

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. <u>Minutes of previous Meeting</u>

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. <u>Periodic Statements and Committee Expenditure</u>

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 <u>Free Resource Payments (Section 137 Expenditure)</u>

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 <u>Exercise of Electors Rights</u>

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.

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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

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Halisham Festival 30.03.2022 25595 The Police & Crime Commissioner Sx 31.03.2022 25596 Petty Cash - Cash 31.03.2022 25597 Countrywide Grounds Maintenance 31.03.2022 25598 Cuckmere Buses 31.03.2022 25599 Hart Reade 31.03.2022 25600 Knockhatch 31.03.2022 25601 EON Next 31.03.2022 25602 I West Deposit Refund 31.03.2022 25603	100.00	
The Police & Crime Commissioner Sx 31.03.2022 25596 Petty Cash - Cash 31.03.2022 25597 Countrywide Grounds Maintenance 31.03.2022 25598 Cuckmere Buses 31.03.2022 25599 Hart Reade 31.03.2022 25600 Knockhatch 31.03.2022 25601 EON Next 31.03.2022 25602 I West Deposit Refund 31.03.2022 25603	100.00	
Petty Cash - Cash 31.03.2022 25597 Countrywide Grounds Maintenance 31.03.2022 25598 Cuckmere Buses 31.03.2022 25599 Hart Reade 31.03.2022 25600 Knockhatch 31.03.2022 25601 EON Next 31.03.2022 25602 I West Deposit Refund 31.03.2022 25603	100.00	
Countrywide Grounds Maintenance 31.03.2022 25598 Cuckmere Buses 31.03.2022 25599 Hart Reade 31.03.2022 25600 Knockhatch 31.03.2022 25601 EON Next 31.03.2022 25602 J West Deposit Refund 31.03.2022 25603	1274.38	
Cuckmere Buses 31.03.2022 25599 Hart Reade 31.03.2022 25600 Knockhatch 31.03.2022 25601 EON Next 31.03.2022 25602 J West Deposit Refund 31.03.2022 25603	66.61 1537.50	
Hart Reade 31.03.2022 25600 Knockhatch 31.03.2022 25601 EON Next 31.03.2022 25602 I West Deposit Refund 31.03.2022 25603	1554.08	
Knockhatch 31.03.2022 25601 EON Next 31.03.2022 25602 J West Deposit Refund 31.03.2022 25603	336.00	
West Deposit Refund 31.03.2022 25603	513.00	
·		
A Reed 31.03.2022 25604	790.47	
	790.47 50.00	
Total <mark>Value of uncle</mark> ared cheques dd unbanked cash as at 31.03.2022 etty Cash held	790.47	79306.21
	790.47 50.00	0.00 100.00
Account Balance as at 30th June 2021	790.47 50.00	0.00
ACCOUNT PRIMITE AS AT SOLLI JUNE 2021	790.47 50.00	0.00

	HAILSE	IAM TOW	N COU	INC	IL - SU	MMARY	OF NE	T EXPE	NDITUR	E AS AT	T 31.03.	2022	
			2021	- 2	022 E	stima	ites						İ
BUDGET HEADINGS	Exp	enditure		In	come		Nett	Actual	Actual		Total	Funds	ĺ
							total	Spend	Income		Spend	Remain	L
ALLOTMENTS	A	3002	!	В	3034		-32	3147	3456		-309	277	t
RECREATION		218082			53300		164782	237117	44824		192293	-27511	
FINANCE, POLICY AND RESOURCES		954227			2200		952027	965534	46061		919474	32554	
BURIALS & PROPERTIES		36931			58400		-21469	37278	57584		-20306	-1163	E
STREET LIGHTING & FURNITURE		51562			0		51562	56599	0		56599	-5037	t
Precept Net VAT							-9368	43985	573137 18842		25143	0	
TOTAL		1263804	0	0	116934		1137502	1343660	743904		1172894	-881	1
NET EXPENDITURE						1146870	-	599757					

HAILSHAM TOWN COUNCIL - INCOME AND EXPENDITURE AS AT 31.03.2022

	_			4 4 4 11 0		1 2222	
Item				1st April 2	021 to 31st Ma	arch 2022	
item	Account	Annual	Budget	total	Actual Year	Funds	percentage
	Code	Budget	Adjustments	available	to	Available	spent
	Code	Duuget	Aujustinents	available	date	Available	to date
Allotments - Water supply	101	1218		1218		279	
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		not available to	4435	347	4088	8%
A MOUNTONIC TROCAMADO GODOGIC			not a vanazio to t		<u> </u>	.000	570
Total Expenditure - Allotments		3002	<u>0</u>	<u>7887</u>	<u>3147</u>	<u>4740</u>	<u>40%</u>
Income - Allotment Rent	101	3034		3034	3456	-422	114%
Total Income Allatments		3034	0	3034	3456	-422	114%
<u>Total Income - Allotments</u>		3034	<u> </u>	3034	3430	<u>-422</u>	<u>114%</u>
Net expenditure over income		-32	0	4853	-309	5162	
West Dd Dee Maintenance	102	983		983	3100	-2117	315%
West. Rd Rec - Maintenance West. Rd Rec - Water Supply	102	700	600	1300	2009	-2117 -709	155%
West Rd Rec - Water Supply West Rd Rec - Drainage	102	9500	600	9500	8700	800	92%
West Nu Nec - Drainage	102	9500		9300	8700	800	92 /0
Expenditure - Western Road Rec		<u>11183</u>	<u>600</u>	<u>11783</u>	<u>13809</u>	<u>-2026</u>	<u>117%</u>
Income - Western Road Rec	102	1000		1000	5030	- 4030	503%
			202			0	
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 - Walnerlance MT - Water Supply	102	732		732	0	72	0%
MT - Water Supply MT - Pitch Marking Paint & Contractor to Mark	102	500	0	500	240	260	48%
MT - Pitch Marking Paint & Contractor to Mark MT - Skate Park Maintenance	102	515	0	1545	0	1545	48% 0%
	_						
MT - Drainage	102	2000		4000	0	4000	0%
Expenditure - Maurice Thornton Playing Field	1	<u>4819</u>	<u>0</u>	<u>7849</u>	<u>1800</u>	<u>6049</u>	<u>23%</u>
Net Expenditure over Income		4819	0	7849	1800	6049	
					<u> </u>	1	
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		<u>3761</u>	<u>-2000</u>	<u>7724</u>	<u>3928</u>	<u>3796</u>	<u>51%</u>
Net Expenditure over Income		3761	-2000	7724	3928	3796	
-					i	i	
HCP - Maintenance	104	492		492	0	492	0%
HCP - Pest Control	104	546		546	485	61	89%
Exepnditure - Hailsham Country Park		<u>1038</u>	<u>0</u>	<u>1038</u>	<u>485</u>	<u>553</u>	<u>47%</u>
Income - Fishing Permits	<u>104</u>	<u>700</u>		<u>700</u>	<u>1047</u>	<u>-347</u>	<u>150%</u>
Not Expanditure over Income		338	0	220	-562	900	
Net Expenditure over Income		338	<u> </u>	338	-562	l 900	
Public Opens Spaces							
Public Open Spaces - Maintenance	104	328		1573	520	1053	33%
Orchard Park Maintenance	104	765		765	0	765	
Plant & Skip Hire	104	4120		5196		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		-690	103%
Horticultural - Urban Grass Cutting	107	10916	-600	10316		1054	90%
Ersham Rd - Maintenance	102	55	550	55			
Staff Protective Clothing	304	300		400		55	
Tools & Equipment	304	1722		1733	1489	244	
COVID-19		0		5000			
							-

Maintenance Plan	104	40984		40984	32111	8873	78%
Expenditure - Public open spaces	104	122779	1400	135277	110882	24395	82%
						-	
Net Expenditure over Income		122779	1400	135277	110882	24395	
	+			1st April 2	020 to 31st Ma	rch 2021	
			Income	1017 40111 2			
ltem			Budget &	total	total spent		percentage
		Budget	Adjustments	available	to date		spent to date
FDL Office Complex					uate		to date
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 Cleaning	201	2650 4841	-1000	2650 3841	5974 2934	-3324 907	225% 76%
Maintenance	201	3215	-1000	10555	4016	6539	38%
Intruder Alarm/Fire Extingusher		704		704	629	75	89%
Formal Marie Control		40400	4000	40450	44040	2000	070/
Expenditure - FDL Office Complex		<u>40122</u>	<u>-1000</u>	<u>48156</u>	<u>41918</u>	<u>6238</u>	<u>87%</u>
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	<u>0</u>	20825	20640	500	99%
Net Expenditure over Income	1	19722	-1000	27331	21278	5738	
Maurice Thornton Pavilion MT Pavilion - Utilities	202	1311		1311	1259	52	96%
MT Pavilion - Gunties MT Pavilion - General Repairs	202	515		1099	5385	-4286	490%
Expenditure - Maurice Thornton Pavilion	202	1826	0	2410	6644	-4234	276%
			_				
<u>Income - Hire Fees</u>		<u>1200</u>		<u>1200</u>	<u>70</u>	<u>1130</u>	<u>6%</u>
Net Expenditure over Income	<u> </u>	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 - Utilitites	202	515		515	360	155	70%
Expenditure - Grovelands Barn	-	<u>3833</u>	<u>o</u>	<u>3833</u>	<u>3289</u>	<u>544</u>	<u>86%</u>
Net Expenditure over Income		3833	0	3833	3289	544	
	222	4000		1000		1000	20/
Union Corner - Maintenance Grant	202	1000		1000	0	1000	0%
Net Expenditure over Income		1000	0	1000	0	1000	
James West Community Hall	-						
Miantenance	202	1700		1700	0	1700	0%
Utilities	202	6400		6889	14040	-7151	204%
Cleaning & Hygiene		3500		3500	5152	-1652	147%
Alarm Maintenance Expenditure - James West CH	202	400 12000	0	400 12489	909 20101	-509 -7612	227% 161%
<u>LAPERGIUITE - James West CH</u>		12000	<u>u</u>	12409	20101	<u>-7012</u>	101%
Income - Hire Fees		30000		30000	<u>18037</u>	<u>11963</u>	<u>60%</u>
Net Expenditure over Income		-18000	0	-17511	2064	-19575	
Expenditure - Public Toilet	202	<u>15000</u>		<u>15000</u>	<u>12461</u>	<u>2539</u>	<u>83%</u>
Net Expenditure over Income		15000	0	15000	12461	2539	
-	İ .						
Cemetery Lodge - General repairs	203	437		6075	441	5634	7%
Expenditure - Cemetery Lodge		437	<u>0</u>	<u>6075</u>	<u>441</u>	<u>5634</u>	7%
Cemetery Lodge - Income rent		6900		6900	7140	-240	103%
Income - Cemetery Lodge		6900	0	6900	7140	-240	103%
							10370
Net Expenditure over Income	<u> </u>	-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 - Crave 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	<u>0</u>	40165	36837	3328	92%
<u></u>					3222		
Cemetery Income - Burial Fees		51500		51500	50444	1056	98%
Cemetery income - Buriar Fees		31300		31300	30444	1000	30 /8
Net Expenditure over Income		-15006	0	-11335	-13607	2272	
-		ī	i		i		
							
Otas at Link for a Forence		40050		40050	0754	0000	740/
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%
Dod niiig	210	0		2309		2309	0%
- " o · · · · · · · · · · · · · · · · · ·							<u> </u>
Expenditure - Street Lighting and Furniture		<u>51562</u>	<u>0</u>	<u>80729</u>	<u>56599</u>	<u>24130</u>	<u>70%</u>
		0					<u> </u>
Net Expenditure over Income		51562	0	80729	56599	24130	
The Experience of the modelle							
	<u> </u>						
				1st April 2	020 to 31st Ma	rch 2021	
			Income				
Item	.			total	total spent		percentage
item							
			Adjustments	available			spent
		Budget			date		to date
All staff costs	301	732080		775620	699790	75830	90%
Members Alowances	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%
				600			
Annual Town meeting	302	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	
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	
	302						
Annual Electrical Test		328		328	311	17	95%
Expenditure - Administration	<u> </u>	802224	<u>1000</u>	<u>884868</u>	<u>776728</u>	<u>108140</u>	<u>88%</u>
Income - Accounts interest	313	1200		1200	158	1042	13%
Income - CIL	313	.200		1200	130	1042	15 /0
		 				l	l
Other Income	313						
Precept							
Income - Administration		1200	<u>0</u>	1200	<u>158</u>	1042	<u>13%</u>
		1 <u> </u>					
Not Evnonditure avanturation		004004	4000	000000	770570	407000	
Net Expenditure over Income	<u>i</u>	801024	1000	883668	776570	107098	<u> </u>
					I		
Vehicles		 					
Vehicle - All Costs	305	04000		22700	40700		2007
		21000	<u>0</u>	<u>22720</u>	<u>18703</u>		<u>82%</u>
venicie - Ali Costs	303						
	303						
	303		0	22720	18703		ļ
Net expenditure over Income	<u>303</u>	21000	0	22720	18703		
	303		0	22720	18703		
	300		0	22720	18703		
Net expenditure over Income	308			22720 765	18703	350	54%

Communities	308	15914	-2900	20408	18400	2008	90%
Bus Alliance	308	1000	2000	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		<u>0</u>	<u>0</u>	<u>0</u>	<u>723</u>	<u>-723</u>	<u>0%</u>
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		<u>18000</u>	<u>0</u>	<u>29974</u>	<u>37771</u>	<u>-7797</u>	<u>126%</u>
Income - Youth Café	309	<u>1000</u>		<u>1000</u>	<u>41057</u>	<u>-40057</u>	<u>4106%</u>
Net Expenditure over Income	_	17000	0	28974	-3286	32260	
Net Experialtare over meome		17000	•	20374	-0200	32200	
<u>Grants</u>							
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		<u>6201</u>	<u>0</u>	<u>11516</u>	<u>289</u>	<u>11227</u>	<u>3%</u>
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 Revitilization 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	1	
Net Expenditure - Special Projects		<u>79123</u>	<u>o</u>	<u>154639</u>	<u>100124</u>	<u>54515</u>	<u>65%</u>
Special Projects							
Cortlandt - Rent income/Rate Refund		<u>0</u>		<u>0</u>	<u>4124</u>	<u>3224</u>	<u>0%</u>
Net Expenditure over Income		79123	0	154639	96000	51291	

PAYMENT SCHEDULE FOR JANUARY 2022

153,816.92

Date	Supplier	Cheque /	Amount (incl VAT)	
			,	
4th	Wightman & Parrish	25420		Office Supplies
	SEE	25421		Professional Fees
746	Initial Washroom ESCC	25422 25423		Hygiene Supplies
7th	S Spence	25423 25424		Youth Services - Advertising Public Toilet Cleaning
	Miss N Clarke-Cox	25425		Staff Expenses
	Rialtas Software	25426		Burials Software
	Cancelled	25427		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		Pension Fund
	SLCC	25432		Training - Staff
	Besthost	25433 25434	42.00	Office 365
	Uniserve SE Ltd Ordnance Survey	25434 25435		Professional Fees
	Freedom Leisure	25436	136.00	
	ATCM	25437		Membership
	Cuckmere Buses	25438		Bus Concessions - NYE 2021
17th	The Edge	DC	33.14	ID Card
18th	Reissue cheque 25311	DC	0.00	Reissue
14th	GM Monk	25439		J West Bollards
	Barcombe Landscapes Ltd	25440		Horticultural Contract
18th	Business Waste	25441		Waste Collection
	Adrians Cleaning Service Limited	25442		Cleaning of FDL/J West
	D Sankey Ltd Allotment Refund	25443 25444		Vermin control at Countrypark
	Countrywide Maintenance	25444 25445		Allotment Refund Cemetery Grass Cutting
	Saxon Plants	25446	50.84	,
	Eye Media Ltd	25447		Advertising
	Hailsham Roadway	25448		Wentworth Close Pathway
	DFIS	25449		Vehicle Repair
	Npower	25450	419.00	J West Electric
	K Smith - KFS Inflatables	25451	350.00	FNP
	East Sussex Highways	25452		Street Lighting Column Repairs
	Wightman & Parrish	25453		Hygiene Supplies
25th	Wages & Salaries	BACS		Wages and Salaries
21st	Earth Anchors Hart Reade	25454 25455		Memorial Bench Professional Fees
	Uniserve SE Ltd	25456		New Laptop - youth services
	J West Refund	25457		Hall Refund
	Nutra Plumbing and Heating Ltd	25458		Boiler Service
	EON Next	25459		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		Staff Expenses
	East Sussex Highways	25463		Sox Lighting
	Business Stream	25464		Water - 2 North St
	IRIS Software	25465		Software
	Castle Water Mr P Holbrook	25466 25467	412.14 320.78	Mayor Allowance
	Knockhatch	25468	200.00	•
31st	Npower	25469		Electric War memorial
	Surrey Hills Solicitors LLP	25470		Professional Fees
11th	Screwfix	DC	20.93	Tools
	Besthost	DC	42.00	Hostings
6th	Bank Charges	DD		Bank Charges
27th	Roland Dunn	DD		Professional Fees
4th	CF Corporate Finance	DD		Photocopier Lease
	SOS Systems	DD		Photocopier printing costs
	Wealden District Council Lex Autolease	DD DD	1,064.00	
5th	ICO	DD		Vehicle Leasing Licence
12th	Allstar	DD		Vehicle Fleet fuel
14th	Quadient UK	DD		Franking Machine - Postage
	Fuzion 4Ltd	DD		Alarm Maintenance contract
18th	SOS Systems	DD		Photocopier printing costs
19th	Allstar	DD		Vehicle Fleet fuel
20th	Vostel Ltd	DD		Telephone Contract
	Wages & Salaries	BACS	44.42	Wages and Salaries

PAYMENT SCHEDULE FOR FEBRUARY 2022

133,237.88

Date	Supplier	•	Amount (incl VAT)	
10th	Reissue cheque 25430	25471	0.00	Reissue cheque
	Wealden District Council	25472		Elections Charges
	SLCC	25473	54.00	Training - Staff
	Adrians Cleaning Services	25474	550.50	J West and FDL Cleaning
	Npower	25475		War Memorial Electric
	UK Safety Management Ltd	25476		PAT Testing
	Countrywide Ground Maintenance	25477		Cemetery Grass Cutting
	Evolution The Police & Crime Comm for Sx	25478 25479		J West Water Treatment CCTV Transmission Qtr 3
	Uniserve SE Ltd	25480		Office 365
	Freedom Leisure	25481	165.00	
	Safety net	25482		DBS - Y Services
	HMRC PAYE	25483	13416.84	HMRC PAYE
	East Sussex Pension Fund	25484	8426.59	Pension Fund
	Travis Perkins	25485		Cemetery Maintenance
	Initial Hygiene	25486		Hygiene Supplies
	Festive illuminations	25487		Christmas Lights take down & Remembrance Day
11th	Rialtas Business Solutions Ltd The Police & Crime Comm for Sx	25488 25489		IT Software yearly licence CCTV Maintenance Qtr 3
1141	Hailsham Town Council CIC	25490		Post Office Subsidy
	Town & Country Tree Services	25491		Tree Work - Cemetery
	Mr A Reed	25492		Grave Digging
	Bloomfields	25493		Chapel Flowers
	EON Next	25494	1177.13	Gas and Electric - All Sites
	Wealden District Council	25495		Hall Hire
15th	Town & Country Tree Services	25496		Tree Work - Barn site and Wentworth
	Cancelled	25497		Cancelled
	Cancelled	25498		Cancelled
18th	Fieldskill Byrotec	25499 25500		Desk and Chair for FDL Fire Extingusher testing - All sites/vehicles
1001	Pyrotec GM Monk Ltd	25501		Bollard Repairs at J West
	Mrs S Harper	25502		Expenses
	Choice Medics Ltd	25503		First Aid Training - Youth Services
25th	Wages and Salaries	BACS		Wages and Salaries
18th	Knockhatch	25504	412.00	Youth Services
	Business Waste	25505		Waste Collections
	Hedeges Driveways Ltd	25506		Bollards
	Uniserve SE Ltd	25507		Office Equipment
	Haulaway Ltd High Street Safari	25508 25509		Skip Hire Queens Jubilee - Beacon Trail
22nd	Maspect Metalcraft Ltd	25510		Bow top Railings at Western Rd Play area
	21CC Group Ltd	25511		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		Maintenance at Youth Café
	PGL Travel Ltd	25515		PGL - Youth Services
	Business Stream	25516		Water
	Pyrotec Fuzion 4 Ltd	25517 25518		Fire Extingusher testing - Grovelands Barn & FDL Alarm Maintenance - Y Café
25th	Cash	25516		Youth Services - Cash Float
2001	Wealden Citizen Advice	25520	5801.00	
	Roots Gardening & Grounds Maint	25521		Western Road Verti Draining
28th	Mrs J L Smith	25522	1760.00	Town Crier Unform - 50% Deposit
	M & S Print Services Ltd	25523	978.00	Newsletter
	S & B Trade Services Ltd	25524		Cemetery Office Fridge
	Eye Media Group Ltd	25225		Advertising
	Town & Country Tree Services	25226		Tree work - Storm Damage from Storm Eunice x 5 locations
	Child Maintenance Service - DEO MTMC	25227 DC		Deductions of earnings order Tools
	Powertool Spares	DC		Tools
	HSD Online	DC		P Toilet - 2 x Jumbo toilet roll holders and soap dispensor
	Uniserve SE Ltd	25228		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		Photocopier printing costs
	Allstar	DD		Vehicle Fleet - Fuel
4th	Bank Charges	DD		Bank Charges
9th 14th	Allstar Fuzion4 Ltd	DD DD		Vehicle Fleet fuel Alarm Maintenance contract
14th 16th	Allstar	DD		Vehicle Fleet - Fuel
18th	Vostel Ltd	DD		Telephone Contract
	Quadient UK	DD		Franking machine
21st	Siemens Financial Services	DD		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		ID cards
	Fieldskill	25530		2 Drawer pedestal
	Rialtas Business Solutions Ltd Intial Washroom	25531 25532		Bookings Software Hygiene Supplies
4th	Countrywide Grounds Maintenance	25533		Cemetery Grass cutting
	Evolutions	25534		J West Water treatment plan
	Uniserve SE Ltd	25535		Office 365
	Ernest Doe & Sons Ltd	25536		Common Pond Weed Burner
	Castlewater Haulaway Ltd	25537 25538		Water Supply - J West Skip hire
7th	Trade Paints	25539		MTP Paint for ceiling
	Nutra Plumbing and Heating Ltd	25540		Boiler Service - 2 North Street
	HMRC PAYE	25541	13528.96	HMRC PAYE
	East Sussex Pension Fund	25542		Pension Fund
	Town & Country Tree Services	25543 25544		Tree Works - Grovelands/Orchard Park Cancelled
	Cancelled Cancelled	25545		Cancelled
9th	Ernest Doe & Sons Ltd	25546		Cemetery Maintenance
	The Edge System	DC		ID cards
	EON Next	25547	1437.57	Gas and Electric
1st	Screwfix	DC		Tools & Clothing for Outdoor Staff
9th	Macey Industrial Fixings Correction of allocation	25548 DC		Tools/equipment Correction
10th	Correction of allocation	25119		Correction
	Correction of allocation	25041		Correction
14th	Npower	25549	30.21	War memorial Electric
	Adrians Cleaning Services Ltd	25550		Cleaning of FDL and J West
	Mr K Smith - KBS inflatable	25551		Youth Service
	Mr A Joyes Knockhatch	25552 25553		Youth Service - Expenses Youth Service
	Bloomfields	25554		Chapel Flowers
	Mr A Reed	25555		Grave Digging
	Festive Illuminations	25556	2626.84	Bunting for Queen Jubilee
	Newton & Frost Fencing Ltd	25557		Fencing for Cameron Close
	Town & Country Tree Services	25558		Tree Works - St Mellion
16th	EDF Energy SLCC	25559 25560		Youth café - Gas and Electric Training Course
	Skinners Sheds	DC		Replacement Shed due to Storm damage
17th	KSV	25561		Vending Machine Supplies
	Fieldskill	25562		Stationary
	Zurich - Queen Jubille	25563		Additional Insurance cover
	Npower Haulaway Ltd	25564 25565		J West Electric Skip hire
	M Caira	25566		Subsistence
	J West Deposit Refund	25567		Deposit refund
	J West Deposit Refund	25568	50.00	Deposit refund
	J West Deposit Refund	25569		Deposit refund
22nd	J West Deposit Refund	25570		Deposit refund
23rd	S Harper S Spence	25571 25572		Travel Expenses Public Toilet Cleaning service
2014	ESCC	25573		Street Lighting Maintenance & Energy 2021-2022
	Business Waste	25574	871.44	Waste Collection - Allotment, FDL, Dog Waste and cemetery
	Castlewater	25575		Water Supply - W Rd, G/Barn, P Toilet, Cemetery
0.546	Wealden District Council	DC		License for Queen Jubilee
25th 25th	Screwfix - Trade UK Wages and Salaries	DC BACS		Lock for Youth Café Wages and salaries
29th	P Hobden	25576	,	Common Pond Expense - Mesh
	ESALC	25577		Councillor Training
	Uniserve SE Ltd	25578		Speakers for DTC PC
	HMRC PAYE	25579	,	HMRC PAYE
	East Sussex Pension Fund Business Stream	25580 25581		Pension Fund Waste Water - Public Toilets
	DVS	25582		2 North Street Rent
	R Gillett	25583	,	Eye Test
	East Sussex Highways	DC	116.56	License for Queen Jubilee Bunting
30th	Sunflowers Mental Health & Wellbeing	25584		Chairmans Donation
	Gloves up for Good	25585		Chairmans Donation
	charles Hunt Centre Environment hailsham	25586 25587		Chairmans Donation Chairmans Donation
	Hailsham YMCA	25588		Chairmans Donation
	Hailsham Choral Society	25589		Chairmans Donation
	Hailsham Allotment Society	25590		Chairmans Donation
	Cancelled	25591		Cancelled Chairmana Danation
	Burfield Academy Blue Van	25592 25593		Chairmans Donation Chairmans Donation
	2.40 (4.1)	20000	100.00	C. C. C. C. C. C. C. C. C. C. C. C. C. C

	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

				СОММ	UTED SI	JM HIST	<u>ORY</u>								
date in year	bank account	Treasury deposit	Country Pk	Road	Butts Field	Diplocks	Focus POS	Grovelands Estate	Land P	pley Ripley OS Street light	CIL	WDC Historical S106 Commuted	through	Community Hall	
July 2001		166500	Orchard Pk 70000		16500	11000		POS	capital			Sums 29000	year	epayments during	
October 2001	Repay works loan of 45k	100300	-20000	40000	10300							-25000		year	
October 2001		121500	50000	40000	16500	11000						4000			
End of year Balance	ce 31.03.02 15100	121500	50000	40000	16500	11000						4000	5500		
May 2002 November 2002	10k repaid from precept (loan repayment) 10k used for Diplocks Ball Park	131500	55000	40000	16500	11000 -10000						9000			
NOVEMBER 2002	Tok decid for Diplocks Dail Falk	121500	55000	40000	16500	1000						9000			
	Diplocks balance of 1k to historical balance	121500	55000									10000			
November 2002	10k transferred from bank account	131500	55000	40000	16500							20000			
End of year balance	ce 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	e 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	pe at 31.03.05 15616	151500	65000	40000	16500							30000	5800		
	Commuted Sum for Focus POS	178100	65000	40000	16500		26600					30000			
September 2006	Loan to Community Hall £16000 -16000														
End of year balance	ce at 31.03.06 6342	178100	65000	40000	16500		26600					30000	6300		
	Used £16600 for steam cleaning machine Used £5000 for C Park Car Park -5000											-16600			
End of year balance	pe 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			
		0													
End of year balance	pe 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	te as at 31.03.09 15903	200000	65000	40000	16500		26600	30000				21900	6000	1600	
End of year balance	pe as at 31.03.10 17136	200000	65000	40000	16500		26600	30000				21900	700	500	
Balance as reporte	ed on Fund Summary at 31.12.10 17426	200000	65000	40000	16500		26600	30000				21900	290		
End of year baland	ce 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			
lon 10	Loan repay Community Hall													1696	
														1090	
End of year balance	ce 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	ce as at 31.03.13 4688.53	225000	65000	40000	16500		26600	30000				46900	506.92		
				40000	40500		00000	22222				44			
	Orchard Park balance to historical funds Arlington Rd balance to historical funds			40000	16500 16500		26600 26600	30000 30000				111900 151900			
	Butts Field balance to historical funds				.0000		26600	30000				168400			
End of year balance	te as at 31.03.14 5233.22	225000	0	0	0		26600	30000				168400	544.69	0	
End of year balance	ze as at 31.03.14 5233.22	225000	- 0	0	U		∠0000	30000				168400	544.69	U	
Aug-14	Used £16,000 for Quinnell Play area	-16000										-16000			

				COMM	UTED S	UM HIST	<u>ORY</u>									
date in year	bank account	Treasury deposit	&	Road	Butts Field	Diplocks	Focus POS	Grovelands Estate	Ripley Land	Ripley POS	Ripley Street light	CIL	WDC Historical S106 Commuted	through		
Nov-14	Used £4,500 for Grovelands Barn	-4500	Orchard Pk	East				POS	capital				Sums -4500	year	epayments	
Oct-14	Ripley Land income	134655							134655							
														630.84		
End of year balanc	e as at 31.03.15 5864.06	339155					26600	30000	134655				147900			
Apr-15	Ripleys S106									43936.28						
Nov-15		383091														
7.1.16	Moved £6,000 to a fund for street light								-6000		6000					
														917.66		
End of Year balance	ce as at 31.03.16 6781.72	383091					26600	30000	128655	43936.28	6000		147900			
21.4.16	Gazebo for xmas events £4500								-4500							
21.6.16	Common pond Footpath									-2646						
21.6.16	Battle Fence/Springer									-3000						
21.6.16	Neighbourhood plan - £60,000												-60000			
	Countrypark - St Mellions Fence									-1500						
	Countrypark - Country Park Drainage									-3000						
End of Year Balance	ce as at 31.03.17 7240.23	308445					26600	30000	124155	33790.28	6000	0	87900			
31.5.17	Street Lighting Repairs 23000								-23000							
												0044 10				
	WDC CIL Levy											2341.43				
	Common Pond Pathway									-10000						
	Cemetery Notice Boards - £2500															
	Country Park Survey - £14500															
16.10.17	WDC CIL Levy											7786.45				
28.12.17	Cricket Pavilion												-10220			
	As at 31.12.17 7353.45	265225					26600	30000	101155	23790.28	6000	0	77680			
	CIL Total															
		005005					00000	00000	10115	00700	0000	10107.00	3 7	004.51		
End of Year balance	2e as at 51.2.18 7474.84	265225					26600	30000	101155	23790.28	6000	10127.88	0 77680	234.61		

			COMM	UTED S	UM HISTO	<u>DRY</u>										
date in year bank account	Treasury deposit	Country Pk	Road	Butts Field	Diplocks	Focus POS	Estate	Ripley Land	Ripley POS	Ripley CIL Street light	WDC S106	Historical Commuted	through			
1.4.18 Country Park Survey - £14,500		Orchard Pk	East				POS	capital				Sums -14500	year	epaymen	ts	
WDC CIL Levy										315114.64	ı					
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 work completed and in	nvoiced
Changing places pod (HTC/20/2/171.3)										-100000						
Sep-19 WDC S106											264268.07					
Oct-19 CIL										5299.18	3					
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			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/AW/19/127)										-26000)					
Aug-20 Western Rd - Running Track 50% payment (htc/20/4/222)											-68000					

					COMM	UTED SUM	HISTO	RY										
d-4- i		bank account	Treasury	Ct Di-	A -1:4	D#- D:	-11	F C	Grovelands	Ripley	Ripley	Ripley	CIL	WDC	Historical	1-44	Community	 _
date in year		bank account	deposit	Country Pk &	Road	Field		POS	Estate	Land	POS	Street light	CIL	S106	Commuted			
			aeposii	Orchard Pk		Field		PU5			PU5	Street light		5106		through		
				Orchard PK	East				POS	capital	1	1	1		Sums	year	epayments	 _
Con 20	Union Corner Hall (htc/20/3/140)										-10000	1						
3ep-20	Official Corner Hall (IIIC/20/3/140)							_			-10000	,						
	Maurice Thornton Pavilion Roof (htc/20/03/142)(£23000) se	e helow																 +-
	Wadrice Thornton Favilion Nooi (Inc/20/03/142)(£23000) se	e below																 +
	Western Road Pathway Lighting (htc/20/40/143)												-20400					 +-
	Trodom road railing (moreor for roy												20100					+
Oct-20	Western Rd - Running Track 50% payment (htc/20/4/222)													-69511				
	,																	
Oct-20	James West CCTV (htc/20/3/172)									-7670								\top
	,																	
Nov-20	CIL												8512.97					\neg
				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			\neg
	Wetpour - play areas FBR/20/5/42												-42605					
Mar-21	AMC/20/13/189 Street lighting Repairs									-6000		6000						
Jul-21	Cemetery Pathways (£40,000 over 2 years)												-20000					
Jul-21	Western Rd Play area (htc/18/4/206.2)													-125000)			
	Maurice Thornton Pavilion Roof (£23000)																	
	Maurice Thornton Pavilion Roof (£23000) Balance												-16500					
	Staff Independent Facilitator (htc/21/01/144)														-4000			
Oct-21													10737.52					
	Cemetery Pathways												-20000					
	Common Pond Overflow (htc 24.11.21)												-20000					
	Maurice Thornton excess path (htc 24.11.21)												-14000					 \perp
	Street lighting invoice 1325414 - cheque25452 18.1.22											-3000						
	4 Market Square Windows & Doors (htc/21/4/194)									-1500								
	Western Road Pathway Lighting (htc/20/40/143) - Fees												-3450					
Feb-22	Hawks Road Bus Shelter Add funds (AMC/21/7/76)									-6500								
																		 +
										44 405 63	40 700	0.000.00	454 500	4 ===	04 450 00			 _
				-	-	-	-		-	11,185.00	13,790.28	9,000.00	151,799.93	1,757.07	31,450.00			

Page 1 - Hailsham Town C	ouncil Internal Control Review Checklist – Meeting Standards		
Expected Standard	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
Scope of internal audit control	 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 	Audit File Audit File Audit File	All Noted and agreed
2 Independence	 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 	Cover LetterInterim Report	Invite Internal auditor to FBRC meeting in July 2022.
3. Competence	- There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity	Cover letter Interim report	Noted and agreed
4. Relationships	 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 	Audit file	Noted and agreed
5. Audit Planning and Reporting	 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 	Audit file – Cover letter Interim report	As in point 2.

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	Audit File FBR/21/6/54	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	Audit Plan	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.	Auditors Reports (FBR/20/4/28.1)	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	Auditors Reports	Noted and agreed

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	Audit File Cover letter interim report	Noted and agreed
6. Ensure the right	Adequate resource is made available for internal audit to complete its work.		
resources are available	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 Co	ouncil Internal Control Review Checklist – Statement of Internal Control Verification PR/10/1/52)	Record examined for verification purpose	Sub-Committee Members comment
Cash Book/Bank reconciliations/Investments	 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 FBR/21/6/49 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	 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 	FBR/21/6/57 Financial Regulations reviewed annually in January/or required by NALC Ongoing HTC/21/02/165	All noted and agreed

Order/Tender controls	 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 	See Financial Regs Examine order requisition book	This must be enforce when working with external parties on joint projects.
Payment controls	 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 	Examine invoices Confirmed by RFO See Purchase orders Examine invoices See minutes (FBR/21/6/49.4) Examine invoice	All Noted and agree

Page 5 - Hailsham Town (as approved by council -	Council Internal Control Review Checklist – Statement of Internal Control Verification - FPR/10/1/52)	Record examined for verification purpose	Sub-Committee Members comment
s137 – Free Resources	 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 	Approved at FBR Confirmed by RFO Approved at FBR (FBR/21/6/50)	Noted and agreed
VAT repayment claims	 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 All Reviewed by RFO 	Examine invoices Examine RFO Vat file As above	RBS will be in place for Making Tax Digital by July.
Income controls	 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 	See RBS Reports Examine RFO files Examine RFO files See Banking record	All noted and agreed
Financial reporting	An Income & Expenditure account, comparing actual to the budget is prepared on a quarterly basis, presented to the Council and minuted as such	Income & Expenditure reports to FBRC (FBR/21/6/49.2)	Noted and agreed

Budget preparation	RFO will prepare a base line budget for each standing committee for	2022/23 in process of	Noted and agreed
.	presentation to the appropriate committee.	being prepared	
	Each committee will prepare their own budget forecast to be reviewed by the	Sub-Committee	
	Strategy Committee, ready for agreement by FBR Committee in December		
		appointment	
	A full town council meeting will take place in January of each year to determine the process to be required to be provided from the District Council.		
	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	As approved at	
	Council	Precept meeting	
		Treeept meeting	

Page 6 - Hailsham Tow	wn Council Internal Control Review Checklist – Statement of Internal Control Verification cil – FPR/10/1/52)	Record examined for verification purpose	Sub-Committee Members comment
Payroll controls	 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. 	Examine pay records Committee appointed Examine pay records Examine pay records Examine pay records Insurance Policy	All Noted and agreed
Petty Cash	 £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	 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. 	See RFO records See RFO records	Noted and agreed
Risk Management	 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 	HTC/20/03/168	It has been reviewed and it will be presented to HTC meeting of 23 rd March 2022.
External Audit	 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 	Audit File	Noted and agreed

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

a statutory requirement and must be completed by m	nembers and not by staff or auditors.
f selected FBR committee members was held on Moontrol.	onday 14 th March 2022 to undertake and
sub-committee to identify through inspection of mit to full council that section 1 of the annual return her	
mined and our observations are recorded against each	h entry.
Cllr T.Powis	Cllr M. Laxton
1	f selected FBR committee members was held on Moontrol. sub-committee to identify through inspection of mit to full council that section 1 of the annual return herein and our observations are recorded against each

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

11.4.2022

Balances Bought Forward 2021/2022 to 2022/2023

	Itom		B/fwds		
	Item Environment & Leisure		D/IWUS		
101	Battle Road Allotments - Returnable key deposits & Plot deposits		4700		
101	All Sites Maintenace - 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 m	naintenance	5980		
	To	otal E L	40953 agrees	to accounts 20/21 c/f (1324 d	iff is pro
	CORPORATE ASSETS & CEMETERY	otal E E	40000 agrees	10 accounts 20/21 c/1 (1024 a	III IS PIC
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		
	Defibulators		1291		
	Festive Lighting		400		
	Street Lighting - New sox repairs invoice pending		14641		
	Street Lighting - Energy - move to Festive Lighting		2100		
	Street Lighting - Maintenance - move to annual repairs		3900		
	Street Furniture - Dog bin replacement	tal CAC	2369 46394		
	CORPORATE RESOURCES & SERVICES	tal CAC	40334		
301.00	Wages - youth café		43000		
302.00	Insurance - allocate to outdoor gym budget as it's for replacement not	used/4 mkt sa	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		
044	Communities		2396		
311	Hailsham Revitalization Fund - £3740 to go to Festive Lighting		25258		
310	Post Office - operational costs Cortlandt Stable block - Move £2000 IT replace/£2000 storm damage	fund	10566 7330		
310	Income - Deposit for 4 Mkt Squ	Turiu	1800		
313	income - Deposit for 4 first oqu		1000		
010					
	Income - VAT refund (period 1.01.22 to 31.03.22)		-26386	debtor	
	Tot	tal CRS	96045		
				C	0.00
			183392		
	Precept subsidy		0		
	Balance of Surplus to Cap 14		26666		
		-	210058		
		-	210000		
	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. <u>Minutes of previous Meeting</u>

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. <u>Periodic Statements and Committee Expenditure</u>

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 <u>Free Resource Payments (Section 137 Expenditure)</u>

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 <u>Direct Payments</u>

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 <u>Exercise of Electors Rights</u>

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.

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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

Deduct Uncleared cheques. Payee Mr P Miller SLCC Choice Medics Ltd Haulaways Ltd Roots Gardening and Grounds Maintenance Evolutions Haulaways Ltd East Sussex Pension Fund Fieldskills Ltd Zurich Muncipal Npower Haulaways Ltd	10331333 50072672 80449288 Total of all accounts 8.10.2021 14.01.2022 18.02.2022 25.02.2022 04.03.2022 04.03.2022 17.03.2022 17.03.2022 17.03.2022 17.03.2022	25277 25432 25503 25508 25521 25534 25538 25542 25562	93145.55 456969.62 11591.97 614938.67 Amount 104.44 72.00 345.00 264.00 840.00 132.00 264.00	1176645.81
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Roots Gardening and Grounds Maintenance Evolutions Haulaways Ltd East Sussex Pension Fund Fieldskills Ltd Zurich Muncipal Npower Haulaways Ltd	25.02.2022 04.03.2022 04.03.2022 07.03.2022 17.03.2022	25521 25534 25538 25542	840.00 132.00	
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ast Sussex Pension Fund Fieldskills Ltd Zurich Muncipal Npower Haulaways Ltd	07.03.2022 17.03.2022 17.03.2022	25542	20 7.00	
Fieldskills Ltd Zurich Muncipal Npower Haulaways Ltd	17.03.2022 17.03.2022		7,689.59	
Zurich Muncipal Npower Haulaways Ltd	17.03.2022	zaanz l	31.34	
Npower Haulaways Ltd		25563	478.73	
Haulaways Ltd	17.03.2022	25564	442.30	
,	17.03.2022	25565	264.00	
Hall Deposit Refund - J West	17.03.2022	25567	50.00	
Hall Deposit Refund - J West	17.03.2022	25568	50.00	
Hall Deposit Refund - J West	17.03.2022	25569	50.00	
Harper	22.03.2022	25571	8.40	
East Sussex County Council	23.03.2022	25573	27,401.69	
Business Waste	23.03.2022	25574	871.44	
P Hobden	29.03.2022	25576	17.00	
SALC	29.03.2022	25577	48.00	
Iniserve SE Ltd	29.03.2022	25578	42.00	
IMRC PAYE	29.03.2022	25579	17,938.31	
ast Sussex Pension Fund	29.03.2022	25580	9,975.06	
Business Stream	29.03.2022	25581	49.87	
DVS	29.03.2022	25582	3660.00	
Mr R Gillett	29.03.2022	25583	85.00	
Sunflowers Mental Health & Wellbeing	30.03.2022	25584	100.00	
Gloves up for Good	30.03.2022	25585	100.00	
harles Hunt Centre	30.03.2022	25586	100.00	
Environment hailsham Hailsham YMCA	30.03.2022	25587	100.00	
	30.03.2022	25588 25589	100.00	
Hailsham Choral Society Hailsham Allotment Society	30.03.2022	25590	100.00	
Burfield Academy	30.03.2022	25592	100.00	
Blue Van	30.03.2022	25593	100.00	
HOPS	30.03.2022	25594	100.00	
Hailsham Festival	30.03.2022	25595	100.00	
The Police & Crime Commissioner Sx	31.03.2022	25596	1274.38	
Petty Cash - Cash	31.03.2022	25597	66.61	
Countrywide Grounds Maintenance	31.03.2022	25598	1537.50	
Cuckmere Buses	31.03.2022	25599	1554.08	
lart Reade	31.03.2022	25600	336.00	
Knockhatch	31.03.2022	25601	513.00	
EON Next	31.03.2022	25602	790.47	
J West Deposit Refund	31.03.2022	25603	50.00	
A Reed	31.03.2022	25604	910.00	
Total dd unbanked cash as at 31.03.2022 etty Cash held	Value of uncle	ared cheques		79306.21 0.00 100.00
Account Balance as at 30th June 2021				1007420.60
Account barance as at Sour June 2021				1097439.60

	HAILSH	AM TOW	N COU	INC	IL - SU	MMARY	OF NE	T EXPE	NDITUR	E AS AT	T 31.03.	2022	
			2021	- 2	022 E	stima	ites						İ
BUDGET HEADINGS	Exp	Expenditure		Income		Nett		Actual	Actual		Total	Funds	ſ
							total	Spend	Income		Spend	Remain	E
ALLOTMENTS	Α	3002		В	3034		-32	3147	3456		-309	277	Ļ
ALLOTMENTS		3002			3034		-32	3147	3430		-309	211	H
RECREATION		218082			53300		164782	237117	44824		192293	-27511	
FINANCE, POLICY AND RESOURCES		954227			2200		952027	965534	46061		919474	32554	F
BURIALS & PROPERTIES		36931			58400		-21469	37278	57584		-20306	-1163	E
STREET LIGHTING & FURNITURE		51562			0		51562	56599	0		56599	-5037	t
Precept									573137				t
Net VAT							-9368	43985	18842		25143	0	ŀ
TOTAL		1263804	0	0	116934		1137502	1343660	743904		1172894	-881	1
NET EXPENDITURE						1146870	-	599757					

HAILSHAM TOWN COUNCIL - INCOME AND EXPENDITURE AS AT 31.03.2022

	_			4 4 4 11 0		1 2222	
Item				1st April 2	021 to 31st Ma	arch 2022	
item	Account	Annual	Budget	total	Actual Year	Funds	percentage
	Code	Budget	Adjustments	available	to	Available	spent
	Code	Duuget	Aujustinents	available	date	Available	to date
Allotments - Water supply	101	1218		1218		279	
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		not available to	4435	347	4088	8%
A MOUNTONIC TROCAMADO GODOGIC			not a vanazio to t		<u> </u>	.000	570
Total Expenditure - Allotments		3002	<u>0</u>	<u>7887</u>	<u>3147</u>	<u>4740</u>	<u>40%</u>
Income - Allotment Rent	101	3034		3034	3456	-422	114%
Total Income Allatments		3034	0	3034	3456	-422	114%
<u>Total Income - Allotments</u>		3034	<u> </u>	3034	3430	<u>-422</u>	<u>114%</u>
Net expenditure over income		-32	0	4853	-309	5162	
West Dd Dee Maintenance	102	983		983	3100	-2117	315%
West. Rd Rec - Maintenance West. Rd Rec - Water Supply	102	700	600	1300	2009	-2117 -709	155%
West Rd Rec - Water Supply West Rd Rec - Drainage	102	9500	600	9500	8700	800	92%
West Nu Nec - Drainage	102	9500		9300	8700	800	92 /0
Expenditure - Western Road Rec		<u>11183</u>	<u>600</u>	<u>11783</u>	<u>13809</u>	<u>-2026</u>	<u>117%</u>
Income - Western Road Rec	102	1000		1000	5030	- 4030	503%
			202			0	
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 - Walineriance MT - Water Supply	102	732		732	0	72	0%
MT - Water Supply MT - Pitch Marking Paint & Contractor to Mark	102	500	0	500	240	260	48%
MT - Pitch Marking Paint & Contractor to Mark MT - Skate Park Maintenance	102	515	0	1545	0	1545	48% 0%
	_						
MT - Drainage	102	2000		4000	0	4000	0%
Expenditure - Maurice Thornton Playing Field	1	<u>4819</u>	<u>0</u>	<u>7849</u>	<u>1800</u>	<u>6049</u>	<u>23%</u>
Net Expenditure over Income		4819	0	7849	1800	6049	
					<u> </u>	1	
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		<u>3761</u>	<u>-2000</u>	<u>7724</u>	<u>3928</u>	<u>3796</u>	<u>51%</u>
Net Expenditure over Income		3761	-2000	7724	3928	3796	
-					i	i	
HCP - Maintenance	104	492		492	0	492	0%
HCP - Pest Control	104	546		546	485	61	89%
Exepnditure - Hailsham Country Park		<u>1038</u>	<u>0</u>	<u>1038</u>	<u>485</u>	<u>553</u>	<u>47%</u>
Income - Fishing Permits	<u>104</u>	<u>700</u>		<u>700</u>	<u>1047</u>	<u>-347</u>	<u>150%</u>
Not Expanditure over Income		338	0	220	-562	900	
Net Expenditure over Income		338	<u> </u>	338	-562	l 900	
Public Opens Spaces							
Public Open Spaces - Maintenance	104	328		1573	520	1053	33%
Orchard Park Maintenance	104	765		765	0	765	
Plant & Skip Hire	104	4120		5196		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		-690	103%
Horticultural - Urban Grass Cutting	107	10916	-600	10316		1054	90%
Ersham Rd - Maintenance	102	55	550	55			
Staff Protective Clothing	304	300		400		55	
Tools & Equipment	304	1722		1733	1489	244	
COVID-19		0		5000			
							-

Maintenance Plan	104	40984		40984	32111	8873	78%
Expenditure - Public open spaces	104	122779	1400	135277	110882	24395	82%
						-	
Net Expenditure over Income		122779	1400	135277	110882	24395	
	+			1st April 2	020 to 31st Ma	rch 2021	
			Income	1017 40111 2			
ltem			Budget &	total	total spent		percentage
		Budget	Adjustments	available	to date		spent to date
FDL Office Complex					uate		to date
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 Cleaning	201	2650 4841	-1000	2650 3841	5974 2934	-3324 907	225% 76%
Maintenance	201	3215	-1000	10555	4016	6539	38%
Intruder Alarm/Fire Extingusher		704		704	629	75	89%
Formal Marie Control		40400	4000	40450	44040	2000	070/
Expenditure - FDL Office Complex		<u>40122</u>	<u>-1000</u>	<u>48156</u>	<u>41918</u>	<u>6238</u>	<u>87%</u>
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	<u>0</u>	20825	20640	500	99%
Net Expenditure over Income	1	19722	-1000	27331	21278	5738	
Maurice Thornton Pavilion MT Pavilion - Utilities	202	1311		1311	1259	52	96%
MT Pavilion - Gunties MT Pavilion - General Repairs	202	515		1099	5385	-4286	490%
Expenditure - Maurice Thornton Pavilion	202	1826	0	2410	6644	-4234	276%
			_				
<u>Income - Hire Fees</u>		<u>1200</u>		<u>1200</u>	<u>70</u>	<u>1130</u>	<u>6%</u>
Net Expenditure over Income	<u> </u>	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 - Utilitites	202	515		515	360	155	70%
Expenditure - Grovelands Barn	-	<u>3833</u>	<u>o</u>	<u>3833</u>	<u>3289</u>	<u>544</u>	<u>86%</u>
Net Expenditure over Income		3833	0	3833	3289	544	
	222	4000		1000		1000	20/
Union Corner - Maintenance Grant	202	1000		1000	0	1000	0%
Net Expenditure over Income		1000	0	1000	0	1000	
James West Community Hall	-						
Miantenance	202	1700		1700	0	1700	0%
Utilities	202	6400		6889	14040	-7151	204%
Cleaning & Hygiene		3500		3500	5152	-1652	147%
Alarm Maintenance Expenditure - James West CH	202	400 12000	0	400 12489	909 20101	-509 -7612	227% 161%
<u>LAPERGIUITE - James West CH</u>		12000	<u>u</u>	12409	20101	<u>-7012</u>	<u>101%</u>
Income - Hire Fees		30000		30000	<u>18037</u>	<u>11963</u>	<u>60%</u>
Net Expenditure over Income		-18000	0	-17511	2064	-19575	
Expenditure - Public Toilet	202	<u>15000</u>		<u>15000</u>	<u>12461</u>	<u>2539</u>	<u>83%</u>
Net Expenditure over Income		15000	0	15000	12461	2539	
-	İ .						
Cemetery Lodge - General repairs	203	437		6075	441	5634	7%
Expenditure - Cemetery Lodge		437	<u>0</u>	<u>6075</u>	<u>441</u>	<u>5634</u>	7%
Cemetery Lodge - Income rent		6900		6900	7140	-240	103%
Income - Cemetery Lodge		6900	0	6900	7140	-240	103%
							10370
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 - Crave 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	<u>0</u>	40165	36837	3328	92%
<u></u>					3222		
Cemetery Income - Burial Fees		51500		51500	50444	1056	98%
Cemetery income - Buriar Fees		31300		31300	30444	1000	30 /8
Net Expenditure over Income		-15006	0	-11335	-13607	2272	
-		ī	i		i		
							
Otas at Linkford Forence		40050		40050	0754	0000	740/
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%
Dod niiig	210	0		2309		2309	0%
- " o · · · · · · · · · · · · · · · · · ·							<u> </u>
Expenditure - Street Lighting and Furniture		<u>51562</u>	<u>0</u>	<u>80729</u>	<u>56599</u>	<u>24130</u>	<u>70%</u>
		0					<u> </u>
Net Expenditure over Income		51562	0	80729	56599	24130	
- tot = xpontantano o tot moonio							
	<u> </u>						
				1st April 2	020 to 31st Ma	rch 2021	
			Income				
Item	.			total	total spent		percentage
item							
			Adjustments	available			spent
		Budget			date		to date
All staff costs	301	732080		775620	699790	75830	90%
Members Alowances	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%
				600			
Annual Town meeting	302	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	
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	
	302						
Annual Electrical Test		328		328	311	17	95%
Expenditure - Administration	<u> </u>	802224	<u>1000</u>	<u>884868</u>	<u>776728</u>	<u>108140</u>	<u>88%</u>
Income - Accounts interest	313	1200		1200	158	1042	13%
Income - CIL	313	.200		1200	130	1042	15 /0
		 				l	l
Other Income	313						
Precept							
Income - Administration		1200	<u>0</u>	1200	<u>158</u>	1042	<u>13%</u>
		1 <u> </u>					
Not Evnonditure avanturation		004004	4000	000000	770570	407000	
Net Expenditure over Income	<u>i</u>	801024	1000	883668	776570	107098	<u> </u>
					I		
Vehicles		 			—		
Vehicle - All Costs	305	04000		22700	40700		2007
		21000	<u>0</u>	<u>22720</u>	<u>18703</u>		<u>82%</u>
venicie - Ali Costs	303						
	303						
	303		0	22720	18703		ļ
Net expenditure over Income	<u>303</u>	21000	0	22720	18703		
	303		0	22720	18703		
	300		0	22720	18703		
Net expenditure over Income	308			22720 765	18703	350	54%

Communities	308	15914	-2900	20408	18400	2008	90%
Bus Alliance	308	1000	2000	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		<u>0</u>	<u>0</u>	<u>0</u>	<u>723</u>	<u>-723</u>	<u>0%</u>
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		<u>18000</u>	<u>0</u>	<u>29974</u>	<u>37771</u>	<u>-7797</u>	<u>126%</u>
Income - Youth Café	309	<u>1000</u>		<u>1000</u>	<u>41057</u>	<u>-40057</u>	<u>4106%</u>
Net Expenditure over Income	_	17000	0	28974	-3286	32260	
Net Experialtare over meome		17000	•	20374	-0200	32200	
<u>Grants</u>							
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		<u>6201</u>	<u>0</u>	<u>11516</u>	<u>289</u>	<u>11227</u>	<u>3%</u>
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 Revitilization 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	1	
Net Expenditure - Special Projects		<u>79123</u>	<u>o</u>	<u>154639</u>	<u>100124</u>	<u>54515</u>	<u>65%</u>
Special Projects							
Cortlandt - Rent income/Rate Refund		<u>0</u>		<u>0</u>	<u>4124</u>	<u>3224</u>	<u>0%</u>
Net Expenditure over Income		79123	0	154639	96000	51291	

PAYMENT SCHEDULE FOR JANUARY 2022

153,816.92

Date	Supplier	Cheque /	Amount (incl VAT)	
			,	
4th	Wightman & Parrish	25420		Office Supplies
	SEE	25421		Professional Fees
746	Initial Washroom ESCC	25422 25423		Hygiene Supplies
7th	S Spence	25423 25424		Youth Services - Advertising Public Toilet Cleaning
	Miss N Clarke-Cox	25425		Staff Expenses
	Rialtas Software	25426		Burials Software
	Cancelled	25427		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		Pension Fund
	SLCC	25432		Training - Staff
	Besthost	25433 25434	42.00	Office 365
	Uniserve SE Ltd Ordnance Survey	25434 25435		Professional Fees
	Freedom Leisure	25436	136.00	
	ATCM	25437		Membership
	Cuckmere Buses	25438		Bus Concessions - NYE 2021
17th	The Edge	DC	33.14	ID Card
18th	Reissue cheque 25311	DC	0.00	Reissue
14th	GM Monk	25439		J West Bollards
	Barcombe Landscapes Ltd	25440		Horticultural Contract
18th	Business Waste	25441		Waste Collection
	Adrians Cleaning Service Limited	25442		Cleaning of FDL/J West
	D Sankey Ltd Allotment Refund	25443 25444		Vermin control at Countrypark
	Countrywide Maintenance	25444 25445		Allotment Refund Cemetery Grass Cutting
	Saxon Plants	25446	50.84	,
	Eye Media Ltd	25447		Advertising
	Hailsham Roadway	25448		Wentworth Close Pathway
	DFIS	25449		Vehicle Repair
	Npower	25450	419.00	J West Electric
	K Smith - KFS Inflatables	25451	350.00	FNP
	East Sussex Highways	25452		Street Lighting Column Repairs
	Wightman & Parrish	25453		Hygiene Supplies
25th	Wages & Salaries	BACS		Wages and Salaries
21st	Earth Anchors Hart Reade	25454 25455		Memorial Bench Professional Fees
	Uniserve SE Ltd	25456		New Laptop - youth services
	J West Refund	25457		Hall Refund
	Nutra Plumbing and Heating Ltd	25458		Boiler Service
	EON Next	25459		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		Staff Expenses
	East Sussex Highways	25463		Sox Lighting
	Business Stream	25464		Water - 2 North St
	IRIS Software	25465		Software
	Castle Water Mr P Holbrook	25466 25467	412.14 320.78	Mayor Allowance
	Knockhatch	25468	200.00	•
31st	Npower	25469		Electric War memorial
	Surrey Hills Solicitors LLP	25470		Professional Fees
11th	Screwfix	DC	20.93	Tools
	Besthost	DC	42.00	Hostings
6th	Bank Charges	DD		Bank Charges
27th	Roland Dunn	DD		Professional Fees
4th	CF Corporate Finance	DD		Photocopier Lease
	SOS Systems	DD		Photocopier printing costs
	Wealden District Council Lex Autolease	DD DD	1,064.00	
5th	ICO	DD		Vehicle Leasing Licence
12th	Allstar	DD		Vehicle Fleet fuel
14th	Quadient UK	DD		Franking Machine - Postage
	Fuzion 4Ltd	DD		Alarm Maintenance contract
18th	SOS Systems	DD		Photocopier printing costs
19th	Allstar	DD		Vehicle Fleet fuel
20th	Vostel Ltd	DD		Telephone Contract
	Wages & Salaries	BACS	44.42	Wages and Salaries

PAYMENT SCHEDULE FOR FEBRUARY 2022

133,237.88

Date	Supplier	•	Amount (incl VAT)	
10th	Reissue cheque 25430	25471	0.00	Reissue cheque
	Wealden District Council	25472		Elections Charges
	SLCC	25473	54.00	Training - Staff
	Adrians Cleaning Services	25474	550.50	J West and FDL Cleaning
	Npower	25475		War Memorial Electric
	UK Safety Management Ltd	25476		PAT Testing
	Countrywide Ground Maintenance	25477		Cemetery Grass Cutting
	Evolution The Police & Crime Comm for Sx	25478 25479		J West Water Treatment CCTV Transmission Qtr 3
	Uniserve SE Ltd	25480		Office 365
	Freedom Leisure	25481	165.00	
	Safety net	25482		DBS - Y Services
	HMRC PAYE	25483	13416.84	HMRC PAYE
	East Sussex Pension Fund	25484	8426.59	Pension Fund
	Travis Perkins	25485		Cemetery Maintenance
	Initial Hygiene	25486		Hygiene Supplies
	Festive illuminations	25487		Christmas Lights take down & Remembrance Day
11th	Rialtas Business Solutions Ltd The Police & Crime Comm for Sx	25488 25489		IT Software yearly licence CCTV Maintenance Qtr 3
1141	Hailsham Town Council CIC	25490		Post Office Subsidy
	Town & Country Tree Services	25491		Tree Work - Cemetery
	Mr A Reed	25492		Grave Digging
	Bloomfields	25493		Chapel Flowers
	EON Next	25494	1177.13	Gas and Electric - All Sites
	Wealden District Council	25495		Hall Hire
15th	Town & Country Tree Services	25496		Tree Work - Barn site and Wentworth
	Cancelled	25497		Cancelled
	Cancelled	25498		Cancelled
18th	Fieldskill Byrotec	25499 25500		Desk and Chair for FDL Fire Extingusher testing - All sites/vehicles
1001	Pyrotec GM Monk Ltd	25501		Bollard Repairs at J West
	Mrs S Harper	25502		Expenses
	Choice Medics Ltd	25503		First Aid Training - Youth Services
25th	Wages and Salaries	BACS		Wages and Salaries
18th	Knockhatch	25504	412.00	Youth Services
	Business Waste	25505		Waste Collections
	Hedeges Driveways Ltd	25506		Bollards
	Uniserve SE Ltd	25507		Office Equipment
	Haulaway Ltd High Street Safari	25508 25509		Skip Hire Queens Jubilee - Beacon Trail
22nd	Maspect Metalcraft Ltd	25510		Bow top Railings at Western Rd Play area
	21CC Group Ltd	25511		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		Maintenance at Youth Café
	PGL Travel Ltd	25515		PGL - Youth Services
	Business Stream	25516		Water
	Pyrotec Fuzion 4 Ltd	25517 25518		Fire Extingusher testing - Grovelands Barn & FDL Alarm Maintenance - Y Café
25th	Cash	25516		Youth Services - Cash Float
2001	Wealden Citizen Advice	25520	5801.00	
	Roots Gardening & Grounds Maint	25521		Western Road Verti Draining
28th	Mrs J L Smith	25522	1760.00	Town Crier Unform - 50% Deposit
	M & S Print Services Ltd	25523	978.00	Newsletter
	S & B Trade Services Ltd	25524		Cemetery Office Fridge
	Eye Media Group Ltd	25225		Advertising
	Town & Country Tree Services	25226		Tree work - Storm Damage from Storm Eunice x 5 locations
	Child Maintenance Service - DEO MTMC	25227 DC		Deductions of earnings order Tools
	Powertool Spares	DC		Tools
	HSD Online	DC		P Toilet - 2 x Jumbo toilet roll holders and soap dispensor
	Uniserve SE Ltd	25228		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		Photocopier printing costs
	Allstar	DD		Vehicle Fleet - Fuel
4th	Bank Charges	DD		Bank Charges
9th 14th	Allstar Fuzion4 Ltd	DD DD		Vehicle Fleet fuel Alarm Maintenance contract
14th 16th	Allstar	DD		Vehicle Fleet - Fuel
18th	Vostel Ltd	DD		Telephone Contract
	Quadient UK	DD		Franking machine
21st	Siemens Financial Services	DD		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		ID cards
	Fieldskill	25530		2 Drawer pedestal
	Rialtas Business Solutions Ltd Intial Washroom	25531 25532		Bookings Software Hygiene Supplies
4th	Countrywide Grounds Maintenance	25533		Cemetery Grass cutting
	Evolutions	25534		J West Water treatment plan
	Uniserve SE Ltd	25535		Office 365
	Ernest Doe & Sons Ltd	25536		Common Pond Weed Burner
	Castlewater Haulaway Ltd	25537 25538		Water Supply - J West Skip hire
7th	Trade Paints	25539		MTP Paint for ceiling
	Nutra Plumbing and Heating Ltd	25540		Boiler Service - 2 North Street
	HMRC PAYE	25541	13528.96	HMRC PAYE
	East Sussex Pension Fund	25542		Pension Fund
	Town & Country Tree Services	25543 25544		Tree Works - Grovelands/Orchard Park Cancelled
	Cancelled Cancelled	25545		Cancelled
9th	Ernest Doe & Sons Ltd	25546		Cemetery Maintenance
	The Edge System	DC		ID cards
	EON Next	25547	1437.57	Gas and Electric
1st	Screwfix	DC		Tools & Clothing for Outdoor Staff
9th	Macey Industrial Fixings Correction of allocation	25548 DC		Tools/equipment Correction
10th	Correction of allocation	25119		Correction
	Correction of allocation	25041		Correction
14th	Npower	25549	30.21	War memorial Electric
	Adrians Cleaning Services Ltd	25550		Cleaning of FDL and J West
	Mr K Smith - KBS inflatable	25551		Youth Service
	Mr A Joyes Knockhatch	25552 25553		Youth Service - Expenses Youth Service
	Bloomfields	25554		Chapel Flowers
	Mr A Reed	25555		Grave Digging
	Festive Illuminations	25556	2626.84	Bunting for Queen Jubilee
	Newton & Frost Fencing Ltd	25557		Fencing for Cameron Close
	Town & Country Tree Services	25558		Tree Works - St Mellion
16th	EDF Energy SLCC	25559 25560		Youth café - Gas and Electric Training Course
	Skinners Sheds	DC		Replacement Shed due to Storm damage
17th	KSV	25561		Vending Machine Supplies
	Fieldskill	25562		Stationary
	Zurich - Queen Jubille	25563		Additional Insurance cover
	Npower Haulaway Ltd	25564 25565		J West Electric Skip hire
	M Caira	25566		Subsistence
	J West Deposit Refund	25567		Deposit refund
	J West Deposit Refund	25568	50.00	Deposit refund
	J West Deposit Refund	25569		Deposit refund
22nd	J West Deposit Refund	25570		Deposit refund
23rd	S Harper S Spence	25571 25572		Travel Expenses Public Toilet Cleaning service
2014	ESCC	25573		Street Lighting Maintenance & Energy 2021-2022
	Business Waste	25574	871.44	Waste Collection - Allotment, FDL, Dog Waste and cemetery
	Castlewater	25575		Water Supply - W Rd, G/Barn, P Toilet, Cemetery
0.546	Wealden District Council	DC		License for Queen Jubilee
25th 25th	Screwfix - Trade UK Wages and Salaries	DC BACS		Lock for Youth Café Wages and salaries
29th	P Hobden	25576	,	Common Pond Expense - Mesh
	ESALC	25577		Councillor Training
	Uniserve SE Ltd	25578		Speakers for DTC PC
	HMRC PAYE	25579	,	HMRC PAYE
	East Sussex Pension Fund Business Stream	25580 25581		Pension Fund Waste Water - Public Toilets
	DVS	25582		2 North Street Rent
	R Gillett	25583	,	Eye Test
	East Sussex Highways	DC	116.56	License for Queen Jubilee Bunting
30th	Sunflowers Mental Health & Wellbeing	25584		Chairmans Donation
	Gloves up for Good	25585		Chairmans Donation
	charles Hunt Centre Environment hailsham	25586 25587		Chairmans Donation Chairmans Donation
	Hailsham YMCA	25588		Chairmans Donation
	Hailsham Choral Society	25589		Chairmans Donation
	Hailsham Allotment Society	25590		Chairmans Donation
	Cancelled	25591		Cancelled Chairmana Danation
	Burfield Academy Blue Van	25592 25593		Chairmans Donation Chairmans Donation
	2.40 (4.1)	20000	100.00	C. C. C. C. C. C. C. C. C. C. C. C. C. C

	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

				СОММ	UTED SI	JM HIST	<u>ORY</u>								
date in year	bank account	Treasury deposit	Country Pk	Road	Butts Field	Diplocks	Focus POS	Grovelands Estate	Land P	pley Ripley OS Street light	CIL	WDC Historical S106 Commuted	through	Community Hall	
July 2001		166500	Orchard Pk 70000		16500	11000		POS	capital			Sums 29000	year	epayments during	
October 2001	Repay works loan of 45k	100300	-20000	40000	10300							-25000		year	
October 2001		121500	50000	40000	16500	11000						4000			
End of year Balance	ce 31.03.02 15100	121500	50000	40000	16500	11000						4000	5500		
May 2002 November 2002	10k repaid from precept (loan repayment) 10k used for Diplocks Ball Park	131500	55000	40000	16500	11000 -10000						9000			
NOVEMBER 2002	Tok decid for Diplocks Dail Falk	121500	55000	40000	16500	1000						9000			
	Diplocks balance of 1k to historical balance	121500	55000									10000			
November 2002	10k transferred from bank account	131500	55000	40000	16500							20000			
End of year balance	ce 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	e 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	pe at 31.03.05 15616	151500	65000	40000	16500							30000	5800		
	Commuted Sum for Focus POS	178100	65000	40000	16500		26600					30000			
September 2006	Loan to Community Hall £16000 -16000														
End of year balance	ce at 31.03.06 6342	178100	65000	40000	16500		26600					30000	6300		
	Used £16600 for steam cleaning machine Used £5000 for C Park Car Park -5000											-16600			
End of year balance	pe 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			
		0													
End of year balance	pe 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	te as at 31.03.09 15903	200000	65000	40000	16500		26600	30000				21900	6000	1600	
End of year balance	pe as at 31.03.10 17136	200000	65000	40000	16500		26600	30000				21900	700	500	
Balance as reporte	ed on Fund Summary at 31.12.10 17426	200000	65000	40000	16500		26600	30000				21900	290		
End of year baland	ce 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			
lon 10	Loan repay Community Hall													1696	
														1090	
End of year balance	ce 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	ce as at 31.03.13 4688.53	225000	65000	40000	16500		26600	30000				46900	506.92		
				40000	40500		00000	22222				44			
	Orchard Park balance to historical funds Arlington Rd balance to historical funds			40000	16500 16500		26600 26600	30000 30000				111900 151900			
	Butts Field balance to historical funds				.0000		26600	30000				168400			
End of year balance	te as at 31.03.14 5233.22	225000	0	0	0		26600	30000				168400	544.69	0	
End of year balance	ze as at 31.03.14 5233.22	225000	- 0	0	U		∠0000	30000				168400	544.69	U	
Aug-14	Used £16,000 for Quinnell Play area	-16000										-16000			

				СОММ	UTED S	UM HISTO	RY									
date in year bal	nk account	Treasury deposit	&	Road	Butts Field	Diplocks	Focus POS	Estate	Ripley Land	Ripley POS	Ripley Street light	CIL	WDC S106	Historical Commuted	through	
Nov-14 Used £4,500 for Grovelands Barn		-4500	Orchard Pk	East				POS	capital					Sums -4500	year	epayments
Oct-14 Ripley Land income		134655							134655							
															630.84	1
End of year balance as at 31.03.15	5864.06	339155					26600	30000	134655					147900		
Apr-15 Ripleys S106										43936.28						
Nov-15		383091														
7.1.16 Moved £6,000 to a fund for street light									-6000		6000					
End of Year balance as at 31.03.16	6781.72	383091					26600	30000	128655	43936.28	6000			147900	917.66	
21.4.16 Gazebo for xmas events £4500									-4500							
21.6.16 Common pond Footpath										-2646						
21.6.16 Battle Fence/Springer										-3000						
21.6.16 Neighbourhood plan - £60,000														-60000		
1.9.16 Countrypark - St Mellions Fence										-1500						
1.9.16 Countrypark - Country Park Drainage										-3000						
End of Year Balance as at 31.03.17	7240.23	308445					26600	30000	124155	33790.28	6000	0		87900		
									-23000							
31.5.17 Street Lighting Repairs 23000																
19.4.17 WDC CIL Levy												2341.43				
27.9.17 Common Pond Pathway										-10000						
Cemetery Notice Boards - £2500																
Country Park Survey - £14500																
16.10.17 WDC CIL Levy												7786.45				
28.12.17 Cricket Pavilion														-10220		
As at 31.12.17	7353.45	265225					26600	30000	101155	23790.28	6000	0		77680		
CIL Total																
End of Year balance as at 31.2.18	7474.84	265225					26600	30000	101155	23790.28	6000	10127.88	(77680	234.61	

Second S					COMM	UTED S	UM HIST	<u>ORY</u>											
1.45 Contribus Service 14.500 Col. 14.70 Col. 14.	date in year	bank account					Diplocks		Estate				CIL				ty		
19 19 Sub-fined stoy area 19 19 Sub-fined stoy area may 19 19 19 19 19 19 19 1	1.4.18	Country Park Survey - £14,500		Orchard Pk	East				POS	capital					year	epaymen	ts		
Auto Auto		WDC CIL Levy											315114.64						
Security such code condension Perf (filter resolation) 10.11-98 April 19.11-98 April 19.11	16.11.18	South Road play area								-11600									
Post Office reference	Jul-18	Additional urban grass cut £2729 paid urban bin																	
16.11 16 Annew West - Filing-Fisher Reduced or game expeed 10.1 Reduced o		Square youth café - redecoration												-3000					
Remiticated: ast time expired 15 10.18 CL 15 10.18 CL 15 10.18 CL 15 10.19 Jame Weds - Lighting/Melhicocountra 17 12 18 SPC - Committery report 13 19 Damenge - Wederin RG 13 19 Damenge - Wederin RG 14 10 CL 14 10 CL 15 10.18 CL 16 10 CL 16 10 CL 16 10 CL 17 12 18 SPC - Committery report 13 19 Damenge - Wederin RG 14 10 CL 15 10 CL 16 10 CL 16 10 CL 16 10 CL 17 12 CL 18 10		Post Office relocation																	
15.10.18 C.L. Feb. 19 Jane Weet - Lighting-lefel-booksides 12.12.18 SPC - Cerebetry report 13.19 Delinings - Weetern R6d 15.10	16.11.18	James West - Fitting/Fixture												-33270					
Fig. 19 Jame West - Lighting-deficiacountics 10.12 19 Ser C. Ceremetry report 13.19 Drainage - Western Rd 13.19 Drainage - Western Rd 13.19 Drainage - Western Rd 13.19 Drainage - Western Rd 13.19 Drainage - Western Rd 13.19 Drainage - Western Rd 13.19 Drainage - Western Rd 13.19 Drainage - Western Rd 13.19 Drainage - Western Rd 13.19 Drainage - Western Rd 13.19 Drainage - Western Rd 14.10 Drainage - Western Rd 15.10 Drainage at Western Rd 15.10 Drainage - Western Rd 15.10 D		Reallocated - as time expired						-26600	-30000					56600					
12.12 18 SPC - Cemeterry report 13.19 Desharage - Vesterm R8	15.10.18	CIL											4620.9						
12.12.18 SPC - Cemetary report 13.19 Oraniange - Vesteom RG Any 19 CL Aug 19 Post Office - Fishing Juli 19 Cemetery (Not 1944/196.2) Juli 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Juli 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/198.2) Aug 19 Outmelt Drive - Chain link fencespoal post (NTC201/	Feb .19	Jame West - Lighting/defib/acoustics												-20000					
1.319 Dramage - Western Rd																			
End of year belance as at 31 3.19 5096 56 466665 Apr. 19 Cit. Apr. 20 Cit. Apr. 20														-1000					
Apr-19 Cit. Jun-19 Post Office - Fitting Jun-19 Cemetary (the/16/41/96 2) Jul-19 Haisham Cemetary (the/16/41/96 2) Jul-19 Haisham Cemetary (the/16/41/96 2) Jul-19 Haisham Cemetary (the/16/41/96 2) Cevery year Drainage at Western R6 & Maurice Tromton Changing places pod (HTC/20/21/11.3) Jul-19 Cemetary (the/16/41/96 2) Sep-19 WIDC \$106 Cevery year Only Cit. Nov-19 Haisham Cemetary (the/16/41/96 2) Sep-19 WIDC \$106 Cevery year Only Cit. Nov-19 Haisham Cemetary (the/16/41/96 2) Jul-19 Cemetary (t			496995					0.00	0.00	89.555.00 2	23.790.28	6.000.00	329.863.42		1.621.72				
Jun-19 Post Office - Fitting	,											.,	,	. ,,	,-				
Jul-19 Cemetery (htc/18/4/196.2) Jul-19 Quinnell Drive - Chain link fence(poal post (HTC/201/198.2) Jul-19 Hallsham Cemetery Roof - Old chapel Every year Drainage at Western Rd & Maurice Thomton Changing places pod (HTC/201/171.3) Sep-19 WCC S106 Oct-19 Cil. Nov-19 Haukas Road Bus Shelter (HTC/201/190.2) Nov-19 Additional Bus Shelter (HTC/201/190.2) Nov-19 Additional Bus Shelter (HTC/201/190.2) Western Rd - Running Track (htc/201/202.2) SEE BELOW Western Rd - Running Track (htc/201/202.2) SEE BELOW Apr-20 Cil. Ongoing 25% of Cil. for Major infrastruture - See below May-20 Improve Path at Countrypark (htc/201/202.2) This institution is a state of the set of th	Apr-19	CIL											109956.81						
Jul-19 Quirnell Drive - Chain link fence/goal post (HTC/20/1/138.2) Jul-19 Hallsham Cemetery Roof - Old chapel Every year Drainage at Western Rd & Maurice Thornton Levery year Levery yea	Jun-19	Post Office - Fitting								-32000				-18000					
Jul-19 Halisham Cemetery Roof - Old chapel Every year Drainage at Western Rd & Maurice Thornton Changing places pod (HTC/20/21/71.3) Sep-19 WDC 5106 Oct-19 Cit. Nov-19 Additional Bus Shelter (HTC/20/31/90.2) Nov-19 Additional Bus Shelter - South Road (htc/20/32/20.2) Nov-19 Additional Bus Shelter - South Road (htc/20/32/20.2) Western Rd - Running Track (htc/20/4/22.2) £137511 O 0 0 0 0 0 3 32,855.00 23790.28 6000 345,119.41 264,268.07 39,450.00 Apr-20 Cit. Ongoing 25% of Cit. for Major infrastruture(£579706.32) May-20 Improve Path at Countrypark (htc/AM/19/127)	Jul-19	Cemetery (htc/18/4/196.2)												-1060					
Every year Drainage at Western Rd & Maurice Thomton Changing places pod (HTC/20/2/171.3) Sep-19 (WDC S106 Oct-19 CIL Nov-19 Hawks Road Bus Shelter (HTC/20/3/190.2) Nov-19 Additional Bus Shelter - South Road (htc/20/3/299.2) 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 ongoing 25% of CIL for Major infrastruture(£579706.32) May-20 Improve Path at Countrypark (htc/AM/19/127) -28000	Jul-19	Quinnell Drive - Chain link fence/goal post (HTC/20/1/138.2)								-2000									
Changing places pod (HTC/20/2/171.3) Sep-19 WDC S106 Oct-19 CIL Nov-19 Hawks Road Bus Shelter (HTC/20/3/190.2) Nov-19 Additional Bus Shelter (HTC/20/3/290.2) 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 Ongoing 25% of CIL for Major infrastruture(£579706.32) Apr-20 CIL Ongoing 25% of CIL for Major infrastruture(£579706.32) May-20 Improve Path at Countrypark (htc/AM/19/127) HEVEV work completed and invoiced LEV work completed and invoiced and inv	Jul-19	Hailsham Cemetery Roof - Old chapel								-8200									
Changing places pod (HTC/20/2/171.3) Sep-19 WDC S106 Oct-19 CIL Nov-19 Hawks Road Bus Shelter (HTC/20/3/190.2) Nov-19 Additional Bus Shelter (HTC/20/3/290.2) 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 Ongoing 25% of CIL for Major infrastruture(£579706.32) Apr-20 CIL Ongoing 25% of CIL for Major infrastruture(£579706.32) May-20 Improve Path at Countrypark (htc/AM/19/127) HEVEV work completed and invoiced LEV work completed and invoiced and inv																			
Changing places pod (HTC/20/2/171.3) Sep-19 WDC S106 Oct-19 CIL Nov-19 Hawks Road Bus Shelter (HTC/20/3/190.2) Nov-19 Additional Bus Shelter - South Road (htc/20/3/209.2) 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) E137511 O 0 0 0 0 0 32,855.00 23790.28 6000 345,119.41 264,268.07 39,450.00 Apr-20 CIL ongoing 25% of CIL for Major infrastruture(£579706.32) May-20 Improve Path at Countrypark (htc/AM/19/127)	Every year	Drainage at Western Rd & Maurice Thornton												-4000					
Oct-19 CIL Nov-19 Hawks Road Bus Shelter (HTC/20/3/190.2) Nov-19 Additional Bus Shelter - South Road (htc/20/3/290.2) 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 Ongoing 25% of Cil. for Major infrastruture(£579706.32) Apr-20 Cil. ongoing 25% of Cil. for Major infrastruture(£579706.32) Improve Path at Countrypark (htc/AM/19/127) Improve Path at Countrypark (htc/AM/19/127)		Changing places pod (HTC/20/2/171.3)											-100000			KEY	work compi	leted and in	voicea
Nov-19 Hawks Road Bus Shelter (HTC/20/3/190.2) Nov-19 Additional Bus Shelter - South Road (htc/20/3/209.2) Ongoing 25% of CIL for Major infrastruture - See below Western Rd - Running Track (htc/20/4/22.2) £137511 Western Rd - Running Track (htc/20/4/22.2) £137511 Ongoing 25% of CIL for Major infrastruture(£579706.32) Apr-20 CIL Ongoing 25% of CIL for Major infrastruture(£579706.32) May-20 Improve Path at Countrypark (htc/AM/19/127) -26000	Sep-19	WDC S106												264268.07					
Nov-19 Additional Bus Shelter - South Road (htc/20/3/209.2) 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 O O O O O O O O O O O O O O O O O O	Oct-19	CIL											5299.18						
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 O O O O O O 32,855.00 23790.28 6000 345,119.41 264,268.07 39,450.00 Apr-20 CIL ongoing 25% of CIL for Major infrastruture(£579706.32) May-20 Improve Path at Countrypark (htc/AM/19/127)	Nov-19	Hawks Road Bus Shelter (HTC/20/3/190.2)								-6000									
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 ongoing 25% of CIL for Major infrastruture(£579706.32) May-20 Improve Path at Countrypark (htc/AM/19/127) -26000	Nov-19	Additional Bus Shelter - South Road (htc/20/3/209.2)								-8500									
Western Rd - Running Track (htc/20/4/22.2) £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 ongoing 25% of CIL for Major infrastruture(£579706.32) May-20 Improve Path at Countrypark (htc/AM/19/127)	ongoing	25% of CIL for Major infrastruture - See below																	
Apr-20 CIL ongoing 25% of CIL for Major infrastruture(£579706.32) May-20 Improve Path at Countrypark (htc/AM19/127)		Western Rd Play area (htc/18/4/206.2) SEE BELOW																	
Apr-20 CIL 115311.61 11531		Western Rd - Running Track (htc/20/4/222.2) £137511																	
ongoing 25% of CIL for Major infrastruture(£579706.32)144926.58 May-20 Improve Path at Countrypark (htc/AM/19/127)26000				0	0	0	0	0	0	32,855.00	23790.28	6000	345,119.41	264,268.07 39,450.00					
ongoing 25% of CIL for Major infrastruture(£579706.32)144926.58 May-20 Improve Path at Countrypark (htc/AM/19/127)26000	Apr-20	CIL											115311.61						
May-20 Improve Path at Countrypark (htc/AM/19/127) -26000 -26000	ongoing	25% of CIL for Major infrastruture(£579706.32)											-144926.58						
													-26000						
														-68000					

					COMM	UTED SUM	HISTO	RY										
d-4- i		bank account	Treasury	Ct Di-	A -1:4	D#- D:	-11	F C	Grovelands	Ripley	Ripley	Ripley	CIL	WDC	Historical	1-44	Community	 _
date in year		bank account	deposit	Country Pk &	Road	Field		POS	Estate	Land	POS	Street light	CIL	S106	Commuted			
			aeposit	Orchard Pk		Field		PU5			PU5	Street light		5106		through		
				Orchard PK	East				POS	capital	1	1	1		Sums	year	epayments	 _
Con 20	Union Corner Hall (htc/20/3/140)										-10000	1						
3ep-20	Official Corner Hall (IIIC/20/3/140)							_			-10000	,						
	Maurice Thornton Pavilion Roof (htc/20/03/142)(£23000) se	e helow																 +-
	Wadrice Thornton Favilion Nooi (Inc/20/03/142)(£23000) se	e below																 +
	Western Road Pathway Lighting (htc/20/40/143)												-20400					
	Trodom road railing (moreor for roy												20100					+
Oct-20	Western Rd - Running Track 50% payment (htc/20/4/222)													-69511				
	,																	
Oct-20	James West CCTV (htc/20/3/172)									-7670								\top
	,																	
Nov-20	CIL												8512.97					\neg
				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			\neg
	Wetpour - play areas FBR/20/5/42												-42605					
Mar-21	AMC/20/13/189 Street lighting Repairs									-6000		6000						
Jul-21	Cemetery Pathways (£40,000 over 2 years)												-20000					
Jul-21	Western Rd Play area (htc/18/4/206.2)													-125000)			
	Maurice Thornton Pavilion Roof (£23000)																	
	Maurice Thornton Pavilion Roof (£23000) Balance												-16500					
	Staff Independent Facilitator (htc/21/01/144)														-4000			
Oct-21													10737.52					
	Cemetery Pathways												-20000					
	Common Pond Overflow (htc 24.11.21)												-20000					
	Maurice Thornton excess path (htc 24.11.21)												-14000					 \perp
	Street lighting invoice 1325414 - cheque25452 18.1.22											-3000						
	4 Market Square Windows & Doors (htc/21/4/194)									-1500								
	Western Road Pathway Lighting (htc/20/40/143) - Fees												-3450					
Feb-22	Hawks Road Bus Shelter Add funds (AMC/21/7/76)									-6500								
																		 +
										44 405 63	40 700	0.000.00	454 500	4 ===	04 450 00			 _
				-	-	-	-		-	11,185.00	13,790.28	9,000.00	151,799.93	1,757.07	31,450.00			

Page 1 - Hailsham Town C	ouncil 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	 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 	Audit File Audit File Audit File	All Noted and agreed
2 Independence	 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 	Cover LetterInterim Report	Invite Internal auditor to FBRC meeting in July 2022.
3. Competence	- There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity	Cover letter Interim report	Noted and agreed
4. Relationships	 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 	Audit file	Noted and agreed
5. Audit Planning and Reporting	 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 	Audit file – Cover letter Interim report	As in point 2.

Characteristics of Effectiveness	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
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	Audit File FBR/21/6/54	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	Audit Plan	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.	Auditors Reports (FBR/20/4/28.1)	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	Auditors Reports	Noted and agreed

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	Audit File Cover letter interim report	Noted and agreed
6. Ensure the right	Adequate resource is made available for internal audit to complete its work.		
resources are available	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 Co	ouncil Internal Control Review Checklist – Statement of Internal Control Verification PR/10/1/52)	Record examined for verification purpose	Sub-Committee Members comment
Cash Book/Bank reconciliations/Investments	 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 FBR/21/6/49 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	 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 	FBR/21/6/57 Financial Regulations reviewed annually in January/or required by NALC Ongoing HTC/21/02/165	All noted and agreed

Order/Tender controls	 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 	See Financial Regs Examine order requisition book	This must be enforce when working with external parties on joint projects.
Payment controls	 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 	Examine invoices Confirmed by RFO See Purchase orders Examine invoices See minutes (FBR/21/6/49.4) Examine invoice	All Noted and agree

(as approved by council EPP/10/1/52)		Record examined for verification purpose	d Sub-Committee Members comment
s137 – Free Resources	 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 	Approved at FBR Confirmed by RFO Approved at FBR (FBR/21/6/50)	Noted and agreed
VAT repayment claims	 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 All Reviewed by RFO 	Examine invoices Examine RFO Vat file As above	RBS will be in place for Making Tax Digital by July.
Income controls	 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 	See RBS Reports Examine RFO files Examine RFO files See Banking record	All noted and agreed
Financial reporting	An Income & Expenditure account, comparing actual to the budget is prepared on a quarterly basis, presented to the Council and minuted as such	Income & Expenditure reports to FBRC (FBR/21/6/49.2)	Noted and agreed

Budget preparation	RFO will prepare a base line budget for each standing committee for	2022/23 in process of	Noted and agreed
.	presentation to the appropriate committee.	being prepared	
	Each committee will prepare their own budget forecast to be reviewed by the	Sub-Committee	
	Strategy Committee, ready for agreement by FBR Committee in December		
		appointment	
	A full town council meeting will take place in January of each year to determine the property of the property of the District Council. The property of the property of the District Council.		
	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	As approved at	
	Council	Precept meeting	
		Treeept meeting	

Page 6 - Hailsham Tow	vn Council Internal Control Review Checklist – Statement of Internal Control Verification cil – FPR/10/1/52)	Record examined for verification purpose	Sub-Committee Members comment
Payroll controls	 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. 	Examine pay records Committee appointed Examine pay records Examine pay records Examine pay records Insurance Policy	All Noted and agreed
Petty Cash	 £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	 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. 	See RFO records See RFO records	Noted and agreed
Risk Management	 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 	HTC/20/03/168	It has been reviewed and it will be presented to HTC meeting of 23 rd March 2022.
External Audit	 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 	Audit File	Noted and agreed

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

a statutory requirement and must be completed by m	nembers and not by staff or auditors.
f selected FBR committee members was held on Moontrol.	onday 14 th March 2022 to undertake and
sub-committee to identify through inspection of mit to full council that section 1 of the annual return her	
mined and our observations are recorded against each	h entry.
Cllr T.Powis	Cllr M. Laxton
1	f selected FBR committee members was held on Moontrol. sub-committee to identify through inspection of mit to full council that section 1 of the annual return herein and our observations are recorded against each

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

11.4.2022

Balances Bought Forward 2021/2022 to 2022/2023

	Itom		B/fwds	
	Item Environment & Leisure		D/IWUS	
101	Battle Road Allotments - Returnable key deposits & Plot deposits		4700	
101	All Sites Maintenace - 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 n	naintenance	5980	
	Т	otal E L	40953 agrees to	accounts 20/21 c/f (1324 diff is pro
	CORPORATE ASSETS & CEMETERY	otal E E	40000 agrees to	5 accounts 20/21 cm (1024 diff is pix
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	
	Defibulators		1291	
	Festive Lighting		400	
	Street Lighting - New sox repairs invoice pending		14641	
	Street Lighting - Energy - move to Festive Lighting		2100	
	Street Lighting - Maintenance - move to annual repairs		3900	
	Street Furniture - Dog bin replacement	tal CAC	2369	
	CORPORATE RESOURCES & SERVICES	tal CAC	46394	
301.00	Wages - youth café		43000	
302.00	Insurance - allocate to outdoor gym budget as it's for replacement not	used/4 mkt sa	2094	
002.00	Staffing Review	aooa, oq	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	
210	Post Office - operational costs Cortlandt Stable block - Move £2000 IT replace/£2000 storm damage	fund	10566	
310	Income - Deposit for 4 Mkt Squ	runa	7330 1800	
313	income - Deposit for 4 Mikt Squ		1800	
010				
	Income - VAT refund (period 1.01.22 to 31.03.22)		-26386	debtor
	То	tal CRS	96045	
				0.00
			183392	
	Precept subsidy		0	
	Balance of Surplus to Cap 14		26666	
		-	210058	
		-	210000	
	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

Committee Reserve Funds (Outstanding	Projects/Earmarked	Expenditure)	
Environment & Leisure		40953	
Corporate Assets & Resources		46394	
Corporate Resources & Services		96045	
			183
General & Project Funds and Allocated F	Reserves		
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 No. 21 Criminal Damage	(CAC) (E & L)	17500 1056	256
Burial Fund held for Grave Maintenance			4
Subsidy on Precept			
Surplus balance to Community Continger	cy Fund (No14)		26
Commuted Sum Accounts			626
<u>Debtors & Advance receipts</u>			26
<u>Creditors</u>			
Total (to agree with Fund Balance pag	e 1 and box 7 of the	e Annual Return)	1123

Certified Correct John Harrison Responsible Finance Officer