



HAILSHAM TOWN COUNCIL
FINANCE, BUDGET, & RESOURCE COMMITTEE

MINUTES

of the meeting of the Finance, Budget, & Resources Committee,
held at the Fleur De Lys Council Chamber, Market Street, Hailsham, BN27 2AE
On Wednesday 20th April 2022 at 7.00 p.m.

FBR/22/1/ **Public Forum**

1 None Presented

2 **Present:** Cllrs G. Blake-Coggins, R. Grocock, P. Holbrook, M Laxton and T. Powis

3 **Officers Present:** J. Harrison (Town Clerk) & Mrs M. Webber (RFO)

4 **Apologies For Absence:** Cllr N. Coltman

5 **Declarations of Interest:** The following Councillors declared personnel interests as they are members of the community groups

Cllr R.Grocock – Environment Hailsham

6 **Minutes of Previous Meetings**

RESOLVED to accept the Minutes and Reports of the Meeting of the Finance, Budget & Resource Committee held on the 19th January 2022, as a correct record and that they are signed by the Chairman.

7 **Periodic Statements and Committee Expenditure**

(a) Fund Summary as at 31st March 2022 and Bank Statements

7.1 **RESOLVED** to adopt the Bank Statements 31st March 2022, and to note the signing of bank statements by Cllr M. Laxton.

(b) Summary of net expenditure as at 31st March 2022.

7.2 **RESOLVED** to adopt the Summary of Net Expenditure as at 31st March 2022.

(c) Summary of the Council's income and expenditure as at 31st March 2022 compared against budgets.

7.3 **RESOLVED** to adopt the summary of Council's income and expenditure compared against budget as at 31st March 2022.

(d) List of uncleared cheques totalling £79,306.21 as at 31st March 2022

7.4 **RESOLVED** to adopt the List of uncleared cheques as at 31st March 2022.

(e) List of payments previously certified.

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

- £153,816.92 for payments made during January 2022.
- £133,237.88 for payments made during February 2022.
- £154,545.37 for payments made during March 2022.

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

RESOLVED to note no items of expenditure under Section 137.

9. **CIL/Reserve Statements**

RFO explained the current reserve situation and in more relation to the CIL statement, there is over £250,000 that needs to be spent by April 2023, as per the 5-year regulation around CIL. The Council as ringfenced most of this amount for potential projects which will need to be undertaken over the next 12 months but have been delayed due to Covid-19.

The Committee recommended that the RFO contact WDC to inquire the following.

- . Is there a possible extension on the 5-year deadline date due to Covid19 delays?
- . If paying the 3rd party in support of the project for the CIL fund resolution within the timeframe even if the project has not been completed is a valid transaction.

RESOLVED to note the CIL/Reserve balances as at 31st March 2022.

10. **Annual Review of Internal Control**

RESOLVED to note and agree the report from the sub-committee meeting on Monday 14th March 2022, to review the effectiveness of Internal controls, as per Local Governance and Accountability. The committee agreed for Cllr N. Coltman to sign off the report later.

11. **Annual Grants 2022-2023**

Discussion ensued regarding each of the applications

RESOLVED that the FBR committee recommend that the council award or not award the following community organisations annual grants. Reasons for not awarding are noted for each organisation:

- Cedars Residents Associations – Awarded £500.00
- Hailsham Bonfire Society – Awarded £2,500.00
- Hailsham Active – Awarded £500.00
- SASBAH – Awarded £500.00
- Wealden Writers – Awarded £500.00
- Environment Hailsham – Awarded £4,000.00
- Hailsham Choral Society – Awarded £500.00
- St Wilfrid's Hospice – Does not fit the criteria as it's a national organisation
- Animazing CIC – Awarded £500.00
- Sunflowers Mental Health and Wellbeing – Further information required, so grant TBC

11.1 **RESOLVED** that the total of £9,500.00 to be awarded to the local community groups.

12. **Direct payments**

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

13. **End of Year Balances**

13.1 **RESOLVED** to adopt the summary of committed and brought forward balances

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

14. **Exercise of Electors Right**

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

15. **Confidential Business**

RESOLVED that the press and public are temporarily excluded during the discussion on agenda item 11 as they concern the terms of tenders and proposals and counter proposals in negotiation for contracts, terms and conditions of employment or are otherwise confidential information.

(In accordance with the Council's standing Orders No 1E.)

16. **IT Upgrade Proposals**

The Town Clerk explained the background behind the proposal, many of the council's IT software is outdated. There is a proposal of 3 phases based on urgency.

RESOLVED to adopt the replacement scheme with rolling out Phase one as soon as possible, with the funds already within the current financial year's finances from underspend of 2021-2022 budget. Phase 2 to be built into the budget process of 2023-2024 and rolled out in there year, and as such reviewing the number of replacements needed.

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

CHAIRMAN

DRAFT