

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 20th January 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. Periodic Statements and Committee Expenditure

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

a) Bank Reconciliation as at 31st December 2020 (copy attached) & Bank Statements and be signed off by one member of the FBRS committee.

b) Summary of net expenditure as at 31st December 2020 (copy attached)

c) Summary of the Council's income and expenditure as at the 31st December 2020 compared against budgets (summary attached) including variance reports.

d) List of uncleared cheques totaling £49,652.35 as at 31st December 2020. (copy attached), as shown on Bank reconciliation.

e) List of payments previously certified by a member of the cheque signatory panel amounting to £188,975.46 for payments made during October 2020, £82,596.75 for payments made during November 2020 and £111,012.38 for payments made during December 2020 (In accordance with the Governance and Accountability for Local Councils Practitioners Guide)

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

To note £33.00 for Remembrance Day wreath expenditure under Section 137 payments for the current quarter.

5.3 **Council CIL/Reserves Statement**

To note and adopt the Council CIL/Reserve Statement as at 31st December 2020

6. **External Auditor – Notice of Completion of Audit**

To note the completion of external audit from PKF Littlejohn LLP as per Section 3 of AGAR 31.3.2020 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 Sections 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

7.

Request for change of use of Town Council Grant

To note and agree the request from Summerheath Hall Management Committee to change the use of the Town Council 2019-2020 grant.

8.

Financial Regulations

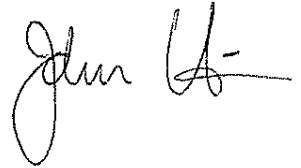
To note the changes to the Procurement process after leaving the EU, awaiting NALC model policy to update.

9. **Confidential Business**

To resolve that the next agenda item (10) is conducted under confidential business as it concerns: engagement, terms of service, conduct of employees - in accordance with the Councils Standing Orders No 1E.

10. **Youth Project Co-ordinator**

To consider and approve an amended Job Description and pay grade for the HTC Youth Project Co-ordinator



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

Account Name / Uncleared Cheque	Number	Statement No.	Balance	Total
Current Account	10331333		55031.66	
High Interest Account No. 1	50072672		1503702.64	
High Interest Account No .2	80449288		11590.52	
Treasury Deposit			0.00	
Total of all accounts				1570324.82
<u>Deduct Uncleared cheques</u>				
Payee	Cheque No.		Amount	
S Webber	16.3.2020	24438	14.29	
KBS Inflatables	16.3.2020	24432	200.00	
Friends families & Travellers	23.3.2020	24449	40.00	
Wealden District Council	17.4.2020	24492	309.00	
Besthost		DC	102.00	
Mr P Miller	31.7.2020	24647	40.35	
Tech Tactics	11.11.2020	24797	438.24	
Saxon Plants	30.11.2020	24824	41.37	
ESCC	7.12.2020	24827	300.00	
Business Waste	7.12.2020	24833	2374.29	
KSV	9.12.2020	24836	229.11	
Just Bin Bags Ltd	14.12.2020	24842	1190.88	
Business Stream	16.12.2020	24844	650.73	
EDF	16.12.2020	24846	170.90	
Eye Media Group Ltd	16.12.2020	24848	275.00	
Pear Technology	16.12.2020	24849	270.00	
Evolution	16.12.2020	24850	132.00	
The Police & Crime Commissioner for Sx	16.12.2020	24851	1315.80	
Business Stream	21.12.2020	24852	68.24	
LexisNexis	21.12.2020	24854	119.99	
PKF Littlejohn LLP	30.12.2020	24855	2400.00	
ATCM	30.12.2020	24856	654.00	
N Phillips	30.12.2020	24857	975.00	
Nutra Plumbing & Heating Ltd	30.12.2020	24858	372.78	
Adrians Cleaning Services Ltd	30.12.2020	24859	355.22	
Barcombe Landscapes	30.12.2020	24860	16237.37	
HMRC PAYE	30.12.2020	24861	12111.73	
East Sussex Pension Fund	30.12.2020	24862	8154.23	
GAYE	30.12.2020	24863	109.83	
Total Value of uncleared cheques				49652.35
				0.00
Petty Cash held				100.00
Account Balance as at 31st December 2020				1520772.47
Certified Correct John Harrison, Responsible Finance Officer				

HAILSHAM TOWN COUNCIL - SUMMARY OF NET EXPENDITURE AS AT 31.12.2020											
BUDGET HEADINGS	2020- 2021 Estimates		Actual Spend	Actual Income	Total Spend	Funds Remain	% Spent				
	Expenditure	Income						Nett total			
A	B										
ALLOTMENTS	2492	3542	-1050	2000	2907	-906	-144	86%			
RECREATION	165913	53150	112763	161776	14179	147597	-34834	131%			
FINANCE, POLICY AND RESOURCES	955543	1530	954013	688443	9006	679437	274576	71%			
BURIALS & PROPERTIES	37439	58400	-20961	36756	41421	-4665	-16296	22%			
STREET LIGHTING & FURNITURE	50562	0	50562	2646	0	2646	47916	5%			
Precept Net VAT			-9368	68853	1092828 59485	9368	0	0%			
TOTAL	1211949	0 0 116622	1085959	960474	1219826	833476	271219	77%			
NET EXPENDITURE			1095327	-259352							

HAILSHAM TOWN COUNCIL - INCOME AND EXPENDITURE AS AT 31.12.2020

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	442	317	58%
Allotments - Maintenance	101	53		1053	304	749	29%
Allotments - Waste collection - C pond	101	1500		1500	1149	351	77%
Allotments - Software Licence	101	180		180	0	180	0%
Allotments - Returnable deposits	101	0	not available to s	4440	105	4335	2%
Total Expenditure - Allotments		2492	0	7932	2000	5932	25%
Income - Allotment Rent	101	3542		3542	2907	0	82%
Total Income - Allotments		3542	0	3542	2907	0	82%
Net expenditure over income		-1050	0	4390	-906	5932	
West. Rd Rec - Maintenance	102	955		955	323	632	34%
West. Rd Rec - Water Supply	102	500	1547	2047	2171	-124	106%
West Rd Rec - Drainage	102	2000		2000	3076	-1076	154%
Expenditure - Western Road Rec		3455	1547	5002	5570	-568	111%
						0	
Income - Western Road Rec	102	1000		1000	30	970	3%
						0	
Net Expenditure over Income		2455	1547	4002	5540	-1538	
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	701	-186	136%
Expenditure - Hailsham Country Park		992	0	992	906	86	91%
Income - Fishing Permits	104	550		550	817	-267	148%
Net Expenditure over Income		442	0	442	89	353	
Public Opens Spaces							
Public Open Spaces - Maintenance	104	318		2318	123	2195	5%
Orchard Park Maintenance	104	743		743	61	682	8%
Plant & Skip Hire	104	4000		4000	2519	1481	63%
All Sites - Grass cutting	105	25000		25671	20680	4991	81%
All sites - Tree Works	105	17611	0	21345	14485	6860	68%
Dog Hygiene Bin Emptying	107	19700		19700	18503	1197	94%
Horticultural - Urban Grass Cutting	107	10916		10916	9250	1666	85%
Ersham Rd - Maintenance	102	53		53	0	53	0%
Staff Protective Clothing	304	750		750	178	572	24%
Tools & Equipment	304	1213		1331	1080	251	81%
COVID-19			5000	5000	5095	-95	102%

Expenditure - Public open spaces		80304	5000	91827	71974	19853	78%
Net Expenditure over Income		80304	5000	91827	71974	19853	
				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	1590	1410	53%
Utilities/Rates		11702		11702	11335	367	97%
Waste Disposal	201	3650	1000	3650	3477	173	95%
Cleaning	201	4841	-1000	3841	1007	2834	26%
Maintenance		3036	2400	11462	6194	5268	54%
Intruder Alarm/Fire Extinguisher		854		854	180	674	21%
Expenditure - FDL Office Complex		40083	2400	47509	35231	12278	74%
Income - Rent		17000		19625	12129	7496	62%
Income - Room Hire		3000		3000	30	2970	1%
Income - Sundries		400		400	2345	-1945	586%
Income - FDL Office Complex		20400	0	22625	12159	10466	54%
Net Expenditure over Income		19683	2400	24884	23072	1812	
Maurice Thornton Pavilion							
MT Pavilion - Utilities	202	1273		1273	567	706	45%
MT Pavilion - General Repairs	202	515		1015	239	776	24%
Expenditure - Maurice Thornton Pavilion		1788	0	2288	806	1482	35%
Income - Hire Fees		1200		1200	154	1046	13%
Net Expenditure over Income		588	0	1088	652	436	
Grovelands Barn - Maintenance	202	250		250	459	-209	184%
Grovelands Barn - Rates	202	2971		2971	2695	276	91%
Grovelands Barn - Utilities	202	500		500	242	258	48%
Expenditure - Grovelands Barn		3721	0	3721	3396	325	91%
Net Expenditure over Income		3721	0	3721	3396	325	
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	7120	7880	47%
Utilities	202	6400		6400	10665	-4265	167%
Cleaning & Hygiene		3500		3500	3397	103	97%
Alarm Maintenance	202	400		400	753	-353	188%
Expenditure - James West CH		10300	0	25300	21935	3365	87%
Income - Hire Fees		30000		30000	1019	28981	3%
Net Expenditure over Income		-19700	0	-4700	20916	-25616	
Expenditure - Public Toilet	202	15000		15000	6244	8756	42%
Net Expenditure over Income		15000	0	15000	6244	8756	
Cemetery Lodge - General repairs	203	424		5464	150	5314	3%
Expenditure - Cemetery Lodge		424	0	5464	150	5314	3%
Cemetery Lodge - Income rent		6900		6900	4760	2140	69%
Income - Cemetery Lodge		6900	0	6900	4760	2140	69%
Net Expenditure over Income		-6476	0	-1436	-4610	3174	
Cemetery - General Maintenance	203	159		3159	2393	766	76%
Cemetery - Service costs	205	5180		5180	5022	158	97%

Cemetery - Consumables	205	1963		1963	896	1067	46%
Cemetery - Pest Control	205	300		300	239	62	80%
Cemetery - Burial Software Licence	205	339		339	0	339	0%
Cemetery - Section markers	205			1380	0	1380	0%
Cemetery - Extinguisher service	205	124		124	0	124	0%
Cemetery - Grave digging	205	14420		14420	10655	3766	74%
Cemetery - Flowers & Mem trees	205	530		530	140	390	26%
Cemetery - Grass & hedge cutting	205	14000		14000	17261	-3261	123%
Expenditure - Cemetery		37015	0	41395	36606	4789	88%
Cemetery Income - Burial Fees		51500		51500	36661	14839	71%
Net Expenditure over Income		-14485	0	-10105	-55	-10050	
Street Lighting Energy	209	13261		13261	0	13261	0%
Street Lighting Maintenance	209	18540		23320	2398	20922	10%
Street Lighting - SOX replacement	209	17297		34594	0	34594	0%
Street Furniture	210	1464		1464	248	1216	17%
Dog bins	210	0		1687	0	1687	0%
Expenditure - Street Lighting and Furniture		50562	0	74326	2646	71680	4%
Net Expenditure over Income		50562	0	74326	2646	71680	
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	484153	268808	64%
Members Allowances	301	24228		24228	16816	7412	69%
Chairmans Allowance	303	1500	778	2278	720	1558	32%
Office Equipment	302	2300		2300	898	1402	14%
Election Costs	302	0		26761	0	26761	0%
Newsletter production costs & three deliveries	302	9000		9000	2300	6700	26%
Annual Town meeting	302	600		600	0	600	0%
Advertising & Publicity	302	515		515	0	515	0%
Council Website	302	3090		4590	2755	1835	60%
Postage	302	1600		1600	703	897	44%
Audit fees	302	2864		2864	2315	549	81%
Staff training & travel	302	3090		3090	320	2770	10%
Photocopier	302	3708		3708	2044	1664	55%
IT software	302	1648		1648	1004	644	61%
Subscriptions & Publications	302	3914		3914	4452	-538	114%
Professional fees	302	3713		3713	5916	-2203	159%
Stationery & Consumables	302	4000		4000	1532	2468	38%
Staff Review	302	0		5000	0	5000	0%
Room Hire Expenses - Non projects	302	600	0	600	100	500	17%
Bank Charges	313	637		637	389	248	61%
CCTV Running costs	311	7957		7957	4064	3893	51%
War Memorial - All Service costs	310	350		350	316	34	90%
Neighbourhood Plan	302	0		9227	8	9220	0%
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	0	318	0%
Expenditure - Administration		786058	778	873313	530804	342509	61%
Income - Accounts interest	313	530		530	1584	-1054	299%
Income - CIL	313						
Other Income	313						
Precept							
Income - Administration		530	0	530	1584	-1054	299%
Net Expenditure over Income		785528	778	872783	529220	343563	
Vehicles							
Vehicle - All Costs	305	18620	0	22384	13970		62%
Net expenditure over Income		18620	0	22384	13970		
Tourism							
Tourism (miscellaneous/Event Marketing)	308	742		742	275	467	37%
Communities	308	15914		15914	2678	13236	17%
Bus Alliance	308	1000		1000	107	893	11%

Festive Lighting	209	11000		11000	6120	4880	56%
Expenditure - Tourism		28656	0	28656	9179	19477	32%
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	8379	20277	
Youth Service							
Insurance	309	0		0	478	-478	0%
Utilities		8890		8890	7933	957	89%
Advertising		0		0	271	-271	0%
Waste Disposal		0		0	0	0	0%
Hygiene Supplies		500		500	180	320	36%
Maintenance		3000		3000	7367	-4367	246%
Safe Hub		600		600	499	101	83%
FNP		1000		9462	198	9264	2%
Café		1810		1810	3984	-2174	220%
Minibus		1400		1400	12391	-10991	885%
Alarm Maintenance		800		800	916	-116	115%
Expenditure - Youth Service		18000	0	26462	34216	-7754	129%
Income - Youth Café	309	1000		1000	5572	-4572	557%
Net Expenditure over Income		17000	0	25462	28644	-3182	
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	27167	41041	40%
Hailsham Revitalization fund	311	5150		21903	250	21653	1%
Maintenance Cortlandt Stable block	310	17540		22822	8906	13916	39%
Hellingly Parish Subsidy	311	27810	0	27180	26878	302	99%
Bus Concessions	309	8000		12526	1353	11172	11%
Net Expenditure - Special Projects		78809	0	154004	64555	89449	42%
Special Projects							
Cortlandt - Rent income		0		0	1050	600	0%
Net Expenditure over Income		78809	0	154004	63505	88849	

PAYMENT SCHEDULE FOR OCTOBER 2020

188,975.46

Date	Supplier	Cheque Amount No. (incl VAT)	
2nd	N Phillips	24734	750.00 Grave Digging
	C Walton	24735	50.00 Refund for J West
	Macey Industrial Fixings	24736	346.80 Tools
	Uniserve SE Ltd	24737	256.08 Office 365
5th	A Joyes	24738	45.00 Youth Café expenses
	Cancelled	24739	0.00 Cancelled
	Countrywide Ground Maintenance	24740	1537.50 Cemetery Grass Cutting
	Cuckmere Community Bus Ltd	24741	1175.68 Bus Concessions
	Business Waste	24742	3040.83 Waste Collection
7th	Hellinly Parish Council	24743	13429.00 2nd Subsidy payment
	Npower - electric	24744	87.51 4 Mkt Square - Electric
	Initial Washroom	24745	291.73 Hygiene Supplies
	H Deane	24746	210.29 Youth services - Expenses
8th	Evolution	24747	1140.00 Legionella testing
	Mr P Holbrook	24748	600.00 Donations
12th	The Police and Crime Commissioner S	24749	1315.80 CCTV Maintenance & Transmission Qtr 2
	Npower - electric	24750	453.88 J West
	East Sussex Security	24751	279.00 Youth Café Alarm
	Kaebo Graphics Limited	24752	180.00 Youth Café Uniforms
13th	Fieldskill Ltd	24753	95.40 Stationary
15th	Wightman and Parrish Ltd	24754	57.47 Covid supplies
	Safety Net	24755	130.00 Youth Services training
	D Sankey Ltd	24756	556.20 Vermin Control Country Park
	EON	24757	425.67 Gas and Electric - All Sites
21st	Evolution	24758	900.00 Legionella testing
	H Deane	24759	618.47 Youth services - Expenses
23rd	Wages and Salaries	BACS	35934.86 Wages and Salaries
	Southern landscape & construction Ltd	24760	84159.00 Western Road New Pathway
	Adrians Cleaning Services Ltd	24761	340.50 FDL and J West Cleaning
	S Spence	24762	840.00 Public Toilet Cleaning
	HM Land Registry	24763	14.00 Professional Fee
	Wealden District Assoc of local council	24764	100.00 Subscriptions
	Screwfix	24765	34.99 Outdoor Workwear
28th	EON - 4 mkt gas	24766	26.67 4 Mkt Square - Gas
	WEL Medical Ltd	24767	125.76 Defib pad replacements
29th	Travis Perkins	24768	92.35 Cemetery Maintenance
	Mr D Wilmarsh	24769	50.00 Allotment Deposit
	Mr D Power	24770	138.00 Burial Fee
30th	HMRC	24771	12229.51 HMRC PAYE
	East Sussex Pension Fund	24772	8173.20 Pension Fund
	Give As You Earn	24773	109.83 Give As you earn
	Screwfix - Trade UK	24774	36.98 4 Mkt Square
	H Deane	24775	29.76 Youth services - Expenses
	Mulberry & Co	24776	234.00 Internal Audit Fee
	Wightman and Parrish Ltd	24777	135.11 Covid supplies
	Fieldskill Ltd	24778	218.02 Stationary
	Town & Country Tree Services	24779	396.00 Tree work - Wentworth & Orchard Park
	Fuzion 4 Ltd	24780	279.00 Alarm maintenance
	Hailsham Town Council CIC	24781	10000.00 Post Office
	MFC Outdoor Stores Ltd	24782	34.99 Outdoor Workwear
	Evolution	24783	1254.00 Legionella testing
8th	Wealden Distict Council	DC	307.00 Rates for 4 Mkt Sq
5th	Besthost	DC	106.75 Bus Alliance - Domain/website hosting
22nd	Castle Water	DC	63.95 Water
30th	Wealden District Council	DC	93.70 Attachment of earnings
27th	One Answer	DC	749.03 Youth Service Minibus insurance
	Castle Water	DC	100.09 Water
1st	Wealden District Council	DD	1198.00 Rates
	Lex Autolease	DD	1264.56 Vehicle Fleet leasing
5th	Bank Charges	DD	38.51 Bank Charges
7th	Allstar	DD	76.40 Vehicle Fleet fuel
	Quadient UK Ltd	DD	100.00 Franking machine postage
27th	Roland Dunn	DD	117.12 Professional Fee
9th	EON	DC	91.60 MT Hut fee for electric meter removal
12th	Siemens Financial Services	DD	396.80 Photocopier contract
15th	Fuzion 4 Ltd	DD	276.00 Alarm Maintenance contract
20th	Vostel Ltd	DD	465.85 Telephone contract
21st	Allstar	DD	131.32 Vehicle Fleet Fuel
26th	Apogee Corp Ltd	DD	439.94 Photocopier printing costs
			<u>188,975.46</u>

PAYMENT SCHEDULE FOR NOVEMBER 2020

82,596.75

Date	Supplier	Cheque Amount No. (incl VAT)	
5th	Wealden Distrct Council	DC	307.00 Rates for 4 Mkt Sq
	Eye Media	24784	275.00 Advertising Council services
	Elco Heating Solutions	24785	1124.40 Boiler Maintenance at James West
	Initial washroom	24786	293.17 Hygiene Supplies
9th	Town & Country Tree Services	24787	3960.00 Tree work
	N Phillips	24788	1075.00 Grave Digging
	Macey Industrial Fixing	24789	20.77 Maintenace 4 Market Sq
	C B Winter	24790	6.48 War Memorial
	Npower - elec	24791	88.65 Electric 4 Mkt Sq
	GM Monk	24792	499.19 4 Mkt Sq Maintenance
	Castlewater	24793	93.85 Water
11th	Uniserve Southeast Ltd	24794	256.08 Office 365
	Ernest Doe & Sons Ltd	24795	282.88 Cemetery Maintenance
	Npower	24796	99.25 War Memorial Electric
	Tech Tactics	24797	438.24 Youth café
	Cancelled	24798	0.00 Cancelled
	Business Waste	24799	2693.55 Waste Collection
	Mr P Holbrook	24800	70.00 Mayor Allowance
12th	The Royal British Legion poppy appeal	24801	100.00 Remembrance Wreaths
	EON	24802	620.34 Electric and Gas all sites
16th	Town & Country Tree Services	24803	420.00 Tree Work
17th	MFC Outdoor	24804	46.99 Outdoor Workwear
30th	Evolution	24805	300.00 Water Treatment - J West
	Agifactors	24806	576.00 Drainage
	Nutra Plumbing and Heating	24807	231.00 4 Market Sq Maintenance
	Npower	24808	214.55 Electric J West
	Reissue Cheque 24728	24809	0.00 Reissue
	Business Stream	24810	1379.18 Water all sites
	Clive Irwin	24811	180.00 Cemetery Lodge
	DFIS	24812	283.00 Youth café Minibus service
	Mrs S Harper	24813	44.45 Stationary
	Hart Reade	24814	1866.00 Professional Fees
	Fuzion 4 Ltd	24815	124.80 Youth Café Alarm repair
	Reissue Cheque 24635	24816	0.00 Reissue
	Give As You Earn	24817	109.83 Give As you earn
	HMRC PAYE	24818	12402.05 HMRC PAYE
	East Sussex Pension Fund	24819	8642.75 Pension Fund
	EON - 4 mkt gas	24820	53.25 Gas 4 Mkt Sq
	Adrians Cleaning Services Ltd	24821	205.50 Cleaning of FDL Office
	S Spence	24822	840.00 Public Toilet Cleaning
	N Phillips	24823	1550.00 Grave Digging
	Saxon Plants	24824	41.37 Tree
25th	Wages and Salaries	BACS	36911.44 Wages and Salaries
23rd	Wealden Distrct Council	DC	120.00 Fee
13th	East Sussex Highways	DC	174.84 Christmas Lights Licence
2nd	Wealden Distrct Council	DD	1198.00 Rates
	Lex Autolease	DD	1264.56 Vehicle Leasign
4th	Bank Charges	DD	58.82 Bank Charges
16th	Fuzion 4 Ltd	DD	138.00 Alarm Maintenance Contract
27th	Premier Mats	DC	37.98 Outdoor Vehicle mats
	Roland Dunn	DD	57.12 Professional Fees
18th	Allstar	DD	197.43 Vehicle Fuel
20th	Vostel Ltd	DD	460.69 Telephone Contract
23rd	Siemens Financial Services	DD	163.30 Vending Machine Lease

82,596.75

PAYMENT SCHEDULE FOR DECEMBER 2020

111,012.38

Date	Supplier	Cheque Amount No. (incl VAT)	
7th	Earth Anchors	24825	728.53 Memorial Bench
	Southern HR	24826	840.00 Professional Fees
	ESCC	24827	300.00 MT CCTV
	Hart Reade	24828	1380.00 Professional Fees
	Uniserve SE Ltd	24829	256.08 Office 365
	Countrywide Grounds Maintenance	24830	3075.00 Cemetery Grass Cutting x 2 months
	Evoulton	24831	900.00 J West - Testing
	Initial Washroom	24832	309.25 Hygiene Contract
	Business Waste	24833	2374.28 Waste Collection
9th	Npower	24834	88.27 4 Mkt Sq Electric
	Wightman and Parrish	24835	32.95 Covid -19
	KSV	24836	229.11 Vending Machine Supplies
	Fieldskill Ltd	24837	34.28 Stationary
11th	Mr A Joyes	24838	79.05 Y Café Expenses
	Eden Springs	24839	57.02 Water Machine
14th	Colliers International	24840	320.21 2 North Street - Insurance
	Npower	24841	181.73 J West Electric
	Just Bin bags Ltd	24842	1190.88 Black Sacks - 1 year supply
16th	Kaebo Graphics	24843	48.00 Youth Café
	Business Stream	24844	650.73 Water Supplies
	Cancelled	24845	0.00 Cancelled
	EDF	24846	170.90 Youth Café - Electric/Gas
	EON	24847	616.13 Electric and Gas - All Sites
	Eye Media Group Ltd	24848	275.00 Advertising for Town Council
	Pear Technology	24849	270.00 Mapping Software
	Evoulton	24850	132.00 J West - Testing
	The Police & Crime Commissioner for	24851	1315.80 CCTV Transmission/Maintenance
21st	Business Stream	24852	68.24 Water
	S Spence	24853	840.00 Public Toilet Cleaning
	LexisNexis	24854	119.99 Publications
	M6 Vehcles	DC	12894.00 Y Café - Minibus
	Wages & Salarie	BACS	35692.36 Wages and Salaries
30th	PKF Littlejohn LLP	24855	2400.00 External Auditor Fee
	ATCM	24856	654.00 Membership
	N Phillips	24857	975.00 Grave Digging
	Nutra Plumbing & Heating Ltd	24858	372.78 New FDL Toilet
	Adrians Cleaning Services Ltd	24859	355.22 FDL and J West Cleaning
	Barcombe Landscapes	24860	16237.37 Horticultural Contractor
	HMRC PAYE	24861	12111.73 HMRC PAYE
	East Sussex Pension Fund	24862	8154.23 Pension Fund
	GAYE	24863	109.83 Give As You Earn
17th	TV License - Y Café	DC	157.50 TV License - Y Café
2nd	Besthost	DC	7.50 Domain
1st	Wealden District Council	DD	1198.00 Rates
	Lex Autolease	DD	1264.56 Vehicle Leasing
	Quadiant UK Ltd	DD	100.00 Postage
	DVLA	DC	165.00 Y Café Minibus
3rd	Ordnance Survey	DC	65.70 Professional Fees
7th	Bank Charges	DD	37.50 Bank Charges
9th	Allstar	DD	79.20 Vehicle Fuel
15th	Fuzion 4 Ltd	DD	138.00 Alarm Contracts
16th	Allstar	DD	33.50 Vehicle Fuel
18th	One Answer	DC	73.00 Minibus Insurance - Y Café
	DVLA	DC	165.00 Y Café Minibus
22nd	Sussex Rural Comm	SO	20.00 Subscription
23rd	Allstar	DD	179.19 Vehicle Fuel
	S Jemmett	24239	25.00 Christmas Refund deposit 2019
	Vostel Ltd	DD	463.78 Telephone Contract

111,012.38

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 epayments 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	Commutated 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				
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	Commutated 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				

[illegible]

[illegible]

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 epayments		
	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 infrastructure (£560,455.83)											-140113.95						
May-20	Improve Path at Countrypark (htc/AM/19/127)											-26000						
Aug-20	Western Rd - Running Track 50% payment (htc/20/4/222)												-68000					
Sep-20	Union Corner Hall (htcxxxx)									-10000								
	Maurice Thornton Pavilion Roof (htcxxxx)											-23000						
	Western Road Pathway Lighting (htcxxxx)											-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	0	25,185.00	13790.28	6000	256,004.85	1,757.07	39450.00				

HAILSHAM TOWN COUNCIL

NOTICE OF CONCLUSION OF THE AUDIT AND RIGHT TO INSPECT THE ANNUAL RETURN FOR THE YEAR ENDED 31ST MARCH 2019 AS PUBLISHED ALONGSIDE THIS NOTICE

Section 14 of the Audit Commission Act 1998

Accounts and Audit (England) Regulations 2011 (SI 2011/817)

The audit of accounts by PKF Littlejohn LLP of 1 Westferry Circus, Canary Wharf, London, E14 4HD for Hailsham Town Council for the year ending 31st March 2020 has been concluded.

In their opinion the Annual Return presents fairly the financial position of Hailsham Town Council at 31st March 2020 and its income and expenditure for the year then ended and in their opinion the information contained in the Annual Return is in accordance with the Audit Commission's requirements and no matters have come to their attention giving cause for concern.

The Annual Return is available for inspection by any local government elector of the Parish of Hailsham on application to Mr. John Harrison, Town Clerk at the Town Council Offices, Market Square, Hailsham from Monday to Friday between the hours of 09.00 am and 4.00 pm when any local government elector may make copies of the Annual Return.

Copies will be provided to any local government elector on payment of £5 for each copy of the Annual Return.

This announcement is made by John Harrison, Town Clerk on 4th January 2021.

John Harrison
Town Clerk
4th January 2021

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Hailsham Town Council – ES0044

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

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 Sections 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.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

22/09/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)