



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

**REPORT (Minutes)**

of the meeting of the Finance, Budget Resources & Staffing Committee,  
held at via **THE INTERNET**

On Wednesday 20<sup>th</sup> January 2021 at 7.00 p.m.

**FBR/20/5/**  
**45**      **Public Forum**

Prior to commencement of formal business, a period of not more than 15 minutes was assigned for the purpose of permitting members of the public to address the Committee or ask questions (on matters relevant to the responsibilities under the direction of this committee).

None Presented

**46**      **Present:** Cllrs G. Blake-Coggins, N. Coltman, R. Grocock, M.Laxton (Substitute), T. Powis

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

**48**      **Apologies For Absence:** Cllrs K. Hinton and P. Holbrook

**49**      **Declarations of Interest:** None

**50**      **Periodic Statements and Committee Expenditure**

**(a) Fund Summary as at 31<sup>st</sup> December 2020 and Bank Statements**

**50.1**      **RESOLVED** to note and adopt the Fund Summary as at 31<sup>st</sup> December 2020, and to note the signing of bank statements by Cllr N Coltman.

**(b) Summary of net expenditure as at 31<sup>st</sup> December 2020.**

**50.2**      **RESOLVED** to note and adopt the Summary of Net Expenditure as at 31<sup>st</sup> December 2020.

**(c) Summary of the Council's income and expenditure as at the 31<sup>st</sup> December 2020 compared against budgets.**

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

Cllr Grocock inquired about the 4 outstanding cheques dated pre-June 2020, The Finance Officer explained that they need to be cancelled.

**50.3**      **RESOLVED** to note and adopt the summary of Council's income and expenditure compared against budget as at 31<sup>st</sup> December 2020.

**(d) List of uncleared cheques totalling £49,652.35 as at 31<sup>st</sup> December 2020**

**50.4**      **RESOLVED** to note and adopt the List of uncleared cheques as at 31<sup>st</sup> December 2020.

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

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

- £188,975.46 for payments made during October 2020.
- £82,596.75 for payments made during November 2020.
- £111,012.38 for payments made during December 2020.

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

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

52. **CIL/Reserve Statements**

**RESOLVED** to note the CIL/Reserve balances as at 31<sup>st</sup> December 2020.

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

**RESOLVED** to note the completion of external audit from PKF Littlejohn LLP as per Section 3 of AGAR 31.3.2020 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 of concern that relevant legislation and regulatory requirements have not been met.*

54. **Request for change of use of Town Council Grant**

The Town Clerk explained the email received from the Summerheath Hall management Committee, stating a request to use the grant received for another purpose.

The committee is was very honest of the applicant to place the request to the Council for the change of use for the grant. However, would like a letter from them stating actual use of the grant.

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

55. **Financial Regulations**

55.1 **RESOLVED** to note the changes to the procurement process after leaving the EU and to update the committee once the new NALC model Financial Regulations is received.

56. **Confidential Business**

56.1 **RESOLVED** that the press and public are temporarily excluded during the discussion on the item (10) of the agenda as it concerns: engagement, terms of service, conduct of employees – in accordance with the Councils Standing Orders No 1E.

57. **Youth Project Co-ordinator**

The Town Clerk explained the details within the report.

Cllr Powis inquired if there is a procedure for staff entitlement to job review and as the budget is in the process of being set, is this the best time to proceed with this.

Cllr Laxton enquired about additional costs of NI and pension, Finance officer provided the information and stated that it would not have any effect on the budget for 2021-2022 as there is an underspend in the staffing budget.

Cllr Laxton asked is there a training plan for the Youth Project Co-ordinator, The Town Clerk advised that there is and has plans around Management and Leadership training.

Cllr Hinton mentioned the expansion of services by the Youth Service and how this came about, The Town Clerk advised that the expansion went through the relevant committees and the role had evolved significantly over the last 7 years.

The committee felt that the youth service does a great job in the local community and as such the Town Council is unique in having its own Youth Service.

57.1 **RESOLVED** to note and recommend to council the amended Job Description and pay grade for the HTC Youth Project Co-ordinator.

There being no other business, the meeting closed at 7.45pm

CHAIRMAN