

HAILSHAM TOWN COUNCIL

FINANCE, BUDGET, AND RESOURCES COMMITTEE

AGENDA

NOTICE IS HEREBY GIVEN OF a meeting of the FINANCE, BUDGET AND RESOURCES COMMITTEE to be held at the Fleur De Lys Council Chambers/Meeting Rooms, Market Street, Hailsham, on

Wednesday 20th April 2022 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. Minutes of previous Meeting

5.1 To note that the Minutes and Reports of the Meeting of the Finance, Budget, Resources and Staffing Committee (Ref:FBR/21/7/68-77) held on 19th January 2022 may be taken as read, confirmed as correct record, and signed by the Chairman.

To receive an update about progress of resolutions from the last non budget meeting of the Finance, Budget, and Resource Committee 19th January 2022.

6. Periodic Statements and Committee Expenditure

6.1 To adopt the financial reports as listed below:

- a) Bank Reconciliation as at 31st March 2022 (copy attached) & Bank Statements and be signed off by one member of the FBR committee.
- b) Summary of net expenditure as at 31st March 2022 (copy attached)
- c) Summary of the Council's income and expenditure as at the 31st March 2022 compared against budgets (summary attached) including variance reports.
- d) List of uncleared cheques totaling £79,306.21 as at 31st March 2022. (copy attached), as shown on Bank reconciliation.
- e) List of payments previously certified by a member of the cheque signatory panel amounting to £153,816.92 for payments made during January 2022, £133,237.88 for payments made during February 2022 and £154,545.37 for payments made during March 2022 (In accordance with the Governance and Accountability for Local Councils Practitioners Guide)

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

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

6.3 **Council CIL/Reserves Statement**

To adopt the Council CIL/Reserve Statement as at 31st March 2022

7.0 **Annual Review of Internal Control**

To note and agree the report from the sub-committee meeting on Monday 14th March 2022, to review the effectiveness of the Internal Controls, as per the Local Governance and Accountability.

8.0 **Annual Grants 2022-2023**

To set a date for the committee to review the annual grant applications.

9.0 **Direct Payments**

To note the list of direct payments made by the Council in the year 2022- 2023.

10 **End of Year Balances**

- A) To adopt the summary of committed and brought forward balances (copy attached)
- B) To adopt the Analysis of Reserves/End of Year as contained in the end of year accounts to be submitted to the External Auditors.

11 **Exercise of Electors Rights**

To note the program set by the External Auditors in respect of the councils accounts for 2021-2022.

12 **Confidential Business**

To resolve that the next agenda item (13) are conducted under confidential business as they concern engagement, terms of service, conduct of employees in accordance with the Councils Standing Orders No 1E.

13 **IT Upgrade Proposal**

To note and adopt the IT replacement scheme, with the rolling out of Phase one.

To recommend to Council the funding for the scheme is funded from Contingencies, but further phases (2 and 3) be built into the budget for future years.

A handwritten signature in black ink, appearing to read 'John Harrison', with a stylized flourish at the end.

JOHN HARRISON
Town Clerk

Committee Membership:

Councillors;

G. Blake-Coggins

N. Coltman

R. Grocock

P. Holbrook

M. Laxton

T. Powis

Substitutes:

Councillor C. Bryant

Councillor D. Cottingham

Councillor B. Holbrook

HAILSHAM TOWN COUNCIL - SUMMARY OF NET EXPENDITURE AS AT 31.03.2022

2021- 2022 Estimates											
BUDGET HEADINGS	Expenditure		Income		Nett total	Actual	Actual		Total	Funds	%
	A		B			Spend	Income		Spend	Remain	Spent
ALLOTMENTS	3002		3034		-32	3147	3456		-309	277	966%
RECREATION	218082		53300		164782	237117	44824		192293	-27511	117%
FINANCE, POLICY AND RESOURCES	954227		2200		952027	965534	46061		919474	32554	97%
BURIALS & PROPERTIES	36931		58400		-21469	37278	57584		-20306	-1163	95%
STREET LIGHTING & FURNITURE	51562		0		51562	56599	0		56599	-5037	110%
Precept							573137				
Net VAT					-9368	43985	18842		25143	0	0%
TOTAL	1263804	0	0	116934	1137502	1343660	743904		1172894	-881	103%
NET EXPENDITURE					1146870	599757					

HAILSHAM TOWN COUNCIL - INCOME AND EXPENDITURE AS AT 31.03.2022

Item	1st April 2021 to 31st March 2022						
	Account Code	Annual Budget	Budget Adjustments	total available	Actual Year to date	Funds Available	percentage spent to date
Allotments - Water supply	101	1218		1218	939	279	77%
Allotments - Maintenance	101	98		198	118	80	60%
Allotments - Waste collection - C pond	101	1500		1850	1571	279	85%
Allotments - Software Licence	101	186		186	172	14	92%
Allotments - Returnable deposits	101	0	not available to s	4435	347	4088	8%
Total Expenditure - Allotments		3002	0	7887	3147	4740	40%
Income - Allotment Rent	101	3034		3034	3456	-422	114%
Total Income - Allotments		3034	0	3034	3456	-422	114%
Net expenditure over income		-32	0	4853	-309	5162	
West. Rd Rec - Maintenance	102	983		983	3100	-2117	315%
West. Rd Rec - Water Supply	102	700	600	1300	2009	-709	155%
West Rd Rec - Drainage	102	9500		9500	8700	800	92%
Expenditure - Western Road Rec		11183	600	11783	13809	-2026	117%
Income - Western Road Rec	102	1000		1000	5030	-4030	503%
Net Expenditure over Income		10183	600	10783	8779	2004	
MT - Annual Rent	102	1000		1000	1000	0	100%
MT - Maintenance	102	732		732	560	172	77%
MT - Water Supply	102	72		72	0	72	0%
MT - Pitch Marking Paint & Contractor to Mark	102	500	0	500	240	260	48%
MT - Skate Park Maintenance	102	515		1545	0	1545	0%
MT - Drainage	102	2000		4000	0	4000	0%
Expenditure - Maurice Thornton Playing Field		4819	0	7849	1800	6049	23%
Net Expenditure over Income		4819	0	7849	1800	6049	
Common Pond - Maintenance	102	721		1421	1160	261	82%
Net Expenditure over Income		721	0	1421	1160	261	

Play Areas							
Play Areas - Insurance	103	1450		1450	1450	0	100%
Play Areas - Maintenance	103	2311	-2000	4950	2478	2472	50%
Play Areas - New Equipment	103	0		1324	0	1324	0%
Expenditure - Play Areas		3761	-2000	7724	3928	3796	51%
Net Expenditure over Income		3761	-2000	7724	3928	3796	
HCP - Maintenance	104	492		492	0	492	0%
HCP - Pest Control	104	546		546	485	61	89%
Exepnditure - Hailsham Country Park		1038	0	1038	485	553	47%
Income - Fishing Permits	104	700		700	1047	-347	150%
Net Expenditure over Income		338	0	338	-562	900	
Public Opens Spaces							
Public Open Spaces - Maintenance	104	328		1573	520	1053	33%
Orchard Park Maintenance	104	765		765	0	765	0%
Plant & Skip Hire	104	4120		5196	3527	1669	68%
All Sites - Grass cutting	105	25750		25750	21470	4280	83%
All sites - Tree Works	105	18139	2000	21805	19653	2152	90%
Dog Hygiene Bin Emptying	107	19700		21700	22390	-690	103%
Horticultural - Urban Grass Cutting	107	10916	-600	10316	9262	1054	90%
Ersham Rd - Maintenance	102	55		55	0	55	0%
Staff Protective Clothing	304	300		400	345	55	86%
Tools & Equipment	304	1722		1733	1489	244	86%
COVID-19		0		5000	115	4885	2%

Maintenance Plan	104	40984		40984	32111	8873	78%
Expenditure - Public open spaces		122779	1400	135277	110882	24395	82%
Net Expenditure over Income		122779	1400	135277	110882	24395	
1st April 2020 to 31st March 2021							
Income							
Item		Budget	Budget & Adjustments	total available	total spent to date		percentage spent to date
FDL Office Complex							
Insurance	201	13000	0	14694	12558	2136	85%
Telephone	201	3000	0	3000	2150	850	72%
Utilities/Rates		12712		12712	13657	-945	107%
Waste Disposal	201	2650		2650	5974	-3324	225%
Cleaning	201	4841	-1000	3841	2934	907	76%
Maintenance		3215		10555	4016	6539	38%
Intruder Alarm/Fire Extinguisher		704		704	629	75	89%
Expenditure - FDL Office Complex		40122	-1000	48156	41918	6238	87%
Income - Rent		17000		17825	20325	-2500	114%
Income - Room Hire		3000		3000	0	3000	0%
Income - Sundries		400		400	315	85	79%
Income - FDL Office Complex		20400	0	20825	20640	500	99%
Net Expenditure over Income		19722	-1000	27331	21278	5738	
Maurice Thornton Pavilion							
MT Pavilion - Utilities	202	1311		1311	1259	52	96%
MT Pavilion - General Repairs	202	515		1099	5385	-4286	490%
Expenditure - Maurice Thornton Pavilion		1826	0	2410	6644	-4234	276%
Income - Hire Fees		1200		1200	70	1130	6%
Net Expenditure over Income		626	0	1210	6574	-5364	
Grovelands Barn - Maintenance	202	258		258	235	23	91%
Grovelands Barn - Rates	202	3060		3060	2695	365	88%
Grovelands Barn - Utilities	202	515		515	360	155	70%
Expenditure - Grovelands Barn		3833	0	3833	3289	544	86%
Net Expenditure over Income		3833	0	3833	3289	544	
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	1700		1700	0	1700	0%
Utilities	202	6400		6889	14040	-7151	204%
Cleaning & Hygiene		3500		3500	5152	-1652	147%
Alarm Maintenance	202	400		400	909	-509	227%
Expenditure - James West CH		12000	0	12489	20101	-7612	161%
Income - Hire Fees		30000		30000	18037	11963	60%
Net Expenditure over Income		-18000	0	-17511	2064	-19575	
Expenditure - Public Toilet	202	15000		15000	12461	2539	83%
Net Expenditure over Income		15000	0	15000	12461	2539	
Cemetery Lodge - General repairs	203	437		6075	441	5634	7%
Expenditure - Cemetery Lodge		437	0	6075	441	5634	7%
Cemetery Lodge - Income rent		6900		6900	7140	-240	103%
Income - Cemetery Lodge		6900	0	6900	7140	-240	103%
Net Expenditure over Income		-6463	0	-825	-6699	5874	

Cemetery - General Maintenance	203	164		3164	137	3027	4%
Cemetery - Service costs	205	6116		6116	7208	-1092	118%
Cemetery - Consumables	205	2022		2693	1939	754	72%
Cemetery - Pest Control	205	300		300	0	300	0%
Cemetery - Burial Software Licence	205	339		339	290	49	86%
Cemetery - Extinguisher service	205	124		124	147	-23	119%
Cemetery - Grave digging	205	14853		14853	10700	4153	72%
Cemetery - Flowers & Mem trees	205	546		546	210	336	38%
Cemetery - Grass & hedge cutting	205	12030		12030	16206	-4176	135%
Expenditure - Cemetery		36494	0	40165	36837	3328	92%
Cemetery Income - Burial Fees		51500		51500	50444	1056	98%
Net Expenditure over Income		-15006	0	-11335	-13607	2272	
Street Lighting Energy	209	13659		13659	9751	3908	71%
Street Lighting Maintenance	209	19097		31569	28707	2862	91%
Street Lighting - SOX replacement	209	17297		31141	16500	14641	53%
Street Furniture	210	1509		1991	1641	350	82%
Dog bins	210	0		2369	0	2369	0%
Expenditure - Street Lighting and Furniture		51562	0	80729	56599	24130	70%
Net Expenditure over Income		51562	0	80729	56599	24130	
1st April 2020 to 31st March 2021							
Item		Budget	Income Budget & Adjustments	total available	total spent to date		percentage spent to date
All staff costs	301	732080		775620	699790	75830	90%
Members Allowances	301	21600		21600	20852	748	97%
Chairmans Allowance	303	1500		1817	1572	245	87%
Office Equipment	302	2369		2369	1931	438	14%
Election Costs	302	0		26761	13589	13172	0%
Newsletter production costs & three deliveries	302	5000		5000	5445	-445	109%
Annual Town meeting	302	600		600	0	600	0%
Advertising & Publicity	302	515		515	0	515	0%
Council Website	302	3182		3182	3461	-279	109%
Postage	302	1648		1648	1025	623	62%
Audit fees	302	2950		2950	2345	605	79%
Staff training & travel	302	3090		3090	3034	56	98%
Photocopier	302	3708		3708	1785	1923	48%
IT software	302	1697		1697	3208	-1511	189%
Subscriptions & Publications	302	4031		4031	4077	-46	101%
Professional fees	302	3713	2000	5713	5618	95	98%
Stationery & Consumables	302	4000	-1000	3000	1941	1059	65%
Staff Review	302	0		5000	0	5000	0%
Room Hire Expenses - Non projects	302	600	0	600	352	248	59%
Bank Charges	313	637		637	569	68	89%
CCTV Running costs	311	7957		7957	5160	2797	65%
War Memorial - All Service costs	310	361		361	434	-73	120%
Neighbourhood Plan	302	0		5230	230	5001	4%
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		328		328	311	17	95%
Expenditure - Administration		802224	1000	884868	776728	108140	88%
Income - Accounts interest	313	1200		1200	158	1042	13%
Income - CIL	313						
Other Income	313						
Precept							
Income - Administration		1200	0	1200	158	1042	13%
Net Expenditure over Income		801024	1000	883668	776570	107098	
Vehicles							
Vehicle - All Costs	305	21000	0	22720	18703		82%
Net expenditure over Income		21000	0	22720	18703		
Tourism							
Tourism (miscellaneous/Event Marketing)	308	765		765	415	350	54%

Communities	308	15914	-2900	20408	18400	2008	90%
Bus Alliance	308	1000		1000	300	700	30%
Festive Lighting	209	10000	2900	12900	12805	95	99%
Expenditure - Tourism		27679	0	35073	31920	3153	91%
Income - Festive Lighting	209	0		0	335	-335	0%
Income - Street market pitch fees					388	-388	0%
Income - Bus Alliance Recharge					0	0	0%
Income - Tourism		0	0	0	723	-723	0%
Net Expenditure over Income		27679	0	35073	31197	3876	
Youth Service							
Insurance	309	0		491	491	0	0%
Utilities		7890		13399	9039	4360	67%
Advertising		0		0	435	-435	0%
Waste Disposal		0		0	0	0	0%
Hygiene Supplies		500		500	304	196	61%
Maintenance		3000		3000	554	2446	18%
Safe Hub/Hellingly		600		600	1215	-615	202%
FNP/PGL		2000		7974	9605	-1631	120%
Café		1810		1810	12889	-11079	712%
Minibus		1400		1400	2071	-671	148%
Alarm Maintenance		800		800	1169	-369	146%
Expenditure - Youth Service		18000	0	29974	37771	-7797	126%
Income - Youth Café	309	1000		1000	41057	-40057	4106%
Net Expenditure over Income		17000	0	28974	-3286	32260	
Grants							
Annual Grants	307	5801		5801	0	5801	0%
Covid-19 Emergency Grants				5315	0	5315	0%
Section 137 - Miscellaneous	307	400		400	289	111	72%
Net Expenditure		6201	0	11516	289	11227	3%
Net Expenditure over Income		6201	0	11516	289	11227	
Special Projects							
Criminal Damage	309			1056	0	1056	0%
Churchyard CCTV Service Contract	310	309		309	0	309	0%
Post Office Operation costs		20000		60833	50267	10566	83%
Hailsham Revitalization fund	311	5150		26803	1545	25258	6%
Maintenance Cortlandt Stable block	310	17854		24196	14322	9874	59%
Hellingly Parish Subsidy	311	27810	0	27180	26878	302	99%
Bus Concessions	309	8000		14262	7112	7150	50%
MT Hut	309				0		
Net Expenditure - Special Projects		79123	0	154639	100124	54515	65%
Special Projects							
Cortlandt - Rent income/Rate Refund		0		0	4124	3224	0%
Net Expenditure over Income		79123	0	154639	96000	51291	

PAYMENT SCHEDULE FOR JANUARY 2022

153,816.92

Date	Supplier	Cheque No.	Amount (incl VAT)	
4th	Wightman & Parrish	25420	13.51	Office Supplies
	SEE	25421	3120.00	Professional Fees
	Initial Washroom	25422	327.80	Hygiene Supplies
7th	ESCC	25423	138.00	Youth Services - Advertising
	S Spence	25424	840.00	Public Toilet Cleaning
	Miss N Clarke-Cox	25425	29.00	Staff Expenses
	Rialtas Software	25426	348.00	Burials Software
	Cancelled	25427	0.00	Cancelled
14th	EON	25428	957.87	Gas and Electric
	Eden Springs	25429	35.06	Water Machine
	HMRC PAYE	25430	13210.29	HMRC PAYE
	East Sussex Pension Fund	25431	8214.73	Pension Fund
	SLCC	25432	72.00	Training - Staff
	Besthost	25433	42.00	NHP
	Uniserve SE Ltd	25434	231.12	Office 365
	Ordnance Survey	25435	65.70	Professional Fees
	Freedom Leisure	25436	136.00	FPN
	ATCM	25437	654.00	Membership
	Cuckmere Buses	25438	1701.92	Bus Concessions - NYE 2021
17th	The Edge	DC	33.14	ID Card
18th	Reissue cheque 25311	DC	0.00	Reissue
14th	GM Monk	25439	3846.00	J West Bollards
	Barcombe Landscapes Ltd	25440	6571.39	Horticultural Contract
18th	Business Waste	25441	2928.81	Waste Collection
	Adrians Cleaning Service Limited	25442	550.00	Cleaning of FDL/J West
	D Sankey Ltd	25443	155.40	Vermin control at Countrypark
	Allotment Refund	25444	39.60	Allotment Refund
	Countrywide Maintenance	25445	1537.50	Cemetery Grass Cutting
	Saxon Plants	25446	50.84	Soil
	Eye Media Ltd	25447	550.00	Advertising
	Hailsham Roadway	25448	13267.68	Wentworth Close Pathway
	DFIS	25449	24.00	Vehicle Repair
	Npower	25450	419.00	J West Electric
	K Smith - KFS Inflatables	25451	350.00	FPN
	East Sussex Highways	25452	22047.98	Street Lighting Column Repairs
	Wightman & Parrish	25453	132.67	Hygiene Supplies
25th	Wages & Salaries	BACS	38356.72	Wages and Salaries
21st	Earth Anchors	25454	642.00	Memorial Bench
	Hart Reade	25455	3000.00	Professional Fees
	Uniserve SE Ltd	25456	624.16	New Laptop - youth services
	J West Refund	25457	50.00	Hall Refund
	Nutra Plumbing and Heating Ltd	25458	345.60	Boiler Service
	EON Next	25459	479.43	Electric and Gas
25th	Town & Country Tree Services	25460	660.00	Tree Works - Western Rd - Football club
	S Spence	25461	840.00	Public Toilet Cleaning
	M Hagger	25462	59.94	Staff Expenses
	East Sussex Highways	25463	19800.00	Sox Lighting
	Business Stream	25464	104.84	Water - 2 North St
	IRIS Software	25465	1080.35	Software
	Castle Water	25466	412.14	Water
	Mr P Holbrook	25467	320.78	Mayor Allowance
	Knockhatch	25468	200.00	FPN
31st	Npower	25469	33.44	Electric War memorial
	Surrey Hills Solicitors LLP	25470	210.00	Professional Fees
11th	Screwfix	DC	20.93	Tools
	Besthost	DC	42.00	Hostings
6th	Bank Charges	DD	57.73	Bank Charges
27th	Roland Dunn	DD	71.40	Professional Fees
4th	CF Corporate Finance	DD	422.40	Photocopier Lease
	SOS Systems	DD	57.94	Photocopier printing costs
	Wealden District Council	DD	1,064.00	Rates
	Lex Autolease	DD	1,264.56	Vehicle Leasing
5th	ICO	DD	35.00	Licence
12th	Allstar	DD	114.65	Vehicle Fleet fuel
14th	Quadiant UK	DD	100.00	Franking Machine - Postage
	Fuzion 4Ltd	DD	151.53	Alarm Maintenance contract
18th	SOS Systems	DD	10.74	Photocopier printing costs
19th	Allstar	DD	41.88	Vehicle Fleet fuel
20th	Vostel Ltd	DD	457.33	Telephone Contract
	Wages & Salaries	BACS	44.42	Wages and Salaries

153,816.92

PAYMENT SCHEDULE FOR FEBRUARY 2022

133,237.88

Date	Supplier	Cheque Amount No. (incl VAT)	
10th	Reissue cheque 25430	25471	0.00 Reissue cheque
	Wealden District Council	25472	13588.71 Elections Charges
	SLCC	25473	54.00 Training - Staff
	Adrians Cleaning Services	25474	550.50 J West and FDL Cleaning
	Npower	25475	33.44 War Memorial Electric
	UK Safety Management Ltd	25476	932.52 PAT Testing
	Countrywide Ground Maintenance	25477	1537.50 Cemetery Grass Cutting
	Evolution	25478	132.00 J West Water Treatment
	The Police & Crime Comm for Sx	25479	849.00 CCTV Transmission Qtr 3
	Uniserve SE Ltd	25480	242.40 Office 365
	Freedom Leisure	25481	165.00 FNP
	Safety net	25482	67.00 DBS - Y Services
	HMRC PAYE	25483	13416.84 HMRC PAYE
	East Sussex Pension Fund	25484	8426.59 Pension Fund
	Travis Perkins	25485	92.87 Cemetery Maintenance
	Initial Hygiene	25486	327.80 Hygiene Supplies
	Festive illuminations	25487	4305.00 Christmas Lights take down & Remembrance Day
	Rialtas Business Solutions Ltd	25488	1014.00 IT Software yearly licence
11th	The Police & Crime Comm for Sx	25489	446.10 CCTV Maintenance Qtr 3
	Hailsham Town Council CIC	25490	10000.00 Post Office Subsidy
	Town & Country Tree Services	25491	456.00 Tree Work - Cemetery
	Mr A Reed	25492	2110.00 Grave Digging
	Bloomfields	25493	35.00 Chapel Flowers
	EON Next	25494	1177.13 Gas and Electric - All Sites
	Wealden District Council	25495	110.00 Hall Hire
15th	Town & Country Tree Services	25496	384.00 Tree Work - Barn site and Wentworth
	Cancelled	25497	0.00 Cancelled
	Cancelled	25498	0.00 Cancelled
	Fieldskill	25499	338.00 Desk and Chair for FDL
18th	Pyrotec	25500	993.98 Fire Extinguisher testing - All sites/vehicles
	GM Monk Ltd	25501	633.82 Bollard Repairs at J West
	Mrs S Harper	25502	8.40 Expenses
	Choice Medics Ltd	25503	345.00 First Aid Training - Youth Services
25th	Wages and Salaries	BACS	38356.79 Wages and Salaries
18th	Knockhatch	25504	412.00 Youth Services
	Business Waste	25505	3550.38 Waste Collections
	Hedeges Driveways Ltd	25506	288.14 Bollards
	Uniserve SE Ltd	25507	60.00 Office Equipment
	Haulaway Ltd	25508	264.00 Skip Hire
	High Street Safari	25509	499.00 Queens Jubilee - Beacon Trail
22nd	Maspect Metalcraft Ltd	25510	2395.20 Bow top Railings at Western Rd Play area
	21CC Group Ltd	25511	588.00 Queens Jubilee - Beacon
	Town & Country Tree Services	25512	540.00 Tree Work - Western Road
	S Spence	25513	840.00 Public Toilet Cleaning
	Graham Cottingham Ltd	25514	93.60 Maintenance at Youth Café
	PGL Travel Ltd	25515	2347.88 PGL - Youth Services
	Business Stream	25516	6.92 Water
	Pyrotec	25517	534.76 Fire Extinguisher testing - Grovelands Barn & FDL
	Fuzion 4 Ltd	25518	437.40 Alarm Maintenance - Y Café
25th	Cash	25519	100.00 Youth Services - Cash Float
	Wealden Citizen Advice	25520	5801.00 Grant
	Roots Gardening & Grounds Maint	25521	840.00 Western Road Verti Draining
28th	Mrs J L Smith	25522	1760.00 Town Crier Uniform - 50% Deposit
	M & S Print Services Ltd	25523	978.00 Newsletter
	S & B Trade Services Ltd	25524	149.99 Cemetery Office Fridge
	Eye Media Group Ltd	25225	550.00 Advertising
	Town & Country Tree Services	25226	3,720.00 Tree work - Storm Damage from Storm Eunice x 5 locations
	Child Maintenance Service - DEO	25227	240.50 Deductions of earnings order
	MTMC	DC	43.13 Tools
	Powertool Spares	DC	35.27 Tools
	HSD Online	DC	89.47 P Toilet - 2 x Jumbo toilet roll holders and soap dispensator
	Uniserve SE Ltd	25228	884.40 New Laptop/keyboard and mouse
1st	Wealden District Council	DD	1,064.00 Rates
	Lex Autolease	DD	1,264.56 Vehicle Fleet Leasing
2nd	SOS Systems	SS	45.88 Photocopier printing costs
	Allstar	DD	378.41 Vehicle Fleet - Fuel
4th	Bank Charges	DD	52.13 Bank Charges
9th	Allstar	DD	93.40 Vehicle Fleet fuel
14th	Fuzion4 Ltd	DD	151.53 Alarm Maintenance contract
16th	Allstar	DD	199.51 Vehicle Fleet - Fuel
18th	Vostel Ltd	DD	462.33 Telephone Contract
	Quadiant UK	DD	100.00 Franking machine
21st	Siemens Financial Services	DD	163.30 Vending Machine Lease
23rd	Allstar	DD	84.40 Vehicle Fleet fuel

133,237.88

PAYMENT SCHEDULE FOR MARCH 2022

154,545.37

Date	Supplier	Cheque No.	Amount (incl VAT)
2nd	The Edge System	25529	83.38 ID cards
	Fieldskill	25530	114.90 2 Drawer pedestal
	Rialtas Business Solutions Ltd	25531	474.00 Bookings Software
	Intial Washroom	25532	327.80 Hygiene Supplies
4th	Countrywide Grounds Maintenance	25533	1537.50 Cemetery Grass cutting
	Evolutions	25534	132.00 J West Water treatment plan
	Uniserve SE Ltd	25535	242.40 Office 365
	Ernest Doe & Sons Ltd	25536	117.98 Common Pond Weed Burner
	Castlewater	25537	131.95 Water Supply - J West
	Haulaway Ltd	25538	264.00 Skip hire
7th	Trade Paints	25539	127.50 MTP Paint for ceiling
	Nutra Plumbing and Heating Ltd	25540	86.40 Boiler Service - 2 North Street
	HMRC PAYE	25541	13528.96 HMRC PAYE
	East Sussex Pension Fund	25542	7689.59 Pension Fund
	Town & Country Tree Services	25543	900.00 Tree Works - Grovelands/Orchard Park
	Cancelled	25544	0.00 Cancelled
	Cancelled	25545	0.00 Cancelled
9th	Ernest Doe & Sons Ltd	25546	1346.40 Cemetery Maintenance
	The Edge System	DC	20.34 ID cards
	EON Next	25547	1437.57 Gas and Electric
1st	Screwfix	DC	368.85 Tools & Clothing for Outdoor Staff
9th	Macey Industrial Fixings	25548	633.16 Tools/equipment
10th	Correction of allocation	DC	0.00 Correction
	Correction of allocation	25119	0.00 Correction
	Correction of allocation	25041	0.00 Correction
14th	Npower	25549	30.21 War memorial Electric
	Adrians Cleaning Services Ltd	25550	535.50 Cleaning of FDL and J West
	Mr K Smith - KBS inflatable	25551	350.00 Youth Service
	Mr A Joyes	25552	217.07 Youth Service - Expenses
	Knockhatch	25553	251.00 Youth Service
	Bloomfields	25554	105.00 Chapel Flowers
	Mr A Reed	25555	450.00 Grave Digging
	Festive Illuminations	25556	2626.84 Bunting for Queen Jubilee
	Newton & Frost Fencing Ltd	25557	624.23 Fencing for Cameron Close
	Town & Country Tree Services	25558	900.00 Tree Works - St Mellion
	EDF Energy	25559	626.60 Youth café - Gas and Electric
16th	SLCC	25560	72.00 Training Course
	Skinners Sheds	DC	939.00 Replacement Shed due to Storm damage
17th	KSV	25561	194.19 Vending Machine Supplies
	Fieldskill	25562	31.34 Stationary
	Zurich - Queen Jubille	25563	478.73 Additional Insurance cover
	Npower	25564	442.30 J West Electric
	Haulaway Ltd	25565	264.00 Skip hire
	M Caira	25566	39.50 Subsistence
	J West Deposit Refund	25567	50.00 Deposit refund
	J West Deposit Refund	25568	50.00 Deposit refund
	J West Deposit Refund	25569	50.00 Deposit refund
22nd	J West Deposit Refund	25570	50.00 Deposit refund
	S Harper	25571	8.40 Travel Expenses
23rd	S Spence	25572	840.00 Public Toilet Cleaning service
	ESCC	25573	27401.69 Street Lighting Maintenance & Energy 2021-2022
	Business Waste	25574	871.44 Waste Collection - Allotment, FDL, Dog Waste and cemetery
	Castlewater	25575	728.83 Water Supply - W Rd, G/Barn, P Toilet, Cemetery
	Wealden District Council	DC	100.00 License for Queen Jubilee
25th	Screwfix - Trade UK	DC	8.99 Lock for Youth Café
25th	Wages and Salaries	BACS	44,131.25 Wages and salaries
29th	P Hobden	25576	17.00 Common Pond Expense - Mesh
	ESALC	25577	48.00 Councillor Training
	Uniserve SE Ltd	25578	42.00 Speakers for DTC PC
	HMRC PAYE	25579	17,938.31 HMRC PAYE
	East Sussex Pension Fund	25580	9,975.06 Pension Fund
	Business Stream	25581	49.87 Waste Water - Public Toilets
	DVS	25582	3,660.00 2 North Street Rent
	R Gillett	25583	85.00 Eye Test
	East Sussex Highways	DC	116.56 License for Queen Jubilee Bunting
30th	Sunflowers Mental Health & Wellbeing	25584	100.00 Chairmans Donation
	Gloves up for Good	25585	100.00 Chairmans Donation
	charles Hunt Centre	25586	100.00 Chairmans Donation
	Environment hailsham	25587	100.00 Chairmans Donation
	Hailsham YMCA	25588	100.00 Chairmans Donation
	Hailsham Choral Society	25589	100.00 Chairmans Donation
	Hailsham Allotment Society	25590	100.00 Chairmans Donation
	Cancelled	25591	0.00 Cancelled
	Burfield Academy	25592	100.00 Chairmans Donation
	Blue Van	25593	100.00 Chairmans Donation

	HOPS	25594	100.00	Chairmans Donation
	Hailsham Festival	25595	100.00	Chairmans Donation
31st	The Police & Crime Commissioner Sx	25596	1,274.38	CCTV Maintenance & Transmission Qtr 4
	Petty Cash - Cash	25597	66.61	Petty Cash
	Countrywide Grounds Maintenance	25598	1,537.50	Cemetery Grass cutting
	Cuckmere Buses	25599	1,554.08	Bus Concessions
	Hart Reade	25600	336.00	Professional Fees
	Knockhatch	25601	513.00	Youth Service
	EON Next	25602	790.47	Gas and Electric
	J West Deposit Refund	25603	50.00	Deposit refund
	A Reed	25604	910.00	Grave Digging
1st	Roland Dunn	DD	71.40	Professional Fees
31st	Roland Dunn	DD	71.40	Professional Fees
1st	Wealden District Council	DD	191.00	Rates for Street Market
	Lex Autolease	DD	1,264.56	Vehicle Leasing Costs
4th	SOS Systems	DD	54.28	Photocopier Contract
7th	Bank Charges		56.93	Bank charges
15th	Fuzion4 Ltd	DD	151.53	Alarm Maintenance Plan
16th	Allstar	DD	233.02	Vehicle Fuel
21st	Vostel Ltd	DD	467.01	Telephone Costs
31st	Cancel cheque 25086	25086	-236.40	Cancelled
	Cancel cheque 25301	25301	-758.39	Cancelled
	Cancel cheque 25363	25363	-75.60	Cancelled
	cancel cheque 25433	25433	-42.00	Cancelled
	Reissue cheque 25588	25605	0.00	Reissue

154,545.37

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 repayments 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	Commuted 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	Commuted 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							26600	30000						151900			
	Butts Field balance to historical funds							26600	30000						168400			
End of year balance as at 31.03.14		5233.22	225000	0	0	0		26600	30000						168400	544.69	0	
Aug-14	Used £16,000 for Quinnell Play area		-16000												-16000			

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 repayments	
1.4.18	Country Park Survey - £14,500														-14500			
	WDC CIL Levy												315114.64					
16.11.18	South Road play area									-11600								
Jul-18	Additional urban grass cut £2729 paid urban bin																	
	Square youth café - redecoration														-3000			
	Post Office relocation																	
16.11.18	James West - Fitting/Fixture														-33270			
	Reallocated - as time expired							-26600	-30000						56600			
15.10.18	CIL												4620.9					
Feb.19	Jame West - Lighting/defib/acoustics														-20000			
12.12.18	SPC - Cemetery report																	
1.3.19	Drainage - Western Rd														-1000			
End of year balance as at 31.3.19		9096.56	496995					0.00	0.00	89,555.00	23,790.28	6,000.00	329,863.42	-	62,510.00	1,621.72		
Apr-19	CIL												109956.81					
Jun-19	Post Office - Fitting									-32000					-18000			
Jul-19	Cemetery (htc/18/4/196.2)														-1060			
Jul-19	Quinnell Drive - Chain link fence/goal post (HTC/20/1/138.2)									-2000								
Jul-19	Hailsham Cemetery Roof - Old chapel									-8200								
Every year	Drainage at Western Rd & Maurice Thornton														-4000		KEY	work pending
	Changing places pod (HTC/20/2/171.3)												-100000				KEY	work completed and invoiced
Sep-19	WDC S106													264268.07				
Oct-19	CIL												5299.18					
Nov-19	Hawks Road Bus Shelter (HTC/20/3/190.2)									-6000								
Nov-19	Additional Bus Shelter - South Road (htc/20/3/209.2)									-8500								
ongoing	25% of CIL for Major infrastruture - See below																	
	Western Rd Play area (htc/18/4/206.2) SEE BELOW																	
	Western Rd - Running Track (htc/20/4/222.2) £137511																	
				0	0	0	0	0	0	32,855.00	23790.28	6000	345,119.41	264,268.07	39,450.00			
Apr-20	CIL												115311.61					
ongoing	25% of CIL for Major infrastruture(£579706.32)												-144926.58					
May-20	Improve Path at Countrypark (htc/AM/19/127)												-26000					
Aug-20	Western Rd - Running Track 50% payment (htc/20/4/222)													-68000				

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 repayments	
Sep-20	Union Corner Hall (htc/20/3/140)										-10000							
	Maurice Thornton Pavilion Roof (htc/20/03/142)(£23000) see below																	
	Western Road Pathway Lighting (htc/20/40/143)												-20400					
Oct-20	Western Rd - Running Track 50% payment (htc/20/4/222)													-69511				
Oct-20	James West CCTV (htc/20/3/172)									-7670								
Nov-20	CIL												8512.97					
				0	0	0	0	0	0	25,185.00	13790.28	6000	277,617.41	126,757.07	39450.00			
	Drainage MT - 2017-18 & 2018-19														-4000			
Jan-21	Wetpour - play areas FBR/20/5/42												-42605					
Mar-21	AMC/20/13/189 Street lighting Repairs									-6000		6000	-20000					
Jul-21	Cemetery Pathways (£40,000 over 2 years)													-125000				
Jul-21	Western Rd Play area (htc/18/4/206.2)																	
Jul-21	Maurice Thornton Pavilion Roof (£23000)												-16500					
Aug-21	Maurice Thornton Pavilion Roof (£23000) Balance														-4000			
Jul-21	Staff Independent Facilitator (htc/21/01/144)												10737.52					
Oct-21	CIL												-20000					
Nov-21	Cemetery Pathways												-14000					
Nov-21	Common Pond Overflow (htc 24.11.21)																	
	Maurice Thornton excess path (htc 24.11.21)																	
Jan-22	Street lighting invoice 1325414 - cheque25452 18.1.22												-3000					
Jan-22	4 Market Square Windows & Doors (htc/21/4/194)									-1500								
Mar-22	Western Road Pathway Lighting (htc/20/40/143) - Fees												-3450					
Feb-22	Hawks Road Bus Shelter Add funds (AMC/21/7/76)									-6500								
				-	-	-	-	-	-	11,185.00	13,790.28	9,000.00	151,799.93	1,757.07	31,450.00			

Page 1 - Hailsham Town Council Internal Control Review Checklist – Meeting Standards

Expected Standard	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
1. Scope of internal audit control	<ul style="list-style-type: none"> - Terms of reference for internal audit. - Internal audit work takes into account both the council's risk assessment and wider internal control arrangements as set out in the Internal auditor's engagement letter - The terms and conditions as detailed in the Internal Auditors engagement letter identifies their responsibility to detect fraud and corruption in accordance with the council's financial regulations 	<i>Audit File</i> <i>Audit File</i> <i>Audit File</i>	All Noted and agreed
2 Independence	<ul style="list-style-type: none"> - Internal audit has direct access to those charged with governance - Reports are made in own name to Council - Internal audit does not have any other role within the Council 	<i>Cover LetterInterim Report</i>	Invite Internal auditor to FBRC meeting in July 2022.
3. Competence	<ul style="list-style-type: none"> - There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity 	<i>Cover letter Interim report</i>	Noted and agreed
4. Relationships	<ul style="list-style-type: none"> - The RFO are consulted on the internal audit plan. - Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters - The responsibilities of council members are understood, and training of members is made available as necessary 	<i>Audit file</i>	Noted and agreed
5. Audit Planning and Reporting	<ul style="list-style-type: none"> - The annual internal audit plan properly takes account of the risks facing the council. - Internal audit has reported in accordance with the plan by submission of regular reports to Council 	<i>Audit file – Cover letter Interim report</i>	As in point 2.

Page 2 - Hailsham Town Council Internal Control Review Checklist – Characteristics of Effectiveness

Characteristics of Effectiveness	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
1. Internal Audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs and is approved by council through the engagement letter and annual audit plan	<i>Audit File</i> <i>FBR/21/6/54</i>	Noted and agreed
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement	<i>Audit Plan</i>	Signatory training sessions for online banking.
3. Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	<i>Auditors Reports</i> <i>(FBR/20/4/28.1)</i>	Noted and agreed
4. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements	<i>Auditors Reports</i>	Noted and agreed

Page 3 - Hailsham Town Council Internal Control Review Checklist – Characteristics of Effectiveness (continued)

Characteristics of Effectiveness	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
5. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risk, rather than relying solely on audit recommendations	<i>Audit File</i> <i>Cover letter</i> <i>interim report</i>	Noted and agreed
6. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates		Resume face to face audits post-covid restrictions.

Page 4 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification (as approved by council – FPR/10/1/52)		Record examined for verification purpose	Sub-Committee Members comment
Cash Book/Bank reconciliations/Investments	<ul style="list-style-type: none"> The cash book is kept up to date from original documents (paying-in books, invoices, cheque stubs) The cash book is reconciled to the bank statement on a quarterly basis The bank reconciliation is reviewed and approved by a member of FBRS Committee with reference to the underlying records (cash book and bank statements) The verification of the bank reconciliation is reported to the FBRS Committee and minuted as such The latest financial position of the Council's cash balances verified and approved by a member of the FBRC quarterly at the FBR committee meeting The Investment Strategy is in place and reviewed as necessary 	RBS Excel Bank reconciliation <u>FBR/21/6/49</u> Noted at each FBRC meeting Internal Audit Folder	Online banking will be rolled out from April 2022. All noted and agreed
Financial Regulations/Standing Orders/Transparency Code	<ul style="list-style-type: none"> A document listing the Council's financial regulations, based on the model version prepared by NALC/SLCC is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Council The Local Transparency code 2015 is being maintained and reviewed/updated annually The Council is compliant with GDPR The Standing orders are reviewed annually 	<u>FBR/21/6/57</u> Financial Regulations reviewed annually in January/or required by NALC Ongoing <u>HTC/21/02/165</u>	All noted and agreed

Order/Tender controls	<ul style="list-style-type: none"> • The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work. • Official orders/letters/emails are sent to suppliers for services which are not regular in nature 	<p>See Financial Regs</p> <p>Examine order requisition book</p>	This must be enforce when working with external parties on joint projects.
Payment controls	<ul style="list-style-type: none"> • Depending on the nature of the supply, the Committee Clerk signs the purchase invoice to indicate that the supply has been received, • The RFO shall confirm that the supply has not previously been paid and that the invoice calculations are correct. • Purchase orders/letters/emails ordering the work are matched to purchase invoices where applicable • The value of each invoice for payment will be checked against the cheque value by one of the councillors authorised to sign cheques on Councils behalf. • A retrospective list of cheque payments made will be presented to the FBRS Committee and recorded in the minutes of the meeting. • The cheque number used to settle an invoice and the date it was prepared are entered on the invoice and in the cashbook for cross reference purposes 	<p>Examine invoices</p> <p>Confirmed by RFO</p> <p>See Purchase orders</p> <p>Examine invoices</p> <p>See minutes (FBR/21/6/49.4)</p> <p>Examine invoice</p>	<p>.</p> <p>All Noted and agreed</p>

Page 5 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification (as approved by council – FPR/10/1/52)		Record examined for verification purpose	Sub-Committee Members comment
s137 – Free Resources	<ul style="list-style-type: none"> A separate s137 account is maintained The RFO calculates the maximum amount of s137 expenditure able to be made each year and ensures that it is not exceeded. Where expenditure from s137 is made payment must be recorded and approved in Councils minutes 	<p>Approved at FBR Confirmed by RFO</p> <p>Approved at FBR (FBR/21/6/50)</p>	Noted and agreed
VAT repayment claims	<ul style="list-style-type: none"> RFO ensures that all invoices are addressed to the Town Council. RFO ensures that proper VAT invoices are received where VAT is payable RFO maintains a VAT account to show that the correct amount of VAT is reclaimed VAT to be reclaimed on a quarterly basis <p>All Reviewed by RFO</p>	<p>Examine invoices</p> <p>Examine RFO Vat file</p> <p>As above</p>	RBS will be in place for Making Tax Digital by July.
Income controls	<ul style="list-style-type: none"> RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council and is received when due. RFO ensures that other receipts are received when due and correctly calculated RFO ensures that all cash and cheque receipts must be recorded through the cash register and cross referenced against the cash book RFO ensures all income is banked promptly 	<p>See RBS Reports</p> <p>Examine RFO files</p> <p>Examine RFO files</p> <p>See Banking record</p>	All noted and agreed
Financial reporting	<ul style="list-style-type: none"> An Income & Expenditure account, comparing actual to the budget is prepared on a quarterly basis, presented to the Council and minuted as such 	<p>Income & Expenditure reports to FBRC (FBR/21/6/49.2)</p>	Noted and agreed

Budget preparation	<ul style="list-style-type: none"> • RFO will prepare a base line budget for each standing committee for presentation to the appropriate committee. • Each committee will prepare their own budget forecast to be reviewed by the Strategy Committee, ready for agreement by FBR Committee in December • A full town council meeting will take place in January of each year to determine the precept value to be requested from the District Council • The precept is set on the basis of the budget by the deadline set by the District Council 	<p>2022/23 in process of being prepared Sub-Committee appointment</p> <p>As approved at Precept meeting</p>	Noted and agreed
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Page 6 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification (as approved by council – FPR/10/1/52)		Record examined for verification purpose	Sub-Committee Members comment
Payroll controls	<ul style="list-style-type: none"> All staff and payment of members allowances are paid under PAYE as employees Under the direction of the Full Council, FBRs committee will be responsible for determining staff levels, grade and pay structure. All staff will be paid by weekly or monthly bacs system The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done The RFO will ensure all the necessary Pension Scheme (LGPS) returns are made to East Sussex County Council and will retain evidence that this has been done The Council has employer's liability insurance in place with adequate level of Fidelity guarantee insurance. 	<p>Examine pay records</p> <p>Committee appointed</p> <p>Examine pay records</p> <p>Examine pay records</p> <p>Examine pay records</p> <p>Insurance Policy</p>	All Noted and agreed
Petty Cash	<ul style="list-style-type: none"> £100 petty cash float held for small expenditure items Adequate records of receipts/payments with analysis sheet showing VAT and reconciled as required but no less than 3 months. 	Petty cash analysis sheet	Noted and agreed
Asset Control	<ul style="list-style-type: none"> The RFO maintains a full asset register The RFO will ensure that at all times the level of insurance is appropriate to protect the Town Council's assets The RFO will negotiate best value in respect of the annual insurance premium. 	<p>See RFO records</p> <p>See RFO records</p>	Noted and agreed
Risk Management	<ul style="list-style-type: none"> The council reviews/updates the Risk Strategy and policy statement annually and approved by Full Council The council risk management policy covers operational and financial risks to the council Update Insurance policy if required to cover any changes in the risk management policy 	<u>HTC/20/03/168</u>	It has been reviewed and it will be presented to HTC meeting of 23 rd March 2022.
External Audit	<ul style="list-style-type: none"> The Council submits an annual return to the External Audit on an annual basis within the time frame requested The Council implements any further action required by the External auditor 	<i>Audit File</i>	Noted and agreed

Annual Review of Internal Control – FBR Committee’s Report to Council

The Annual Review of Effectiveness of Internal Control is a statutory requirement and must be completed by members and not by staff or auditors.

In accordance with FBRC minute FBR/21/6/52 a meeting of selected FBR committee members was held on Monday 14th March 2022 to undertake and complete the Annual Review of Effectiveness of Internal Control.

Information and guidance provided by the RFO enabled the sub-committee to identify through inspection of minutes and councils records that sufficient evidence exists to enable this sub committee to recommend to full council that section 1 of the annual return headed up Annual Governance Statement can be approved with confidence.

The attached working sheets précis the areas which we examined and our observations are recorded against each entry.

.....
Cllr N. Coltman

.....
Cllr T.Powis

.....
Cllr M. Laxton

To: Cllr N.Coltman.....Cllr M.Laxton and Cllr T. Powis.....

From: Michelle Hagger, RFO

CC: Town Clerk & Deputy Town Clerk

Date:

Subject: Annual Review of Effectiveness of Internal Control

As appointed members of this sub-committee (FBR/21/6/52) you have agreed to undertake the statutory requirement to complete an annual review of Internal Control for presentation to Council.

In an attempt to make this task a little bit more manageable I have put together a six-page check list which encompasses all the aspects to enable members of the council to confidently approve and adopt the Annual Governance Statement (section 1 of the Annual Return).

Hopefully I have provided enough information for you to complete the task and you will see that I have made certain comments and observations in the “sub-committee members comment” column that may aid you in this task. I have also included one set of checklist papers without my comments for your completion.

You can of course ignore any or all of these papers and prepare your own report.

Your planned meeting for this review is Monday 14th March 2022 at the FDL Meeting rooms, this is in order that your report will be available for presentation to the FBR committee meeting scheduled for 20th April 2022.

In my opinion I think the presentation of a completed set of the six-page review checklist will be more than adequate evidence that the annual review has been completed.

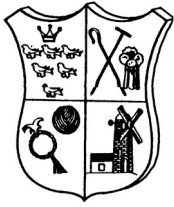
I am more than happy to assist in any way that I can, but please remember this review must be completed independently of officers.

Michelle

Balances Bought Forward 2021/2022 to 2022/2023

11.4.2022

Item	B/fwds	
Environment & Leisure		
101 Battle Road Allotments - Returnable key deposits & Plot deposits	4700	
All Sites Maintenance - for waste collection	0	
102 Common Pond	0	
Skate Park maintenance	1545	
Western Rd/MT Drainage	4800	
103 Play Areas - All sites - Safety gates	2000	
Play areas - Quinnell move to Main Plan	473	
104.00 Open Spaces - All Sites Maintenance move to main plan	1053	
Plant & Skip Hire	1669	
Orchard Park - To move to Main Plan	765	
Maintenance plan	8931	
Covid -19	4885	
105.00 Horticultural and Grass cutting - move to Storm/tree planting	2000	
105.00 Tree Surgery	2152	
106 Horticultural Works - Focus DIY site - Developers contribution to site maintenance	5980	
Total E L	40953	agrees to accounts 20/21 c/f (1324 diff is pr
CORPORATE ASSETS & CEMETERY		
201 FDL - Carpets	1004	
4 Mkt Square - Roof	6227	
206 Cemetery Paths - Move to Chapel Doors	1661	
205 Cemetery Services - Maintenance - move to chapel doors	2382	
Grave Digging - move to cem maintenance	4153	
Cemetery - earmarked for Cemetery lodge repairs	5634	
Street Lighting - General repairs	32	
Street Furniture - Bus shelter/Furniture - work pending	600	
Defibrulators	1291	
Festive Lighting	400	
Street Lighting - New sox repairs invoice pending	14641	
Street Lightng - Energy - move to Festive Lighting	2100	
Street Lighting - Maintenance - move to annual repairs	3900	
Street Furniture - Dog bin replacement	2369	
Total CAC	46394	
CORPORATE RESOURCES & SERVICES		
301.00 Wages - youth café	43000	
302.00 Insurance - allocate to outdoor gym budget as it's for replacement not used/4 mkt sq	2094	
Staffing Review	5000	
Elections	13172	
Health & Safety Expenditure	396	
Hailsham Neighbourhood Plan	5001	
Mt Key Deposits & Misc Income	575	
Stationary - For the IT Replacement	1064	
Professional Fees -	1572	
303 Chairmans Allowance	245	
304.00 Tools	312	
305 Vehicle Fleet - Fuel	219	Creditor
Vehicle Fleet - Servicing	1632	
Twinning	800	
Communities	2396	
311 Hailsham Revitalization Fund - £3740 to go to Festive Lighting	25258	
Post Office - operational costs	10566	
310 Cortlandt Stable block - Move £2000 IT replace/£2000 storm damage fund	7330	
Income - Deposit for 4 Mkt Squ	1800	
313		
Income - VAT refund (period 1.01.22 to 31.03.22)	-26386	debtor
Total CRS	96045	
	183392	0.00
Precept subsidy	0	
Balance of Surplus to Cap 14	26666	
	210058	
Project Accounts	256301	
Burial Fund	4550	
	470909	



HAILSHAM TOWN COUNCIL

FINANCE, BUDGET, AND RESOURCES COMMITTEE

AGENDA

NOTICE IS HEREBY GIVEN OF a meeting of the FINANCE, BUDGET AND RESOURCES COMMITTEE to be held at the Fleur De Lys Council Chambers/Meeting Rooms, Market Street, Hailsham, on

Wednesday 20th April 2022 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. Minutes of previous Meeting

5.1 To note that the Minutes and Reports of the Meeting of the Finance, Budget, Resources and Staffing Committee (Ref:FBR/21/7/68-77) held on 19th January 2022 may be taken as read, confirmed as correct record, and signed by the Chairman.

To receive an update about progress of resolutions from the last non budget meeting of the Finance, Budget, and Resource Committee 19th January 2022.

6. Periodic Statements and Committee Expenditure

6.1 To adopt the financial reports as listed below:

- a) Bank Reconciliation as at 31st March 2022 (copy attached) & Bank Statements and be signed off by one member of the FBR committee.
- b) Summary of net expenditure as at 31st March 2022 (copy attached)
- c) Summary of the Council's income and expenditure as at the 31st March 2022 compared against budgets (summary attached) including variance reports.
- d) List of uncleared cheques totaling £79,306.21 as at 31st March 2022. (copy attached), as shown on Bank reconciliation.
- e) List of payments previously certified by a member of the cheque signatory panel amounting to £153,816.92 for payments made during January 2022, £133,237.88 for payments made during February 2022 and £154,545.37 for payments made during March 2022 (In accordance with the Governance and Accountability for Local Councils Practitioners Guide)

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

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

6.3 **Council CIL/Reserves Statement**

To adopt the Council CIL/Reserve Statement as at 31st March 2022

7.0 **Annual Review of Internal Control**

To note and agree the report from the sub-committee meeting on Monday 14th March 2022, to review the effectiveness of the Internal Controls, as per the Local Governance and Accountability.

8.0 **Annual Grants 2022-2023**

To set a date for the committee to review the annual grant applications.

9.0 **Direct Payments**

To note the list of direct payments made by the Council in the year 2022- 2023.

10 **End of Year Balances**

- A) To adopt the summary of committed and brought forward balances (copy attached)
- B) To adopt the Analysis of Reserves/End of Year as contained in the end of year accounts to be submitted to the External Auditors.

11 **Exercise of Electors Rights**

To note the program set by the External Auditors in respect of the councils accounts for 2021-2022.

12 **Confidential Business**

To resolve that the next agenda item (13) are conducted under confidential business as they concern engagement, terms of service, conduct of employees in accordance with the Councils Standing Orders No 1E.

13 **IT Upgrade Proposal**

To note and adopt the IT replacement scheme, with the rolling out of Phase one.

To recommend to Council the funding for the scheme is funded from Contingencies, but further phases (2 and 3) be built into the budget for future years.

A handwritten signature in black ink, appearing to read 'John Harrison', with a stylized flourish at the end.

JOHN HARRISON
Town Clerk

Committee Membership:

Councillors;

G. Blake-Coggins

N. Coltman

R. Grocock

P. Holbrook

M. Laxton

T. Powis

Substitutes:

Councillor C. Bryant

Councillor D. Cottingham

Councillor B. Holbrook

HAILSHAM TOWN COUNCIL - SUMMARY OF NET EXPENDITURE AS AT 31.03.2022

2021- 2022 Estimates											
BUDGET HEADINGS	Expenditure		Income		Net total	Actual	Actual		Total	Funds	%
	A		B			Spend	Income		Spend	Remain	Spent
ALLOTMENTS	3002		3034		-32	3147	3456		-309	277	966%
RECREATION	218082		53300		164782	237117	44824		192293	-27511	117%
FINANCE, POLICY AND RESOURCES	954227		2200		952027	965534	46061		919474	32554	97%
BURIALS & PROPERTIES	36931		58400		-21469	37278	57584		-20306	-1163	95%
STREET LIGHTING & FURNITURE	51562		0		51562	56599	0		56599	-5037	110%
Precept							573137				
Net VAT					-9368	43985	18842		25143	0	0%
TOTAL	1263804	0	0	116934	1137502	1343660	743904		1172894	-881	103%
NET EXPENDITURE					1146870	599757					

HAILSHAM TOWN COUNCIL - INCOME AND EXPENDITURE AS AT 31.03.2022

Item	1st April 2021 to 31st March 2022						
	Account Code	Annual Budget	Budget Adjustments	total available	Actual Year to date	Funds Available	percentage spent to date
Allotments - Water supply	101	1218		1218	939	279	77%
Allotments - Maintenance	101	98		198	118	80	60%
Allotments - Waste collection - C pond	101	1500		1850	1571	279	85%
Allotments - Software Licence	101	186		186	172	14	92%
Allotments - Returnable deposits	101	0	not available to s	4435	347	4088	8%
Total Expenditure - Allotments		3002	0	7887	3147	4740	40%
Income - Allotment Rent	101	3034		3034	3456	-422	114%
Total Income - Allotments		3034	0	3034	3456	-422	114%
Net expenditure over income		-32	0	4853	-309	5162	
West. Rd Rec - Maintenance	102	983		983	3100	-2117	315%
West. Rd Rec - Water Supply	102	700	600	1300	2009	-709	155%
West Rd Rec - Drainage	102	9500		9500	8700	800	92%
Expenditure - Western Road Rec		11183	600	11783	13809	-2026	117%
Income - Western Road Rec	102	1000		1000	5030	-4030	503%
Net Expenditure over Income		10183	600	10783	8779	2004	
MT - Annual Rent	102	1000		1000	1000	0	100%
MT - Maintenance	102	732		732	560	172	77%
MT - Water Supply	102	72		72	0	72	0%
MT - Pitch Marking Paint & Contractor to Mark	102	500	0	500	240	260	48%
MT - Skate Park Maintenance	102	515		1545	0	1545	0%
MT - Drainage	102	2000		4000	0	4000	0%
Expenditure - Maurice Thornton Playing Field		4819	0	7849	1800	6049	23%
Net Expenditure over Income		4819	0	7849	1800	6049	
Common Pond - Maintenance	102	721		1421	1160	261	82%
Net Expenditure over Income		721	0	1421	1160	261	

Play Areas							
Play Areas - Insurance	103	1450		1450	1450	0	100%
Play Areas - Maintenance	103	2311	-2000	4950	2478	2472	50%
Play Areas - New Equipment	103	0		1324	0	1324	0%
Expenditure - Play Areas		3761	-2000	7724	3928	3796	51%
Net Expenditure over Income		3761	-2000	7724	3928	3796	
HCP - Maintenance	104	492		492	0	492	0%
HCP - Pest Control	104	546		546	485	61	89%
Exepnditure - Hailsham Country Park		1038	0	1038	485	553	47%
Income - Fishing Permits	104	700		700	1047	-347	150%
Net Expenditure over Income		338	0	338	-562	900	
Public Opens Spaces							
Public Open Spaces - Maintenance	104	328		1573	520	1053	33%
Orchard Park Maintenance	104	765		765	0	765	0%
Plant & Skip Hire	104	4120		5196	3527	1669	68%
All Sites - Grass cutting	105	25750		25750	21470	4280	83%
All sites - Tree Works	105	18139	2000	21805	19653	2152	90%
Dog Hygiene Bin Emptying	107	19700		21700	22390	-690	103%
Horticultural - Urban Grass Cutting	107	10916	-600	10316	9262	1054	90%
Ersham Rd - Maintenance	102	55		55	0	55	0%
Staff Protective Clothing	304	300		400	345	55	86%
Tools & Equipment	304	1722		1733	1489	244	86%
COVID-19		0		5000	115	4885	2%

Maintenance Plan	104	40984		40984	32111	8873	78%
Expenditure - Public open spaces		122779	1400	135277	110882	24395	82%
Net Expenditure over Income		122779	1400	135277	110882	24395	
1st April 2020 to 31st March 2021							
Income							
Item		Budget	Budget & Adjustments	total available	total spent to date		percentage spent to date
FDL Office Complex							
Insurance	201	13000	0	14694	12558	2136	85%
Telephone	201	3000	0	3000	2150	850	72%
Utilities/Rates		12712		12712	13657	-945	107%
Waste Disposal	201	2650		2650	5974	-3324	225%
Cleaning	201	4841	-1000	3841	2934	907	76%
Maintenance		3215		10555	4016	6539	38%
Intruder Alarm/Fire Extinguisher		704		704	629	75	89%
Expenditure - FDL Office Complex		40122	-1000	48156	41918	6238	87%
Income - Rent		17000		17825	20325	-2500	114%
Income - Room Hire		3000		3000	0	3000	0%
Income - Sundries		400		400	315	85	79%
Income - FDL Office Complex		20400	0	20825	20640	500	99%
Net Expenditure over Income		19722	-1000	27331	21278	5738	
Maurice Thornton Pavilion							
MT Pavilion - Utilities	202	1311		1311	1259	52	96%
MT Pavilion - General Repairs	202	515		1099	5385	-4286	490%
Expenditure - Maurice Thornton Pavilion		1826	0	2410	6644	-4234	276%
Income - Hire Fees		1200		1200	70	1130	6%
Net Expenditure over Income		626	0	1210	6574	-5364	
Grovelands Barn - Maintenance	202	258		258	235	23	91%
Grovelands Barn - Rates	202	3060		3060	2695	365	88%
Grovelands Barn - Utilities	202	515		515	360	155	70%
Expenditure - Grovelands Barn		3833	0	3833	3289	544	86%
Net Expenditure over Income		3833	0	3833	3289	544	
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	1700		1700	0	1700	0%
Utilities	202	6400		6889	14040	-7151	204%
Cleaning & Hygiene		3500		3500	5152	-1652	147%
Alarm Maintenance	202	400		400	909	-509	227%
Expenditure - James West CH		12000	0	12489	20101	-7612	161%
Income - Hire Fees		30000		30000	18037	11963	60%
Net Expenditure over Income		-18000	0	-17511	2064	-19575	
Expenditure - Public Toilet	202	15000		15000	12461	2539	83%
Net Expenditure over Income		15000	0	15000	12461	2539	
Cemetery Lodge - General repairs	203	437		6075	441	5634	7%
Expenditure - Cemetery Lodge		437	0	6075	441	5634	7%
Cemetery Lodge - Income rent		6900		6900	7140	-240	103%
Income - Cemetery Lodge		6900	0	6900	7140	-240	103%
Net Expenditure over Income		-6463	0	-825	-6699	5874	

Cemetery - General Maintenance	203	164		3164	137	3027	4%
Cemetery - Service costs	205	6116		6116	7208	-1092	118%
Cemetery - Consumables	205	2022		2693	1939	754	72%
Cemetery - Pest Control	205	300		300	0	300	0%
Cemetery - Burial Software Licence	205	339		339	290	49	86%
Cemetery - Extinguisher service	205	124		124	147	-23	119%
Cemetery - Grave digging	205	14853		14853	10700	4153	72%
Cemetery - Flowers & Mem trees	205	546		546	210	336	38%
Cemetery - Grass & hedge cutting	205	12030		12030	16206	-4176	135%
Expenditure - Cemetery		36494	0	40165	36837	3328	92%
Cemetery Income - Burial Fees		51500		51500	50444	1056	98%
Net Expenditure over Income		-15006	0	-11335	-13607	2272	
Street Lighting Energy	209	13659		13659	9751	3908	71%
Street Lighting Maintenance	209	19097		31569	28707	2862	91%
Street Lighting - SOX replacement	209	17297		31141	16500	14641	53%
Street Furniture	210	1509		1991	1641	350	82%
Dog bins	210	0		2369	0	2369	0%
Expenditure - Street Lighting and Furniture		51562	0	80729	56599	24130	70%
Net Expenditure over Income		51562	0	80729	56599	24130	
1st April 2020 to 31st March 2021							
Item		Budget	Income Budget & Adjustments	total available	total spent to date		percentage spent to date
All staff costs	301	732080		775620	699790	75830	90%
Members Allowances	301	21600		21600	20852	748	97%
Chairmans Allowance	303	1500		1817	1572	245	87%
Office Equipment	302	2369		2369	1931	438	14%
Election Costs	302	0		26761	13589	13172	0%
Newsletter production costs & three deliveries	302	5000		5000	5445	-445	109%
Annual Town meeting	302	600		600	0	600	0%
Advertising & Publicity	302	515		515	0	515	0%
Council Website	302	3182		3182	3461	-279	109%
Postage	302	1648		1648	1025	623	62%
Audit fees	302	2950		2950	2345	605	79%
Staff training & travel	302	3090		3090	3034	56	98%
Photocopier	302	3708		3708	1785	1923	48%
IT software	302	1697		1697	3208	-1511	189%
Subscriptions & Publications	302	4031		4031	4077	-46	101%
Professional fees	302	3713	2000	5713	5618	95	98%
Stationery & Consumables	302	4000	-1000	3000	1941	1059	65%
Staff Review	302	0		5000	0	5000	0%
Room Hire Expenses - Non projects	302	600	0	600	352	248	59%
Bank Charges	313	637		637	569	68	89%
CCTV Running costs	311	7957		7957	5160	2797	65%
War Memorial - All Service costs	310	361		361	434	-73	120%
Neighbourhood Plan	302	0		5230	230	5001	4%
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		328		328	311	17	95%
Expenditure - Administration		802224	1000	884868	776728	108140	88%
Income - Accounts interest	313	1200		1200	158	1042	13%
Income - CIL	313						
Other Income	313						
Precept							
Income - Administration		1200	0	1200	158	1042	13%
Net Expenditure over Income		801024	1000	883668	776570	107098	
Vehicles							
Vehicle - All Costs	305	21000	0	22720	18703		82%
Net expenditure over Income		21000	0	22720	18703		
Tourism							
Tourism (miscellaneous/Event Marketing)	308	765		765	415	350	54%

Communities	308	15914	-2900	20408	18400	2008	90%
Bus Alliance	308	1000		1000	300	700	30%
Festive Lighting	209	10000	2900	12900	12805	95	99%
Expenditure - Tourism		27679	0	35073	31920	3153	91%
Income - Festive Lighting	209	0		0	335	-335	0%
Income - Street market pitch fees					388	-388	0%
Income - Bus Alliance Recharge					0	0	0%
Income - Tourism		0	0	0	723	-723	0%
Net Expenditure over Income		27679	0	35073	31197	3876	
Youth Service							
Insurance	309	0		491	491	0	0%
Utilities		7890		13399	9039	4360	67%
Advertising		0		0	435	-435	0%
Waste Disposal		0		0	0	0	0%
Hygiene Supplies		500		500	304	196	61%
Maintenance		3000		3000	554	2446	18%
Safe Hub/Hellingly		600		600	1215	-615	202%
FNP/PGL		2000		7974	9605	-1631	120%
Café		1810		1810	12889	-11079	712%
Minibus		1400		1400	2071	-671	148%
Alarm Maintenance		800		800	1169	-369	146%
Expenditure - Youth Service		18000	0	29974	37771	-7797	126%
Income - Youth Café	309	1000		1000	41057	-40057	4106%
Net Expenditure over Income		17000	0	28974	-3286	32260	
Grants							
Annual Grants	307	5801		5801	0	5801	0%
Covid-19 Emergency Grants				5315	0	5315	0%
Section 137 - Miscellaneous	307	400		400	289	111	72%
Net Expenditure		6201	0	11516	289	11227	3%
Net Expenditure over Income		6201	0	11516	289	11227	
Special Projects							
Criminal Damage	309			1056	0	1056	0%
Churchyard CCTV Service Contract	310	309		309	0	309	0%
Post Office Operation costs		20000		60833	50267	10566	83%
Hailsham Revitalization fund	311	5150		26803	1545	25258	6%
Maintenance Cortlandt Stable block	310	17854		24196	14322	9874	59%
Hellingly Parish Subsidy	311	27810	0	27180	26878	302	99%
Bus Concessions	309	8000		14262	7112	7150	50%
MT Hut	309				0		
Net Expenditure - Special Projects		79123	0	154639	100124	54515	65%
Special Projects							
Cortlandt - Rent income/Rate Refund		0		0	4124	3224	0%
Net Expenditure over Income		79123	0	154639	96000	51291	

PAYMENT SCHEDULE FOR JANUARY 2022

153,816.92

Date	Supplier	Cheque No.	Amount (incl VAT)	
4th	Wightman & Parrish	25420	13.51	Office Supplies
	SEE	25421	3120.00	Professional Fees
	Initial Washroom	25422	327.80	Hygiene Supplies
7th	ESCC	25423	138.00	Youth Services - Advertising
	S Spence	25424	840.00	Public Toilet Cleaning
	Miss N Clarke-Cox	25425	29.00	Staff Expenses
	Rialtas Software	25426	348.00	Burials Software
	Cancelled	25427	0.00	Cancelled
14th	EON	25428	957.87	Gas and Electric
	Eden Springs	25429	35.06	Water Machine
	HMRC PAYE	25430	13210.29	HMRC PAYE
	East Sussex Pension Fund	25431	8214.73	Pension Fund
	SLCC	25432	72.00	Training - Staff
	Besthost	25433	42.00	NHP
	Uniserve SE Ltd	25434	231.12	Office 365
	Ordnance Survey	25435	65.70	Professional Fees
	Freedom Leisure	25436	136.00	FPN
	ATCM	25437	654.00	Membership
	Cuckmere Buses	25438	1701.92	Bus Concessions - NYE 2021
17th	The Edge	DC	33.14	ID Card
18th	Reissue cheque 25311	DC	0.00	Reissue
14th	GM Monk	25439	3846.00	J West Bollards
	Barcombe Landscapes Ltd	25440	6571.39	Horticultural Contract
18th	Business Waste	25441	2928.81	Waste Collection
	Adrians Cleaning Service Limited	25442	550.00	Cleaning of FDL/J West
	D Sankey Ltd	25443	155.40	Vermin control at Countrypark
	Allotment Refund	25444	39.60	Allotment Refund
	Countrywide Maintenance	25445	1537.50	Cemetery Grass Cutting
	Saxon Plants	25446	50.84	Soil
	Eye Media Ltd	25447	550.00	Advertising
	Hailsham Roadway	25448	13267.68	Wentworth Close Pathway
	DFIS	25449	24.00	Vehicle Repair
	Npower	25450	419.00	J West Electric
	K Smith - KFS Inflatables	25451	350.00	FPN
	East Sussex Highways	25452	22047.98	Street Lighting Column Repairs
	Wightman & Parrish	25453	132.67	Hygiene Supplies
25th	Wages & Salaries	BACS	38356.72	Wages and Salaries
21st	Earth Anchors	25454	642.00	Memorial Bench
	Hart Reade	25455	3000.00	Professional Fees
	Uniserve SE Ltd	25456	624.16	New Laptop - youth services
	J West Refund	25457	50.00	Hall Refund
	Nutra Plumbing and Heating Ltd	25458	345.60	Boiler Service
	EON Next	25459	479.43	Electric and Gas
25th	Town & Country Tree Services	25460	660.00	Tree Works - Western Rd - Football club
	S Spence	25461	840.00	Public Toilet Cleaning
	M Hagger	25462	59.94	Staff Expenses
	East Sussex Highways	25463	19800.00	Sox Lighting
	Business Stream	25464	104.84	Water - 2 North St
	IRIS Software	25465	1080.35	Software
	Castle Water	25466	412.14	Water
	Mr P Holbrook	25467	320.78	Mayor Allowance
	Knockhatch	25468	200.00	FPN
31st	Npower	25469	33.44	Electric War memorial
	Surrey Hills Solicitors LLP	25470	210.00	Professional Fees
11th	Screwfix	DC	20.93	Tools
	Besthost	DC	42.00	Hostings
6th	Bank Charges	DD	57.73	Bank Charges
27th	Roland Dunn	DD	71.40	Professional Fees
4th	CF Corporate Finance	DD	422.40	Photocopier Lease
	SOS Systems	DD	57.94	Photocopier printing costs
	Wealden District Council	DD	1,064.00	Rates
	Lex Autolease	DD	1,264.56	Vehicle Leasing
5th	ICO	DD	35.00	Licence
12th	Allstar	DD	114.65	Vehicle Fleet fuel
14th	Quadiant UK	DD	100.00	Franking Machine - Postage
	Fuzion 4Ltd	DD	151.53	Alarm Maintenance contract
18th	SOS Systems	DD	10.74	Photocopier printing costs
19th	Allstar	DD	41.88	Vehicle Fleet fuel
20th	Vostel Ltd	DD	457.33	Telephone Contract
	Wages & Salaries	BACS	44.42	Wages and Salaries

153,816.92

PAYMENT SCHEDULE FOR FEBRUARY 2022

133,237.88

Date	Supplier	Cheque Amount No. (incl VAT)	
10th	Reissue cheque 25430	25471	0.00 Reissue cheque
	Wealden District Council	25472	13588.71 Elections Charges
	SLCC	25473	54.00 Training - Staff
	Adrians Cleaning Services	25474	550.50 J West and FDL Cleaning
	Npower	25475	33.44 War Memorial Electric
	UK Safety Management Ltd	25476	932.52 PAT Testing
	Countrywide Ground Maintenance	25477	1537.50 Cemetery Grass Cutting
	Evolution	25478	132.00 J West Water Treatment
	The Police & Crime Comm for Sx	25479	849.00 CCTV Transmission Qtr 3
	Uniserve SE Ltd	25480	242.40 Office 365
	Freedom Leisure	25481	165.00 FNP
	Safety net	25482	67.00 DBS - Y Services
	HMRC PAYE	25483	13416.84 HMRC PAYE
	East Sussex Pension Fund	25484	8426.59 Pension Fund
	Travis Perkins	25485	92.87 Cemetery Maintenance
	Initial Hygiene	25486	327.80 Hygiene Supplies
	Festive illuminations	25487	4305.00 Christmas Lights take down & Remembrance Day
	Rialtas Business Solutions Ltd	25488	1014.00 IT Software yearly licence
11th	The Police & Crime Comm for Sx	25489	446.10 CCTV Maintenance Qtr 3
	Hailsham Town Council CIC	25490	10000.00 Post Office Subsidy
	Town & Country Tree Services	25491	456.00 Tree Work - Cemetery
	Mr A Reed	25492	2110.00 Grave Digging
	Bloomfields	25493	35.00 Chapel Flowers
	EON Next	25494	1177.13 Gas and Electric - All Sites
	Wealden District Council	25495	110.00 Hall Hire
15th	Town & Country Tree Services	25496	384.00 Tree Work - Barn site and Wentworth
	Cancelled	25497	0.00 Cancelled
	Cancelled	25498	0.00 Cancelled
	Fieldskill	25499	338.00 Desk and Chair for FDL
18th	Pyrotec	25500	993.98 Fire Extinguisher testing - All sites/vehicles
	GM Monk Ltd	25501	633.82 Bollard Repairs at J West
	Mrs S Harper	25502	8.40 Expenses
	Choice Medics Ltd	25503	345.00 First Aid Training - Youth Services
25th	Wages and Salaries	BACS	38356.79 Wages and Salaries
18th	Knockhatch	25504	412.00 Youth Services
	Business Waste	25505	3550.38 Waste Collections
	Hedeges Driveways Ltd	25506	288.14 Bollards
	Uniserve SE Ltd	25507	60.00 Office Equipment
	Haulaway Ltd	25508	264.00 Skip Hire
	High Street Safari	25509	499.00 Queens Jubilee - Beacon Trail
22nd	Maspect Metalcraft Ltd	25510	2395.20 Bow top Railings at Western Rd Play area
	21CC Group Ltd	25511	588.00 Queens Jubilee - Beacon
	Town & Country Tree Services	25512	540.00 Tree Work - Western Road
	S Spence	25513	840.00 Public Toilet Cleaning
	Graham Cottingham Ltd	25514	93.60 Maintenance at Youth Café
	PGL Travel Ltd	25515	2347.88 PGL - Youth Services
	Business Stream	25516	6.92 Water
	Pyrotec	25517	534.76 Fire Extinguisher testing - Grovelands Barn & FDL
	Fuzion 4 Ltd	25518	437.40 Alarm Maintenance - Y Café
25th	Cash	25519	100.00 Youth Services - Cash Float
	Wealden Citizen Advice	25520	5801.00 Grant
	Roots Gardening & Grounds Maint	25521	840.00 Western Road Verti Draining
28th	Mrs J L Smith	25522	1760.00 Town Crier Uniform - 50% Deposit
	M & S Print Services Ltd	25523	978.00 Newsletter
	S & B Trade Services Ltd	25524	149.99 Cemetery Office Fridge
	Eye Media Group Ltd	25225	550.00 Advertising
	Town & Country Tree Services	25226	3,720.00 Tree work - Storm Damage from Storm Eunice x 5 locations
	Child Maintenance Service - DEO	25227	240.50 Deductions of earnings order
	MTMC	DC	43.13 Tools
	Powertool Spares	DC	35.27 Tools
	HSD Online	DC	89.47 P Toilet - 2 x Jumbo toilet roll holders and soap dispensator
	Uniserve SE Ltd	25228	884.40 New Laptop/keyboard and mouse
1st	Wealden District Council	DD	1,064.00 Rates
	Lex Autolease	DD	1,264.56 Vehicle Fleet Leasing
2nd	SOS Systems	SS	45.88 Photocopier printing costs
	Allstar	DD	378.41 Vehicle Fleet - Fuel
4th	Bank Charges	DD	52.13 Bank Charges
9th	Allstar	DD	93.40 Vehicle Fleet fuel
14th	Fuzion4 Ltd	DD	151.53 Alarm Maintenance contract
16th	Allstar	DD	199.51 Vehicle Fleet - Fuel
18th	Vostel Ltd	DD	462.33 Telephone Contract
	Quadiant UK	DD	100.00 Franking machine
21st	Siemens Financial Services	DD	163.30 Vending Machine Lease
23rd	Allstar	DD	84.40 Vehicle Fleet fuel

PAYMENT SCHEDULE FOR MARCH 2022

154,545.37

Date	Supplier	Cheque No.	Amount (incl VAT)
2nd	The Edge System	25529	83.38 ID cards
	Fieldskill	25530	114.90 2 Drawer pedestal
	Rialtas Business Solutions Ltd	25531	474.00 Bookings Software
	Intial Washroom	25532	327.80 Hygiene Supplies
4th	Countryside Grounds Maintenance	25533	1537.50 Cemetery Grass cutting
	Evolutions	25534	132.00 J West Water treatment plan
	Uniserve SE Ltd	25535	242.40 Office 365
	Ernest Doe & Sons Ltd	25536	117.98 Common Pond Weed Burner
	Castlewater	25537	131.95 Water Supply - J West
	Haulaway Ltd	25538	264.00 Skip hire
7th	Trade Paints	25539	127.50 MTP Paint for ceiling
	Nutra Plumbing and Heating Ltd	25540	86.40 Boiler Service - 2 North Street
	HMRC PAYE	25541	13528.96 HMRC PAYE
	East Sussex Pension Fund	25542	7689.59 Pension Fund
	Town & Country Tree Services	25543	900.00 Tree Works - Grovelands/Orchard Park
	Cancelled	25544	0.00 Cancelled
	Cancelled	25545	0.00 Cancelled
9th	Ernest Doe & Sons Ltd	25546	1346.40 Cemetery Maintenance
	The Edge System	DC	20.34 ID cards
	EON Next	25547	1437.57 Gas and Electric
1st	Screwfix	DC	368.85 Tools & Clothing for Outdoor Staff
9th	Macey Industrial Fixings	25548	633.16 Tools/equipment
10th	Correction of allocation	DC	0.00 Correction
	Correction of allocation	25119	0.00 Correction
	Correction of allocation	25041	0.00 Correction
14th	Npower	25549	30.21 War memorial Electric
	Adrians Cleaning Services Ltd	25550	535.50 Cleaning of FDL and J West
	Mr K Smith - KBS inflatable	25551	350.00 Youth Service
	Mr A Joyes	25552	217.07 Youth Service - Expenses
	Knockhatch	25553	251.00 Youth Service
	Bloomfields	25554	105.00 Chapel Flowers
	Mr A Reed	25555	450.00 Grave Digging
	Festive Illuminations	25556	2626.84 Bunting for Queen Jubilee
	Newton & Frost Fencing Ltd	25557	624.23 Fencing for Cameron Close
	Town & Country Tree Services	25558	900.00 Tree Works - St Mellion
	EDF Energy	25559	626.60 Youth café - Gas and Electric
16th	SLCC	25560	72.00 Training Course
	Skinners Sheds	DC	939.00 Replacement Shed due to Storm damage
17th	KSV	25561	194.19 Vending Machine Supplies
	Fieldskill	25562	31.34 Stationary
	Zurich - Queen Jubille	25563	478.73 Additional Insurance cover
	Npower	25564	442.30 J West Electric
	Haulaway Ltd	25565	264.00 Skip hire
	M Caira	25566	39.50 Subsistence
	J West Deposit Refund	25567	50.00 Deposit refund
	J West Deposit Refund	25568	50.00 Deposit refund
	J West Deposit Refund	25569	50.00 Deposit refund
22nd	J West Deposit Refund	25570	50.00 Deposit refund
	S Harper	25571	8.40 Travel Expenses
23rd	S Spence	25572	840.00 Public Toilet Cleaning service
	ESCC	25573	27401.69 Street Lighting Maintenance & Energy 2021-2022
	Business Waste	25574	871.44 Waste Collection - Allotment, FDL, Dog Waste and cemetery
	Castlewater	25575	728.83 Water Supply - W Rd, G/Barn, P Toilet, Cemetery
	Wealden District Council	DC	100.00 License for Queen Jubilee
25th	Screwfix - Trade UK	DC	8.99 Lock for Youth Café
25th	Wages and Salaries	BACS	44,131.25 Wages and salaries
29th	P Hobden	25576	17.00 Common Pond Expense - Mesh
	ESALC	25577	48.00 Councillor Training
	Uniserve SE Ltd	25578	42.00 Speakers for DTC PC
	HMRC PAYE	25579	17,938.31 HMRC PAYE
	East Sussex Pension Fund	25580	9,975.06 Pension Fund
	Business Stream	25581	49.87 Waste Water - Public Toilets
	DVS	25582	3,660.00 2 North Street Rent
	R Gillett	25583	85.00 Eye Test
	East Sussex Highways	DC	116.56 License for Queen Jubilee Bunting
30th	Sunflowers Mental Health & Wellbeing	25584	100.00 Chairmans Donation
	Gloves up for Good	25585	100.00 Chairmans Donation
	charles Hunt Centre	25586	100.00 Chairmans Donation
	Environment hailsham	25587	100.00 Chairmans Donation
	Hailsham YMCA	25588	100.00 Chairmans Donation
	Hailsham Choral Society	25589	100.00 Chairmans Donation
	Hailsham Allotment Society	25590	100.00 Chairmans Donation
	Cancelled	25591	0.00 Cancelled
	Burfield Academy	25592	100.00 Chairmans Donation
	Blue Van	25593	100.00 Chairmans Donation

	HOPS	25594	100.00	Chairmans Donation
	Hailsham Festival	25595	100.00	Chairmans Donation
31st	The Police & Crime Commissioner Sx	25596	1,274.38	CCTV Maintenance & Transmission Qtr 4
	Petty Cash - Cash	25597	66.61	Petty Cash
	Countrywide Grounds Maintenance	25598	1,537.50	Cemetery Grass cutting
	Cuckmere Buses	25599	1,554.08	Bus Concessions
	Hart Reade	25600	336.00	Professional Fees
	Knockhatch	25601	513.00	Youth Service
	EON Next	25602	790.47	Gas and Electric
	J West Deposit Refund	25603	50.00	Deposit refund
	A Reed	25604	910.00	Grave Digging
1st	Roland Dunn	DD	71.40	Professional Fees
31st	Roland Dunn	DD	71.40	Professional Fees
1st	Wealden District Council	DD	191.00	Rates for Street Market
	Lex Autolease	DD	1,264.56	Vehicle Leasing Costs
4th	SOS Systems	DD	54.28	Photocopier Contract
7th	Bank Charges		56.93	Bank charges
15th	Fuzion4 Ltd	DD	151.53	Alarm Maintenance Plan
16th	Allstar	DD	233.02	Vehicle Fuel
21st	Vostel Ltd	DD	467.01	Telephone Costs
31st	Cancel cheque 25086	25086	-236.40	Cancelled
	Cancel cheque 25301	25301	-758.39	Cancelled
	Cancel cheque 25363	25363	-75.60	Cancelled
	cancel cheque 25433	25433	-42.00	Cancelled
	Reissue cheque 25588	25605	0.00	Reissue

154,545.37

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 repayments 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	Commuted 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	Commuted 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							26600	30000						151900			
	Butts Field balance to historical funds							26600	30000						168400			
End of year balance as at 31.03.14		5233.22	225000	0	0	0		26600	30000						168400	544.69	0	
Aug-14	Used £16,000 for Quinnell Play area		-16000												-16000			

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 repayments	
1.4.18	Country Park Survey - £14,500														-14500			
	WDC CIL Levy												315114.64					
16.11.18	South Road play area									-11600								
Jul-18	Additional urban grass cut £2729 paid urban bin																	
	Square youth café - redecoration														-3000			
	Post Office relocation																	
16.11.18	James West - Fitting/Fixture														-33270			
	Reallocated - as time expired							-26600	-30000						56600			
15.10.18	CIL												4620.9					
Feb.19	Jame West - Lighting/defib/acoustics														-20000			
12.12.18	SPC - Cemetery report																	
1.3.19	Drainage - Western Rd														-1000			
End of year balance as at 31.3.19		9096.56	496995					0.00	0.00	89,555.00	23,790.28	6,000.00	329,863.42	-	62,510.00	1,621.72		
Apr-19	CIL												109956.81					
Jun-19	Post Office - Fitting									-32000					-18000			
Jul-19	Cemetery (htc/18/4/196.2)														-1060			
Jul-19	Quinnell Drive - Chain link fence/goal post (HTC/20/1/138.2)									-2000								
Jul-19	Hailsham Cemetery Roof - Old chapel									-8200								
Every year	Drainage at Western Rd & Maurice Thornton														-4000		KEY	work pending
	Changing places pod (HTC/20/2/171.3)												-100000				KEY	work completed and invoiced
Sep-19	WDC S106													264268.07				
Oct-19	CIL												5299.18					
Nov-19	Hawks Road Bus Shelter (HTC/20/3/190.2)									-6000								
Nov-19	Additional Bus Shelter - South Road (htc/20/3/209.2)									-8500								
ongoing	25% of CIL for Major infrastruture - See below																	
	Western Rd Play area (htc/18/4/206.2) SEE BELOW																	
	Western Rd - Running Track (htc/20/4/222.2) £137511																	
				0	0	0	0	0	0	32,855.00	23790.28	6000	345,119.41	264,268.07	39,450.00			
Apr-20	CIL												115311.61					
ongoing	25% of CIL for Major infrastruture(£579706.32)												-144926.58					
May-20	Improve Path at Countrypark (htc/AM/19/127)												-26000					
Aug-20	Western Rd - Running Track 50% payment (htc/20/4/222)													-68000				

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 repayments	
Sep-20	Union Corner Hall (htc/20/3/140)										-10000							
	Maurice Thornton Pavilion Roof (htc/20/03/142)(£23000) see below																	
	Western Road Pathway Lighting (htc/20/40/143)												-20400					
Oct-20	Western Rd - Running Track 50% payment (htc/20/4/222)													-69511				
Oct-20	James West CCTV (htc/20/3/172)									-7670								
Nov-20	CIL												8512.97					
				0	0	0	0	0	0	25,185.00	13790.28	6000	277,617.41	126,757.07	39450.00			
	Drainage MT - 2017-18 & 2018-19														-4000			
Jan-21	Wetpour - play areas FBR/20/5/42												-42605					
Mar-21	AMC/20/13/189 Street lighting Repairs									-6000		6000	-20000					
Jul-21	Cemetery Pathways (£40,000 over 2 years)													-125000				
Jul-21	Western Rd Play area (htc/18/4/206.2)																	
Jul-21	Maurice Thornton Pavilion Roof (£23000)												-16500					
Aug-21	Maurice Thornton Pavilion Roof (£23000) Balance														-4000			
Jul-21	Staff Independent Facilitator (htc/21/01/144)												10737.52					
Oct-21	CIL												-20000					
Nov-21	Cemetery Pathways												-14000					
Nov-21	Common Pond Overflow (htc 24.11.21)																	
	Maurice Thornton excess path (htc 24.11.21)																	
Jan-22	Street lighting invoice 1325414 - cheque25452 18.1.22												-3000					
Jan-22	4 Market Square Windows & Doors (htc/21/4/194)									-1500								
Mar-22	Western Road Pathway Lighting (htc/20/40/143) - Fees												-3450					
Feb-22	Hawks Road Bus Shelter Add funds (AMC/21/7/76)									-6500								
				-	-	-	-	-	-	11,185.00	13,790.28	9,000.00	151,799.93	1,757.07	31,450.00			

Page 1 - Hailsham Town Council Internal Control Review Checklist – Meeting Standards

Expected Standard	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
1. Scope of internal audit control	<ul style="list-style-type: none"> - Terms of reference for internal audit. - Internal audit work takes into account both the council's risk assessment and wider internal control arrangements as set out in the Internal auditor's engagement letter - The terms and conditions as detailed in the Internal Auditors engagement letter identifies their responsibility to detect fraud and corruption in accordance with the council's financial regulations 	<i>Audit File</i> <i>Audit File</i> <i>Audit File</i>	All Noted and agreed
2 Independence	<ul style="list-style-type: none"> - Internal audit has direct access to those charged with governance - Reports are made in own name to Council - Internal audit does not have any other role within the Council 	<i>Cover LetterInterim Report</i>	Invite Internal auditor to FBRC meeting in July 2022.
3. Competence	<ul style="list-style-type: none"> - There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity 	<i>Cover letter Interim report</i>	Noted and agreed
4. Relationships	<ul style="list-style-type: none"> - The RFO are consulted on the internal audit plan. - Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters - The responsibilities of council members are understood, and training of members is made available as necessary 	<i>Audit file</i>	Noted and agreed
5. Audit Planning and Reporting	<ul style="list-style-type: none"> - The annual internal audit plan properly takes account of the risks facing the council. - Internal audit has reported in accordance with the plan by submission of regular reports to Council 	<i>Audit file – Cover letter Interim report</i>	As in point 2.

Page 2 - Hailsham Town Council Internal Control Review Checklist – Characteristics of Effectiveness

Characteristics of Effectiveness	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
1. Internal Audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs and is approved by council through the engagement letter and annual audit plan	<i>Audit File</i> <i>FBR/21/6/54</i>	Noted and agreed
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement	<i>Audit Plan</i>	Signatory training sessions for online banking.
3. Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	<i>Auditors Reports</i> <i>(FBR/20/4/28.1)</i>	Noted and agreed
4. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements	<i>Auditors Reports</i>	Noted and agreed

Page 3 - Hailsham Town Council Internal Control Review Checklist – Characteristics of Effectiveness (continued)

Characteristics of Effectiveness	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
5. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risk, rather than relying solely on audit recommendations	<i>Audit File</i> <i>Cover letter</i> <i>interim report</i>	Noted and agreed
6. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates		Resume face to face audits post-covid restrictions.

Page 4 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification (as approved by council – FPR/10/1/52)		Record examined for verification purpose	Sub-Committee Members comment
Cash Book/Bank reconciliations/Investments	<ul style="list-style-type: none"> The cash book is kept up to date from original documents (paying-in books, invoices, cheque stubs) The cash book is reconciled to the bank statement on a quarterly basis The bank reconciliation is reviewed and approved by a member of FBRS Committee with reference to the underlying records (cash book and bank statements) The verification of the bank reconciliation is reported to the FBRS Committee and minuted as such The latest financial position of the Council's cash balances verified and approved by a member of the FBRC quarterly at the FBR committee meeting The Investment Strategy is in place and reviewed as necessary 	RBS Excel Bank reconciliation <u>FBR/21/6/49</u> Noted at each FBRC meeting Internal Audit Folder	Online banking will be rolled out from April 2022. All noted and agreed
Financial Regulations/Standing Orders/Transparency Code	<ul style="list-style-type: none"> A document listing the Council's financial regulations, based on the model version prepared by NALC/SLCC is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Council The Local Transparency code 2015 is being maintained and reviewed/updated annually The Council is compliant with GDPR The Standing orders are reviewed annually 	<u>FBR/21/6/57</u> Financial Regulations reviewed annually in January/or required by NALC Ongoing <u>HTC/21/02/165</u>	All noted and agreed

Order/Tender controls	<ul style="list-style-type: none"> • The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work. • Official orders/letters/emails are sent to suppliers for services which are not regular in nature 	<p>See Financial Regs</p> <p>Examine order requisition book</p>	This must be enforce when working with external parties on joint projects.
Payment controls	<ul style="list-style-type: none"> • Depending on the nature of the supply, the Committee Clerk signs the purchase invoice to indicate that the supply has been received, • The RFO shall confirm that the supply has not previously been paid and that the invoice calculations are correct. • Purchase orders/letters/emails ordering the work are matched to purchase invoices where applicable • The value of each invoice for payment will be checked against the cheque value by one of the councillors authorised to sign cheques on Councils behalf. • A retrospective list of cheque payments made will be presented to the FBRS Committee and recorded in the minutes of the meeting. • The cheque number used to settle an invoice and the date it was prepared are entered on the invoice and in the cashbook for cross reference purposes 	<p>Examine invoices</p> <p>Confirmed by RFO</p> <p>See Purchase orders</p> <p>Examine invoices</p> <p>See minutes (FBR/21/6/49.4)</p> <p>Examine invoice</p>	<p>.</p> <p>All Noted and agreed</p>

Page 5 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification (as approved by council – FPR/10/1/52)		Record examined for verification purpose	Sub-Committee Members comment
s137 – Free Resources	<ul style="list-style-type: none"> • A separate s137 account is maintained • The RFO calculates the maximum amount of s137 expenditure able to be made each year and ensures that it is not exceeded. • Where expenditure from s137 is made payment must be recorded and approved in Councils minutes 	<p>Approved at FBR Confirmed by RFO</p> <p>Approved at FBR (FBR/21/6/50)</p>	Noted and agreed
VAT repayment claims	<ul style="list-style-type: none"> • RFO ensures that all invoices are addressed to the Town Council. • RFO ensures that proper VAT invoices are received where VAT is payable • RFO maintains a VAT account to show that the correct amount of VAT is reclaimed • VAT to be reclaimed on a quarterly basis <p>All Reviewed by RFO</p>	<p>Examine invoices</p> <p>Examine RFO Vat file</p> <p>As above</p>	RBS will be in place for Making Tax Digital by July.
Income controls	<ul style="list-style-type: none"> • RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council and is received when due. • RFO ensures that other receipts are received when due and correctly calculated • RFO ensures that all cash and cheque receipts must be recorded through the cash register and cross referenced against the cash book • RFO ensures all income is banked promptly 	<p>See RBS Reports</p> <p>Examine RFO files</p> <p>Examine RFO files</p> <p>See Banking record</p>	All noted and agreed
Financial reporting	<ul style="list-style-type: none"> • An Income & Expenditure account, comparing actual to the budget is prepared on a quarterly basis, presented to the Council and minuted as such 	<p>Income & Expenditure reports to FBRC (FBR/21/6/49.2)</p>	Noted and agreed

Budget preparation	<ul style="list-style-type: none"> • RFO will prepare a base line budget for each standing committee for presentation to the appropriate committee. • Each committee will prepare their own budget forecast to be reviewed by the Strategy Committee, ready for agreement by FBR Committee in December • A full town council meeting will take place in January of each year to determine the precept value to be requested from the District Council • The precept is set on the basis of the budget by the deadline set by the District Council 	<p>2022/23 in process of being prepared Sub-Committee appointment</p> <p>As approved at Precept meeting</p>	Noted and agreed
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Page 6 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification (as approved by council – FPR/10/1/52)		Record examined for verification purpose	Sub-Committee Members comment
Payroll controls	<ul style="list-style-type: none"> All staff and payment of members allowances are paid under PAYE as employees Under the direction of the Full Council, FBRs committee will be responsible for determining staff levels, grade and pay structure. All staff will be paid by weekly or monthly bacs system The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done The RFO will ensure all the necessary Pension Scheme (LGPS) returns are made to East Sussex County Council and will retain evidence that this has been done The Council has employer's liability insurance in place with adequate level of Fidelity guarantee insurance. 	<p>Examine pay records</p> <p>Committee appointed</p> <p>Examine pay records</p> <p>Examine pay records</p> <p>Examine pay records</p> <p>Insurance Policy</p>	All Noted and agreed
Petty Cash	<ul style="list-style-type: none"> £100 petty cash float held for small expenditure items Adequate records of receipts/payments with analysis sheet showing VAT and reconciled as required but no less than 3 months. 	Petty cash analysis sheet	Noted and agreed
Asset Control	<ul style="list-style-type: none"> The RFO maintains a full asset register The RFO will ensure that at all times the level of insurance is appropriate to protect the Town Council's assets The RFO will negotiate best value in respect of the annual insurance premium. 	<p>See RFO records</p> <p>See RFO records</p>	Noted and agreed
Risk Management	<ul style="list-style-type: none"> The council reviews/updates the Risk Strategy and policy statement annually and approved by Full Council The council risk management policy covers operational and financial risks to the council Update Insurance policy if required to cover any changes in the risk management policy 	<u>HTC/20/03/168</u>	It has been reviewed and it will be presented to HTC meeting of 23 rd March 2022.
External Audit	<ul style="list-style-type: none"> The Council submits an annual return to the External Audit on an annual basis within the time frame requested The Council implements any further action required by the External auditor 	<i>Audit File</i>	Noted and agreed

Annual Review of Internal Control – FBR Committee’s Report to Council

The Annual Review of Effectiveness of Internal Control is a statutory requirement and must be completed by members and not by staff or auditors.

In accordance with FBRC minute FBR/21/6/52 a meeting of selected FBR committee members was held on Monday 14th March 2022 to undertake and complete the Annual Review of Effectiveness of Internal Control.

Information and guidance provided by the RFO enabled the sub-committee to identify through inspection of minutes and councils records that sufficient evidence exists to enable this sub committee to recommend to full council that section 1 of the annual return headed up Annual Governance Statement can be approved with confidence.

The attached working sheets précis the areas which we examined and our observations are recorded against each entry.

.....
Cllr N. Coltman

.....
Cllr T.Powis

.....
Cllr M. Laxton

To: Cllr N.Coltman.....Cllr M.Laxton and Cllr T. Powis.....

From: Michelle Hagger, RFO

CC: Town Clerk & Deputy Town Clerk

Date:

Subject: Annual Review of Effectiveness of Internal Control

As appointed members of this sub-committee (FBR/21/6/52) you have agreed to undertake the statutory requirement to complete an annual review of Internal Control for presentation to Council.

In an attempt to make this task a little bit more manageable I have put together a six-page check list which encompasses all the aspects to enable members of the council to confidently approve and adopt the Annual Governance Statement (section 1 of the Annual Return).

Hopefully I have provided enough information for you to complete the task and you will see that I have made certain comments and observations in the “sub-committee members comment” column that may aid you in this task. I have also included one set of checklist papers without my comments for your completion.

You can of course ignore any or all of these papers and prepare your own report.

Your planned meeting for this review is Monday 14th March 2022 at the FDL Meeting rooms, this is in order that your report will be available for presentation to the FBR committee meeting scheduled for 20th April 2022.

In my opinion I think the presentation of a completed set of the six-page review checklist will be more than adequate evidence that the annual review has been completed.

I am more than happy to assist in any way that I can, but please remember this review must be completed independently of officers.

Michelle

Balances Bought Forward 2021/2022 to 2022/2023

11.4.2022

Item	B/fwds	
Environment & Leisure		
101 Battle Road Allotments - Returnable key deposits & Plot deposits	4700	
All Sites Maintenance - for waste collection	0	
102 Common Pond	0	
Skate Park maintenance	1545	
Western Rd/MT Drainage	4800	
103 Play Areas - All sites - Safety gates	2000	
Play areas - Quinnell move to Main Plan	473	
104.00 Open Spaces - All Sites Maintenance move to main plan	1053	
Plant & Skip Hire	1669	
Orchard Park - To move to Main Plan	765	
Maintenance plan	8931	
Covid -19	4885	
105.00 Horticultural and Grass cutting - move to Storm/tree planting	2000	
105.00 Tree Surgery	2152	
106 Horticultural Works - Focus DIY site - Developers contribution to site maintenance	5980	
Total E L		40953 agrees to accounts 20/21 c/f (1324 diff is pr
CORPORATE ASSETS & CEMETERY		
201 FDL - Carpets	1004	
4 Mkt Square - Roof	6227	
206 Cemetery Paths - Move to Chapel Doors	1661	
205 Cemetery Services - Maintenance - move to chapel doors	2382	
Grave Digging - move to cem maintenance	4153	
Cemetery - earmarked for Cemetery lodge repairs	5634	
Street Lighting - General repairs	32	
Street Furniture - Bus shelter/Furniture - work pending	600	
Defibrulators	1291	
Festive Lighting	400	
Street Lighting - New sox repairs invoice pending	14641	
Street Lightng - Energy - move to Festive Lighting	2100	
Street Lighting - Maintenance - move to annual repairs	3900	
Street Furniture - Dog bin replacement	2369	
Total CAC		46394
CORPORATE RESOURCES & SERVICES		
301.00 Wages - youth café	43000	
302.00 Insurance - allocate to outdoor gym budget as it's for replacement not used/4 mkt sq	2094	
Staffing Review	5000	
Elections	13172	
Health & Safety Expenditure	396	
Hailsham Neighbourhood Plan	5001	
Mt Key Deposits & Misc Income	575	
Stationary - For the IT Replacement	1064	
Professional Fees -	1572	
303 Chairmans Allowance	245	
304.00 Tools	312	
305 Vehicle Fleet - Fuel	219	Creditor
Vehicle Fleet - Servicing	1632	
Twinning	800	
Communities	2396	
311 Hailsham Revitalization Fund - £3740 to go to Festive Lighting	25258	
Post Office - operational costs	10566	
310 Cortlandt Stable block - Move £2000 IT replace/£2000 storm damage fund	7330	
Income - Deposit for 4 Mkt Squ	1800	
313		
Income - VAT refund (period 1.01.22 to 31.03.22)	-26386	debtor
Total CRS		96045
		0.00
		183392
Precept subsidy	0	
Balance of Surplus to Cap 14	26666	
	210058	
Project Accounts	256301	
Burial Fund	4550	
	470909	

HAILSHAM TOWN COUNCIL
Accounts for the Year ended 31st March 2022
Analysis of Reserves/End of Year Balance

<u>Committee Reserve Funds (Outstanding Projects/Earmarked Expenditure)</u>			
Environment & Leisure		40953	
Corporate Assets & Resources		46394	
Corporate Resources & Services		96045	
			183392
<u>General & Project Funds and Allocated Reserves</u>			
No.03 Community Building Project	(CRS)	18618	
No.04 Play Equipment	(E & L)	0	
No.05 Hard Surface Play Area	(E & L)	1324	
No.11 Town Youth Facilities	(CRS)	327	
No.14 Community Contingency Fund	(CRS)	186217	
No.16 Youth Facilities	(CRS)	31259	
No.18 Cemetery New Burial Ground	(CAC)	17500	
No. 21 Criminal Damage	(E & L)	1056	256301
<u>Burial Fund held for Grave Maintenance</u>			4550
<u>Subsidy on Precept</u>			0
<u>Surplus balance to Community Contingency Fund (No14)</u>			26666
<u>Commuted Sum Accounts</u>			626531
<u>Debtors & Advance receipts</u>			26386
<u>Creditors</u>			219
Total (to agree with Fund Balance page 1 and box 7 of the Annual Return)			1123607

Certified Correct John Harrison Responsible Finance Officer