



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 22nd January 2020 at 7.00 p.m.

FBR/19/5/
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, G. Blake-Coggins, B. Granville, K. Hinton, P. Holbrook, R. Grocock, T. Powis

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

58 **Apologies For Absence:** None

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 8th January 2020 (Ref: FBR/19/5/47-54) as a correct record and that they are signed by the Chairman.

No resolutions due for update

61 **Periodic Statements and Committee Expenditure**

(a) Fund Summary as at 31st December 2019 and Bank Statements

61.1 **RESOLVED** to note and adopt the Fund Summary as at 31st December 2019, and to note the signing of bank statements by Cllr P Holbrook.

(b) Summary of net expenditure as at 31st December 2019.

61.2 **RESOLVED** to note and adopt the Summary of Net Expenditure as at 31st December 2019.

(c) Summary of the Council's income and expenditure as at the 31st December 2019 compared against budgets.

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

61.3 **RESOLVED** to note and adopt the summary of Council's income and expenditure compared against budget as at 31st December 2019.

(d) List of uncleared cheques totalling £30,861.46 as at 31st December 2019

61.4 **RESOLVED** to note and adopt the List of uncleared cheques as at 31st December 2019.

(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:

- £125,810.68 for payments made during October 2019.
- £99,754.99 for payments made during November 2019.
- £95,304.48 for payments made during December 2019.

62 **CIL/Reserve Statements**

Cllr Blake-Coggins inquired what the different colours are on the spreadsheet. The Finance Officer advised that it's to show what work had been undertaken and paid for and what work is still pending.

62.1 **RESOLVED** to note the CIL/Reserve balances as at 31st December 2019.

63 **Internal Auditor Interim Audit Report**

63.1 **RESOLVED** to note and adopt Internal Auditor Interim Audit report for the financial year ending 31st March 2020.

64. **Annual Review of Internal Control**

64.1 **RESOLVED** to note and adopt the report from the sub-committee meeting on Thursday 28th November 2019, to review the effectiveness of the Internal controls, as per the Local Governance and Accountability. Signed off by the Cllr Blake-Coggins, Cllr N Coltman and Cllr T. Powis.

65. **Paper free & Electronic agendas**

65.1 **RESOLVED** to note to defer any further research on laptops/lpad costs for 12 months due to current budget constraints.

Cllr Powis stated concerns regarding items that are being deferred for 2020-2021 and wants to ensure that a list is comprised of these items avoid any projects being overlooked.

The Finance Officer advised that a list will be created showing all deferred items with revenue expenditure costs of these items. These will then form part of the baseline budget for 2021-2020.

66. **Annual Grants for 2020-2021**

NOTED that the date agreed for awarding the annual grants for 2020-2021 is:

Wednesday 5th February 2020 at 1.00pm.

67. There being no other business, the meeting closed at 7.32pm

CHAIRMAN

DRAFT