



**HAILSHAM TOWN COUNCIL**  
**FINANCE, BUDGET, & RESOURCE COMMITTEE**

**MINUTES**

of the meeting of the Finance, Budget, & Resources Committee,  
held at the Fleur De Lys Council Chamber, Market Street, Hailsham, BN27 2AE  
On Wednesday 20<sup>th</sup> October 2021 at 7.00 p.m.

FBR/21/6/  
43

**Public Forum**

None Presented

44

**Present:** Cllrs G. Blake-Coggins, N. Coltman, R. Grocock, Mrs B. Holbrook (substitute for Cllr P.Holbrook), M Laxton

45

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

46

**Apologies For Absence:** Cllr P. Holbrook, Cllr T. Powis

47

**Declarations of Interest:** None

48

**Minutes of Previous Meetings**

**RESOLVED** to accept the Minutes and Reports of the Meeting of the Finance, Budget, Resource & Staffing Committee held on the 21<sup>st</sup> July 2021 (Ref: FBR/20/5/34-42) as a correct record and that they are signed by the Chairman.

49

**Periodic Statements and Committee Expenditure**

Cllr Coltman mentioned the wording on the agenda can be confusing and it was agreed that it should be amended to state – To adopt in replacement of To note and Adopt.

**(a) Fund Summary as at 30<sup>th</sup> September 2021 and Bank Statements**

49.1

**RESOLVED** to adopt the Bank Statements 30<sup>th</sup> September 2021, and to note the signing of bank statements by Cllr R Grocock.

**(b) Summary of net expenditure as at 30<sup>th</sup> September 2021.**

49.2

**RESOLVED** to adopt the Summary of Net Expenditure as at 30<sup>th</sup> September 2021.

**(c) Summary of the Council's income and expenditure as at the 30<sup>th</sup> September 2021 compared against budgets.**

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

49.3

**RESOLVED** to adopt the summary of Council's income and expenditure compared against budget as at 30<sup>th</sup> September 2021.

**(d) List of uncleared cheques totalling £34,434.40 as at 30<sup>th</sup> September 2021**

49.4

**RESOLVED** to adopt the List of uncleared cheques as at 30<sup>th</sup> September 2021.

**(e) List of payments previously certified.**

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

- £78,288.82 for payments made during July 2021.
- £87,037.35 for payments made during August 2021.
- £121,965.32 for payments made during September 2021.

50. **Free Resources Payments (Section 137 Expenditure)**

**RESOLVED** to note 1 item of expenditure under Section 137 payments for the current quarter – Union Jack Flag - £73.44.

51. **CIL/Reserve Statements**

**RESOLVED** to note the CIL/Reserve balances as at 30<sup>th</sup> September 2021.

52. **Annual Review of Internal Control**

**RESOLVED** to note and agree the sub-committee of Cllr G. Blake-Coggins, Cllr N.Coltman and Cllr M. Laxton to meet and review the effectiveness of the Internal Controls, as per the Local Governance and Accountability. The Finance Officer to email dates out for a December meeting.

53. **Half Year Report.**

**RESOLVED** to note and agree the amendments/virements in the Finance Officers half year report.

54. **Internal Audit 2021-2022**

**RESOLVED** to note and adopt audit plan for the financial year ending 31<sup>st</sup> March 2022.

54.1 **RESOLVED** to note and agree the internal auditors interim audit report of Monday 4<sup>th</sup> October 2021.

55. **External Audit – Notice of completion of Audit**

**RESOLVED** to note the completion of external audit from PKF Littlejohn LLP as per section 3 of AGAR 31.3.2021 noting the following.

On the basis of our review of sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Section 1 and 2 of the AGAR 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.

56. **Council Bank Accounts**

**RESOLVED** to adopt the recommendation of the Finance Officer's report on the current banking and change banking facility of the council.

57. **Review of Council's Financial Regulations**

**RESOLVED** to note the current version of the Council's Financial Regulations as per Internal Audit requirement. No amendments as new model due with EU amendments.

There being no other business, the meeting closed at 7.20pm.

DRAFT

CHAIRMAN