

HAILSHAM TOWN COUNCIL

NOTICE IS HEREBY GIVEN OF a meeting of the HAILSHAM TOWN COUNCIL to be held REMOTELY VIA THE INTERNET* (access details can be obtained from the Town Clerk on request, email john.harrison@hailsham-tc.gov.uk)

**In accordance with The Local Authorities and Police and Crime Panel (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*

Wednesday, 17th June 2020 at 7.00 p.m.

1. **PUBLIC QUESTIONS:** To deal with any questions or representations from members of the public, relevant to the remit of the council, in accordance with Standing Order 1. and Hailsham Town Council policy. (15 Minutes)
2. **APOLOGIES FOR ABSENCE:** To receive apologies for absence of council members
3. **DECLARATIONS OF INTEREST:** To receive declarations of disclosable pecuniary interests and any personal and prejudicial interest in respect of items on this agenda.
4. **CONFIRMATION OF MINUTES**
To resolve that the Minutes of the Meeting of Hailsham Town Council held on 29th April 2020 may be confirmed as a correct record and signed by the Chairman.
5. **EMERGENCY GRANTS PANEL**
To note the minutes from the Emergency Grants Panel meeting held on 19th May 2020 and consider any further actions.
6. **MARSHFOOT LANE DEVELOPMENT**
To receive an update on the Marshfoot Lane Development and consider next steps and options available to the town council.
7. **ANNUAL GOVERNANCE STATEMENT**
To note, approve and adopt section 1 of the un-audited Annual Return for 2019-2020 and approve they be signed off by the Clerk/RFO and Chairman of the Council.
8. **END OF YEAR ACCOUNTS AND AUDIT FOR 2019-2020**
 - (a) To note, approve and adopt the Annual Internal Audit Report for 2019-2020 for submission to the External Auditors
 - (b) To note, approve and adopt the Statement of Accounts for year ending 31.03.2020.
 - (c) And approve they are signed off by the Clerk/RFO and Chairman of the Council
 - (d) To note, approve and adopt section 2 of the un-audited Annual Return for 2019-2020 and approve they be signed off by the Clerk/RFO and the Chairman of the Council

- (e) To note, approve and adopt the report in respect of the Fixed Asset Summary as at 31.03.2020 as required by the External Auditor

9. ONLINE BANKING

To note and approve the report in relation to the Council moving to online banking.

10. HELLINGLY PROPOSAL

To consider a proposal from Hailsham Youth Services to offer services in Hellingly Parish

11. HAILSHAM COMMUNITY SAFETY ACTION GROUP

To consider a proposal from Sussex Police regarding the Hailsham Community Safety Action Group


12. CONFIDENTIAL BUSINESS

To resolve that the next item of the agenda **(13)** is conducted under confidential business as it concerns the terms of tenders and proposals and counter proposals in negotiation for contracts

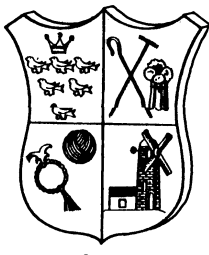
(In accordance with the Council's Standing Orders No. 1E).

13. HAILSHAM ASPIRES - CONFIDENTIAL

To receive an update on the Hailsham Aspires Project - CONFIDENTIAL



JOHN HARRISON
Town Clerk



HAILSHAM TOWN COUNCIL

MINUTES of the meeting of Hailsham Town Council, held remotely via the internet on Wednesday 29th April 2020 at 7.30 p.m.

HTC/20/4 /230 **Public Questions**

To deal with any questions or representations from members of the public, relevant to the remit of the Council, in accordance with Standing Order 1 and Hailsham Town Council Policy.

None presented.

The Town Clerk read an email received from Councillor Laxton in respect of agenda items 5 and 6 –Scheme of Delegation and Emergency Grant Funding. She was fully supportive of delegated authority to carry out the functions of the Council, as required. Councillor Laxton said that COVID-19 grants must be subject a full report four weeks after receiving funds detailing what the grant was used for. This was noted.

The Chairman asked Councillor O'Rawe to say a few words about Chriss Triandafyllou who had passed away recently.

Councillor O'Rawe said that Mr Triandafyllou had been a member of Hailsham Town Council and Wealden District Council for many years and worked tirelessly for the community. He was well respected and liked. She asked members and staff to observe 30 seconds silence in remembrance.

231 **Present:** Councillors: K. Balsdon, G. Blake-Coggins, C. Bryant, B Granville, R. Grocock, K. Hinton, P.S. Holbrook (Chairman), K. Nicholls, A. O'Rawe, T Powis, J. Puttick and A M. Ricketts.

232 **Officers in Attendance**

J. Harrison (Town Clerk), M. Foster (Finance Officer) and T Hall (Communications Officer).

233 **Apologies for Absence:**

Apologies were received and accepted from Councillors A. Clarke, N Coltman, D. Cottingham, B. Holbrook and M. Laxton.

234 **Declarations of Interest**

Councillors Hinton and Ricketts declared an interest in agenda item 76 – Emergency Grant Funding. Councillor Hinton because he is a trustee of Hailsham FM and Councillor Ricketts because she is part of the mental health referrals team for Sunflowers.

Scheme of Delegation

- 235.1 The Town Clerk said that a document had been sent with the agenda detailing how services could be run on a day to day basis by himself and other officers. No key decisions would be taken.

Councillor Blake-Coggins asked why it had been decided that Councillors Coltman and Grocock only were signatories to cheques. The Finance Officer explained that the paperwork allowing Councillors Blake-Coggins and P Holbrook was still awaiting clearance by the bank.

- 235.2 **RESOLVED** to:

- a) Adopt the scheme of delegation for as long as deemed necessary by the Town Clerk acting in accordance with national guidelines, and
- b) Agree the flexible home working policy.

Emergency Grant Funding

- 236.1 Councillor Granville recorded an interest as his wife works for the NHS.

- 236.2 The Town Clerk referred members to the report sent with the agenda and was asking for agreement on the following five key recommendations:

Agreement that the underspend of the Communities Committee budget of £16,000 and the underspend of the Mayor's allowance of £778 be transferred to the Emergency Grants Fund (Note: £2,500 had already been spent in this respect).

He was looking for Council to note and approve in retrospect the £2,500 already given to Hailsham Crisis Support.

To consider the two applications for funding already formally received from the NHS Care Packages and Care for Carers,

Whilst details of the activities from Kings Head had been received, they were not looking for any funding at this stage.

The process for future grant applications.

The Town Clerk confirmed that the Hailsham Foodbank had not submitted an application form for funding.

- 236.3 **RESOLVED** to:

- a) Move underspent monies from the Communities Committee budget and the Mayoral allowance to the grants fund. This amounted to £14,278.
- b) Note and approve in retrospect the £2,500 given to Hailsham Crisis Support.
- c) Defer judgement on the two applications received and to go back to the charities that Hailsham Town Council had previously approached so that an informed decision could be taken based on the needs across the town. If councillors are aware of groups that would benefit from funding, they should inform the Town Clerk. The Communications Officer Should promote the scheme on social media informing groups of the deadline of 10 working days for applications to be received.
- d) Note the Kingshead/Cacklebury response.

- e) Delegate decisions on funding to Councillors Blake-Coggins, P Holbrook and O’Rawe.

Long Term Apologies for Absence

- 237.1 The Town Clerk explained that legislation had been changed to allow for remote meetings but had not removed the six-month rule for non-attendance at meetings leading to automatic disqualification from office.
- 237.2 **RESOLVED** to accept long-term apologies from members on the basis that they are unable to attend meetings of Hailsham Town Council due to coronavirus restrictions.

Annual Council Meeting

- 238.1 The Town Clerk said that members could choose between holding the Annual Council Meeting remotely or to postpone it for 12 months.
- 238.2 Councillor Tasane proposed that the Annual Town Meeting be held remotely in May 2020. This was seconded by Councillor Balsdon.

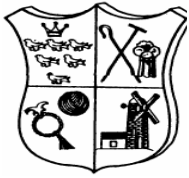
On being put to the vote, this proposal was defeated by 9 votes to 1.

- 238.3 **RESOLVED** not to hold the Annual Council Meeting in 2020, with the next meeting being held in May 2021. Therefore, all appointments made at the last Annual Council Meeting, including Mayor, Deputy Mayor and membership of committees are carried over until the next Annual Council Meeting.

There being no further business the Chairman closed the meeting at 8.34pm

CHAIRMAN

HAILSHAM TOWN COUNCIL EMERGENCY GRANTS PANEL



Minutes of the Emergency Grants Panel meeting, held remotely* on Tuesday 19th May 2020 at 3.00 pm.

*(*In accordance with The Local Authorities and Police and Crime Panel (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)*

EGP/20/1/1

Present

Councillors: Gavin Blake-Coggins, Paul Holbrook (Chairman) and Amanda O'Rawe.

Officers: Michelle Hagger (Finance Officer) and John Harrison (Town Clerk),

2

Apologies For Absence

None given

3

Declarations of Interest

Cllr Holbrook declared an interest with regard to the application for a grant from SCDA (Community Allotment) as he has direct involvement with the Allotment Society.

The Working group noted that any further interest could be declared as they arose.

4

Emergency Grant Funding

The Town Clerk, John Harrison, explained to the panel that there were eight organisations who had applied for a grant and a further nine who had either been approached directly or who had asked for a form subsequent to the scheme being promoted, but had nevertheless not applied for a grant.

The applications to be considered and the amounts they had requested were as follows:

4X4 Assist	£500
Care for the Carers	£2,500
Community Allotment (SCDA)	£2,500
Crafty Annie's	£185
Hailsham Food Bank	£2,500
NHS Care Packages (HCC)	£2,500
Pumpkin Patch	£2,500
St Wilfrid's Hospice	£2,500

Therefore, the total amount requested was £15,685. The total grant budget remaining was £14,278. This therefore meant that £1407 more than is available was requested and it was not possible to award every organisation the full amount.

4.1 The Working Party confirmed that they could award any of the applicants less than they had requested and that the council had set clear criteria including that no grant should exceed the maximum, of £2500. JH – agreement from HTC was maximum of £2.5 – yes but an differ amounts.

4.2 The group confirmed that they would work through and consider each application individually; but would not make a final resolution until they had considered them all and assessed the whole situation in terms of money available and money spent.

4.3 **4X4 Assist (requested £500)**

Councillor Holbrook advised the group that he had been in communication with the Hailsham Foodbank and they had advised that they were not presently working with 4X4 Assist, assisting with their food deliveries which was the main basis for their application.

The group considered whether they could revisit this application once this had been confirmed, however it was confirmed that any amount of the grants budget not spent at this meeting would have to be revisited at a council meeting if it was to be used for any other purpose or a grant application deferred until a later date.

The panel agreed that HTC officers would need to urgently check whether 4X4 assist would indeed be working with the Hailsham Foodbank as described in their application form.

4.4 **Care for the Carers (requested £2500)**

The group clarified that the organisation has been operating since 1989, and would be seeking funding because as a result of the pandemic they were seeing an increase in request for their help and more carers in crisis seeking emergency support. The panel confirmed that the funding should be for activities supporting the Hailsham Community exclusively,

The panel agreed to award them £1000 (subject to final confirmation)

4.5 **Community allotments (SCDA) (requested £2500)**

The Group confirmed that SCDA had previously been given a grant of £400 from HTC at the last round of grant awards. The organisation were looking for funding to facilitate group sessions at the community allotment, allowing people to work on the plot and thus stop people being isolated, but ensuring rules are applied concerning social distancing. The application stated that the total cost of the project is £8000 for them to provide six space.

The panel agreed to award them £1000 (subject to final confirmation)

4.6 **Crafty Annie's (requested £185)**

The panel confirmed that the application was to enable the group to set up an educational website suggesting craft ideas for people while under isolation or house-bound and also the purchase of a web camera to help with this.

The Total cost of project is £360.

The panel agreed to give them £185 (subject to final confirmation)

4.7 **Hailsham Foodbank – (requested £2500)**

The panel discussed the fact that the foodbank was now reaching a lot of people in the

community and demand for their services was great and increasing to the point where they were seeking additional space.

The panel queried whether this application was specifically for a need arising from the pandemic or because they generally need money, and agreed that the pandemic means there's an increase in people who need to use the service.

The panel agreed to grant them the full amount of £2500 (subject to final confirmation)

4.8 **NHS Care Packages – (requested £2500)**

Cllr O'Rawe confirmed that she has had discussions with other members from their group and that some had wanted to put case forward that initially when this first started it was a desperate situation for NHS workers, but was now a different situation, as shops are now accessible, NHS workers have dedicated opening hours and they now get care packages from other sources. Therefore, they believed that there may no longer be a need for this service.

Cllr Blake-Coggins confirmed that this discussion had been held when this application was originally considered at the last council meeting. It was also confirmed that NHS Care Packages had received significant funding from other sources such as Wealden District Council and the Hailsham Lions.

The panel agreed to revisit this application once all others had been considered.

4.9 **Pumpkin patch (requested - £2500)**

Cllr Paul Holbrook declared an interest with regard to this application; the panel noted that he had been supplying the organisation with materials (old curtains, bedding etc) they were using to make items, from the estate of a deceased acquaintance that he was acting on behalf of.

The panel noted that this application had come from a business, although they were running the activities for which they had applied for the grant on a not-for-profit basis, providing PPE and other items such as wash-bags to NHS staff.

The panel also noted Town Councillor Mary Laxton's activity with regard to this organisation, as she had a key role in this aspect of Crafty Annie's emergency activity.

The Panel agreed to grant £500 (subject to final confirmation)

4.10 **St Wilfrids Hospice (£2500)**

The panel noted that the application was to purchase laptops for visiting nurses, the total cost of the project was £10,000. It was agreed that this application met the criteria as long as the activities were specifically for the Hailsham Community.

The panel agreed to grant £2500 (subject to final confirmation)

4.11 **Cllr P. Holbrook noted that with all the applications considered so far, a total of £7685 of the grants budget had been awarded.**

The panel queried whether there would be an opportunity to revisit any underspend if other needs arose further into the pandemic crisis. The Town Clerk confirmed that the panel only had authority granted by council to award grants according to the original criteria and deadline, so any further use of an underspent amount of the budget would need to be authorised at a future council meeting.

4.12 The panel agreed to reconsider the application from 4X4 Assist and offer them a £300 grant, subject to urgent confirmation by themselves and Hailsham Foodbank, received in writing from both, that they would be undertaking the support and delivery activities for the foodbank, as detailed in their application.

The panel also reconsidered the NHS Care Packages application and agreed to award them a grant of £500.

Therefore, all organisations that had applied were awarded some grant.

4.13 The Emergency Grants Panel **RESOLVED** to award grants as follows:

4X4 Assist	£300
Care for the Carers	£1,000
Community Allotment (SCDA)	£1,000
Crafty Annies	£185
Hailsham Food Bank	£2,500
NHS Care Packages (HCC)	£500
Pumpkin Patch	£500
St Wilfrid's Hospice	£2,500
Total Paid	£8,485
Grants Panel Budget	£14,278
Remaining	£5,793

The grant for 4X4 Assist is dependent on they and Hailsham Foodbank confirming that they will in fact be working together, as this was the basis for their application.

The panel confirmed they were happy with their agreement to have not spent some of the total allocation in order to allow space to consider what the need might be in the near future, accepting that this would need to go back to council for agreement to use for something else or for additional coronavirus grants,

4.14 There being no further business, the meeting ended 4.15pm.

Report to	Hailsham Town Council
Date	17/06/2020
By	John Harrison, Town Clerk
Title of Report	MARSHFOOT LANE DEVELOPMENT

Purpose

To receive an update on the Marshfoot Lane Development and consider next steps and options available to the town council.

Considerations

- The council is asked to note the request for the Secretary of State to ‘call-in’ the Marshfoot Lane Development.
- The council is asked to consider formally resolving to write to the Secretary of State in support of the request to call-in the development.
- The council is asked to consider contributing to the funding of any legal support that may be needed to support the case against the application in the event that the Secretary of state agreed to all-in the application

HTC has £3,665 in the Professional Fees budget, but that is to last the year. It is recommended to use Community Contingency Fund which has over £55,000 available, and to recommend a set amount (for e.g. up to £6,000) as that would allow underspends to be placed back on the budget. HTC is currently awaiting an indicative quote from a legal firm for the possible ‘pre-trial’ work and rate for subsequent work.

BACKGROUND DOCUMENTS

1. Article 31 Direction (Secretary of State to WDC RE Old Marshfoot Farm)
2. Email from member of public to Secretary of State requesting the application (WDC/2017/0458/MAO) be called-in
3. Emails to Hailsham Town Council
4. Suggested wording of HTC letter to Secretary of State
5. HTC letter to WDC RE Land at old Marshfoot Farm (28.04.2020)
6. What are the Secretary of State’s powers of intervention to call in a planning application?



Ministry of Housing,
Communities &
Local Government

Mr Stacey Robins
Head of Planning & Environmental Services
Wealden District Council
Vicarage Lane
Hailsham
East Sussex
BN27 2AX

Email: Stacey.Robins@wealden.gov.uk

Please ask for: Jez Donovan
Email: jez.donovan@communities.gov.uk
Your ref: WD/2017/0458/MAO
Our ref: PCU/RTI/C1435/3253608
Date: 8 June 2020

Dear Mr Robins

**TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)
(ENGLAND) ORDER 2015**

**Outline planning application by Welbeck Strategic Land II for development of up to 300 residential units (including 35% affordable), together with associated open space, play areas, landscaping, internal roads and parking, and provision of new vehicular access from Marshfoot Lane on land at Old Marshfoot Farm, Marshfoot Lane, Hailsham, BN27 2RE
(Application No. WD/2017/0458/MAO)**

1. I am directed by the Secretary of State to refer to the above named planning application.
2. In exercise of his powers under Article 31 of the Town and Country Planning (Development Management Procedure) (England) Order 2015, the Secretary of State hereby directs your Council not to grant permission on this application without specific authorisation. This direction is issued to enable him to consider whether he should direct under Section 77 of the Town and Country Planning Act 1990 that the application should be referred to him for determination.
3. I would be grateful for acknowledgement of your receipt of this letter. Please contact Jez Donovan on the email address shown above if you have any queries.

Yours sincerely

Rachael Beard

**Rachael Beard
Senior Planning Manager**

Planning Casework Unit
Ministry of Housing, Communities and Local Government
5 St Philips Place
Colmore Row
Birmingham B3 2PW

Tel: 0303 4448050
PCU@communities.gov.uk

2. Email from Member of public to Secretary of State requesting the application (WDC/2017/0458/MAO) be called-in

Date: 22 May 2020 at 14:57:34 BST
To: pcu@communities.gsi.gov.uk
Subject: Call In request,

Dear Secretary of State for Housing, Communities and Local Government
The Rt Hon Robert Jenrick MP

This request is for a 'call-in' of a planning application before Wealden District Council (WDC) ref: **WDC/2017/0458/MAO** and comes from several residents of Marshfoot Lane, Hailsham, East Sussex. BN27.

We are lay people regarding planning matters and apologise if the terminology or content of this application falls short of that usually submitted.

This planning application is scheduled to go before WDC Planning Committee South for a final decision on **Thursday 28th May 2020**. The planning department have recommended that the application be approved.

With the current situation regarding co-vid19 it is not possible to speak to all the residents that will be affected and who oppose this application and so this request is submitted with consent from a small sample of residents as listed.

There has been in excess of a thousand letters of objection and signatures on a petition that have been submitted to WDC for consideration. I personally have not found one person who is in support of this application and so believe that opposition is total. Hailsham town council have also opposed the application from the outset and continue to do so.

Several residents and the Towns Deputy Mayor have tried to contact our local MP, Nus Ghani. We have not been given any appointments within her local clinics and now only receive automated replies that she is busy dealing with issues around the current virus pandemic.

Brief History:

Prior to the WDC draft emerging plan of 2015 this parcel of land was deemed farmland and not up for residential development primarily as it directly borders the wetlands of The Pevensey Levels. The Levels abuts along the entire eastern border of the site mainly with the presence of a drainage dyke and elsewhere by hedgerow and simple stock fencing. Some of the properties are shown to be built within a few feet of The Levels.

This is a brief extract from the Natural England website:

"The Pevensey Levels are a wetland that is internationally important for wildlife, with Ramsar and Site of Special Scientific Interest (SSSI) designations covering 3,500 ha, 37 per cent of the National Character Area - NCA. The ditches support a wide variety of species, many of which are rare in the UK, including the fen raft spider. Some of Britain's most spectacular waders and wildfowl winter here, making the most of the wet pasture."

One of the main principles of the WDC 2015 plan was the protection of The Ashdown Forest some 20 miles north west of Hailsham and to reduce the impact of urban development on the forest by permitting developments further afield. Hailsham in particular seems to be targeted for greater development and this parcel of land was added to the 2015 draft plan.

In December 2018 WDC gave outlined approval for 238 (item 4 minutes of WDC South meeting 5/12/08) dwellings but that number seems to have been increased to 258, and not as

asked for by the applicant - 300. The committee was robustly coerced by the then head of planning, Mr Bending, that if they refused this application the 2015 draft plan would be in jeopardy. With the committee split the casting vote went to the chair who openly stated that we had been catastrophically let down by the statutory bodies and she begrudgingly voted to allow the application for fear of losing the 2015 draft plan.

In 2019 the WDC draft plan was subject to a government inspection, found to be lacking and withdrawn by WDC. Hence the bullying style tactics employed by Mr Bending were completely inappropriate and had a direct impact on the original outcome of this application. WDC have not challenged the outcome of the inspectors review and are now setting about compiling a new plan.

It is therefore only by default that this land has become subject to a planning application and that this application has been forced through thus far by robust misplaced warnings from the previous WDC head of planning regarding jeopardising the faulty 2015 plan.

After the publication of the inspectors report and withdrawal of the draft plan the applicant returned to WDC with an application again for the original 300 dwellings.

I

n January 2020 the committee met and discussed the application and once again several committee members were totally against the application. The application was rejected by majority but a deferral implemented for two reasons:

1. The state of the road surface along Marshfoot Lane.

The state of the road and footpaths have become subject of local jokes over the past few years and mentioned by several committee members, including the chair, throughout this application.

2) Up-to-date traffic modelling data was requested.

This was because the original traffic survey was not capable of completion due to construction of the Hailsham one-way system. There has never been a full, robust and independent traffic model done for this application. Instead a bespoke modelling exercise was completed by a company instructed by the applicant. The result is therefore nothing but a series of assumptions and relies on no hard evidence whatsoever.

As mentioned, this application is scheduled to go before WDC Planning Committee South on Thursday 28th May 2020 where the planning department have asked that the application be approved - subject to conditions.

Some conditions have been put in place during the construction phase such as site lighting, fencing, drainage and so on - **all to protect The Pevensey Levels.**

These restrictions are welcome - however one slight error of judgment or failure of materials/machinery could have a devastating effect on the local flora and fauna from which it may take years to recover or possibly never recover at all.

There is, and there are, no plans post construction for any type of barrier between the two locations and so cross-contamination in one form or another is inevitable, and it is likely to only be in one direction - towards The Levels.

Even if the build is completed without incident the controls put in place to protect the environment will cease to exist and the new residents would be left without any restrictions. It has to be expected that these new residents will install flood/security lighting, have bonfires, play music, have parties, have arguments, discard rubbish etc all of which, when combined with the prevailing SW wind, will undoubtedly contaminate The Levels in one form or another and have nothing but a negative impact on them.

Another extract from the Natural England website is;

“Seven sewage treatment works discharge into the Pevensey Levels. These are often associated with water quality problems despite recent and ongoing improvement

measures."

The local sewage works are at capacity to such an extent that in 2019 some effluent was transferred by tanker to Eastbourne for disposal. With other sites already having permission in and around Hailsham for several hundreds of homes and yet to connect to the local sewage system allowing this application to proceed would be fraught with danger that is completely avoidable.

Some surface water run off from the site is proposed to exit into the drainage dyke via a 300mm pipe which will be fitted with a non-return valve. Restricting the flow in such a manner will prevent the usual field flooding that occurs on this site (photos attached) and force the overflow onto The Levels, again only having a negative impact on them.

Other issues associated with this application:

- 1) This site is prone to flooding (photo) despite the current ability of the fields that are to be built on absorbing much of the rainfall.
- 2) The location of the site is beyond the distance from amenities that is deemed sustainable and high vehicle use has to be expected.
- 3) Except for buses there is no regional transport system for Hailsham and this is not likely to change. High vehicle use has to be expected.
- 4) The nearest mainline train station is found at Polegate approx.. 4 miles away. High vehicle use has to be expected.
- 5) There is only one vehicle access route to the site which is Marshfoot Lane - a semi-rural fairly narrow road. The Lane currently serves less than 100 properties so vehicular traffic will increase by at least 300%. Especially taking (2) above into consideration.
- 6) After I conducted a rapid risk assessment in January 2020 for Marshfoot Lane to include motorised and non-motorised traffic an independent official safety audit was carried out but for **non-motorised traffic only**.

Both the results were virtual mirror images and both damning of the current conditions. Some mitigations have been discussed and scheduled to be implemented **but not all**.

Despite being aware of the other hazards I identified through motorised use WDC have not made any attempt to investigate them. They have not asked for a full safety audit to ensure public safety.

They have also been advised that as **all construction traffic must** use both Vicarage Lane/Road the safety audit should be extended to include these roads. They have taken no apparent action to do so.

- 7) Over half the road is covered by a recreation ground and 2 schools. The recreation ground has 7 football pitches for all age groups and is a regular evening training site and weekend match venue. As a result the increased traffic movement and vehicle parking (photo) makes for hazardous road conditions from about 4pm onwards most week days, and through the entire day on both Saturday and Sunday.

Although residents have brought this issue to the attention of WDC on several occasions we have been completely ignored by them.

- 8) One aspect the inspector criticised WDC for was not liaising with surrounding authorities. This application will have an adverse effect on The Pevensey Levels and therefore the adjoining Rother District Council yet there is no apparent evidence of any communication with them. Even since the inspectors report.

- 9) The increased dangers posed to school children, local residents and users of the

recreation ground from the excessive increase of vehicular traffic.
10) Reduced air quality from the additional traffic.

11) The increased traffic congestion from the additional traffic which will further enhance (10) above.

[It should be noted that **all** the construction traffic **must** use the length of Marshfoot Lane and also Vicarage Lane and Vicarage Road and enter the Hailsham one-way system. On completion it has to be expected that a majority of the new residents will also have little choice but to use this route.

These two issues will have an immense impact on the already congested town centre road system and seriously increase the impact of (9), (10) & (11)]

The above is an indication of the apparent institutional bias that some past and present members of WDC planning have towards the developers and the contempt with which the local residents are apparently held. The committee have tried to protect the environment as much as they can but have been robustly advised to the contrary by WDC planning in favour of risking the 2015 plan.

Conclusion:

We are all reasonable people who fully understand the requirement for housing stock however we feel this application should be rejected as the dangers associated with both the short term construction period and long term residential use far out weighs the housing needs.

**The potential danger of harm to the internationally recognised site of The Pevensey Levels, the dangers to the public from traffic movement, poor pedestrian facilities, road layout and congestion both in Marshfoot Lane and the wider Hailsham area far out weighs the arguments for building at this location.
This application is completely wrong and has been wrongfully forced through by WDC planning.**

WDC planning have failed to act with impartiality and have not conducted due diligence when considering the application/objections resulting in increased harm to the local population in a variety of ways where mitigations should be put in place.

Prior to the current pandemic WDC planning meetings were open public meetings that were broadcast live (equipment permitting) and recorded so any comments made within this submission, or referred to in it, are based on material obtained from the public domain or from personal knowledge and experiences of local residents.

Comments on record from several committee members:

"This application is barking mad"

"We must build homes - but not at any cost"

"This is the worst application I have seen on my 6 years on this committee "

"Some of these houses will have mooring rights"

"Marshfoot - the clue is in the name - at the foot of the marsh"

"Someone WILL be seriously injured or worse if we allow this application"

"We have been catastrophically let down by the statutory bodies"

Submitted for consideration,
yours sincerely,

3. Emails to Hailsham Town Council

1. Sent: Thursday, May 28, 2020

Subject: Marshfoot Development

To All Town Councillors :

Good evening,

I imagine that you know by now that the Planning Committee South approved the application for the development at Marshfoot Lane at today's (28/05/20) planning meeting. You may not be aware that a request has been made to "Call In" the application. A Case Officer from the Planning Casework Unit has been appointed and will make contact next week. So I have 1 question and 1 point to make:

If the request for a Call - in request is approved, would the Town Council be prepared to find financial support for a legal advocate ?

The point I would make is this : You may recall that I attended an HTC meeting to raise the issue of a Call-in . I was subsequently advised by HTC that a Call-in could not be made because the planning application had already been approved. This is clearly inaccurate, I quote from the letter from the Ministry of Housing, Communities & Local Government:

*"The procedure is for the Case Officer to contact the Council to make them aware of the request (but not who made it) and to gain agreement that a decision notice will not be issued, following the planning committee, whilst the Secretary of State is considering whether call in is appropriate. **Please note that the Secretary of State is unable to consider whether or not call in is appropriate until the Council have considered a planning application and are minded to approve at committee.**"*

This is very disappointing if not embarrassing, because I have, in all good faith, been repeating the information given to me and as a result, the call- in request was made at the 11th hour, by a near neighbour, who, thank goodness, chose not to accept what I was saying.

It may be that the request is not accepted, we will know next week, but, you may wish to modify your advice for future reference should the matter of a call-in be raised by others in the future.

Stay safe,

Yours sincerely,

2. Sent 05.06.2020

Dear Mr Harrison,

Thank you for your e-mail. I need to clarify some issues for you. Firstly the process that has been undertaken is known as a "Call - in" It means that the Secretary of State has been asked to review the planning application.

To date a request has been lodged with the Secretary of State and a Planning Casework Officer has been allocated to the case. This person is a member of the Planning Casework Unit of the Ministry of Housing, Communities and Local Government not Wealden District Council. As yet, other than to confirm that the request has been allocated, there has been no further information from the Planning Casework Officer.

We do not yet know whether the Call-in will be accepted for further action and therefore , we do not know what (if any) legal advice might be needed. **So the request was for HTC to consider in**

principle the question of whether they might be prepared to find financial support should a legal advocate be needed.

I hope this helps. We will, of course, up-date you as and when any information is forthcoming.

Thank you for your attention to this matter.

Your sincerely

3. Sent 08.06.2020

Good morning Mr Harrison.

Please see below a forwarded email from Stacey Robins, Head of Planning and Environmental Services at Wealden District Council.

Would the TC join with local residents by writing to persuade our constituency MP to lobby the Secretary of State for Housing to support the call in ?

The Secretary of State for Housing, Communities & Local Government has decided to issue an Article 31 Direction this afternoon which directs that Wealden is unable to issue permission on this application without specific authorisation.

This will shortly appear on our website, but bearing in mind our exchanges on the site, I wanted to send it to you directly for your records.

To my mind the options here as are follows:

- *The SoS calls in the case for his own assessment (this would trigger a Public Inquiry)*
- *The SoS reviews all the papers and indicates he does not want to be involved any further, and signals the Council may proceed to issue a decision.*

Stacey Robins | Head of Planning & Environmental Services

Wealden District Council | Vicarage Lane | Hailsham | BN27 2AX

01892 602 518 | planning@wealden.gov.uk

Yours Sincerely

4. Suggested wording of HTC letter to Secretary of State

Dear Sir

TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015

Outline planning application by Welbeck Strategic Land II for development of up to 300 residential units (including 35% affordable), together with associated open space, play areas, landscaping, internal roads and parking, and provision of new vehicular access from Marshfoot Lane on land at Old Marshfoot Farm, Marshfoot Lane, Hailsham, BN27 2RE (Application No. WD/2017/0458/MAO)

I am aware of, and wish to add my support to, the request for the Secretary of State to call in the above planning application for determination by a planning inspector after a public inquiry. I am an elected Hailsham Town Councillor.

Applications for the development of this property which is located in the Hailsham East Ward of Wealden Council were first submitted in 2016.

The site had not been included for development in any of the 1998 Adopted Wealden Plan, the 2005 Wealden Non Statutory Plan or the 2013 Wealden Core Strategy Plan. It was included for the first time as an allocated site for up to 230 dwellings in the Wealden 2018 Plan when it generated a significant number of objections. The Secretary of State will be aware that the conclusion of the first part of the Examination in Public into the soundness of the 2018 Plan was that the Plan was found to be unsound and has subsequently been withdrawn. As a consequence the very many objections to this site and other allocations which were to form part of a later examination in public of the 2018 plan were never heard.

Notwithstanding the lack of any testing of the allocated sites through an examination in public, Wealden Council began to process applications based upon the now flawed allocations and to bring applications before Planning Committees as early as July 2018. Members of Planning Committees were informed by officers that allocations in the 2018 Plan having been approved for publication by full council on 18 July 2018 should then be relied upon and that they should not refuse them and risk the loss of appeal decisions and awards of costs. The effect was to severely curtail any scrutiny from elected members and to deny the public any real possibility of challenging an allocation. Public participation was restricted to submitting written objections to officers charged with the responsibility delivering the allocated sites with an option for up to three member of the public to address the relevant planning committee for a maximum of three minutes each in answer to officer recommendations for approval running into tens of pages and an unlimited opportunity to address committee members. In reality officers having determined an allocation there could be little real challenge or proper examination.

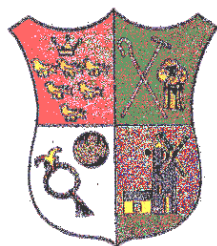
The present site has been considered by Committee on three occasions with a significant number of members uncomfortable with and voting against approval; on one occasion only passing on the exercise of a chairman's casting vote.

In addition to the concerns about the correctness of the process and the many points raised requesting the intervention of the Secretary of State, I believe that there are other matters that are relevant considerations namely

1. The proximity of the site to, and its effects upon, the Pevensy Levels which is designated a RAMSAR site, a Site of Special Scientific Interest, a Nature Review Site, a Special Area of Conservation, and a National Nature Reserve, and in particular damage to biodiversity and natural habitats of endangered species.
2. The present inability of Southern Water to accept the foul water discharge into mains sewers without significant upgrades and reinforcements to the sewerage infrastructure including the Hailsham North and Hailsham South Waste Water Treatment works both of which discharge to the Levels, and the objections from the Environment Agency and Natural England to the use of packaged treatment works as a means of sewerage.
3. The poor access to the site and the resultant strain that it would create on the local road network
4. The lack of sufficient physical and social infrastructure in Hailsham at present to meet the increased demands being created by the rapid increase in developments taking place
5. The comments of the Inspector appointed to hold the examination in public on the now withdrawn 2018 local plan of the lack of soundness in the Council's distribution strategy for providing housing across the District
6. The obvious lack of transparency and exclusion of public participation in the planning process.

For all of the above reasons I would respectfully ask the Secretary of State to exercise the power vested in him and to refer this application to a full and proper examination at a public inquiry at which members of the public and other objectors may be heard and their views given proper consideration

5. HTC letter to WDC RE Land at old Marshfoot Farm (28.04.2020)



Hailsham
TOWN COUNCIL

Hailsham Town Council

Inglenook, Market Street

Hailsham

T: (01323) 841702

F: (01323) 842978

www.hailsham-tc.gov.uk

Town Clerk : John Harrison

Please ask for: Karen Giddings
Email: karen.giddings@hailsham-tc.gov.uk

28th April 2020

WD/2017/0458/F – Land at Old Marshfoot Farm, Hailsham

Hailsham Town Councillors comments on the above application are below:

The Town Council's Planning Committee is unanimous in strongly objecting to this proposed development.

The recent pedestrian and cycleway report shows the poor state of the road and its unsuitability in its present state and would need vastly upgrading to make it suitable. If this development is to go ahead it should not even begin before the significant repairs to both the carriageway and pedestrian footways are upgraded to the high standards demanded in this report.

It is unfortunate that this report only covers cycle and pedestrian use. It would be helpful if there was a similar report on the motor vehicle traffic at this present time and projected use if the development were to go ahead. Surely this report would highlight the congestion, parking problems and extra pollution which would be caused in the vicinity of 2 primary schools, as the proximity of the development to two schools is also a major concern. The extra traffic in the area will pose a danger to school children and the increased pollution will affect the nearby schools – one of which is below the road level

This site is entirely unsuitable for development, due to the devastating environmental impact the development will have on the Pevensy Levels and due to the unsuitable access to the site

The sewerage system is inadequate. The proposed sewers which are already at capacity would result in sewage seeping into cellars of some of the older houses.

The Town Council is extremely concerned at the extra traffic that will be generated by the development and the congestion and pollution which will result in the Town. The National Planning Policy Framework states that no development shall go ahead if it causes undue traffic problems in the area

The proposed area is not suitable for development due to the high risk of flooding

The development will have a disastrous effect on the Pevensey Levels due to the run off and pollution from the proposed development which will affect the balance of the sensitive ecosystem in the levels. Once again assurances by Wealden District Council that measures have been put in place, i.e. attenuation ponds, do not do anything to allay the fears of the Town Council that this will be enough, due to climate change and the wetter winters we are now having. The last few winters are proof of this. The attenuation ponds will not be able to cope with the excess run off and this run off will cause damage to flora and fauna

The Pevensey Levels are a RAMSAR site, SSSI and SAC and building up to 300 houses so close to them is an environmental concern even though "measures have been put in place" those measures cannot guarantee that there will not be damage done to the fragile ecosystem sooner rather than later

The Town Council is concerned over the access to the proposed site. The Lane is not substantial enough to take the extra traffic which would be created by the development, including any construction traffic. No access should be granted through Town Farm for construction traffic

The Town Council is concerned that the layout of the site is such that it could be further developed in the future

The idea of a southern ring road which was proposed 25/30 years ago to pick up all the traffic from existing roads would be of huge assistance in alleviating the traffic problems caused by the developments in the South of Hailsham

Although the Town Council is assured that conditions are going to be put in place, the Town Council has learnt from the Mill Road development/ Linden Homes, that these conditions are constantly flouted

It states clearly in the outline plan that the sewerage/ attenuation pond/ SUDS system will have to be managed in perpetuity. What assurances do we have that this will be correctly managed and in fact managed in perpetuity? For instance, what would happen if the management company went out of business?

The above comments are not a formal Hailsham Town Council Planning Committee response as we are unable to hold a meeting.

The response is a virtual gathering of responses

6. What are the Secretary of State's powers of intervention to call in a planning application?

[Section 77 of the Town and Country Planning Act 1990](#) empowers the Secretary of State to call in a planning application for his own determination. The power can be exercised at any time up to planning permission being issued by a local planning authority. In considering whether to call in a planning application, the Secretary of State is generally concerned with whether the application involves planning issues of more than local importance that warrant the decision being made by him rather than the local planning authority. However each case will be considered on its merits. The call in policy was updated on 26 October 2012 in a [written ministerial statement](#).

Any person may ask the Secretary of State to call in an application for his own determination. Applications may also be referred to the Secretary of State by the local planning authority under the [Town and Country Planning \(Consultation\) \(England\) Direction 2009](#). Requests for call in should be sent to the Ministry of Housing, Communities and Local Government's Planning Casework Unit at the following:

PCU@communities.gov.uk

MINISTERIAL WRITTEN STATEMENT

26 OCTOBER 2012

COMMUNITIES AND LOCAL GOVERNMENT

Planning Applications

The Parliamentary Under-Secretary of State for Communities and Local Government (Nick Boles):

The Localism Act has put the power to plan back in the hands of communities, but with this power comes responsibility: a responsibility to meet their needs for development and growth, and to deal quickly and effectively with proposals that will deliver homes, jobs and facilities.

The Secretary of State for Communities and Local Government has the power to "call in" planning applications for his own consideration. There will be occasions where he considers it necessary to call in a planning application for determination, rather than leave the determination to the local planning authority.

The policy is to continue to be very selective about calling in planning applications. We consider it only right that as Parliament has entrusted local planning authorities with the responsibility for day-to-day planning control in their areas, they should, in general, be free to carry out their duties responsibly, with the minimum of interference.

In the written ministerial statement of 6 September 2012, *Official Report*, column 29WS, Ministers noted that the recovery criteria already include large residential developments. To align this with the call-in process, we stated we would consider carefully the use of call-in for major new settlements with larger than local impact. Consequently, we have resolved to amend the existing call-in indicators (the “Caborn” principles, 16 June 1999, *Official Report*, column 138W).

The Secretary of State will, in general, only consider the use of his call-in powers if planning issues of more than local importance are involved. Such cases may include, for example, those which in his opinion:

- may conflict with national policies on important matters;
- may have significant long-term impact on economic growth and meeting housing needs across a wider area than a single local authority;
- could have significant effects beyond their immediate locality;
- give rise to substantial cross-boundary or national controversy;
- raise significant architectural and urban design issues; or
- may involve the interests of national security or of foreign Governments.

However, each case will continue to be considered on its individual merits.

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YY DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



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Our Ref: MARK/HAI001

Mrs M Hagger
Hailsham Town Council
The Inglenook
Market Street
Hailsham
East Sussex
BN27 2AE

1st May 2020

Dear Michelle

Re: Hailsham Town Council
Internal Audit Year Ended 31st March 2020

Following completion of our interim internal audit on the 7th November and our final audit on the 1st May we enclose our report for your kind attention and presentation to the Council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report. The recommendations from the interim visit have been answered in the table at the end of the report.**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Interim Audit – Summary Findings

At the interim visit we reviewed and performed tests on the following areas:

- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments
- Review of the budgeting process
- Proper bookkeeping – review of the use of the accounts package
- Review of salaries
- Review of fixed asset register

It is our opinion that the systems and internal procedures at Hailsham Town Council are well established, and followed. The Clerk and RFO are both very experienced and ensures the council follows best practice regulations and has overseen changes to the internal procedures as regulations and technologies have changed to maintain compliance.

Final Audit – Summary Finding

At the final visit we reviewed and performed tests on the following areas:

- Review of annual accounts & AGAR
- Review of bank reconciliation
- Review of income
- Review of information for external auditor

I am of the opinion that the annual accounts and AGAR are ready to be signed off by council and the external auditor and that the AGAR is a true and fair reflection of the financial transaction of that of the council for the year ended 31st March 2020. Accordingly, I have signed off the AGAR.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

The council continues to Excel for recording the day to day transactions of the council, although RBS has now also been put in place with the intention to use RBS solely from the start of the next financial year, depending on the success of the year end process. This is a tried and tested industry specific package and I make no recommendation to change. The system is used to report on and record the financial transactions of the council.

The council is VAT registered. The last reclaim was for the period ending 30 September 2019. I verified receipt of the reclaim amount to the bank account which was received on 18 October. The council is up to date with its postings, although there remains an outstanding issue relating to the previous year's reclaims.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained.

At the interim audit date, I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)

Interim Audit

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The external auditors report was not qualified in 2018/19. This was reported to the Finance, Budget, Resource and Staffing committee on 30 October 2019 and will be reported to council at 20 November 2019 meeting and has been published on the council's website in accordance with regulations.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms and Register of Members Interests, in line with regulations. Councillors have also signed acceptance to receive information by electronic means.

Confirm that the council is compliant with the relevant transparency code

I note that the council is required by law to follow the 2015 Local Government Transparency Code. All councils are encouraged to follow the code to provide greater transparency for the public and to reduce the potential of Freedom of Information (FOI) requests. A review of the web site shows that the council is following the principles of the code and transparency data is easily accessible on the website through a specific tab.

Confirm that the council is compliant with the GDPR

The council is aware of GDPR and has undergone training. It was noted the council has common email addresses internally and for councillors. This is recommended because it gives a natural segregation between personal and councillor business, so it is clear beyond doubt in what capacity a councillor is acting, gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers. The council has appointed an external Data Protection Officer (DPO) and has a privacy notice and data protection policy on its website.

Confirm that the council meets regularly throughout the year

The council has the following committees:

- Full Council – meets every two months
- Finance, Budget and Resources – meets quarterly
- Strategy – meets quarterly
- Communities – meets monthly
- Planning & Development – every three weeks
- Assets Management – every ten weeks
- Cemetery – meets monthly

Check that agendas for meetings are published giving 3 clear days' notice

The Clerk was able to demonstrate that at least 3 clear days' notice is given on both web site and hard copy agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that the supporting documentation referred to in the agendas is also posted to the website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are typically published within a couple of weeks of the meeting, and subsequently replaced by approved versions. Draft minutes are clearly marked as such.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the NALC model (2018 version) and were last reviewed and adopted by council in September 2019.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

The Financial Regulations are based on the NALC model (2016 version) and were last reviewed and adopted by council in January 2019. The regulations being based on the NALC model contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. The RFO has drafted a revised set based on the 2019 model version and these are due to be adopted by Council in November 2019.

Check that the council's Financial Regulations are being routinely followed

Financial regulation 2.2 deals with bank reconciliations. The council is performing a bank reconciliations and this is minuted at council meetings in accordance with regulations.

Financial regulation 4 deals with budgetary control and authority to spend. Approval levels are currently set as below:

The Clerk may authorise expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

Financial regulation 6 deals with making payments. The council makes payments by cheque and direct debit. Cheques must be signed by two individuals plus the Clerk. There will be nine individuals authorised to sign cheques once the bank mandate change has been finalised. Sample review of invoices show that the correct procedures are being followed.

Financial regulation 7 deals with approval and authorisation of salaries, the minutes and files show evidence of authorisation of changes and of wages generally.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.12 per elector

The council has the General Power of Competence (GPC) and does not use section 137 powers.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place. I am under no doubt that council properly approves expenditure.

I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and not indicative of errors in the system.

At interim audit date, I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for" has been met.

Final Audit

I have reviewed the expenditure list which is broadly similar to the prior year after accounting for one of expenditure items. Creditors at the year end were £210.77

I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for", has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)

Interim Audit

The council undertakes a full risk assessment that covers financial, operational and health and safety risks. This is a comprehensive document and was last reviewed by council in April 2019 and noted in the minutes of that meeting.

I have confirmed that the council has a valid insurance certificate. The council reviews its insurance requirements as part of the renewal process. Money and asset cover appear adequate, with Public Liability cover of £15 million, Employers' Liability cover of £10 million and Fidelity Guarantee cover of £2 million.

At the interim audit date, I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)

Interim Audit

I confirmed that the 2020-21 budget and precept setting process started in August, with the intention to agree the final budget and precept at the January 2020 council meeting. Annual charges were reviewed as part of this process and recorded in the minutes.

The council has developed a business plan which includes a five year budget plan, which is used as part of the annual budget setting process.

As at the end of September, the council had spent £620,076 against an expenditure budget of £1,418,730. This represents a 43.7% spend year to date and indicates that the budget was appropriately set and has been adhered to during the year.

The council holds circa £1.3 million in total reserves. Around £1 million of this is listed as earmarked with a further £300,000 held as a general fund. General guidance recommends the council holds circa 50% of its precept in general reserves.

At the interim audit date, I am of the opinion that the control objective of “The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate” has been met.

Final Audit

The council has £1,306,651.21 of which commuted sums are £843,593, Earmarked reserves £214,862 and general reserves £248,196. In respect of general reserves, rule of thumb calculations would suggest that 50% of precept as adjusted for local conditions would be reasonable being circa £530k. I was pleased to see the detailed working and council verification of the reserves working. I am of the opinion that general reserves are reasonable and properly reported on.

The council has robust policies and cash flow management. I am of the opinion that whilst low against rule of thumb calculations the level of general reserve does not cause any issue.

I am of the opinion that the control objective of “The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.”, has been met.

E. INCOME (INTERIM AND FINAL AUDIT)

Interim Audit

Other than the precept, the council receives income from:

- Burial income
- Room and hall hire
- Allotments
- Grants
- Youth service income
- CIL / s.106 money

Both parts of the precept have been received and verified to the bank statement. The Council Tax Support Grant needs to be recorded separately on the RBS system and this will be checked at the year-end.

At the interim audit date, I am of the opinion that the control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for” has been met.

Final Audit

The precept income was tested to remittance advice notes and third party evidence. The local tax support grant has been correctly shown in box 3 of the AGAR. There are no errors to report.

Year-end debtors

- VAT £17,855.54 received End of April
- Trade debtors £3,441.05

I am of the opinion that the control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.”, has been met.

F. PETTY CASH (INTERIM AUDIT)

The council has a petty cash float of £100 used for small sundry items, and is balanced once every six months. The petty cash will be checked at year-end audit.

G. PAYROLL (INTERIM AND FINAL AUDIT)

Interim Audit

Payroll is processed internally using IRIS. The council has fulfilled its obligations in respect of auto-enrolment and uses LGPS.

Employees have signed contracts of employment and are employed on NJC scales, apart from the Youth Services staff who are on a separate scale. Post Office staff are employed on post office grading. The council has adopted a Members Allowance Scheme and pays councillor allowances through payroll on a monthly basis. Checks of the PAYE and NI deductions will be completed at year-end.

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

Final Audit

The amounts shown on the AGAR, were reconcilable to the payroll records, there were no errors.

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.", has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)

Interim Audit

The council has a fixed asset register in place. Assets are correctly stated at historic or proxy cost. The fixed asset register has been maintained in an Excel spreadsheet and includes the required information. The asset register was up to date with all relevant assets as at the current financial year end. Given the size of the council, it may be prudent to introduce a financial limit, say £500 or £1,000, below which items are not entered onto the asset register.

At the interim audit date, I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

Final Audit

The fixed asset register has been maintained in an Excel spreadsheet and agreed to the AGAR. The asset register was up to date with all relevant assets as at the current financial year end.

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained.", has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)

Interim Audit

At the interim audit date the council had a reconciled bank position as at the end of September 2019, which was reported to the October council meeting. I have reviewed the reconciliation and there were no errors.

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

Final Audit

At the year-end date the council had a reconciled bank position. I have reviewed the reconciliation there were no errors. I also tested the cut off and can confirm the payments in our sample cleared after date, this equated to 42% within the first week of April.

The council has three active bank accounts, together with petty cash. None of the accounts are long term investments and as such do not need to be disclosed in box 9 of the AGAR.

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out.", has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)

The year-end accounts have been correctly prepared on the income & expenditure basis with the box 7 & 8 reconciliation properly completed.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the 2018-19 AGAR.

Agar Box Number		2018/19	2019/20	Auditor Notes
1	Balances brought forward	708,651	1,022,789	Agrees to bfwd
2	Precept or Rates and Levies	1,012,703	1,059,811	Agrees to 3 rd party evidence
3	Total other receipts	595,822	529,663	Agrees to underlying accounting records
4	Staff costs	607,901	648,313	Agrees to underlying accounting records
5	Loan interest/capital repayments	0	0	Agreed no loans
6	All other Payments	686,486	657,299	Agrees to underlying accounting records
7	Balances carried forward	1,022,789	1,306,651	Casting agrees
8	Total value of cash and short term investments	1,003,417	1,285,566	Agrees to bank reconciliation and bank statements
9	Total fixed assets plus long term investments and assets	2,695,467	2,705,341	Agrees to register – additions verifiable. Assets at cost/proxy cost.
10	Total borrowings	0	0	Agreed no loans

The variance analysis is not technically required because there are no variances greater than 15% and £500; however this has been prepared on a summary table basis.

I am of the opinion the AGAR will be ready for submission to the external auditor within statutory time scales and that the control objective of "Accounting statements prepared during the year were prepared on the correct

accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.”, has been met.

K. TRUSTEESHIP (INTERIM AUDIT)

The council is the trustee of:

- Harold Maryan Trust (Charity No. 255105)
- Robertson Luxford Trust (252291)
- Green Brothers Trust (255104)

Trust funds are held in separate bank accounts, and correctly accounted for. All information on the Charity Commission website is up to date at the time of the interim audit, with the next submissions due in January 2020.

L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

Due to the Covid 19- Outbreak the statutory deadlines have been changed as follows:

The publication date for final, audited, accounts will move from the 30 September to 30 November 2020 for all local authority bodies. To give local authorities more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead local authorities must commence the public inspection period on or before the first working day of September 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest. However, they may be approved earlier, and we would encourage councils to do so wherever possible, to help manage overall pressure on audit firms towards the end of the year.

Authorities must publish the dates of their public inspection period, and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations implementing these measures were laid on 7 April and are due to come into force on 30 April 2020.

The Relevant dates as set by Hailsham Town Council are set out in the table below.

Inspection - Key date	2018/19 Actual	2019-20 Proposed
Accounts approved at full council	15 th May	TBC
Date Inspection Notice Issued and how published	24 th May 2019	19 June
Inspection period begins	17 th June	22 June
Inspection period ends	26 th July	24 July
Correct length	Yes	yes
Common period included?	Yes	yes
Summary of rights document on website?	Attached to inspection announcement	Attached to inspection announcement

I am satisfied the requirements of this control objective were met for 2018-19, and assertion 4 on the annual governance statement can therefore be signed off by the Council.

Should you have any queries please do not hesitate to contact me, attention.

Kind regards

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Mulberry', with a stylized flourish extending from the end.

Mark Mulberry

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YY DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)



STATEMENT & ACCOUNTS
FOR YEAR ENDING 31st MARCH 2020

I certify that the Statement of Accounts (pages 1 to 10) presents fairly the financial position of the Council and its income and expenditure for the year ended 31.03.20 and was approved and adopted by Hailsham Town Council at the meeting held on

Signed by J Harrison RFO

Countersigned by the Chairman of the Council

Hailsham Town Council

Council Information

31st March 2020

Chair

Cllr. P. Holbrook

Councillors

Cllr. K. Balsdon
Cllr. G. Blake-Coggins
Cllr. C. Bryant
Cllr. Mrs.A. Clarke
Cllr. N. Coltman
Cllr. D. Cottingham
Cllr. B. Granville
Cllr. R. Grocock
Cllr. K. Hinton
Cllr. Mrs B Holbrook
Cllr. P Holbrook
Cllr. Mrs M Laxton
Cllr. Mrs. K Nicholls
Cllr. Ms A. O'Rawe
Cllr. T. Powis
Cllr. J Puttick
Cllr. Mrs. A. Marie-Ricketts
Cllr. C. Tasane

Clerk to the Council

John Harrison

Responsible Finance Officer

John Harrison

External Auditors

Littlejohn LLP

Internal Auditor

Mulberry & Co

HAILSHAM TOWN COUNCIL
 STATEMENT (2)
 Balance Sheet as at 31st March 2020

2018 - 19		2019-20
	Current Assets:	
800247.80	Short Term Investments (Treasury Deposit)	0.00
19511.79	Debtors & advance Payments	21296.59
203069.29	Bank Balances	1283469.53
100.00	Cash in Hand (Petty cash)/not banked	2096.00
1022928.88	Total Assets	1306862.12
	Current Liabilities:	
139.68	Creditors	210.77
0.00	Cash Overdrawn	0.00
139.68	Total Liabilities	210.77
1022789.20	Nett Assets	1306651.35
	Represented by:	
218127.19	Project Reserves	214861.00
506091.29	Commuted Sums	11585.52
298570.72	General Funds	1080204.83
1022789.20	Fund balance (to agree with box 7 of Annual Return)	1306651.35

HAILSHAM TOWN COUNCIL

HAILSHAM TOWN COUNCIL
Supporting Notes to the Annual Statement of
Accounts for the Year ended 31st March 2020

STATEMENT of ACCOUNTS 2015/16

CREDITORS

Invoice	Cheq No.	Name	Allocation code	Code	£	p
Outstanding Fuel Bill		Allstar		305	180.77	
Outstanding Maintenance Bill		Trade Paints		304	30.00	
Total Creditors					210.77	

DEBTORS

for year ending 31st March 2020

At the year end nine <u>debts of £21,296.59</u> were outstanding and due to the Council 8 of which are less than three months old						
Invoice date	Name					
06.11.19	Blake-Coggins				30.00	
14.1.20	Beckmead Trust				30.00	
14.2.20	Kemer Kebabs				2625.00	
14.2.20	Hailsham Town Football Club				200.00	
02.03.20	Hailsham Table Tennis Club				408.00	
02.03.20	Land Trust				12.60	
03.03.20	Flexercise				103.95	
03.03.20	PW Performers				31.50	
VAT Refund (qtr. 1.1.2020 to 31.3.2020)	HM. Customs & Excise				17855.54	
Total Debtors					21296.59	

ADVANCE RECEIPTS

Date	Service	Name	Amount
Total advances			0.00

HAILSHAM TOWN COUNCIL
SUPPORTING WORKSHEET to Statement of Accounts (1)
Conversion of Receipts and Payments to Income and Expenditure
For Year ended 31st March 2020

STATEMENT of ACCOUNTS 2015/16

RECEIPTS to INCOME			Add debtors deduct advances	Ddt.	Adjustments	
2018/19	Column Head	19/20 receipts	19/20	18/19 collect		Inc. 2019/20
£		£	£	£		£
3925.27	Allotments	3403.08				3403.08
12185.13	Recreation	2248.61				2248.61
68725.00	Burials	47483.00	0.00	0.00		47483.00
50022.65	Properties	52848.75	3441.05	-2383.90		53905.90
232.05	Highways	0.00				0.00
8414.42	Interest	-9944.02				-9944.02
0.00	Staff & Members Allowance	366.06				366.06
767.97	General Administration	1760.19	0.00	0.00		1760.19
0.00	Twinning	0.00				0.00
0.00	Grants & Misc Provisions	0.00	0.00	0.00		0.00
0.00	Section 137 receipts	0.00				0.00
7718.09	Tourism & Leisure	5559.61				5559.61
0.00	Loan Repayment	0.00				0.00
315139.45	Commuted Sums	394272.84				394272.84
24669.87	Project Accounts	18038.68	0.00	0.00		18038.68
5435.72	Joint funding	689.00	0.00	0.00		689.00
1042402.00	Precept	1071691.00				1071691.00
43507.51	VAT Refund	62295.59	17855.54	-17127.89	-63023.24	0.00
25379.64	VAT Income	1161.20			-1161.20	0.00
1608524.77	Total	1651873.59	21296.59	-19511.79	-64184.44	1589473.95

PAYMENTS to EXPENDITURE			Add.	Ddt.	Adjustments	
18/19 Paymts.	Column Head	19/20 Payments	19/20	18/19 Cred.		Exp. 2018/19
£		£	£	£		£
3212.38	Allotments	3709.77				3709.77
70449.57	Recreation	49333.26				49333.26
32016.73	Burials	40512.88	0.00	0.00		40512.88
80991.66	Properties	72967.20	0.00	0.00		72967.20
54166.51	Highways	57222.06				57222.06
637131.26	Staff & Members Allowance	670613.00				670613.00
104445.03	General Administration	125938.27	210.77	-139.68		126009.36
0.00	Twinning	0.00				0.00
850.00	Grants & Misc. Provisions	2910.00				2910.00
9155.00	Section 137 Payments	8519.44				8519.44
59049.73	Tourism & Leisure	48105.03	0.00	0.00		48105.03
0.00	Interest on long term debts	0.00				0.00
0.00	Capital Schemes	0.00				0.00
90958.59	Project Accounts	83202.85	0.00	0.00		83202.85
21883.12	Joint funded Projects	16992.85	0.00	0.00		16992.85
60415.60	Joint Funding Services	124747.16	0.00			124747.16
774.70	Bank charges	766.94				766.94
						0.00
						0.00
						0.00
						0.00
						0.00
68887.15	VAT on Expenditure	64184.44			-64184.44	0.00
1294387.03	Total	1369725.15	210.77	-139.68	-64184.44	1305611.80

done

Cumulative Fund balance			£
2018/19	Balance brought forward 1st April		2019/20
0.00	Capital		0.00
708651.46	Revenue		1022789.20
708651.46			1022789.20
1608524.77	Add: Receipts	Add: Total Income	1589473.95
-1294387.03	Ddt: Payments	Deduct: Total Expenditure	-1305611.80
1022789.20	Balance carried forward 31st March		1306651.35

HAILSHAM TOWN COUNCIL

STATEMENT (1)

Income and Expenditure Account

For Year ended 31st March 2020

Notes to the accounts
STATEMENT of ACCOUNTS 2015/16

2018-19	INCOME	2019-20
3925.27	Allotments	3403.08
12185.13	Recreation	2248.61
68725.00	Burials	47483.00
50022.65	Properties	53905.90
232.05	Highways	0.00
8414.42 *	Interest on investments	-9944.02
0.00	Staff & Members Allowances	366.06
767.97	General Administration	1760.19
0.00	Twinning	0.00
0.00	Grants & Misc Provisions	0.00
0.00	Section 137 Receipts	0.00
7718.09	Tourism & Leisure	5559.61
0.00 *	Loan Repayment	0.00
	Sale of Assets	0.00
315139.45 *	Commuted sums Received	394272.84
24669.87	Project Accountrs	18038.68
5435.72	Joint funded projects	689.00
68887.15 *	VAT on income & repayments	0.00
1042402.00 *	Precept	1071691.00
1608524.77	Total Income	1589473.95

2018-19	EXPENDITURE	2019-20
3212.38	Allotments	3709.77
70449.57	Recreation	49333.26
32016.73	Burials	40512.88
80991.66	Properties	72967.20
54166.51	Highways	57222.06
637131.26	Staff & Members Allowances	670613.00
104445.03 *	General Administration	126009.36
0.00	Twinning	0.00
850.00	Grants & Misc.provisions	2910.00
9155.00 *	Section 137 Payments	8519.44
59049.73	Tourism & Leisure	48105.03
0.00 *	Interest on longterm debts	0.00
0.00 *	Capital Schemes	0.00
90958.59	Reserved Projects	83202.85
21883.12	Joint funded Projects	16992.85
60415.60	Joint.Funding services	124747.16
774.70 *	Bank Charges	766.94
68887.15 *	VAT on Expenditure	0.00
1294387.03	Total Expenditure	1305611.80

2018-19	General Fund	2019-20
708651.46	Opening Balance at 1st April	1022789.20
1608524.77	Add Total Income	1589473.95
2317176.23		2612263.15
1294387.03	Deduct Total Expenditure	1305611.80
1022789.20	Closing balance at 31st March	1306651.35

to agree with box 1 of Annual Return
to agree with boxes 2 & 3 of Annual Return

to agree with boxes 4, 5 & 6 of Annual Return

Income details for Annual Return (from table 1 above)			
1042402	Precept	1059811	to agree with box 2 of Annual Return
566123	All other income	529663	to agree with box 3 of Annual Return
1608525	Total	1589474	

Expenditure details for Annual Return (from table 2 above)			
637131	Staff Costs	648313	to agree with box 4 of Annual Return
657256	Loans interest/capital repayment	657299	to agree with box 6 of Annual Return
1294387	Total	1305612	

HAILSHAM TOWN COUNCIL
Supporting Notes to the Annual Statement of
Accounts for the Year ended 31st March 2020

DRAFT REVENUE AND CAPITAL ESTIMATES

2018-19 Actual £	Description	2018-19 Estimates £	2019-20 Estimate £	2019-20 Actual £
INCOME				
3925	Allotments	3439	3542	3403
12185	Recreation	1500	1550	2249
68725	Burials	50000	51500	47483
50023	Properties	28100	28100	53906
232	Highways	0	0	0
8414	Interest on Investments	1000	515	-9944
0	Staff & Members Allowances			366
768	General Administration	400	400	1760
0	Twinning			0
0	Grants & Misc provisions	0	0	0
0	Section 137			0
7718	Tourism & Leisure	0	0	5560
0	Loan Repayment			0
315139	Commuted Sums Received			394273
24670	Project Account	1000	1000	18039
5436	Joint Funded Projects		0	689
1042402	Precept	958003	1071691	1071691
1539637	Total	1043442	1158298	1589474
EXPENDITURE				
3212	Allotments	3690	3678	3710
70450	Recreation	56075	46974	49333
32017	Burials	31270	29760	40513
80992	Properties	26200	34859	72967
54167	Highways	30450	64945	57222
637131	Staff & Members Allowances	643591	700672	670613
104445	General Administration	93234	92111	126009
0	Twinning	400	400	0
850	Grants & Misc provisions	3000	6213	2910
9155	Section 137	5400	5400	8519
59050	Tourism & Leisure	43487	44333	48105
775	Interest on long Term debts/t	750	618	767
0	Capital Schemes			0
90959	Project Account	26000	26000	83203
21883	Joint Funded Projects	31510	17524	16993
60416	Joint Funded Services	39200	85685	124747
1225502	Total	1034257	1159172	1305612
-314135	From (+) /To (-) Reserves	-9185	874	-283862

The council's income & precept during the last 12 months exceeded expenditure by 283,862

HAILSHAM TOWN COUNCIL
Supporting Notes to the Annual Statement of
Accounts for the Year ended 31st March 2020
SECTION 137 Payments

STATEMENT of ACCOUNTS 2015/16

The Limit for the Council in the year of account was:

<u>Number of Electors</u>		<u>£ per Elector</u>		<u>Total £</u>
20300	@	8.12	=	164836

Payments made were:

	<u>Amount £</u>
Grants to Voluntary Bodies	8300.00
Remembrance Day	33.00
Flowers, Bouquets & Greeting cards.	65.00
New Union Jack Flag	21.00
Black Arm bands/wreaths	100

(8,519.44)

8519.00

Advertising

The following costs for advertising and publicity were incurred during the year:

Item 1 - Community Hall Manager

Item 2 - Ground Maintenance Operative

Total 0.00

Supporting Notes to the Annual Statement of
Accounts for the Year ended 31st March 2020

PROJECT ACCOUNTS

	2018-2019 £	2019-2020 £	
Opening Balance 1st April	209408	218128	
Add: Project Receipts			0
Previous Year Surplus to Contingency Fund	38306	36925	
1 Market Square	27020	16363	
Donations (Town Youth Fund)			
Transfer from Commuted Sum - Play Area	12883	0	
Judial Review Cost reimbused		1310	
Transfer from Committee Budgets	0	0	
Cost recovery High st Bollards	650	400	
Criminal Damage Cost recovery	143	0	54998
Add: Precepted			
Play Surface Upgrade	0	0	
Play Areas	0	0	
BMX Facility	0	0	
Community Building Projects	3000	3000	
New Burial Ground/ Footpaths	0	0	
Youth Project	14000	14000	
Contribution to Bus	8000	8000	
Less: Expenditure (Reserved Projects)			
Play Areas/Surface	-18783	-970	auto
Hailsham Festival	0	-3000	auto
Cemetery Potholes	-6200	0	auto
Grovelands Barn men in shed	-2256	0	auto
High St Bollards	-12190	0	auto
Street Lamp Repairs	0	-23000	auto
FDL Chimney Work	0	-15791	auto
1 Market Square	-42534	-26267	auto
Legal Dispute	0	-4000	auto
Prior Year adjustment	0	0	auto
Judicial Review	-5000	-1310	auto
Contribution to Local Bus service	-7657	-8698	auto
Criminal Damage during year	0	0	auto
Defibulators	-662	-228	auto
	0	0	auto
	0	0	auto
	0	0	auto
Drainage at CP & MT	0	0	
	0	0	
	0	0	
Closing Project Funds balance at 31st March	218128	214861	auto
			-83265
			to agree with sheet 10 (h26)
			-83,264.68

Reserves held for specific expenditure (over £5000)

1. Donation provided to aid the construction of warden accommodation (Hailsham Country Park) (held in Community Building Project Fund)	18,618
2. New Burial Ground (held in New Burial Ground fund)	17,500
4. Revitalization Fund (held in Joint Funded Project brought forward balance)	16,753
5. Focus Public Open Space - Developers contribution for Horticultural Maintenance (held in horticultural & tree maintenance b/fwd balance)	5,980
6. Hailsham Neighbourhood Plan (held in Administration)	9,227
7. James West Mainenance	14,384
8. Cortlandt Stable Building	5,282
9. Festivities	16,641
10. Election costs	26,761
11. New Sox Street Lighting Replacements	17,297
12. Staffing Review	5,000
13. Post Office Operation costs	48,208

HAILSHAM TOWN COUNCIL

SUPPORTING WORKSHEET to Statement of Accounts (2)

Conversion of Receipts and Payments to Income and Expenditure

For Year ended 31st March 2020

Receipts and payments Summary 2019/20			
		u/c cheq.	£
Balance brought forward 1st April 2019 -			
General funds (Current a/c	88,186.82	67,764.72	20422.10
(High Interest .Bus.Prem.a/c			173550.63
(--do--Treasury Deposit (1)			303253.07
Commuted sums (P.O.S. High Interest Bus. Prem. a/c			9096.56
(--do--Treasury Deposit (2)			496994.73
Petty Cash Balance			100.00
		s/total	1003417.09
Add: Receipts			1651873.59
Less: Payments	1369725.15	nil	-1369725.15
Balance at 31st March 2017			1285565.53
Reconciliation at 31st March 2020			
		u/c cheq.	£
Represented by:			
<u>General Funds</u>			
Current a/c	74003.01	63510.33	10492.68
High Interest .Bus.Prem.a/c			1,261,391.33
Treasury Deposit (1)			0.00
Petty Cash balance			100.00
Cash not banked as at 31.3.2020			1996.00
<u>Commuted Sums</u>			
P.O.S. High Interest Bus. Prem. a/c			11,585.52
P.O.S. Treasury Deposit (2)			0.00
			1285565.53

The council's income & precept during the last 12 months has exceeded expenditure by

283862

The balance of the commuted sums held remain allocated to the following sites	
CIL	£445,144
Ripley Sale of land	£49,355
Historical Commuted Sums (unallocated to specific areas)	£43,450
Balance in "high interest" account generated from investment interest	£11,586
Ripley Public Open Space	£23,790
WDC Section 106	£264,268
Street Lighting Maintenance	£6,000
Total	£843,593

HAILSHAM TOWN COUNCIL
 Accounts for the Year ended 31st March 2020
 Analysis of Reserves/End of Year Balance

<u>Committee Reserve Funds (Outstanding Projects/Earmarked Expenditure)</u>			
Environment & Leisure		20857	
Corporate Assets & Resources		34710	
Corporate Resources & Services		176721	
			232288
<u>General & Project Funds and Allocated Reserves</u>			
No.03 Community Building Project	(CRS)	18618	
No.04 Play Equipment	(E & L)	0	
No.05 Hard Surface Play Area	(E & L)	1324	
No.11 Town Youth Facilities	(CRS)	327	
No.14 Community Contingency Fund	(CRS)	143959	
No.16 Youth Facilities	(CRS)	9462	
No.18 Cemetery New Burial Ground	(CAC)	17500	
No. 21 Criminal Damage	(E & L)	1056	192246
<u>Burial Fund held for Grave Maintenance</u>			4550
<u>Subsidy on Precept</u>			0
<u>Surplus balance to Community Contingency Fund (No14)</u>			12887
<u>Commuted Sum Accounts</u>			843593
<u>Debtors & Advance receipts</u>			21297
<u>Creditors</u>			211
Total (to agree with Fund Balance page 1 and box 7 of the Annual Return)			1306651

Certified Correct John Harrison Responsible Finance Officer

STATEMENT of ACCOUNTS 2016/17

page 10 of 10 /sheet 11

Fixed assets value at 31.03.19 (As per Practitioners Guide 2008 recommendation - ref paragraph 3.62)

Location	Value at 31.03.18	Adj 31.3.19	Insurance Value 31.3.19	Value at 31.3.19	Adj 31.3.20	Insurance Value 31.3.20	Value at 31.3.20
Operational Buildings							
Grovelands Barn	25000		466000	25000			25000
Market Street complex	420000		1050000	420000	850.00		420850
1 Market Square	90000		420000	90000			90000
Cemetery buildings	254500		403000	254500			254500
Cemetery Lodge	150000		14000	150000			150000
Rec Garage	10000	-10000		0			0
Cricket Pavilion	105000	-105000		0			0
Maurice Thornton Pavilion	135000		223000	135000			135000
MT Duchess Garage	10000		10000	10000			10000
James West CH		950000	950000	950000			950000
Total	1,199,500.00	835,000.00	3,536,000.00	2,034,500.00	850.00	-	2,035,350.00
Community Assets							
3 Areas of Common Land	3			3			3
3 Areas of Allotments	2	1		3			3
10 Areas of POS	10			10			10
Total	15			15			15
Vehicle, Plant, Furniture and Equipment							
Vehicles							
Truck	0			0			0
Astravan	0			0			0
Escort Van	0			0			0
Cabstar	0			0			0
Minibus (01.06.07)	6650			6650			6,650
Youth Minibus	4,000.00	-	4,000.00	4,000.00			4,000
Plant, Furniture and Equipment							
Tipper	200.00	- 200.00		-			0
Office Equipment	34,764.00	776.00		35,540.00	241		35,780.84
Youth Café					655		655
Mowers & Tools	16,926.52	3,553.67		20,480.19	955		21,435.53
Security Gates	8,000.00			8,000.00	85		8,085.00
Steam Cleaner x 2	-			-			
Water Bowser (June 10)	3,100.00	- 3,100.00		-			
Christmas Lights	35,138.00	6,350.00		41,488.00	4094		45,582.00
Miscellaneous Equip	24,958.45	25,806.49		50,764.94	1433		52,197.95
J West CH furniture		16,446.00		16,446.00	348		16,794.00
Total	127,086.97	49,632.16		183,369.13	7,810.87	-	191,180.32
Infrastructure Assets							
Street Lights	110,188.00			110,188.00			110,188.00
Seats, bins, Noticeboards	57,575.00			57,575.00			57,575.00
Flower Planters	600.00			600.00			600.00
Dog bins	3,068.00	128.00		3,196.00			3,196.00
Signs&Display (7)	4,811.00			4,811.00	132.22		4,943.22
Bus Shelters (9)	8,575.00			8,575.00			8,575.00
Youth Shelter	5,200.00			5,200.00			5,200.00
Battle Rd Play Area	16,546.00	259.85		16,805.85			16,805.85
Blacksmiths Copse	9,100.00			9,100.00			9,100.00
Cameron Close	10,200.00			10,200.00			10,200.00
Carpenters Way	9,100.00			9,100.00			9,100.00
Maurice Thornton (new play area acquired July 09)	41,862.00			41,862.00	1079.70		42,941.70
Quinnell Drive	33,120.00			33,120.00			33,120.00
South Road	69,767.00	4,684.68		74,451.68			74,451.68
Stroma Gardens	23,967.00			23,967.00			23,967.00
Diplocks Ball Park	32,300.00			32,300.00			32,300.00
Butts Field	23,800.00			23,800.00			23,800.00
Jubilee Garden	550.00			550.00			550.00
Outdoor Gym	8,459.00			8,459.00			8,459.00
Defibrillators	3,605.00	118.00		3,723.00			3,723.00
Total	472,393.00	5,190.53		477,583.53	1,211.92	-	478,795.45
SUMMARY							
Operational assets	1,696,000.00	710,000.00		2,034,500.00	850.00		2,035,350.00
Vehicle/plant. Etc	133,736.97	49,632.16		183,369.13	7,810.87		191,180.32
Infrastructure	472,393.16	5,190.53		477,583.53	1,211.92		478,795.45
Community Assets	15.00			15.00			15.00
Total	2,302,145.13			2,695,467.66			2,705,340.77
add - War Stock Bond	-			-			-
Loan to Community Hall	-			-			-
Total assets	2,302,145.13			2,695,467.66			2,705,340.77
				As Per annual Return box 9			As Per annual Return box 9

Report to	Hailsham Town Council
Date	17/06/2020
By	Michelle Hagger, Finance Officer
Title of Report	Online Banking

Purpose

To consider the arrangements for the Council to start electronic payments using online banking system.

Considerations

Council is asked to consider:

- Moving the payments of the Council to electronic instead of cheques.

BACKGROUND

The FBRs committee last discussed the possibility of moving over to complete online banking for the Council back in late 2018.

At the time it was decided that it would have online banking access to view bank accounts, print statements and have access to move funds between the bank accounts, but not to have the facility to make external payments to suppliers.

Discussions had taken place between the Council, Internal Auditor and Business bank manager at Barclays. At the time there was not a system which would best fit our current Financial Regulation and work in conjunction with the Internal Audit regulations.

Over the last year more Councils are moving payments online and due to the current situation regarding Covid-19 more suppliers are no longer accepting cheque payments for example Wealden District Council and East Sussex County Council, which in turn causing issues for the Council. At present any payments due to such organisations are made using the Council's debit card, which is not the best process.

After the end of year audit with the Internal Auditor, I questioned if it would be best practice due to the size of the Council and the current climate to move to electronic payment via online banking.

The Internal Auditors response.

I would welcome a move to internet banking.

Have a chat with Steve at Lewes Town Council or Estelle at Salisbury City Council or Sam at Bicester Town Council.

These are larger councils too that use online banking and have large payment runs each month. They can give you some real world pointers

Barclays Business Bank manager was approached to find out what options are available to the Council at this time.

There are 2 options available.

Online Banking with Dual Authorisation

Built on the current online banking system we are currenting using without any additional costs. This would work on the Finance Officer inputting the payments, a payment list being printed off and forwarded to the FBRSC signatories for signing off and agreeing with the supporting invoices, which could be sent over secure email in the long term. Once agreed by the FBRSC member, The Town Clerk/Deputy Town Clerk would then authorize the payments and send to the relevant suppliers electronically.

Which fulfils the Internal Audit requirement regarding instruction of payments.

Barclays Net

A separate banking system, which would require each member of the FBSRC to have the software on their PC/Laptop/Tablet to support the system. As they each require a card and pin machine to access the banking system.

This system has multiple authorisation levels, and tailor-made roles and limits.

The system is geared towards large organisations with payments over £100,000.

Barclays Net service comes with monthly account fees per account.

At present the Councils bank accounts are on a mixed payment plan, but this can be changed at any time, the other option is an e payment plan if we move to electronic payments, financial details below.

Moving to payments electronically would help streamline the council's payment process and in the long term provide a saving to the Council.

It would require an amendment to the Council's Financial Regulations for instruction of payments.

FINANCIAL CONSIDERATIONS

I have attached the Business current account price list as an appendix to this report. At present under the mixed payment plan, the cost per cheque is 65p, on average the council processes 70 cheques per month.

65p x 70 cheques x 12 months = £546.00 pe year.

Last year the total bank charges where £767.00

Plus saving the additional costs of postage of the cheques which are around £600.00 per year.

Online banking with Dual Authorisation

No change in the monthly fee (£6.50), payments electronically would be 30p cheaper in the current plan, but in time if we move to e payments plan it would save us 65p per payment, so long term it would be a saving of over £500 per year.

Barclays Net

The monthly charge is £13.00 per account, of which we have 3 main Council bank accounts plus 4 trust accounts.

The plan would be the same as we are on now so mixed payment plan with the same possibility as above to move to e payments plan.

This would cost an additional £156.00 per account per year.

CONSIDERATIONS

To consider moving the Council's payments to electronic online payments using the online banking system with Dual authorisation.

Business Current Account Price Plan Charges



Details of business current account fees
and charges, our Price Plan Guarantee
and Loyalty Reward

Price Plans to suit the way you do business

To make things simple, you have two Price Plans to choose from, designed around the way your business makes and receives payments.

Mixed Payments Plan – is designed for businesses that use cash, cheques or a range of ways to make and receive payments.

e-Payments Plan – is designed for businesses that receive electronic payments and make payments mainly through Online Banking and debit cards.

Transaction type	Mixed Payments Plan (Charge per item)	e-Payments Plan (Charge per item)
Electronic Payments (in or out)	£0.35	Free
Cash Payments (in or out)	£0.90 (Per £100)	£1.50 (Per £100)
Cheques and Assisted Payments (in or out)	£0.65	£1.50
ATM Cash Out and Electronic Internal Transfer	Free	Free
Monthly Fee	£6.00	£6.50

What’s included

Transaction type	Description	What’s included
Electronic Payments (in or out)	Any payment in or out of your current account by Debit card, Online Banking, Mobile Banking, Automated Telephone Banking or Barclays.Net	Direct Debits, standing orders and regular payments in and out
		Debit card purchases
		Automated Telephone payments and transfers
		Online Banking and transfers
		Barclays.Net UK Three day payments, Faster Payments, Next Day Payments and Collections
Cash Payments (in or out)	Any cash payment in or out of your current account made via a branch counter, Post Office counter, Barclays Collect (or similar bulk cash deposit services) or cash payments in via our self service machines in branch	Cash payments in and out
Cheques and Assisted Payments (in or out)	Any cheque payment in or out of your current account made via a branch counter, Barclays Collect (or similar bulk cheque deposit services), Telephone Banking payment that involves the assistance of a member of staff or payment initiated in Branch	Cheque payments in and out
		Assisted telephone payments
		Branch-based payment
ATM Cash Out	Withdrawing cash from an ATM or one of our self service machines in branch	Withdrawing cash from an ATM or one of our self service machines in branch
Electronic Internal Transfer	Making a transfer between your Barclays accounts using an automated channel such as Online Banking, Mobile Banking, Automated Telephone Banking or Barclays.Net	Transfers between your accounts
Monthly Fee	The fee charged for the provision of the services that are available to you to operate your account with us	Monthly Account Fee

Price Plan Guarantee

We will review your Price Plan on an annual basis, and where we believe that you may be better off on a different Price Plan, we will move you to that Price Plan.

Any review to determine the Price Plan that is best for you will be based only on completed monthly charging periods. If our review shows that you are already on the best Price Plan for you then you will remain on that Price Plan.

We will contact you prior to moving you to the Price Plan we think is best for you. If you prefer not to move to the Price Plan we think is best for you, please let us know.

Loyalty Reward

Loyalty Reward is our way of rewarding you for being our customer by paying you back a proportion of the charges we apply to your current account on a monthly basis.

Loyalty Reward is available on the Mixed Payments Plan and e-Payments Plan and the proportion of the charges that we pay back to you will be determined based on:

- tenure – the length of time you have banked with us, assessed from the first Sterling Business Current account opening for your business’s current legal entity (for example sole trader, partnership, or limited company)
- annual credit turnover – the amount of money credited (excluding internal transfers between your own accounts and credits made by Barclays) to all of your Sterling business current accounts* during the previous 12 calendar months

We will recalculate your tenure and annual credit turnover at the end of each monthly charging period, which may result in a change in the Loyalty Reward percentage and this will be applied without notice.

If you wish to move to an alternative Price Plan at any other time, please contact us, but note that we may not be able to confirm this as the best value Price Plan for you, because we may not have sufficient information to make an assessment.

If you have multiple business current accounts, we will review each account individually and you may, as a result, have multiple accounts on different Price Plans.

Our Price Plan Guarantee will only apply to the Mixed Payments Plan and e-Payments Plan.

If you have multiple business Sterling business current accounts* they will all be taken into account when calculating Loyalty Reward.

Loyalty Reward is available on your business current account bank charges, excluding:

- overdraft and lending charges
- monthly account fees (Jan 2020 onwards)
- any other services that are charged for at the time they are provided
- fees related to the Barclays Collect collections or cancellations

The Loyalty Reward calculation will be based upon the actual charges applied to your account.

Loyalty Reward will be paid on each individual Sterling business current account basis. You will be able to view the value of your Loyalty Reward payment, once made, by looking at your account statement or through Online Banking.

Where we have evidence that funds are being moved in and out of a business current account which increases your annual credit turnover we reserve the right not to include the funds in the calculation of the Loyalty Reward.

Loyalty Rewards					
		Tenure			
Annual credit turnover		Under 1 Year	Under 5 Years	Under 15 Years	Over 15 Years
	Up to £99,999.99	0%	5%	10%	15%
	£100,000 to £249,999.99	5%	10%	15%	20%
	£250,000 to £499,999.99	10%	15%	20%	25%
	£500,000 to £1,999,999	15%	20%	25%	30%
	£2,000,000 and over	25%	30%	40%	50%

*Excluding accounts with complex pooling arrangements.

We recommend that you obtain your own independent advice in respect of the accounting and tax treatment of the Loyalty Reward payment. We are not accounting or tax advisers and we do not provide accounting or tax advice.

Borrowing and Overdraft Charges

Authorised borrowing charges

When you need to borrow we will discuss and agree with you our charges at the time your facilities (including overdrafts) are set up, renewed or extended on a temporary basis. These charges are part of the overall cost of borrowing and include, for example:

- the costs involved in agreeing or reviewing facilities
- the cost of on-going monitoring of financial information and lending conditions throughout the term of a facility

If we ask you to provide security, a further charge will usually be applied to cover the costs of taking the security.

Unauthorised overdraft charges

If you try to make any payment from your account and you do not have the funds available for it, we will treat this as a request to make or extend the use of our unauthorised overdraft facilities, for which you will be charged an unauthorised overdraft rate of 29.5% per annum.

Authorised borrowing is cheaper than an unauthorised overdraft. Therefore, ask us to consider you for our authorised borrowing facilities before your account is in that position.

If we decline your request for payment and an item is returned, you will incur an Unpaid Fee of £8 for our service for considering the requested payment and for dealing with the bank the payment would have been sent to.

Charging and Loyalty Reward frequency

Price Plan and interest charges

We take Price Plan and interest charges that you owe us from your business current account in arrears each month. We will give you approximately 14 days' advance notice of the charges we will take from your account, in a separate 'Advance Notification of Charges' statement which will include a detailed breakdown of the charges. You will therefore be able to check your charges before they are taken from your account. The 'Advance Notification of Charges' statement will tell you the date on which the charges and interest will be taken. The monthly charging dates are available upon request.

Unauthorised overdraft charges

If you incur an Unpaid Fee this will be taken from your account at the time it is incurred and you will be notified in writing. Unauthorised overdraft interest will be calculated on your account on a daily basis and will be debited monthly.

Loyalty Reward

Where an account is eligible for a Loyalty Reward, the payment will be made no more than two working days after charges have been debited from your account. If you close your business current account, you will not be eligible for any outstanding Loyalty Reward payments.

Any Loyalty Reward payment will be paid directly into your business current account from which charges and interest were taken.

Changes to charges and your business current account

We reserve the right to amend our charges from time-to-time and make changes to the way your business current account operates. However, we will give you a minimum of two months' notice of any increase to our charges or changes to the way your business current account operates.

Charges for Barclays.Net service

Barclays.Net is a cash management service provided for business customers with complex needs who need to make a high volume and variety of payments:

Description	Charge
Monthly Account Reporting Fee Barclays accounts	1 account - £20.00 2 to 20 accounts - £13.00 per account 21 to 30 accounts - £11.00 per account 31 to 50 accounts - £9.00 per account 51 to 75 accounts - £7.00 per account 75 to 100 accounts - £6.00 per account 101 + accounts - £5.00 per account
Other accounts	£25.00 per account
Security Fees New and replacement Smart Cards* New and replacement Smart Card reader	£20.00 £35.00
New and replacement Biometric Smart SIM* New and replacement Biometric reader	£20.00 £55.00
Requests for Transfers (non Barclays / non partner bank accounts)	
International Payments** SEPA Credit Transfers**	£3.00 per payment message £3.00 per payment message

Charges for Barclays.Net will be debited from your nominated Primary Legal Entity billing account and included within the 'Advance Notification of Charges' statement for that account.

* Cards expire after three years and are automatically renewed and issued to the customer approximately six weeks before their expiry date.

** Charges may be applied by the other bank.

Support and Training for Barclays.Net

There are three types of support and training available to you which can be accessed or requested at any time:

Description	Charge
Self set up – includes access to online support at www.barclays.net	Free
Pre booked training and support – a trained advisor will call you at a pre agreed time to offer telephone training and support to you. If required, the session will also include remote access to your PC at no extra cost.	£50 per hour + VAT – for a one to one user session
On site user training – a Barclays.Net specialist will undertake face-to-face set-up and training tailored to your needs.	£155 per half day + VAT

Charges for Barclays Collect service

Barclays Collect is a deposit collection service provided by Barclays via G4S, which provides a secure and convenient way for customers to arrange for cash and cheques to be collected from their premises and subsequently deposited in to their accounts.

Cash value of deposit	Collection charge
£0.00-£2,499.99	£15.00 + Vat**
£2,500.00 - £4,999.99	£7.50 + Vat**
£5,000.00 +	Free
Replacement service where we miss your collection	Free
Customer misses collection/late cancellation	£15.00 + Vat**

Charges for additional services

Additional services	Charge (per item)
Statements	Free – Monthly Statements £0.30 per paper statement requested more frequently than monthly £5 – Copy Statements
Notes and coins exchanged	£1.65 per £100
Stopped cheques	£12.50* (free if stolen)
Cheques returned to you unpaid	£2.00
Same Day Payments (CHAPS)	£25.00* – Manual^/Mobile Banking/Online Banking*** £15.00*^ – Barclays.Net
Audit letters	£25.00* minimum plus VAT**
Status enquiries	£8.33* plus VAT**
Direct presentations	£20.00*^
Banker's Drafts	£15.00*^
Auto Transfer Facility (between own accounts)	Free (less than monthly) £7.50 per month (weekly/monthly) £37.50 per month (daily)
International Draft	£25.00*^
International Payments	£25.00* / Priority £40.00* - Branch/Telephony £15.00* – Mobile Banking/Online Banking*** / Barclays.Net
SEPA Credit Transfer	£15.00* – Branch £5.00*^^ – Mobile Banking/Online Banking*** / Barclays.Net
Trace, cancel, amend or recall a CHAPS payment, International Payment or SEPA Credit Transfer	£20.00* – Although we will only charge a tracing fee where we have been provided with the incorrect details (e.g. sort code and account number) for the payment instruction

* Where services are not charged monthly in arrears they are charged at the time.

** VAT does not apply in the Channel Islands.

*** Online Banking has a current payment limit of £50,000 per day and the payment has to debit your GBP current account.

^ In addition to this charge you will also incur a Cheques and Assisted Payments charge that varies dependent on the Price Plan you are on.

^^ Branch: where a SEPA Credit Transfer is incorrectly formatted, due to missing required information, then it will be processed as a priority payment at the relevant tariff.

^^^ Online Banking/Barclays.Net: where a SEPA Credit Transfer is incorrectly formatted, due to missing required information, then it will be processed as a standard payment at the relevant tariff plus £7.00.

If you require a service which is not set out in this list, your branch will advise you of the cost at the time of agreeing the service. For charges for International Services please see our Business International Tariff, available from your branch or online at barclays.co.uk/businessabroad

Further information

We may contract out certain services to specialist providers under strict confidentiality rules. In such circumstances, a proportion of our charge for the item represents the charges we pay on your behalf to the service provider.

Should you require any further information about charges that are not covered in this Price Plan sheet, your Barclays Business Team will be pleased to help you.

Comparative information can be found on <http://bba.moneyfacts.co.uk>

Complaints about our service

We are committed to providing a high standard of service. However, if you have reason to complain you may do so in person, in writing by post or email, or by telephone. Details of our complaints handling procedures are available on request from any branch, the Barclays Information Line on 0800 400 100[†], or at www.barclays.co.uk

Important information about the Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme (FSCS). The FSCS can pay compensation to depositors if a bank is unable to meet its financial obligations. Most depositors – including most individuals and small businesses – are covered by the scheme.

In respect of deposits, an eligible depositor is entitled to claim up to £85,000. For joint accounts each account holder is treated as having a claim in respect of their share so, for a joint account held by two eligible depositors, the maximum amount that could be claimed would be £85,000 each (making a total of £170,000).

The £85,000 limit relates to the combined amount in all the eligible depositor's accounts with the bank, including their share of any joint account, and not to each separate account.

For further information about the compensation provided by the FSCS (including the amounts covered and eligibility to claim) please ask at your local branch, refer to the FSCS website www.fscs.org.uk, or call the FSCS on 020 7741 4100 or 0800 678 1100. Please note only compensation related queries should be directed to the FSCS.

Barclays Bank UK PLC may also accept deposits under the following trading names; Barclays, Barclays Business Banking, Barclays Premier Banking and Barclays Wealth Management.

Deposits accepted from an eligible depositor under these trading names are combined for the purposes of deposit compensation from the FSCS. The FSCS is not applicable to deposits held at branches in the Channel Islands or the Isle of Man.

barclays.co.uk/business

You can get this in Braille, large print or audio by calling 0800 400 100[†] (via Text Relay if appropriate) or by ordering online from barclays.co.uk/accessibleservices

[†]Calls to 0800 numbers are free from UK landlines and personal mobiles, otherwise call charges may apply. Please check with your service provider. To maintain a quality service we may monitor or record phone calls.

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Draft Proposal for expansion of Youth Services to Hellingly

Proposal

Proposed opening of a satellite youth group run by Hailsham Youth Service in Hellingly using the new village hall starting May 2020.

Running on a Wednesday year round 5-9.30pm

Session 1- 5.30-7pm school years 6-8

Session 2- 7.30-9pm School Years 9-11

Sessions will compose of a drop in service, run free of charge for local young people with areas of activities (pool, games, craft etc) and light snacks served. A programme of activities such as cooking and sport will also be included. For the older sessions Sexual Health services will be available, providing free advice, clamidya screening and c card registration and distribution.

AIMS

to provide a safe place for the young people of Hellingly to go to receive mentorship, acceptance and empowerment. To have fun in a constructive way, building community spirit and discouraging antisocial behaviour. Within growing communities provision needs to be made for the young people, though paid clubs will be now available, given the demographic of the local area and surrounding area, running a free and reliable club catering for 11-16 year olds. Our hope is to encourage the young people of Hellingly into the other services Hailsham Youth Service runs, such as FNP.

Finances

Projected set up cost:

Costings Hellingly			
Pool Table	950	1	950
Pool Table Wheels	250	1	250
Bean Bags	39.99	4	159.96
Craft Set Up	100	1	100
Shelving for cupboard	199	1	199
Storage boxes	150	1	150
Xbox (inc games & controllers)	300	1	300
Jonter Speaker	40	1	40
Cookery set up	200	1	200



20th Anniversary
of Services to Young People!
2000-2020



MANAGED BY:
Hailsham
TOWN COUNCIL

Draft Proposal for expansion of Youth Services to Hellingly

Games	100	1	100
Sport Equipitment	250	1	250
First Aid Set up	50	1	50
Publicity	300	1	300
Database set up	600	1	600
			3648.96

We have secured funding from JAG (Joint Action Group) for the full set up cost of this club as they can see the benefits of expanding into Hellingly.

Equipment provided is the property of Hailsham Youth service and is for there sole use. We will need lockable secure storage for this.

Projected Running costs:

Weekly Costs			Yearly Costs	
Staff (3 x 4.5hrs)	128.25		Staffing	6412.5
Food Costs	20		Food	1000
Sundries	5		Sundries	1000
			Database subscription	450
	153.25			8862.5

What we need from Hellingly Parish Council

Free use of your building every Wednesday 5-9.30pm and possibly 4 Fridays a year to run larger events. Whilst we understand the need to make your new centre cover its running costs, as you can see by the figures above we too need to.



Draft Proposal for expansion of Youth Services to Hellingly

We would propose that Hellingly fund one member of staff at a cost of £64.12p/w and a contribution towards other items such as holiday pay and management at a cost of £1000 per year (Total £4206 per financial year) We propose that this will be reviewed annually to assess if costs are been met. Andy/Helen will manage the group and provided the 2nd member of staff through the Hailsham Youth Service budget, we will also be responsible for the costs of insurance and DBS checks on staff as well as staff training, management and Health and Safety of the sessions and all relevant policies.

Currently with the proposed level of staff the maximum amount of young people per session is 36 (1:12 ratio per session, 2 sessions per week) if this group proves to be popular we would need to seek additional funding for further staffing.

About Hailsham Youth Service

The 1 Market Square project (which accommodates the Square Youth Cafe and Infopoint facilities, was established in 1999 to improve the quality of life for young people aged 11 to 25 years in Hailsham.

In recent years, the Town Council has expanded its youth service provision to include additional centres, venues and support services, the latest of which have been the Monday Youth Club (James West Community Centre) and Safehub facility (1 Market Square).



20th Anniversary
of Services to Young People!
2000-2020



MANAGED BY:
Hailsham
TOWN COUNCIL



Community Safety Action Groups

A proposal for formalising partnership work.

Sussex Police 1

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Community Safety Action Groups

In Wealden the existing partnership arrangements and meeting cycles will be used as the skeleton to which local, action focussed, problem solving groups will be attached.

The intention is to create five Community Safety Action Groups (CSAGs) - one for each principle town (and the surrounding parishes and wards) in Wealden: Crowborough – Uckfield – Heathfield – Hailsham – Polegate

These groups will tackle local issues of community safety in their areas.

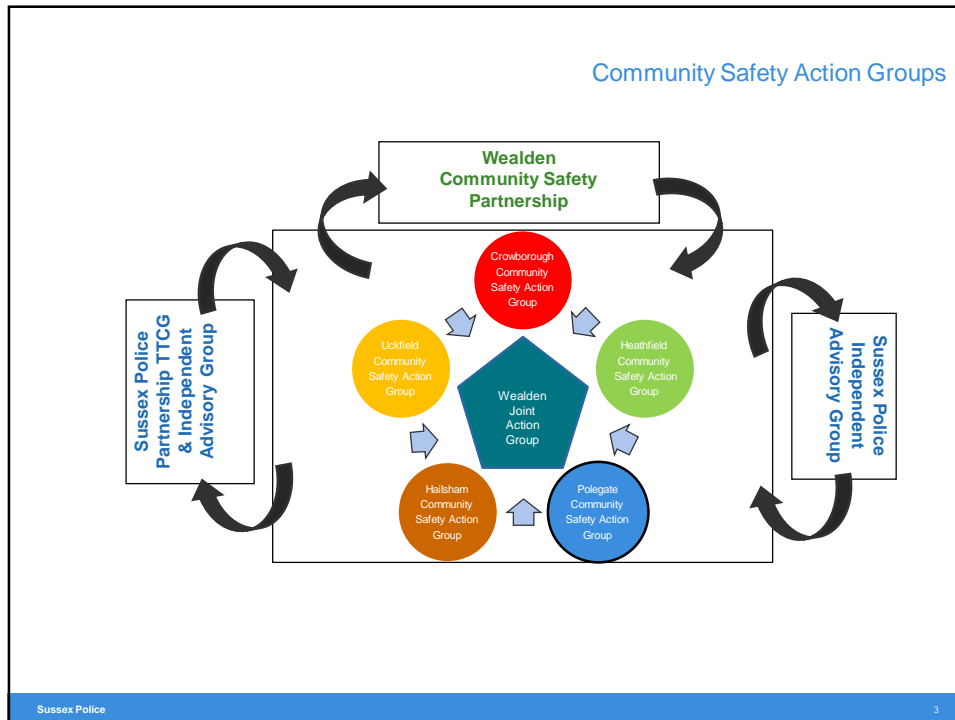
Representatives from the 5 CSAGs (Town and Parish Clerk) will be invited to attend the Wealden Joint Action Group (JAG). This will ensure that where a particular CSAG wants support with, for example, additional targeted youth work, increased police activity, or support from Wealden District Council, it can raise the requirement with the full knowledge and support of JAG.

It also provides an opportunity for the CSAGs to bid for JAG funding to support community safety issues on a project by project basis.

CSAGs will focus on thematic issues and emerging series (e.g. ASB or acquisitive crime) and not case based work (e.g. high risk neighbour disputes and hate crimes). The latter will remain the remit of the Wealden ASBRAC.

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Benefits

- Aligning locally as Community Safety Action Groups will formalise the work and status of existing groups of stakeholders. Such groups have arisen in Uckfield/Crowborough and Hailsham to tackle specific issues of Anti-social Behaviour.
- The CSAGs will support the improvement of community safety across the District in a consistent way. It will result in a District wide framework for partnership working, one which doesn't leave some towns and parishes feeling overlooked.
- It will provide an opportunity for local community safety issues to access funding and other tangible support from the Wealden JAG, on a project by project basis.
- It will represent effective, action focussed, engagement with key partner agencies and stakeholders.

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Case Study: Hailsham Community Safety Action Group

Hailsham Community Safety Action Group (CSAG) Members

The Community Safety Action Group met in shared agreement that there is an issue of ASB impacting upon the town.

Initial actions:

Gather Information and Scan the constituent parts of the environment:

Victim - Canvas retailers, businesses and residents regarding the extent and impact of ASB. **Owners: Chamber of Commerce and Sussex Police**

Location - Conduct environmental audit of town centre with specific emphasis on known hot spot locations. **Owners: Sussex Police, WDC and HTC.**

Offender – Outreach work and engagement within school and Youth Club to identify group and contextual issues affecting behaviour. **Owners: Town Council and School.**

Contextual safeguarding assessment completed – **Sussex Police**

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How will it work?

Frequency and scope

- Each of the 5 Community Safety Action Groups (CSAG) will discuss community safety issues relevant to their locality.
- Each CSAG will meet three times a year.

Membership

- Membership will be decided locally. (Typical core representatives might include: Town Council Clerk and x1 Town Councillor; a Local Parish Council Clerk and x1 Parish Councillor; Chamber of Commerce; Neighbourhood Watch; Local Secondary School; Wealden District Council; Sussex Police).
- Other agencies and individuals will be identified on an issue by issue basis.

Action focused

- Issues will be prioritised within the CSAG and a small number (between 1 and 4) will be adopted for the group to focus upon at any one time.
- The Group will agree clear actions and action owners with an expectation of progress by the time the group meets again (typically a four month gap between meetings).

Linked in

- A representative from each local CSAG will be invited to the Wealden Joint Action Group (JAG).
- The Wealden JAG will identify common themes arising from the CSAGs cross the district. It will strengthen the process of providing support (financial or single/multiple agency resources) to local community safety issues.

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