



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

**REPORT (Minutes)**

of the meeting of the Finance, Budget Resources & Staffing Committee,  
held at the Fleur-De-Lys Council Chamber, Market Street, Hailsham, BN27 2AE  
On Wednesday 8<sup>th</sup> December 2021 at 7.00 p.m.

FBR/21/7/ **Public Forum** - None Presented  
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**Present:** Cllrs G. Blake-Coggins (Chair), C. Bryant (substitute), N. Coltman, R. Grocock,

**Officers Present:** J. Harrison (Town Clerk)

**Apologies For Absence:** Cllrs P. Holbrook, M. Laxton and T. Powis and Finance Officer M. Webber received and accepted

**Declarations of Interest:** None

**Minutes of previous meeting**

**RESOLVED** that the minutes of the meeting of the Finance, Budget and Resources Committee held on 20<sup>th</sup> October 2021 are a true and accurate record and may be signed by the chairman.

**Accounts and Audit – Budget for 2022-2023**

The Committee presented with the report prepared by the Finance Officer detailing the adjustments made to the budget over last few months and agreements made by committees and council affecting the budget.

- 3% increase across most of the budget areas as per the five-year budget in the business plan.
- Review of utilities across most sites for Electric/Gas and Water.
- Staffing costs adjusted to reflect scale point movements, pension costs, and pay increase as per government notification, this information due in the Autumn. See Below for update
- Members allowances reviewed and 3% increase agreed

**Others factors to be considered**

Covid-19 has had a consistent impact on the current figures in the first quarter of 2021-2022 due to facilities being closed so no hire income, the Covid-19 expenditure budget has been maintained at £5,000 for 2022-2023.

Post Office: there is £20,000 in the budget to help support the post office. There was a carry forward of £40,000 from 2020-2021 into the current year and as of 8th July 2021, there is £50,416.00 available. It was recommended that these were insufficient funds. A Post Office report with income details were presented to the committee. The committee agreed to increase the funds available for the Post Office to £60,000 as it is still very much a vital service for the town

Annual Grants to local community groups were removed in the 2021-2022 budget, is reinstated in the budget at £11,000 as per FBRC July meeting.

All hire and letting fees of properties/playing fields need to be reviewed as per Internal Audit requirement. At present the council are still trying to re-open facilities in line with government guidelines and increasing fees at this time may not be advisable. For pitch hire costs, it was resolved at AMC meeting on 28th April 2021 to waive the fees for 1 year.

Changing Places maintenance – Costings are required, so that it can be discussed further in the budget process. (£13,000 was the figure discussed in 2018-2019).

The Town Clerk informed the committee that a proposal would be made to the next Assets management Committee to relocate the proposed Changing Places facility to the Western Road Recreation ground, which has the support of the cricket club.

The committee noted that it could not remove this from the budget as council had agreed to the provision of the facility, although that had been in a town centre location, so this budget element was dependent on what if any recommendation the Assets management committee and then full council made on the proposal.

Dog bin waste: FBRSC meeting on 29th January 2020 had resolved to ringfence any underspend from 2019/20 for replacement of solo dog bins for litter bins; all bins to be labelled for dual use of general waste and dog waste and marketing to start educating the public on dog waste disposal. £2,369.00 is ring-fenced for replacement bins as per this resolution. The budget has therefore been reduced by £15,000 to account for this.

The communications officer advised that there are no further costs for the newsletter or additional costs for the council's websites.

The Outdoor Works Manager is currently reviewing the maintenance plan for 2022-2023 and at present it is to remain at the current level included in this budget.

Deputy Town Clerk advised that it would be prudent to include an additional £1,000 for the maintenance of the POS and play area at Brunel Drive (James West) once it's officially acquired by HTC.

#### **Other items.**

Communities and Events; the costed budget for 2022-2023 set by the communities committee was agreed at Full council 14th October 2021, the budget has been adjusted to include costs for the Hailsham Run.

The Youth Service budget has been agreed with the Youth Service Manager, this includes an increase of £3,000 due to increase in the service provided.

The Outdoor Works manager advised the need for replacement tree stock an additional £4,000 added to the budget.

Election costs – To reinstate an election budget due to current election costs pending, at the agreement of the Town Clerk. £5,000 added to the budget papers.

Wages and salaries – All have been updated.

Members Allowance have been updated with the 3% increase resolved at Full Council on 24<sup>th</sup> November 2021.

Taking all the above adjustments into account as of 9th December 2021 there is a shortfall at present of £68,164, however this was dependent on the outcome of agreements in relation to items listed above

The committee **RESOLVED** to set an aspirational target of a maximum of 5% increase on Band D rate. However, the Tax Base had not yet been received from WDC and this was a vital factor in the budget setting process.

The next budget-setting meeting in January will include the Tax Base. The next full council meeting is scheduled for 26<sup>th</sup> January 2022 at which the final decision on the budget will be made.

There being no other business, the meeting closed at 7.31pm

DRAFT

CHAIRMAN