



HAILSHAM TOWN COUNCIL
FINANCE, BUDGET, RESOURCE & STAFFING COMMITTEE

MINUTES

of the meeting of the Finance, Budget Resources & Staffing Committee,
held at via **THE INTERNET**
On Wednesday 21st April 2021 at 7.00 p.m.

FBR/21/1/ **Public Forum**

1 None Presented

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

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

4 **Apologies For Absence:** Cllr P. Holbrook

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 13th January 2021 (Ref: FBR/20/5/36-44) and (Ref: FBR/20/5/45-57) held on 20th January 2021 as a correct record and that they are signed by the Chairman.

7 **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 31st March 2021 and Bank Statements

7.1 **RESOLVED** to adopt the Fund Summary as at 31st March 2021, and to note the signing of bank statements by Cllr R Grocock.

(b) Summary of net expenditure as at 31st March 2021.

7.2 **RESOLVED** to adopt the Summary of Net Expenditure as at 31st March 2021.

(c) Summary of the Council's income and expenditure as at the 31st March 2021 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 adopt the summary of Council's income and expenditure compared against budget as at 31st March 2021.

(d) List of uncleared cheques totalling £68,620.31 as at 31st March 2021

7.4 **RESOLVED** to adopt the List of uncleared cheques as at 31st March 2021.

(e) List of payments previously certified.

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

- £73,311.97 for payments made during January 2021.
- £110,829.44 for payments made during February 2021.
- £133,060.69 for payments made during March 2021.

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

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

9. **CIL/Reserve Statements**

RESOLVED to note the CIL/Reserve balances as at 31st March 2021.

10. **Annual Review of Internal Control**

RESOLVED 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.

11. **Budget Process**

Cllr Blake-Coggins opened the agenda item by stating the difficult position the council has been in regarding budgeting. In the past there seems to be a gap in understanding of the budget setting and as such the budget being set and then further projects requested post budget, resulting in confusion and frustration.

Finance Officer advised that training for councillors was due in 2020, but due to Covid had to be cancelled, it was decided that this now needs to be reorganised for 2021. Cllr Grocock stated that a pack should be put together for all councillors alongside training.

Cllr Powis stated that there needs to be more forecasting long term in the budget process and that the business plan is not looking forward.

Cllr Hinton stated that there needs to be clearer understanding of the budget process and how it links between committees and the setting of the budget overall, and possibly look at budgeting process being like county or District level. Cllr Hinton stated that there also needs to be narrative within the budget, providing more in-depth information.

The Town clerk advised that even through the council budget is large it is not on the scale of County or District. However, this is always room for improvement. It was also stated that reviewing the budget setting can be undertaken however Staff time is limited and it could be a lengthy piece of work.

The Finance officer stated that yes it would be worth reviewing however would need to look at current workload and possibly amend task due to be undertaken, as year end and audit is scheduled in for the next 3 weeks.

The conclusion of the discussion was as follows.

11.1 **RESOLVED** to the following:

First budget meeting to be 7th July 2021 at this meeting a brief outline of the budget, and officers' comments in the relation to projects and timescales needs to be undertaken.

Training to be organised post Annual Council Meeting open to all councillors and a training document be provided in support of the training.

Finance officer to forward draft profiling document as appendix to this minute.

12.. **Direct Payments**

12.1 **RESOLVED** to note the list of direct payments made by the Council in the year 2021-2022.

13. **End of Year Balances**

13.1 **RESOLVED** to adopt the summary of committed and brought forward Councils Standing Orders No 1E.

13.2 **RESOLVED** to adopt the Analysis of Reserves/End of Year as contained in end of year accounts to be submitted to the External Auditors.

There being no other business, the meeting closed at 8.10pm.

DRAFT

CHAIRMAN