



HAILSHAM TOWN COUNCIL
FINANCE, BUDGET, RESOURCE & STAFFING COMMITTEE

REPORT (Minutes)

of the meeting of the Finance, Budget Resources & Staffing Committee,
held at via **THE INTERNET**

On Wednesday 28th October 2020 at 7.00 p.m.

FBR/20/4/
16 **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

17 **Present:** Cllrs C. Bryant (Substitute), D Cottingham (Substitute), K. Hinton, P. Holbrook, R. Grocock,

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

19 **Apologies For Absence:** Cllr Blake-Coggins, Cllr N.Coltman and Cllr T. Powis

20 **Declarations of Interest:** None

21 **Minutes of Previous Meetings**

RESOLVED to accept the Minutes and Reports of the Meeting of the Finance, Budget, Resource & Staffing Committee held on the 26th August 2020 (Ref: FBR/20/4/9-15) as a correct record and that they are signed by the Chairman.

No resolutions due for update

22 **Periodic Statements and Committee Expenditure**

(a) Fund Summary as at 30th September 2020 and Bank Statements

22.1 **RESOLVED** to note and adopt the Fund Summary as at 30th September 2020, and to note the signing of bank statements by Cllr R Grocock.

(b) Summary of net expenditure as at 30th September 2020.

22.2 **RESOLVED** to note and adopt the Summary of Net Expenditure as at 30th September 2020.

(c) Summary of the Council's income and expenditure as at the 30th September 2020 compared against budgets.

The Finance Officer stated that the variance explanation report was provided to support the income and expenditure report. The Finance Officer stated that Cllr Hinton had forwarded an email in relation to the current financial situation of the council. In response to the questions raised, the staff costs are inline with the budget at the present time which was to be expected. In relation to contract renewals for Festive Lighting and Fleet Vehicle lease expenditure, these are within the budget set for 2020-2021. However due to Covid-19 and the closure of the James West Community hall and meeting rooms at Fleur De Lys

has resulted in lower income than budgeted. In answer to the on costs for Covid-19 from the July meeting, it works out as average of £200 per month on PPE and other Covid-19 required resources.

22.3 **RESOLVED** to note and adopt the summary of Council's income and expenditure compared against budget as at 30th September 2020.

(d) List of uncleared cheques totalling £40,294.39 as at 30th September 2020

22.4 **RESOLVED** to note and adopt the List of uncleared cheques as at 30th September 2020.

(e) List of payments previously certified.

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

- £101,578.15 for payments made during July 2020.
- £169,785.86 for payments made during August 2020.
- £109,149.57 for payments made during September 2020.

Cllr Holbrook queried the costs of cleaning for the FDL complex of £4,841 against the James West Cleaning of £3,500.00, the difference is due to the cost of cleaning of the office complex, window cleaning of Fleur De Lys, and supply of hand towels, toilet rolls. In addition the Hall Manger undertakes some of the cleaning duties in house at James West Community Hall.

23 **CIL/Reserve Statements**

23.1 **RESOLVED** to note the CIL/Reserve balances as at 30th September 2020.

24. **Annual Leave Entitlement**

RESOLVED to note the new government annual leave entitlement.

25. **Half Year Report**

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

26. **Internal Audit 2020 – 2021**

26.1 **RESOLVED** to note and adopt the audit plan for the financial year ending 31st March 2021.

27. **Annual Review of Internal Control**

27.1 **RESOLVED** to note the sub-committee of Cllr K Hinton, Cllr P. Holbrook and Cllr R. Grocock to meet via zoom and review the effectiveness of Internal controls, as per Local Governance and Accountability, the Finance officer will email out possible date for early December 2020.

28. **Financial Regulations**

28.1 **RESOLVED** to note and adopt the updated version of the Council's Financial Regulations as per Internal Auditors requirement.

Cllr P Holbrook inquired if the accounts for the post office have been completed, the Finance Officer advised they had been completed and submitted to companies' house.

Cllr Hinton questioned when the next budget meeting was to take place and how many are there still to be held. The Town Clerk advised that the next FBSR budget meeting is 9th December 2020, with the possible need to have another meeting 13th January 2021, for the budget to be presented to Full Council on 27th January 2021.

There being no other business, the meeting closed at 7.51pm

CHAIRMAN

DRAFT