard Grocock.

It was noted that the Finance Officer would contact them to arrange a meeting during office hours in November
- 33 There being no other business, the meeting closed at 8.28pm

CHAIRMAN