



HAILSHAM TOWN COUNCIL
FINANCE, BUDGET, RESOURCE & STAFFING COMMITTEE

REPORT (Minutes)

of the meeting of the Finance, Budget Resources & Staffing Committee,
held at the Fleur de Lys Council Chamber, Market Street, Hailsham
On Wednesday 29th July 2020 at 7.00 p.m.

FBR/20/3/ **Public Forum**

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Prior to commencement of formal business, a period of not more than 15 minutes was assigned for the purpose of permitting members of the public to address the Committee or ask questions (on matters relevant to the responsibilities under the direction of this committee).

None Presented

2 **Present:** Cllrs N. Coltman, G. Blake-Coggins, K. Hinton, P. Holbrook, R. Grocock, T. Powis

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

4 **Apologies For Absence:** Cllr B Granville

5 **Declarations of Interest:** None

6 **Minutes of Previous Meetings**

RESOLVED to accept the Minutes and Reports of the Meeting of the Finance, Budget, Resource & Staffing Committee held on the 5th February 2020 (Ref: FBR/19/6/68-74) as a correct record and that they are signed by the Chairman.

No resolutions due for update

7 **Periodic Statements and Committee Expenditure**

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

7.1 **RESOLVED** to note and adopt the Fund Summary as at 30th June 2020, and to note the signing of bank statements by Cllr P Holbrook.

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

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

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

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

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

(d) List of uncleared cheques totalling £40,783.16 as at 30th June 2020

Cllr Holbrook requested that the date of issue of the cheque be included in the un-presented cheque listing, The Finance Officer advised it would be added to the next quarter reports.

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

(e) List of payments previously certified.

Cllr Blake-Coggins queried the expenditure for new/replacement laptops for the Town Clerk and Deputy Town Clerk, the Town Clerk advised that it was required due to working from home policy in place due to Covid-19.

The Town Clerk explained that there is a budget for Office Equipment and the expenditure was allocated against this budget.

7.5 Cllr Grocock left the meeting at 7.22pm

Cllr Holbrook inquired about several payments listed for Tree works, The Finance Officer advised that a detailed email listing the work covered by each invoice would be sent out to the committee. The Council has a large number of trees that require an ongoing maintenance plan.

Cllr Blake-Coggins to receive paper copies of all agenda/reports and minutes going forward.

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

- £126,217.87 for payments made during April 2020.
- £150,767.48 for payments made during May 2020.
- £71,577.40 for payments made during June 2020.

Cllr Hinton expressed concern on what the financial situation will be at the end of the financial year due to the impact of Covid-19 and when we will be reviewing this.

The Finance officer advised that it would be best to review it at the half year point as normal process, however due to closure of the James West, and meeting rooms, the income of the council is significantly below expected level, however as the Council has not been able to hold any summer events the expenditure budget for these have not been incurred.

The committee will review the financial situation at October 2020 Finance, Budget, Resource and Staffing meeting.

8 **CIL/Reserve Statements**

8.1 **RESOLVED** to note the CIL/Reserve balances as at 30th June 2020.

Cllr Holbrook asked the Town Clerk what the latest update on 4 Market Square, as the building had undergone repairs and maintenance to improve the building, The Town Clerk advised that there is interest but it's ongoing at this time.

There being no other business, the meeting closed at 7.50pm

CHAIRMAN

DRAFT