

HAILSHAM TOWN COUNCIL

FINANCE, BUDGET, RESOURCES AND STAFFING COMMITTEE

AGENDA

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 21st April 2021 at 7.00 p.m.

1. Public Forum

Prior to commencement of the remainder of formal business of the meeting, a period of not more than 15 minutes will be assigned for the purpose of permitting members of the public to address the assembly, or ask questions on matters relevant to responsibilities of this committee, at the discretion of the Chairman.

2. The order of formal business to be transacted will thereafter be as follows:

3. Apologies for Absence

To receive apologies for absence of appointed members.

4. Declarations of Interest

To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.

5. Minutes of previous Meeting

5.1 To note that the Minutes and Reports of the Meeting of the Finance, Budget, Resources and Staffing Committee (Ref:FBR/20/5/36-44) held on 13th January 2021 and (Ref:FBR/20/5/45-57) held on 20th January 2021 may be taken as read, confirmed as correct record, and signed by the Chairman.

To receive an update about progress of resolutions from the last non budget meeting of the Finance, Budget, Resource and Staffing Committee 20th January 2021.

6. Periodic Statements and Committee Expenditure

6.1 To note and adopt the financial reports as listed below:

- a) Bank Reconciliation as at 31st March 2021 (copy attached) & Bank Statements and be signed off by one member of the FBRS committee.
- b) Summary of net expenditure as at 31st March 2021 (copy attached)
- c) Summary of the Council's income and expenditure as at the 31st March 2021 compared against budgets (summary attached) including variance reports.
- d) List of uncleared cheques totaling £68,620.31 as at 31st March 2021. (copy attached), as shown on Bank reconciliation.
- e) List of payments previously certified by a member of the cheque signatory panel amounting to £73,311.97 for payments made during January 2021, £110,829.44 for payments made during February 2021 and £133,060.69 for payments made during March 2021 (In accordance with the Governance and Accountability for Local Councils Practitioners Guide)

6.2 **Free Resource Payments (Section 137 Expenditure)**

To note no expenditure under Section 137 payments for the current quarter.

6.3 **Council CIL/Reserves Statement**

To note and adopt the Council CIL/Reserve Statement as at 31st March 2021

7.0 **Annual Review of Internal Control**

To note and agree the report from the sub-committee meeting on Tuesday 23rd February 2021, to review the effectiveness of the Internal Controls, as per the Local Governance and Accountability.

8.0 **Budget Process**

To discuss the current budget process

9.0 **Direct Payments**

To note the list of direct payments made by the Council in the year 2021- 2022.

10 **End of Year Balances**

- A) To note and adopt the summary of committed and brought forward balances (copy attached)

B) To note and adopt the Analysis of Reserves/End of Year as contained in the end of year accounts to be submitted to the External Auditors.

11

Exercise of Electors Rights

To note the program set by the External Auditors in respect of the councils accounts for 2020=2021



JOHN HARRISON
Town Clerk

Committee Membership:

Councillors;

G. Blake-Coggins
N. Coltman
B. Granville
R. Grocock
K. Hinton
P. Holbrook
T. Powis
















Substitutes:

Councillor C. Bryant
Councillor D. Cottingham
Councillor B. Holbrook
Councillor M. Laxton
Councillor A. O'Rawe

Hailsham Town Council - Bank Account Reconciliation
Supporting Notes to the Annual Statement of Accounts for the year ended 31st March 2021

[illegible]

STATEMENT of ACCOUNTS 2016/17

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				90,242.81
24 Mar	 Deposit at Barclays Post Office Credit Ref: 100291		1,479.00	91,721.81
25 Mar	DD Direct Debit to Payflow /Apag Ref: BACS	1,294.73		90,427.08
	DD Direct Debit to Payflow /Apae Ref: BACS	31,732.73		58,694.35
	 Cheque Issued Ref: 724945	109.83		58,584.52
	 Cheque Issued Ref: 724951	3,802.99		54,781.53
	 Cheque Issued Ref: 724952	190.78		54,590.75
	 Cheque Issued Ref: 724957	98.95		54,491.80
	 Cheque Issued Ref: 724959	309.25		54,182.55
26 Mar	 Internet Banking Transfer From Account 50072672 at 20-27-91 Transfer		25,000.00	79,182.55
29 Mar	DD Direct Debit to Apogee Corporation Ref: 0024847	94.00		79,088.55
	 Cheque Issued Ref: 724949	550.00		78,538.55
	 Cheque Issued Ref: 724968	807.00		77,731.55
	 Cheque Issued Ref: 724969	1,985.62		75,745.93
	Giro Direct Credit From Roland Dunn Client Ref: Cemetery Lodge		537.88	76,283.81
30 Mar	DD Direct Debit to Quadient UK Ltd Ref: 990518	100.00		76,183.81
31 Mar	DD Direct Debit to Allstar Ref: 311467	146.97		76,036.84
	 Cheque Issued Ref: 724947	1,537.50		74,499.34
	 Cheque Issued Ref: 724962	30.21		74,469.13
	 Cheque Issued Ref: 724963	537.08		73,932.05
	 Cheque Issued Ref: 724971	4.00		73,928.05
	 Cheque Issued Ref: 724979	840.00		73,088.05
31 Mar	Balance carried forward			73,088.05
Total Payments/Receipts		125,985.77	147,262.85	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Bank of England Base Rate Information

Rate effective from 19 Mar 2020 was 0.100%

THE OFFICIALS
HAILSHAM TOWN COUNCIL
INGLENOOK
MARKET SQUARE
HAILSHAM
EAST SUSSEX
BN27 2AE



Your Business Premium Account

At a glance

27 Feb - 31 Mar 2021

Start balance	£1,378,702.64
Money out	£125,000.00
Money in	£36.41
► Gross interest earned	£36.41
End balance	£1,253,739.05

Your deposit is eligible for protection
by the Financial Services
Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
27 Feb	Start Balance			1,378,702.64
2 Mar	to Account 10331333 at 20-27-91 Transfer Internet Banking	20,000.00		1,358,702.64
8 Mar	% Interest Earned Gross For The Period 7 Dec 2020 - 7 Mar 2021		36.41	1,358,739.05
9 Mar	to Account 10331333 at 20-27-91 Transfer Internet Banking	40,000.00		1,318,739.05
17 Mar	to Account 10331333 at 20-27-91 Transfer Internet Banking	40,000.00		1,278,739.05
26 Mar	to Account 10331333 at 20-27-91 Transfer Internet Banking	25,000.00		1,253,739.05
31 Mar	Balance carried forward			1,253,739.05
	Total Payments/Receipts	125,000.00	36.41	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

THE OFFICIALS
HAILSHAM TOWN COUNCIL
INGLENOOK
MARKET SQUARE
HAILSHAM
EAST SUSSEX
BN27 2AE



Your Business Premium Account

At a glance

Date	Description	Money out £	Money in £	Balance £
27 Feb	Start Balance			11,590.52
8 Mar	% Interest Earned Gross For The Period 7 Dec 2020 - 7 Mar 2021		0.29	11,590.81
31 Mar	Balance carried forward			11,590.81
	Total Payments/Receipts	0.00	0.29	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

27 Feb - 31 Mar 2021

Start balance	£11,590.52
Money out	£0.00
Money in	£0.29
► Gross interest earned	£0.29
End balance	£11,590.81

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

00004 00043 F1UJ864A 9210264613 10 of 11

HAILSHAM TOWN COUNCIL - SUMMARY OF NET EXPENDITURE AS AT 31.03.2021

BUDGET HEADINGS	2020- 2021 Estimates									
	Expenditure		Income		Net total	Actual Spend	Actual Income	Total Spend	Funds Remain	% Spent
	A	B								
ALLOTMENTS	2492	3542			-1050	2949	2984	-36	-1014	3%
RECREATION	165913	53150			112763	196561	19985	176576	-63813	157%
FINANCE, POLICY AND RESOURCES	955543	1530			954013	901652	13603	888048	65965	93%
BURIALS & PROPERTIES	37439	58400			-20961	48303	66207	-17904	-3057	85%
STREET LIGHTING & FURNITURE	50562	0			50562	44237	0	44237	6325	87%
Precept							1092828			
Net VAT					-9368	68853	59485	9368	0	0%
TOTAL	1211949	0 0 116622			1085959	1262554	1255093	1100289	4406	101%
NET EXPENDITURE					1095327	7461				

HAILSHAM TOWN COUNCIL - INCOME AND EXPENDITURE AS AT 31.03.21

Item	1st April 2020 to 31st March 2021						
	Account	Annual	Budget	total	Actual Year	Funds	percentage
	Code	Budget	Adjustments	available	to date	Available	spent to date
Allotments - Water supply	101	759		759	871	-112	115%
Allotments - Maintenance	101	53		1053	304	749	29%
Allotments - Waste collection - C pond	101	1500		1500	1496	4	100%
Allotments - Software Licence	101	180		180	172	8	96%
Allotments - Returnable deposits	101	0	not available to s	4440	105	4335	2%
Total Expenditure - Allotments		2492	0	7932	2949	4983	37%
Income - Allotment Rent	101	3542		3542	2984	0	84%
Total Income - Allotments		3542	0	3542	2984	0	84%
Net expenditure over income		-1050	0	4390	-36	4983	
West. Rd Rec - Maintenance	102	955		955	1431	-476	150%
West. Rd Rec - Water Supply	102	500	1547	2047	2463	-416	120%
West Rd Rec - Drainage	102	2000		2000	3076	-1076	154%
Expenditure - Western Road Rec		3455	1547	5002	6970	-1968	139%
						0	
Income - Western Road Rec	102	1000		1000	30	970	3%
						0	
Net Expenditure over Income		2455	1547	4002	6940	-2938	
MT - Annual Rent	102	1000		1000	1000	0	100%
MT - Maintenance	102	711		711	373	338	52%
MT - Water Supply	102	70		70	0	70	0%
MT - Pitch Marking Paint & Contractor to Mark	102	530	0	530	443	88	83%
MT - Skate Park Maintenance	102	515		1030	0	1030	0%
MT - Drainage	102	2000		2000	0	2000	0%
Expenditure - Maurice Thornton Playing Field		4826	0	5341	1815	3526	34%
Net Expenditure over Income		4826	0	5341	1815	3526	
Common Pond - Maintenance	102	721		1056	123	933	12%
Net Expenditure over Income		721	0	1056	123	933	
Play Areas							
Play Areas - Insurance	103	1450		1450	1071	379	74%
Play Areas - Maintenance	103	2273		4655	545	4110	12%
Play Areas - New Equipment	103	0		1324	0	1324	0%
Expenditure - Play Areas		3723	0	7429	1617	5812	22%
Net Expenditure over Income		3723	0	7429	1617	5812	
HCP - Maintenance	104	477		477	205	272	43%
HCP - Pest Control	104	515		515	819	-304	159%
Expenditure - Hailsham Country Park		992	0	992	1024	-32	103%
Income - Fishing Permits	104	550		550	1177	-627	214%
Net Expenditure over Income		442	0	442	-153	595	
Public Opens Spaces							
Public Open Spaces - Maintenance	104	318		2318	1073	1245	46%
Orchard Park Maintenance	104	743		743	61	682	8%
Plant & Skip Hire	104	4000		4000	2924	1076	73%
All Sites - Grass cutting	105	25000		25671	20680	4991	81%
All sites - Tree Works	105	17611	0	21345	18739	2606	88%
Dog Hygiene Bin Emptying	107	19700		19700	23272	-3572	118%
Horticultural - Urban Grass Cutting	107	10916		10916	9250	1666	85%
Ersham Rd - Maintenance	102	53		53	0	53	0%
Staff Protective Clothing	304	300		300	229	71	76%
Tools & Equipment	304	1663		1781	1741	40	98%
COVID-19			5000	5000	5290	-290	106%

Expenditure - Public open spaces		80304	5000	91827	83260	8567	91%
Net Expenditure over Income		80304	5000	91827	83260	8567	
				1st April 2020 to 31st March 2021			
Item			Income				
			Budget & Adjustments	total available	total spent to date		percentage spent to date
		Budget					
FDL Office Complex							
Insurance	201	13000	0	13000	11448	1552	88%
Telephone	201	3000	0	3000	2102	898	70%
Utilities/Rates		11702		11702	14941	-3239	128%
Waste Disposal	201	3650	1000	3650	4809	-1159	132%
Cleaning	201	4841	-1000	3841	1706	2136	44%
Maintenance		3036	2400	11462	9465	1997	83%
Intruder Alarm/Fire Extinguisher		854		854	533	321	62%
Expenditure - FDL Office Complex		40083	2400	47509	45004	2505	95%
Income - Rent		17000		19625	16754	2871	85%
Income - Room Hire		3000		3000	30	2970	1%
Income - Sundries		400		400	2484	-2084	621%
Income - FDL Office Complex		20400	0	22625	16784	5841	74%
Net Expenditure over Income		19683	2400	24884	28220	-3336	
Maurice Thornton Pavilion							
MT Pavilion - Utilities	202	1273		1273	1059	214	83%
MT Pavilion - General Repairs	202	515		1015	1015	0	100%
Expenditure - Maurice Thornton Pavilion		1788	0	2288	2074	214	91%
Income - Hire Fees		1200		1200	154	1046	13%
Net Expenditure over Income		588	0	1088	1920	-832	
Grovelands Barn - Maintenance	202	250		250	613	-363	245%
Grovelands Barn - Rates	202	2971		2971	2695	276	91%
Grovelands Barn - Utilities	202	500		500	332	168	66%
Expenditure - Grovelands Barn		3721	0	3721	3640	82	98%
Net Expenditure over Income		3721	0	3721	3640	82	
Union Corner - Maintenance Grant		202	1000	1000	0	1000	0%
Net Expenditure over Income		1000	0	1000	0	1000	
James West Community Hall							
Maintenance	202	0		15000	7206	7794	48%
Utilities	202	6400		6400	12472	-6072	195%
Cleaning & Hygiene		3500		3500	4284	-784	122%
Alarm Maintenance	202	400		400	849	-449	212%
Expenditure - James West CH		10300	0	25300	24811	489	98%
Income - Hire Fees		30000		30000	1840	28160	6%
Net Expenditure over Income		-19700	0	-4700	22971	-27671	
Expenditure - Public Toilet		202	15000	15000	9439	5561	63%
Net Expenditure over Income		15000	0	15000	9439	5561	
Cemetery Lodge - General repairs	203	424		5464	1206	4258	22%
Expenditure - Cemetery Lodge		424	0	5464	1206	4258	22%
Cemetery Lodge - Income rent		6900		6900	7140	-240	103%
Income - Cemetery Lodge		6900	0	6900	7140	-240	103%
Net Expenditure over Income		-6476	0	-1436	-5934	4498	
Cemetery - General Maintenance	203	159		3159	2366	793	75%
Cemetery - Service costs	205	5180		5180	5841	-661	113%

Cemetery - Consumables	205	1963		1963	1218	745	62%
Cemetery - Pest Control	205	300		300	239	62	80%
Cemetery - Burial Software Licence	205	339		339	290	49	86%
Cemetery - Section markers	205			1380	0	1380	0%
Cemetery - Extinguisher service	205	124		124	118	6	95%
Cemetery - Grave digging	205	14420		14420	14430	-10	100%
Cemetery - Flowers & Mem trees	205	530		530	210	320	40%
Cemetery - Grass & hedge cutting	205	14000		14000	22386	-8386	160%
Expenditure - Cemetery		37015	0	41395	47097	-5702	114%
Cemetery Income - Burial Fees		51500		51500	59067	-7567	115%
Net Expenditure over Income		-14485	0	-10105	-11970	1865	
Street Lighting Energy	209	13261		13261	13084	177	99%
Street Lighting Maintenance	209	18540		23320	10155	13165	44%
Street Lighting - SOX replacement	209	17297		34594	20750	13844	60%
Street Furniture	210	1464		1464	248	1216	17%
Dog bins	210	0		1687	0	1687	0%
Expenditure - Street Lighting and Furniture		50562	0	74326	44237	30089	60%
Net Expenditure over Income		50562	0	74326	44237	30089	
1st April 2020 to 31st March 2021							
Item			Income Budget & Adjustments	total available	total spent to date		percentage spent to date
		Budget			date		
All staff costs	301	709768		752961	652213	100748	87%
Members Allowances	301	24228		24228	22213	2015	92%
Chairmans Allowance	303	1500	678	2178	1861	317	85%
Office Equipment	302	2300		2300	941	1359	14%
Election Costs	302	0		26761	0	26761	0%
Newsletter production costs & three deliveries	302	9000		9000	4600	4400	51%
Annual Town meeting	302	600		600	0	600	0%
Advertising & Publicity	302	515		515	0	515	0%
Council Website	302	3090		4590	3419	1171	74%
Postage	302	1600		1600	1000	600	62%
Audit fees	302	2864		2864	2315	549	81%
Staff training & travel	302	3090		3090	457	2633	15%
Photocopier	302	3708		3708	2978	730	80%
IT software	302	1648		1648	2857	-1209	173%
Subscriptions & Publications	302	3914		3914	4452	-538	114%
Professional fees	302	3713		3713	6146	-2433	166%
Stationery & Consumables	302	4000		4000	1818	2182	45%
Staff Review	302	0		5000	0	5000	0%
Room Hire Expenses - Non projects	302	600	0	600	0	600	0%
Bank Charges	313	637		637	498	139	78%
CCTV Running costs	311	7957		7957	5359	2598	67%
War Memorial - All Service costs	310	350		350	439	-89	125%
Neighbourhood Plan	302	0		9227	3997	5230	43%
Twinning	306	400		800	0	800	0%
Civic Regalia	302	258		258	0	258	0%
Health & Safety/ Quality Status	302	0		396	0	396	0%
Annual Electrical Test		318		318	279	39	88%
Expenditure - Administration		786058	678	873213	717841	155372	82%
Income - Accounts interest	313	530		530	1620	-1090	306%
Income - CIL	313						
Other Income	313						
Precept							
Income - Administration		530	0	530	1620	-1090	306%
Net Expenditure over Income		785528	678	872683	716221	156462	
Vehicles							
Vehicle - All Costs	305	18620	0	22384	18113		81%
Net expenditure over Income		18620	0	22384	18113		
Tourism							
Tourism (miscellaneous/Event Marketing)	308	742		742	690	52	93%
Communities	308	15914		15914	4511	11403	28%
Bus Alliance	308	1000		1000	107	893	11%

Festive Lighting	209	11000		11000	10619	381	97%
Expenditure - Tourism		28656	0	28656	15927	12729	56%
Income - Festive Lighting	209	0		0	250	-250	0%
Income - Street market pitch fees					350	-350	0%
Income - Bus Alliance Recharge					200	-200	0%
Income - Tourism		0	0	0	800	-800	0%
Net Expenditure over Income		28656	0	28656	15127	13529	
Youth Service							
Insurance	309	0		0	478	-478	0%
Utilities		8890		8890	8774	116	99%
Advertising		0		0	271	-271	0%
Waste Disposal		0		0	0	0	0%
Hygiene Supplies		500		500	243	257	49%
Maintenance		3000		3000	7104	-4104	237%
Safe Hub/Hellingly		600		600	2515	-1915	419%
FNP		1000	100	9562	181	9381	2%
Café		1810		1810	2427	-617	134%
Minibus		1400	11000	12400	13174	-774	106%
Alarm Maintenance		800		800	1105	-305	138%
Expenditure - Youth Service		18000	11100	37562	36272	1290	97%
Income - Youth Café	309	1000		1000	9683	-8683	968%
Net Expenditure over Income		17000	11100	36562	26589	9973	
Grants							
Annual Grants	307	25000		25000	25000	0	100%
Covid-19 Emergency Grants				16441	10685	5756	65%
Section 137 - Miscellaneous	307	400		400	33	367	8%
Net Expenditure		25400	0	41841	35718	6123	85%
Net Expenditure over Income		25400	0	41841	35718	6123	
Special Projects							
Criminal Damage	309			1056	0	1056	0%
Churchyard CCTV Service Contract	310	309		309	0	309	0%
Post Office Operation costs		20000		68208	27375	40833	40%
Hailsham Revitalization fund	311	5150		21903	250	21653	1%
Maintenance Cortlandt Stable block	310	17540		22822	16126	6696	71%
Hellingly Parish Subsidy	311	27810	0	27180	26878	302	99%
Bus Concessions	309	8000		12526	6564	5962	52%
MT Hut	309				588		
Net Expenditure - Special Projects		78809	0	154004	77781	76811	51%
Special Projects							
Cortlandt - Rent income		0		0	1500	600	0%
Net Expenditure over Income		78809	0	154004	76281	76211	

PAYMENT SCHEDULE FOR JANUARY 2021

73,311.97

Date	Supplier	Cheque Amount No. (incl VAT)	
4th	Cuckmere Buses	24864	4910.40 Bus Concessions
	D Sankey Ltd	24865	142.20 Country Park Vermin Control
	ESCC	24866	132.00 Y Café recruitment
6th	Countrywide Grounds Maintenance	24867	1537.50 Cemetery Grass Cutting
	RBS - Rialtas	24868	348.00 Burial Records software
	Uniserve SE Ltd	24869	256.08 Office 365
	Town and Country Tree Services	24870	840.00 Tree Work - Anglesey Avenue
	Initial Washrooms	24871	309.25 Hygiene Contract
	H Deane - Y Cafe	24872	465.87 Youth Café Expenses
	Business Waste	24873	2054.96 Waste Collecton - All sites
	Business Stream	24874	420.17 Water - FDL and MTP
8th	Wightman and Parrish	24875	81.41 Hygiene Supplies
	Npower	24876	347.06 J West - Electric
13th	Cuckmere Buses	24877	300.00 Bus Concessions - NYE
	Eye Media Group Limited	24878	550.00 Advertising for Town Council
14th	Refund of Pre Purchase	24879	50.00 Refund of Pre Purchase
	Bloomfields	24880	70.00 Chapel Flowers
	Town & Country Tree work - Wentworth	24881	1012.80 Tree Work - Wentworth
18th	Business Stream	24882	9.51 Youth Café Water
	Npower	24883	65.85 War Memorial Electric
19th	MA Distribution	24884	600.00 Newsletter
	Troy Hayes Planning Ltd	24885	3600.00 NHP
	Colliers International	24886	4260.00 2 North Street Rent and Service Charge
26th	EON	24887	791.64 Electric and Gas - All sites
	Town & Country Tree work - Wentworth	24888	1680.00 Tree Work - Wentworth
	Iris Business Software	24889	1064.40 Accounts Software
	Mr S Gillett	24890	12.50 Hay for Cemetery
	Mr R Gillett	24891	34.19 Litter picking supplies
	Adrians Cleaning Services Ltd	24892	250.50 Cleaning Contract - FDL/J West
	EON	24893	106.66 4 Mkt Square - Final bill
	S Spence	24894	840.00 Public Toilet Cleaning
	Business Stream	24895	50.00 2 North Street Water
	Hailsahm Tennis Club	24896	216.00 Contribution to fence repair
31st	N Phillips	24897	650.00 Grave Digging
	Quadiant	24898	108.04 Franking Machine
	Town & Country Tree Service - C Park	24899	380.00 Tree Work - Country Park
	M & S Print Services Ltd	24900	2040.00 Newsletter
1st	Lex Autolease	DD	1264.56 Vehicle Leasing
5th	Wealden District Council	DD	1198.00 Rates
	Besthost	DC	24.00 Software protection
	Besthost	DC	42.00 NHP domain
6th	ICO	DD	35.00 Data Protection
7th	Bank charges		38.13 Bank Charges
	Safe Site Facilities	DC	1140.00 Fencing for Outdoor Gyms - Western Rd & MT
4th	Roland Dunn	DD	57.12 Professional Fees
12th	Siemans Financial Services	DD	396.80 Photocopier
13th	Allstar	DD	77.84 Vehicle Fuel
14th	Fuzion 4 Ltd	DD	138.00 Alarm Maintenance Contract
15th	CF Corporate Finance	DD	572.40 Photocopier
20th	Vostel Ltd	DD	460.18 Telephone Contract
	Allstar	DD	33.50 Vehicle Fuel
27th	Allstar	DD	67.40 Vehicle Fuel
	Quadiant	DD	100.00 Franking Machine
	Roland Dunn	DD	314.04 Cemetery lodge
25th	Wages and Salaries	BACS	36766.01 Wages and Salaries

73,311.97

PAYMENT SCHEDULE FOR MARCH 2021

133,060.69

Date	Supplier	Cheque Amount No. (incl VAT)	
9th	HMRC PAYE	24943	12041.63 PAYE
	East Sussex Pension fund	24944	8242.44 Pension Fund
	GAYE	24945	109.83 Give As you Earn
	Evolution	24946	132.00 J West Water Treatment
	Countrywide Grounds Maintenance	24947	1537.50 Cemetery Grass Cutting
	Uniserve SE Ltd	24948	256.08 Office 365
	Eye Media Group Ltd	24949	550.00 Advertising of council services
	Rialtas Business Solutions	24950	474.00 Bookings Software
	Nutra Plumbing & Heating	24951	3802.99 New Boiler in FDL
	CBL Fastening Ltd	24952	190.78 Cable ties, washers and screw pack
	Cash - Petty Cash	24953	90.44 Petty Cash
	H Deane	24954	65.00 Youth service - Eye test & storage box
	N Power - JW Ele	24955	214.68 J West Electric
	Macey Industrial Fixing	24956	165.60 Tools - Jigsaw and blades
	Trade UK - Screwfix	24957	98.95 Outdoor staff workwear
	Business Waste	24958	2700.86 Waste Collection
12th	Initial Washroom	24959	309.25 Hygiene Supplies
	Castlewater	24960	328.52 Water for BR Allotment
	RG Consultancy Ltd	24961	300.00 Tree Work - Cameron close
	Ebaths	DC	22.50 J West Toilet Parts
16th	Npower	24962	30.21 War Memorial - Electric
	EDF Energy	24963	537.08 Youth Café - Gas and Electric
	Macey Industrial Fixing	24964	36.36 Stock
17th	Cancelled	24965	0.00 Cancelled
	Accurate Roofing & Building Ltd	24966	144.00 Net for 4 Market Square
	East Sussex County Council	24967	25009.25 Street Lighting - Maintenance and Energy for 2020-2021
19th	EON	24968	807.00 Gas and Electric - All Sites
	Castlewater	24969	1985.62 Water - all sites
22nd	S Harper	24970	8.20 Mileage and Expenses
	Land Registry	24971	4.00 Professional fee
25th	Wages and Salaries	BACS	37057.91 Wages and salaries
26th	Screwfix (trade uk)	24972	39.98 Tools
	Macey Industrial Fixing	24973	186.05 Stock
	Wightman & Parrish Ltd	24974	11.26 PPE
	HMRC PAYE	24975	13194.88 HMRC PAYE
	East Sussex Pension fund	24976	9645.89 Pension Fund
	Give As You Earn	24977	109.83 Give As you Earn
	Cancelled	24978	0.00 Cancelled
	S Spence	24979	840.00 Public Toilet Cleaning contract
	Haulaway Ltd	24980	486.00 Skip Hire
	Chairmans Allowance 24981 -	24991	1100.00 Donations to local organisations
29th	N Phillips	24992	1400.00 Grave Digging
	Business Waste	24993	122.11 FDL Waste Collection
	Adrians Cleaning Services Ltd	24994	205.50 FDL Cleaning
	Nutra Plumbing & Heating	24995	84.00 2 North Street Boiler service
	The Police & Crime Commissioner fo S	24996	1295.10 CCTV Qtr 4
31st	Cheque Reissue 24948	24997	0.00 Uniserve - cheque reissue
	Temple Group Ltd	24998	1440.00 Western Rd Path
	Macey Industrial Fixing	24999	140.40 Stock
1st	Wealden District Council	DD	325.00 Rates - P Toilets and Market
	Lex Autolease	DD	1264.56 Vehicle Leasing Contract
8th	SOX Systems	DD	58.36 Photocopier
	Bank Charges	DD	31.44 Bank Charges
15th	Fuzion4 Ltd	DD	138.00 Alarm Maintenance Contract
	Charge from bank	DD	6.00 Bank Charges
17th	Allstar	DD	115.90 Vehicle Fleet Fuel
	Skinner Sheds	DC	0.00 Shed for Hellingly Cemetery
22nd	Vostel Ltd	DD	458.93 Telephone Contract
29th	Apogee Corp Ltd	DD	94.00 Photocopier ink
30th	Quadient UK Ltd	DD	100.00 Franking Machine
31st	Allstar	DD	146.97 Vehicle Fleet Fuel
	Roland Dunn	DD	114.24 Professional fee
	Evolution	25000	132.00 J West Water Treatment
	Countrywide Grounds Maintenance	25001	1,537.50 Cemetery Grass Cutting
	M & S Print Services Ltd	25002	475.00 NHP Leaflets
	MAD Distribution	25003	472.50 NHP Leaflets
	Ernest Doe & sons Ltd	25004	36.61 Tools

133,060.69

PAYMENT SCHEDULE FOR FEBRUARY 2021

110,829.44

Date	Supplier	Cheque Amount No. (incl VAT)	
3rd	DFIS	24901	280.78 Market Minibus MOT
4th	Ricochet	24902	354.00 Youth Café
	HMRC PAYE	24903	12501.07 PAYE
	East Sussex Pension Fund	24904	8943.13 Pension Fund
	Give As You Earn	24905	109.83 Give As you Earn
5th	Wightman & Parrish	24906	69.12 Post Office
	Cancelled	24907	0.00 Cancelled
9th	Nutra Plumbing & Heating Ltd	24908	103.20 4 Mkt Sq Repair
	Town & Country Tree Services	24909	816.00 Tree Work - Coopers Way
	Clive Irwin	24910	840.00 Cemetery Lodge - EICR Test
	Countrywide Grounds Maintenance	24911	1537.50 Cemetery Grass Cutting
	Evolutions	24912	264.00 J West Water Treatment
	Business Waste	24913	3246.68 Waste Collection
15th	Uniserve SE Ltd	24914	256.08 Office 365
	Wightman & Parrish	24915	222.00 Covid PPE
	EON	24916	106.66 4 Mkt Sq gas- final bill
	Initial Washroom	24917	309.25 Hygiene Supplies
	SSALC	24918	36.00 Training
	GHS Cleaning Services	24919	150.00 Post Office Deep Clean
	Land Registry	24920	14.00 Professional Fees
19th	Nutra Plumbing & Heating Ltd	24921	84.00 FDL Boiler check
	Npower	24922	245.65 J West Electric
	SSALC	24923	36.00 Training
	Earth Anchors Ltd	24924	681.60 Memorial Bench
	Festive Illumination	24925	4664.66 2nd Payment for Christmas Lighting
	UK Safety Management Ltd	24926	879.12 PAT Testing - All sites
	EON	24927	1376.46 Gas and Electric - All sites
	S Spence	24928	840.00 Public Toilet Cleaning
24th	Business Stream	24929	161.26 Water - MTP/FDL
	Rialtas Business Solutions Ltd	24930	1014.00 Allotment and Accounting Software
	Pyrotec	24931	1288.56 Annual Fire Extinguisher check
	Adrians Cleaning Services Ltd	24932	205.50 FDL Cleaning
	East Sussex Highways	24933	24900.00 SOX Replacement Scheme
	Fieldskill Ltd	24934	179.86 Stationary
25th	N Phillips	24935	1725.00 Grave Digging
26th	Hellingly Parish Council	24936	50.00 J West deposit Refund
	Travis Perkins	24937	118.00 Cemetery Supplies
	DFIS	24938	72.00 New Tyre for Vehicle
	Colliers International	24939	4260.00 2 North St - Rent and Service Charge
	Npower	24940	33.44 War Memorial Electric
	Mr P Holbrook	24941	40.99 Retirement card and gift
	Mrs M Hagger	24942	39.96 Printing costs
	Wages and Salaries	BACS	34734.96 Wages and Salaries
	DVLA	DC	145.75 Minibus tax
1st	Wealden DC	DD	325.00 Rates
	Lex Autolease	DD	1264.56 Vehicle Leasing Contract
3rd	Allstar	DD	220.80 Vehicle Fuel
4th	Barclays Bank	DD	32.70 Bank Charges
15th	Fuzion 4 Ltd	DD	138.00 Alarm Maintenance Contract
17th	Allstar	DD	186.72 Vehicle Fuel
22nd	Siemens Financial Services	DD	163.30 Vending Machine
	Vostel Ltd	DD	456.07 Telephone Contract
24th	Allstar	DD	106.22 Vehicle Fuel

110,829.44

COMMUTED SUM HISTORY																		
date in year		bank account	Treasury deposit	Country Pk & Orchard Pk	Arlington Road East	Butts Field	Diplocks	Focus POS	Grovelands Estate POS	Ripley Land capital	Ripley POS	Ripley Street light	CIL	WDC S106	Historical Commuted Sums	Interest through year	Community Hall repayments during year	
July 2001			166500	70000	40000	16500	11000								29000			
October 2001	Repay works loan of 45k			-20000											-25000			
October 2001			121500	50000	40000	16500	11000								4000			
End of year Balance 31.03.02		15100	121500	50000	40000	16500	11000								4000	5500		
May 2002	10k repaid from precept (loan repayment)		131500	55000	40000	16500	11000								9000			
November 2002	10k used for Diplocks Ball Park						-10000											
			121500	55000	40000	16500	1000								9000			
	Diplocks balance of 1k to historical balance		121500	55000	40000	16500									10000			
November 2002	10k transferred from bank account		131500	55000	40000	16500									20000			
End of year balance 31.03.03		8929	131500	55000	40000	16500									20000	4100		
July 2003	10k repaid from precept (loan repayment)		141500	60000	40000	16500									25000			
March 2004	Use £3500 for Gleneagles Fence	-3500																
End of year balance 31.03.04		9618	141500	60000	40000	16500									25000	4100		
May 2004	10k repaid from precept (loan repayment)		151500	65000	40000	16500									30000			
Ead of year balance at 31.03.05		15616	151500	65000	40000	16500									30000	5800		
September 2006	Commuted Sum for Focus POS		178100	65000	40000	16500		26600							30000			
September 2006	Loan to Community Hall £16000	-16000																
End of year balance at 31.03.06		6342	178100	65000	40000	16500		26600							30000	6300		
December 2006	Used £16600 for steam cleaning machine														-16600			
March 2007	Used £5000 for C Park Car Park	-5000																
End of year balance as at 31.03.07		10582	161500	65000	40000	16500		26600							13400	8400		
June 2007	£8.5 transfer from bank account		170000	65000	40000	16500		26600							21900			
			0															
End of year balance as at 31.03.08		12693	170000	65000	40000	16500		26600							21900	8400	1600	
July 2008	Used £5k for Diplocks Grant	-5000																
December 2008	Commuted sum for Grovelands								30000									
End of year balance as at 31.03.09		15903	200000	65000	40000	16500		26600	30000						21900	6000	1600	
End of year balance as at 31.03.10		17136	200000	65000	40000	16500		26600	30000						21900	700	500	
Balance as reported on Fund Summary at 31.12.10		17426	200000	65000	40000	16500		26600	30000						21900	290		
End of year balance as at 31.03.11		17580	200000	65000	40000	16500		26600	30000						21900	154		
Apr-11	Transfer £15K to Treasury Deposit	-15000	215000	65000	40000	16500		26600	30000						36900			
Jan-12	Loan repay Community Hall																1696	
End of year balance as at 31.03.12		4953	215000	65000	40000	16500		26600	30000						36900	678		
Apr-12	Loan Repay Community hall	13923															8970	
Jun-12	Transfer £10k to Treasury	-10000	225000	65000	40000	16500		26600	30000						46900			
End of year balance as at 31.03.13		4688.53	225000	65000	40000	16500		26600	30000						46900	506.92		
Mar-14	Orchard Park balance to historical funds				40000	16500		26600	30000						111900			
	Arlington Rd balance to historical funds					16500		26600	30000						151900			
	Butts Field balance to historical funds							26600	30000						168400			
End of year balance as at 31.03.14		5233.22	225000	0	0	0		26600	30000						168400	544.69	0	
Aug-14	Used £16,000 for Quinnell Play area		-16000												-16000			

COMMUTED SUM HISTORY																		
date in year		bank account	Treasury deposit	Country Pk & Orchard Pk	Arlington Road East	Butts Field	Diplocks	Focus POS	Grovelands Estate POS	Ripley Land capital	Ripley POS	Ripley Street light	CIL	WDC S106	Historical Commuted Sums	Interest through year	Community Hall repayments	
Nov-14	Used £4,500 for Grovelands Barn		-4500												-4500			
Oct-14	Ripley Land income		134655							134655								
End of year balance as at 31.03.15		5864.06	339155					26600	30000	134655					147900	630.84		
Apr-15	Ripleys S106										43936.28							
Nov-15			383091															
7.1.16	Moved £6,000 to a fund for street light									-6000		6000						
End of Year balance as at 31.03.16		6781.72	383091					26600	30000	128655	43936.28	6000			147900	917.66		
21.4.16	Gazebo for xmas events £4500									-4500								
21.6.16	Common pond Footpath										-2646							
21.6.16	Battle Fence/Springer										-3000							
21.6.16	Neighbourhood plan - £60,000														-60000			
1.9.16	Countrypark - St Mellions Fence										-1500							
1.9.16	Countrypark - Country Park Drainage										-3000							
End of Year Balance as at 31.03.17		7240.23	308445					26600	30000	124155	33790.28	6000	0		87900			
31.5.17	Street Lighting Repairs 23000									-23000								
19.4.17	WDC CIL Levy												2341.43					
27.9.17	Common Pond Pathway										-10000							
	Cemetery Notice Boards - £2500																	
	Country Park Survey - £14500																	
16.10.17	WDC CIL Levy												7786.45					
28.12.17	Cricket Pavilion														-10220			
	As at 31.12.17	7353.45	265225					26600	30000	101155	23790.28	6000	0		77680			
	CIL Total																	
End of Year balance as at 31.2.18		7474.84	265225					26600	30000	101155	23790.28	6000	10127.88	0	77680	234.61		

COMMUTED SUM HISTORY																		
date in year		bank account	Treasury deposit	Country Pk & Orchard Pk	Arlington Road East	Butts Field	Diplocks	Focus POS	Grovelands Estate POS	Ripley Land capital	Ripley POS	Ripley Street light	CIL	WDC S106	Historical Commuted Sums	Interest through year	Community Hall repayments	
1.4.18	Country Park Survey - £14,500														-14500			
	WDC CIL Levy												315139.45					
16.11.18	South Road play area									-11600								
Jul-18	Additional urban grass cut £2729 paid urban bin																	
	Square youth café - redecoration														-3000			
	Post Office relocation																	
16.11.18	James West - Fitting/Fixture														-33270			
	Reallocated - as time expired							-26600	-30000						56600			
15.10.18	CIL												4620.9					
Feb .19	Jame West - Lighting/defib/acoustics														-20000			
12.12.18	SPC - Cemetery report																	
1.3.19	Drainage - Western Rd														-1000			
End of year balance as at 31.3.19		9096.56	496995					0.00	0.00	89,555.00	23,790.28	6,000.00	329,888.23	-	62,510.00		1,621.72	
Apr-19	CIL												109956.81					
Jun-19	Post Office - Fitting									-32000					-18000			
Jul-19	Cemetery (htc/18/4/196.2)														-1060			
Jul-19	Quinnell Drive - Chain link fence/goal post (HTC/20/1/138.2)									-2000								
Jul-19	Hailsham Cemetery Roof - Old chapel									-8200								
Every year	Drainage at Western Rd & Maurice Thornton														-4000		KEY	work pending
	Changing places pod (HTC/20/2/171.3)												-100000				KEY	work completed and invoiced
Sep-19	WDC S106													264268.07				
Oct-19	CIL												5299.18					
Nov-19	Hawks Road Bus Shelter (HTC/20/3/190.2)									-6000								
Nov-19	Additional Bus Shelter - South Road (htc/20/3/209.2)									-8500								
ongoing	25% of CIL for Major infrastruture - See below																	
	Western Rd Play area (htc/18/4/206.2)														-125000			
	Western Rd - Running Track (htc/20/4/222.2) £137511																	
				0	0	0	0	0	0	32,855.00	23790.28	6000	345,144.22	139,268.07	39,450.00			
Apr-20	CIL												115311.61					
ongoing	25% of CIL for Major infrastruture(£568,968.80)												-142242.2					
May-20	Improve Path at Countrypark (htc/AM/19/127)												-26000					
Aug-20	Western Rd - Running Track 50% payment (htc/20/4/222)													-68000				

COMMUTED SUM HISTORY																		
date in year		bank account	Treasury deposit	Country Pk & Orchard Pk	Arlington Road East	Butts Field	Diplocks	Focus POS	Grovelands Estate POS	Ripley Land capital	Ripley POS	Ripley Street light	CIL	WDC S106	Historical Commuted Sums	Interest through year	Community Hall repayments	
Sep-20	Union Corner Hall (htcxxx)										-10000							
	Maurice Thornton Pavilion Roof (htcxxx)												-23000					
	Western Road Pathway Lighting (htcxxx)												-23850					
Oct-20	Western Rd - Running Track 50% payment (htc/20/4/222)													-69511				
Oct-20	James West CCTV									-7670								
Nov-20	CIL												8512.97					
					0	0	0	0	0	25,185.00	13790.28	6000	253,876.60	1,757.07	39450.00			

Expected Standard	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
1. Scope of internal audit control	<ul style="list-style-type: none"> - Terms of reference for internal audit. - Internal audit work takes into account both the council's risk assessment and wider internal control arrangements as set out in the Internal auditor's engagement letter - The terms and conditions as detailed in the Internal Auditors engagement letter identifies their responsibility to detect fraud and corruption in accordance with the council's financial regulations 	<p><i>Audit File</i></p> <p><i>Audit File</i></p> <p><i>Audit File</i></p>	<p>All of the below are agreed.</p> <p>Cllr Hinton & Grocock feel satisfied that the audit is robust.</p> <p>It was felt that sufficient importance and time is given to the audit process.</p>
2 Independence	<ul style="list-style-type: none"> - Internal audit has direct access to those charged with governance - Reports are made in own name to Council - Internal audit does not have any other role within the Council 	<p><i>Cover Letter</i></p> <p><i>Interim Report</i></p>	As Above
3. Competence	<ul style="list-style-type: none"> - There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity 	<p><i>Cover letter</i></p> <p><i>Interim report</i></p>	As Above
4. Relationships	<ul style="list-style-type: none"> - The Clerk/RFO and Finance Officer are consulted on the internal audit plan. - Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters - The responsibilities of council members are understood, and training of members is made available as necessary 	<p><i>Audit file</i></p>	<p>As Above</p> <p>At the ACM is should be stated that Finance training is available.</p>

5. Audit Planning and Reporting	<ul style="list-style-type: none"> - The annual internal audit plan properly takes account of the risks facing the council. - Internal audit has reported in accordance with the plan by submission of regular reports to Council 	<i>Audit file – Cover letter Interim report</i>	As Above
---------------------------------	---	---	----------

Page 2 - Hailsham Town Council Internal Control Review Checklist – Characteristics of Effectiveness

Characteristics of Effectiveness	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
1. Internal Audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs and is approved by council through the engagement letter and annual audit plan	<i>Audit File FBR/20/4/26</i>	As Above
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement	<i>Audit Plan</i>	As Above
3. Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	<i>Auditors Reports (FBR/20/4/28.1)</i>	As Above
4. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements	<i>Auditors Reports</i>	As Above

Page 3 - Hailsham Town Council Internal Control Review Checklist – Characteristics of Effectiveness (continued)

Characteristics of Effectiveness	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
5. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risk, rather than relying solely on audit recommendations	<i>Audit File</i> <i>Cover letter</i> <i>interim report</i>	As Above
6. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates		As Above

Page 4 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification (as approved by council – FPR/10/1/52)		Record examined for verification purpose	Sub-Committee Members comment
Cash Book/Bank reconciliations/Investments	<ul style="list-style-type: none"> The cash book is kept up to date from original documents (paying-in books, invoices, cheque stubs) The cash book is reconciled to the bank statement on a quarterly basis The bank reconciliation is reviewed and approved by a member of FBRSC Committee with reference to the underlying records (cash book and bank statements) The verification of the bank reconciliation is reported to the FBRSC Committee and minuted as such The latest financial position of the Council's cash balances verified and approved by a member of the FBRSC quarterly at the FBRSC committee meeting The Investment Strategy is in place and reviewed as necessary 	RBS Excel Bank reconciliation <u>FBR/20/4/22</u> Noted at each FBRSC meeting Internal Audit Folder	Agreed as reported to Qtrly FBRSC meetings Agreed The council should look at sustainability efficiently investments when the strategy is reviewed.
Financial Regulations/Standing Orders/Transparency Code	<ul style="list-style-type: none"> A document listing the Council's financial regulations, based on the model version prepared by NALC/SLCC is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Council The Local Transparency code 2015 is being maintained and reviewed/updated annually The Council is compliant with GDPR The Standing orders are reviewed annually 	<u>FBR/20/4/28</u> Financial Regulations reviewed annually in January/or required by NALC Ongoing <u>HTC/20/03/145.9</u>	Agreed The transparency code is updated as required but it may form part of the AGAR going forward updates from SSALC. Agreed
Order/Tender controls	<ul style="list-style-type: none"> The Financial Regulations list the number of estimates, quotes or full tenders 	See Financial Regs	

	<p>that must be invited depending on the value and nature of the work.</p> <ul style="list-style-type: none"> Official orders/letters/emails are sent to suppliers for services which are not regular in nature 	Examine order requisition book	Agreed.
Payment controls	<ul style="list-style-type: none"> Depending on the nature of the supply, the Committee Clerk signs the purchase invoice to indicate that the supply has been received, The FO shall confirm that the supply has not previously been paid and that the invoice calculations are correct. Purchase orders/letters/emails ordering the work are matched to purchase invoices where applicable The value of each invoice for payment will be checked against the cheque value by one of the councillors authorised to sign cheques on Councils behalf. A retrospective list of cheque payments made will be presented to the FBRS Committee and recorded in the minutes of the meeting. The cheque number used to settle an invoice and the date it was prepared are entered on the invoice and in the cashbook for cross reference purposes 	<p>Examine invoices</p> <p>Confirmed by RFO</p> <p>See Purchase orders</p> <p>Examine invoices</p> <p>See minutes (FBR/20/4/22.5)</p> <p>Examine invoice</p>	Noted and agreed that all the payment controls are in place.

Page 5 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification (as approved by council – FPR/10/1/52)		Record examined for verification purpose	Sub-Committee Members comment
s137 – Free Resources	<ul style="list-style-type: none"> A separate s137 account is maintained The RFO calculates the maximum amount of s137 expenditure able to be made each year and ensures that it is not exceeded. Where expenditure from s137 is made payment must be recorded and approved in Councils minutes 	<p>Approved at FBRS Confirmed by RFO</p> <p>Approved at FBRS (FBR/19/4/20)</p>	<p>Agreed</p> <p>Agreed</p>
VAT repayment claims	<ul style="list-style-type: none"> FO ensures that all invoices are addressed to the Town Council. FO ensures that proper VAT invoices are received where VAT is payable FO maintains a VAT account to show that the correct amount of VAT is reclaimed VAT to be reclaimed on a quarterly basis <p>All Reviewed by RFO</p>	<p>Examine invoices</p> <p>Examine RFO Vat file As above</p>	<p>Have we had a VAT inspection, but not in my time.</p>
Income controls	<ul style="list-style-type: none"> RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council and is received when due. FO ensures that other receipts are received when due and correctly calculated FO ensures that all cash and cheque receipts must be recorded through the cash register and cross referenced against the cash book FO ensures all income is banked promptly <p>Reviewed by RFO</p>	<p>See RBS Reports</p> <p>Examine RFO files</p> <p>Examine RFO files</p> <p>See Banking record</p>	<p>Satisfied with the procedure.</p>
Financial reporting	<ul style="list-style-type: none"> An Income & Expenditure account, comparing actual to the budget is prepared on a quarterly basis, presented to the Council and minuted as such 	<p>Income & Expenditure reports to FBRS (FBR/20/4/22.2)</p>	<p>FBRS are happy with the addition of variance reports.</p>

Budget preparation	<ul style="list-style-type: none"> • RFO & FO will prepare a base line budget for each standing committee for presentation to the appropriate committee. • Each committee will prepare their own budget forecast to be reviewed by the Strategy Committee, ready for agreement by FBRSC Committee in December • A full town council meeting will take place in January of each year to determine the precept value to be requested from the District Council • The precept is set on the basis of the budget by the deadline set by the District Council 	<p>2020/21 in process of being prepared Sub-Committee appointment</p> <p>As approved at Precept meeting</p>	<p>The budget planning to be an agenda item to discuss in April 2021 FBRSC meeting.</p>
--------------------	--	---	---

Page 6 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification (as approved by council – FPR/10/1/52)		Record examined for verification purpose	Sub-Committee Members comment
Payroll controls	<ul style="list-style-type: none"> All staff and payment of members allowances are paid under PAYE as employees Under the direction of the Full Council, FBRs committee will be responsible for determining staff levels, grade and pay structure. All staff will be paid by weekly or monthly bacs system The FO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done The FO will ensure all the necessary Pension Scheme (LGPS) returns are made to East Sussex County Council and will retain evidence that this has been done The Council has employer's liability insurance in place with adequate level of Fidelity guarantee insurance. 	<p>Examine pay records</p> <p>Committee appointed</p> <p>Examine pay records</p> <p>Examine pay records</p> <p>Examine pay records</p> <p>Insurance Policy</p>	<p>Agreed</p> <p>If there was problems their would be staff complaints and issues – For which there are none.</p> <p>Noted & Agreed</p>
Petty Cash	<ul style="list-style-type: none"> £100 petty cash float held for small expenditure items Adequate records of receipts/payments with analysis sheet showing VAT and reconciled as required but no less than 3 months. 	Petty cash analysis sheet	Satisfied
Asset Control	<ul style="list-style-type: none"> The RFO maintains a full asset register The RFO will ensure that at all times the level of insurance is appropriate to protect the Town Council's assets The RFO will negotiate best value in respect of the annual insurance premium. 	<p>See RFO records</p> <p>See RFO records</p>	Satisfied
Risk Management	<ul style="list-style-type: none"> The council reviews/updates the Risk Strategy and policy statement annually and approved by Full Council The council risk management policy covers operational and financial risks to the council Update Insurance policy if required to cover any changes in the risk management policy 	<u>HTC/20/03/168</u>	Noted and Agreed
External Audit	<ul style="list-style-type: none"> The Council submits an annual return to the External Audit on an annual basis within the time frame requested The Council implements any further action required by the External auditor 	<i>Audit File</i>	Noted and Agreed

Annual Review of Internal Control - FBRS Committee's Report to Council

The Annual Review of Effectiveness of Internal Control is a statutory requirement and must be completed by members and not by staff or auditors.

In accordance with FBRSC minute FBR/20/4/27 a meeting of selected FBRS committee members was held on Tuesday 23rd February 2021 to undertake and complete the Annual Review of Effectiveness of Internal Control.

Information and guidance provided by the FO enabled the sub-committee to identify through inspection of minutes and councils records that sufficient evidence exists to enable this sub committee to recommend to full council that section 1 of the annual return headed up Annual Governance Statement can be approved with confidence.

The attached working sheets précis the areas which we examined and our observations are recorded against each entry.

.....
Cllr R. Grocock

.....
Cllr K. Hinton

.....
Cllr P.Holbrook

HALSHAM TOWN COUNCIL
Accounts for the Year ended 31st March 2021
Analysis of Reserves/End of Year Balance

<u>Committee Reserve Funds (Outstanding Projects/Earmarked Expenditure)</u>			
Environment & Leisure		26574	
Corporate Assets & Resources		40305	
Corporate Resources & Services		159669	
			226548
<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)	157694	
No.16 Youth Facilities	(CRS)	10973	
No.18 Cemetery New Burial Ground	(CAC)	17500	
No. 21 Criminal Damage	(E & L)	1056	207493
<u>Burial Fund held for Grave Maintenance</u>			4550
<u>Subsidy on Precept</u>			0
<u>Surplus balance to Community Contingency Fund (No14)</u>			29395
<u>Commuted Sum Accounts</u>			801912
<u>Debtors & Advance receipts</u>			0
<u>Creditors</u>			0
Total (to agree with Fund Balance page 1 and box 7 of the Annual Return)			1269898

Certified Correct John Harrison Responsible Finance Officer

Balances Bought Forward 2020/2021 to 2021/2022

Item		B/fwds	
Environment & Leisure			
101	Battle Road Allotments - Returnable key deposits & Plot deposits	4435	
	All Sites Maintenance - for waste collection	450	
102	Common Pond	700	
	Skate Park maintenance	1030	
	MT Drainage	2000	
103	Play Areas - All sites - Safety gates	3000	
	Play areas - Quinnell	1639	
104.00	Open Spaces - All Sites Maintenance	1245	
	Plant & Skip Hire	1076	
	Orchard Park - To move to new litterbins to replace dog bins	682	
105.00	Horticultural and Grass cutting - 671 cem bins & bal to Dog Waste	2671	
107.00	Grass Cutting underspend - allocate to General maintenance pos	1666	
105.00	Tree Surgery	0	
106	Horticultural Works - Focus DIY site - Developers contribution to site maintenance	5980	
Total E L		26574	grees to accounts 20/21 c/f (1324 diff is p
CORPORATE ASSETS & CEMETERY			
201	FDL - Carpets	1000	
202	Public Toilet Cleaning/maintenance - to carry forward??	0	possible £2000
	James West - Maintenance	489	
	MTP	584	
205	Cemetery Services	3000	
207	Cemetery - Burial Ground Section Markers allocate to cem lodge	1380	
		0	
	Cemetery - earmarked for Cemetery lodge repairs	4258	
	Street Lighting - General repairs	5472	
	Street Furniture - Bus shelter/Furniture - work pending	2087	
	Defibrulators	791	
	Street Lighting - New sox repairs invoice pending	13844	
	Street Lighting - for Street Lighting repairs	7000	
	Street Furniture - Memorial Bench maintenance fund	400	
Total CAC		40305	
CORPORATE RESOURCES & SERVICES			
301.00	Wages - youth café	43540	
302.00	Insurance - allocate to outdoor gym budget as it's for replacement not used/4 mkt sq	3346	
	Staffing Review	5000	
	Elections	26761	
	Health & Safety Expenditure	396	
	Hailsham Neighbourhood Plan	5230	
	Mt Key Deposits & Misc Income	575	
	Covid	5000	
	Newsletter - allocate to 4 mkt sq roof & Covid	4400	
	Telephone - move to CCTV for yard	900	
	Chairman Allowance	317	
304.00	Tools	111	
305	Vehicle Fleet - Fuel	0	Creditor
	Vehicle Fleet - Insurance for repairs	1720	
	Twinning	400	
	COVID -19 Grants	5315	
	Communities	7394	
311	Hailsham Revitalization Fund	21653	
	Post Office - operational costs	40833	
310	Cortlandt Stable block	6342	
313	Income - Meeting Room Hire fees	0	debtor
	Income - Deposit for 4 Mkt Squ	1800	
313	Income - Rent for Kemer Kebabs	-2625	debtor
	Income - VAT refund (period 1.01.20 to 31.03.20)	-18740	debtor
Total CRS		159669	
		226548	0.00
	Precept subsidy	29395	
	Balance of Surplus to Cap 14	0	
		<u>255943</u>	
Project Accounts		207493	
Burial Fund		4550	
		467987	