

HAILSHAM TOWN COUNCIL

NOTICE IS HEREBY GIVEN OF the ANNUAL MEETING of the HAILSHAM TOWN COUNCIL to be held at the James West Community Centre, Brunel Drive, Hailsham, BN27 3FY

on Wednesday, 18th May 2022 at 7.00 p.m.

Cllr. Paul Holbrook, Chairman/Town Mayor, will open the meeting.

The order of formal business to be transacted will be as follows:

1. ELECTION OF CHAIRMAN/TOWN MAYOR:

To receive

- (a) Retiring Chairman's Address
- (b) Nominations for Office
- (c) Nominated Members' Address
- (d) Members' ballot on nominations
- (e) Elected Chairman's Declaration of Acceptance of Office
- (f) Elected Chairman's Address to the Council

2. 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 members of the public to address the Council or ask questions on matters relevant to responsibilities under the direction of this Council, at the discretion of the Chairman.

- 3. APOLOGIES FOR ABSENCE:** To receive apologies for absence of elected members

- 4. DECLARATIONS OF INTEREST:** To receive notice of declarations of personal and prejudicial interests in respect of items on this agenda.

5. ELECTION OF VICE-CHAIRMAN/DEPUTY TOWN MAYOR

- To receive
- (a) Nominations for Office
 - (b) Nominated Members' Address
 - (c) Members ballot on nominations
 - (d) Elected Vice-Chairman's Address to Council

6. COMMITTEES

6.1 APPOINTMENT OF COMMITTEES and WORKING GROUPS

6.1.1 To approve (or resolve to amend) that in accordance with Standing Order No.5, the following **COMMITTEES** be appointed:-

- (a) Planning & Development Committee

- (b) Finance, Budget & Resources Committee
- (c) Assets Management Committee
- (d) Communities Committee
- (e) Neighbourhood Planning Committee
- (f) Staff Committee
- (g) Strategy Committee

6.1.2 To approve (or resolve to amend) that each committee is appointed proportionately according to political, group or individual alignment, where possible.

6.1.3 To approve (or resolve to amend) that the following Working Groups be appointed:

- (a) Remembrance Sunday Sub-Committee (reporting to Communities Committee)
- (b) Hailsham Aspires Working Group
- (c) Hellingly Liaison Working Group

6.2 TERMS OF REFERENCE FOR COMMITTEES and WORKING GROUPS

To approve or resolve to amend the suggested Terms of Reference for each of the standing committees and working groups, including:

- The maximum number of seats on each committee or working group
- The purpose, remit and any Delegated Authorities for each committee or working group

6.3 MEMBERSHIP OF COMMITTEES and WORKING GROUPS

To approve or resolve to amend the allocation of members and substitute members to each of the standing committees and working groups according to nominations received (either in advance or made at the meeting).

6.4 APPOINTMENT OF CHAIRMEN OF COMMITTEES

To determine whether the committees should appoint their Chairman and Vice-Chairman at the first meeting of the committee or to receive nominations and elect Chairmen (and Vice-Chairmen) for each of the foregoing Committees.

6.5 REPRESENTATION ON EXTERNAL BODIES

To agree the councillor representation on external bodies as proposed in the report

7. MEETING DATES 2022 – 2023

To approve the schedule of meeting dates (which may be subject to amendments determined by each committee throughout the municipal year)

8. CONFIRMATION OF MINUTES

To resolve that the Minutes of the meetings of Hailsham Town Council held on 23rd March 2022 may be taken as read, confirmed as correct records, and signed by the Chairman.

9. COMMITTEE RECOMMENDATIONS TO COUNCIL

To consider recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council:

10. ANNUAL GOVERNANCE STATEMENT

To note, approve and adopt section 1 of the un-audited Annual Return for 2021/22 and approve they be signed off by the Clerk/RFO and Chairman of the Council

11. END OF YEAR ACCOUNTS AND AUDIT 2021-2022

a) END OF YEAR ACCOUNTS AND AUDIT 2021-2022 (a) To note, approve and adopt Annual Internal Audit report for 2021 -2022 for submission to the External Auditors

b) To note, approve and adopt section 2 of the un-audited Annual Return for 2021/22 and approve they be signed off by the Chairman of the Council

c) To note, approve and adopt explanation of variances report for submission to the External Auditors

d) To note, approve and adopt the report in respect of the Fixed Asset Summary as at 31.03.22 as required by the External Auditor

12. GENERAL POWER OF COMPETENCE

To resolve that the Town Council continues to hold the 'General Power of Competence'

13. GRANT APPLICATION

To consider a grant application

14. COUNCIL STRATEGIC PLAN

To discuss the production of the council's Strategic Plan

Dated this 12th day of May 2022



JOHN HARRISON
Town Clerk

Report to: Hailsham Town Council

Date: 18th May 2022

By: John Harrison, Town Clerk

Title of Report: COMMITTEES

PURPOSE:

This Report details the proposed Committee Structure, including the Terms of Reference and number of seats, for Hailsham Town Council for the Municipal year 2022-2023 and also proposals for representatives to External Bodies.

1. APPOINTMENT OF COMMITTEES AND WORKING GROUPS

1.1 Council is asked to consider that in accordance with Standing Order No.5, the following **COMMITTEES** be appointed:-

- (a) Planning & Development Committee
- (b) Finance, Budget & Resources Committee
- (c) Assets Management Committee
- (d) Communities Committee
- (e) Neighbourhood Planning Committee
- (f) Staff Committee
- (g) Strategy Committee

1.2 It is recommended that the council resolves. that each committee is appointed proportionately according to political, group or individual alignment, where possible (with the exception of the Strategy Committee, membership of which is appointed ex officio, consisting of the Chair and Deputy Chairs of each committee)

1.3. It is recommended that the council considers whether to appoint the following Working Groups:

- (a) Remembrance Sunday Sub-Committee (reporting to Communities Committee. The first meeting of 2022-23 to be on 04/07/22, immediately before the Communities Committee meeting. However, no Communities Committee is scheduled for before then).
- (b) Hailsham Aspires Working Group (two to three members, to meet with WDC officers as required, reporting to Assets Management Committee) – **or via membership of Assets Management Committee**
- (c) Hellingly Liaison Working group (two to three members to meet with Hellingly PC Cllrs and officers as required, reporting back to council).

And to consider whether any other Working Groups are required at this time

2. TERMS OF REFERENCE FOR COMMITTEES

It is recommended that the council resolves to adopt the terms of reference for each committee as included in this report,

2.2 The purpose, remit and any Delegated Authorities for each committee, sub-committee or working group as set out in the terms of reference set out as appendices to this report, including:

- The maximum number of seats on each committee
- The purpose, remit and any Delegated Authorities for each committee

3. MEMBERSHIP OF COMMITTEES, SUB-COMMITTEES and WORKING GROUPS

It is recommended that the council appoints members (and substitute members) to each of the committees and working groups according to the terms of reference for each group, the nominations previously received, and any nominations made or altered during the meeting.

This has traditionally been the case for Hailsham Town Council as a 'political' council and is generally recommended within the sector when that is the case, as a means of avoiding committees taking decisions against the agreed strategic direction and will of the council.

However, this is by no means a statutory requirement at parish level, although it is for 'principal councils' (Districts/Boroughs, County or Unitary authorities).

Allocation of seats per group/individual

Please note that the number of seats is determined by the Terms of Reference as adopted by council for the 2020-2021 council year, with five committees of seven seats each, thus totalling 35, with the Strategy Committee then appointed ex-officio.

This may be subject to change if the council resolves otherwise.

Total Posts (5X7 = 35)	35	% of Council	Committee Seats Per Group
Council Make Up	18 Seats	100.00%	35.0
Conservative	6	33.33%	14.0
Liberal Democrat	6	33.33%	14.0
M. Laxton	1	5.56%	2.3
R. Newark	1	5.56%	2.3
K. Nicholls	1	5.56%	2.3
T. Powis	1	5.56%	2.3
J. Puttick	1	5.56%	2.3
A-M Ricketts	1	5.56%	2.3
		0.00%	0.0
	18	100.00%	42.0

**One above number of seats due to rounding up*

Groups or individual councillors should consider the following when nominating themselves or their group members for committee memberships:

- The Terms of Reference of each committee (as attached below)
- Their own specific interests, skills or expertise and aspirations for the community
- The frequency of meetings and their availability on the dates detailed in the Meeting dates document. Some committees will involve a much greater commitment in terms of attendance than others:
 - Planning & Development Committee– every three weeks on Tuesdays (18 times per year)
 - Communities Committee – every month on (usually) the first Monday (11/12 times per year)
 - Assets Management Committee – every month on (usually) the second or third Wednesday (11/12 times per year)
 - Finance, Budget, Resources & Staffing Committee – Six-seven times per year on (usually the third) Wednesday evening
 - Neighbourhood Planning Committee – dates to be determined as required. This committee will meet more frequently during the coming municipal year once the new Draft Wealden local Plan is published.
 - Staff Committee meetings have not been set at regular intervals to date – suggested dates are quarterly, the month after each financial quarter, on Thursday evenings.
 - Working groups will generally meet on an ad-hoc basis as required, during office hours and are dependent on the availability of external parties (for e.g. the Hellingly Liaison Working Group is dependent on the attendance of Hellingly PC representatives, and the Hailsham Aspires WG on request to meet from WDC).

It is easier if individuals or groups can send their nominations to the Town Clerk before the Annual Council Meeting. Nominations received can then be completed and this report re-presented to the meeting.

Please note that the Town Council’s Standing Orders state that “The Chairman and/or Vice-Chairman of the Council shall be voting members of every committee” (S.O. 5 (a))

Nominations for Committee and Working Group Membership (this is based entirely on current & existing membership, as in place for 2020-2021)

	Planning & Development Committee
1	Anne-Marie Ricketts
2	John Puttick
3	David Cottingham
4	Jo Crittenden
5	Barbara Holbrook
6	Paul Holbrook

7	Jenny Cook
8	Chris Bryant
	Substitutes
1	Trevor Powis
2	Mary Laxton
3	Gavin Blake-Coggins
4	Alexa Clarke
5	Nigel Coltman
6	
7	

	Finance, Budget & Resources Committee
1	Trevor Powis
2	Mary Laxton
3	Gavin Blake-Coggins
4	Paul Holbrook
5	Richard Grocock
6	Nigel Coltman
7	Kevin Lawrence
	Substitutes
1	Karen Nicholls
2	David Cottingham
3	Barbara Holbrook
4	Chris Bryant
5	
6	
7	

	Assets Management Committee
1	Mary Laxton
2	Trevor Powis
3	Ross Newark
4	Paul Holbrook
5	Chris Bryant
6	Jenny Cook
7	Steve Keogh
8	Richard Grocock
	Substitutes
1	John Puttick

2	David Cottingham
3	Barbara Holbrook
4	Nigel Coltman
5	
6	
7	

	Communities Committee
1	Anne-Marie Ricketts
2	John Puttick
3	Karen Nicholls
4	Alexa Clarke
5	Gavin Blake-Coggins
6	Jo Crittenden
7	Nigel Coltman
8	Chris Bryant
9	Kevin Lawrence
	Substitutes
1	Trevor Powis
2	Barbara Holbrook
3	
4	
5	
6	
7	

	Neighbourhood Planning Committee
1	Karen Nicholls
2	Ross Newark
3	Mary Laxton
4	John Puttick
5	David Cottingham
6	Paul Holbrook
7	Nigel Coltman
8	
	Substitutes
1	Alexa Clarke
2	Barbara Holbrook
3	
4	
5	
6	
7	

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	Staff Committee
1	Mary Laxton
2	Karen Nicholls
3	Anne-Marie Ricketts
4	Ross Newark
5	Paul Holbrook
6	Gavin Blake-Coggins
7	Alexa Clarke
8	Steve Keogh
	Nigel Coltman
	Substitutes
1	Barbara Holbrook
2	Chris Bryant
3	
4	
5	
6	
7	

	Hailsham Aspires Working Group
1	
2	
3	
	Substitutes
1	
2	
3	

	Hellingly Liaison Working Group
1	Chris Bryant
2	Paul Holbrook
3	Mary Laxton
	Substitutes
1	
2	
3	

4. APPOINTMENT OF CHAIRMEN (AND VICE CHAIRMEN) OF COMMITTEES

To determine whether to appoint the Chairmen and Vice-Chairmen of each committee at the Annual Council Meeting or at the first meeting of each committee.

Council should be mindful of the fact that membership of the Strategy Committee is determined by the appointment of Chairs and Deputy Chairs of each committee. With the suggested meetings schedule, meetings of the Finance and Staff Committees are not scheduled before the first meeting of the Strategy Committee (21st July 2022).

5. REPRESENTATION ON EXTERNAL BODIES

Council is asked to consider and agree to councillor representation on external bodies as proposed:

- Wealden District Association of Local Councils: Recommended - Chair and/or Vice Chair of Council
- Hailsham Aspires Board - One Member (plus one Member of HTC officer staff)
- Hailsham Active (formerly Hailsham and District Sports Alliance): Recommended - Chair or Vice Chair of Communities Committee or Assets Management Committee (to be agreed when elected)
- Hailsham Forward Executive: X2 members
- Cuckmere Community Bus Stakeholder's Group: X1 member
- Environment Hailsham Board: X1 Member
- Wealden and District Citizen's Advice Bureau Board: X 1 Member
- Wealden Dementia Action Alliance: X 1 Member
- Movement and Access Strategy for Hailsham and Hellingly ('MASHH') Steering Group: Recommended - Chair of Council plus one other member
- Hailsham Community Safety Action Group ('CSAG') – recommend Chair of Council plus one other member (bi-annual daytime meetings, via Zoom)
- PCC Liaison Focus Group (biannual daytime meetings) – previously done on ad-hoc basis, Cllrs Coltman, Ricketts and Grocock.

No other appointment to external bodies are proposed to be made unless by invitation from those organisations.

Hailsham Town Council Committee Allocations
COMMITTEE MEMBERSHIP for 2022-2023

	STANDING COMMITTEES					
Committee	Finance, Budget & Resources	Planning & Development	Communities	Assets Management	Neighbourhood Planning	Staffing
1	Trevor Powis	Anne-Marie Ricketts	Anne-Marie Ricketts	Mary Laxton	Karen Nicholls	Mary Laxton
2	Mary Laxton	John Puttick	John Puttick	Trevor Powis	Ross Newark	Karen Nicholls
3	Gavin Blake-Coggins	David Cottingham	Karen Nicholls	Ross Newark	Mary Laxton	Anne-Marie Ricketts
4	Paul Holbrook	Jo Crittenden	Alexa Clarke	Paul Holbrook	John Puttick	Ross Newark
5	Richard Grocock	Barbara Holbrook	Gavin Blake-Coggins	Chris Bryant	David Cottingham	Paul Holbrook
6	Nigel Coltman	Paul Holbrook	Jo Crittenden	Jenny Cook	Paul Holbrook	Gavin Blake-Coggins
7	Kevin Lawrence	Jenny Cook	Nigel Coltman	Steve Keogh	Nigel Coltman	Alexa Clarke
8		Chris Bryant	Chris Bryant	Richard Grocock		Steve Keogh
9			Kevin Lawrence			Nigel Coltman
	7	8	9	8	7	9
Substitutes						
1	Karen Nicholls	Trevor Powis	Trevor Powis	John Puttick	Alexa Clarke	Barbara Holbrook
2	David Cottingham	Mary Laxton	Barbara Holbrook	David Cottingham	Barbara Holbrook	Chris Bryant
3	Barbara Holbrook	Gavin Blake-Coggins		Barbara Holbrook		
4	Chris Bryant	Alexa Clarke		Nigel Coltman		
5		Nigel Coltman				
6						
7						
8						
9						

48

Total Posts (6X7 = 42)*	42	% of Council	Committee Seats Per Group	Seats Occupied
Council Make	18 Seats	100.00%	42.0	0
Conservative	6	33.33%	14.0	15
Liberal Demo	6	33.33%	14.0	15
M. Laxton	1	5.56%	2.3	4
R. Newark	1	5.56%	2.3	3
K. Nicholls	1	5.56%	2.3	3
T. Powis	1	5.56%	2.3	2
J. Puttick	1	5.56%	2.3	3
A-M Ricketts	1	5.56%	2.3	3
		0.00%	0.0	
	18	100.00%	42.0	48
				-6
				0

*current Terms of Reference state committee memberships are 'seven, unless council resolves otherwise'.

HAILSHAM TOWN COUNCIL
PLANNING & DEVELOPMENT COMMITTEE
TERMS OF REFERENCE 2022-2023

Hailsham Town Council is a consultee in the planning legislative process, it is the responsibility of the Planning & Development Committee to receive and respond to planning applications, planning appeals and applications for certificate of lawful development from Wealden District Council, East Sussex County Council and the South Downs National Park local Planning Authorities.

In reviewing planning applications its purpose is to ensure that they meet with current planning law, satisfy local development frameworks and published development guidance.

The committee will also comment on matters of local concern including major developments, proposed planning gain agreements in respect of developing community and commercial infrastructure, statutory, utility and common communal services and matters relating to the historical essence and character of Hailsham.

The committee will also provide responses for licensing applications and for matters determining, amending or stopping up Public Highway, Public Right of Way and will respond to proposed temporary, experimental or permanent traffic regulation orders.

TERMS OF REFERENCE

1. The Planning & Development Committee is constituted as a Standing Committee of Hailsham Town Council. The Committee composition shall be a maximum of Seven Councillors as voting members (unless council resolves otherwise).
2. Quorum shall be half of appointed members or the closest majority to that number
3. The Chairman and Vice-Chairman of the committee shall be elected annually by the Committee or Town Council.
4. The Committee shall meet every three weeks, or unless otherwise required and agreed by resolution of the committee.

PLANNING

5. A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.
6. The Committee has delegated authority to consider all planning applications pertaining to the Town and environs of Hailsham and to respond to Wealden District Council, East Sussex

County Council or the South Downs National Park as local planning determination authorities. Minutes/Reports of all meetings will be presented for adoption at the next full Council meeting

7. The Planning & Development Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given a reasonable hearing – applicants, as well as objectors, will have the opportunity to speak prior to the commencement of meetings in accordance with the Town Council Standing Orders. Solely at the discretion of the Chairman the committee may seek clarification of views expressed by applicants or objectors when a specific application is presented and debated.

8. The committee clerk shall present each application for consideration by the committee. The clerk shall identify the location of the application, shall provide an outline of the application, present the planning history and shall make recommendations of options available to the committee. The clerk shall where appropriate have visited the application location to photograph any existing buildings on the site and the surrounding buildings and land.

9. Presentation of application plans and supporting documentation shall make full and appropriate use of electronic files and overhead projection systems, ensuring that this can be clearly viewed by both the committee and attending members of the public. The committee will use paper documentation only when suitable electronic systems are unavailable.

10. Applications considered to be controversial may be referred to the Full Council. A time sensitive response may be made by the Committee Chairman or Clerk following a majority decision by the Committee. Any two (2) Councillor members of the committee may request an application be deferred for a meeting of the Full Town Council.

11. Where an onsite meeting is arranged, it will be subject to the prior approval of the Chairman or Vice-Chairman. A Committee member will then present findings to the Committee.

12. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

13. All correspondence shall be conducted through the Town Clerk (or the delegated officer).

14. The Town Clerk (or the delegated officer) will write letters to the appropriate Planning Authority or other relevant body detailing the Planning Committee's response to each application and will ensure that these letters arrive within the timescale for each application.

15. Where an application is subject to an appeal, the Committee will prepare and recommend a draft written representation to the full Town Council and propose a member of the Committee to attend the hearing and speak on behalf of the council if called to give evidence.

16. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings to represent the Committee's views in respect of major and controversial planning applications.

17. Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to e-mail, or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

18. The Planning and Development Committee shall ensure that due regard is given to the content of the Hailsham Neighbourhood Plan when commenting on planning matters.

DEVELOPMENT

19. The committee shall work with adjacent parishes, District and County Councils, Police, Fire & Rescue, Ambulance and NHS Authorities to ensure that appropriate development is fully and transparently determined for the residents of Hailsham being mindful that this should comply with current planning law and guidance.

20. The committee will seek to meet with land owners, agents and developers to offer pre-application advice about the council and community views of potential developments within Hailsham and also within adjacent parish locations that could impact visually or environmentally upon Hailsham Residents.

21. Any views expressed by members will be indicative of likely community views, the committee should not be regarded as determining the specific view of the council and residents prior to the council being consulted about finalised outline or full applications presented for determination by the appropriate planning authority.

22. The committee will seek to encourage developers of significant major applications to meet with the full council and to provide a presentation for residents. The Planning & Development Committee is empowered to ensure that such presentations are widely advertised to encourage public participation.

23. The committee will monitor the progress of s106/CIL planning gain agreements for developments within Hailsham and its environs, ensuring that applicants and planning authorities are advised of the views of the council and community about the provisions of the agreement at appropriate payment trigger points.

24. The chairman and committee clerk will provide progress reports to full council on behalf of the committee of all development consultation and s106 activities.

25. Community Land Trust. The council has resolved to initiate the formation of a Community land Trust and delegated authority to the Planning and Development Committee to undertake this. The Planning and Development committee will appoint members to the board of the CLT if required or requested.

HAILSHAM TOWN COUNCIL
FINANCE, BUDGET AND RESOURCES AND COMMITTEE
DRAFT TERMS OF REFERENCE 2022-2023

This Committee is appointed to make recommendation to the council on all aspects of the Town Council's financial and budgetary management, and resources. The committee makes recommendations to council on some of these areas and also has some delegated authority. All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested.

The Committee is responsible for working in partnership with other organisations to achieve these objectives.

Membership: Total number of seats allocated to the committee is seven, unless council resolves otherwise

Quorum: Shall be half of appointed members or the closest majority to that number

Frequency of Meetings: The Committee must meet quarterly and has delegated authority with regard to budgetary control, the verification of quarterly financial statements (Item 2 in the Terms of Reference below) and the council's overall financial position

A meeting in January/February of each year should also consider such matters as appointment of Internal Auditor and audit plan, and review of Financial Regulations. The committee has delegated authority for this aspect of its remit.

In addition, the committee will establish a second 'stream' of meetings in order to make recommendations to Council on the budget for the following financial year. These meetings must be timed to ensure that council can resolve the precept to be levied in January and/or according to the timetable and deadlines for the precept request as set by the District Council. The committee has NO delegated authority with regard to this area of its terms of reference

Any of these meeting 'streams' may consider staffing and other resource issues as and when they arise and recommendations are required. The committee has NO delegated authority with regard to this area of its terms of reference

Meetings shall ordinarily start at 7.00pm unless the committee resolves otherwise

Membership eligibility: Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other meetings.

Other members may be co-opted from other organisations, or guests invited for specific purposes, if and when appropriate. Other members who are not members of council will have no voting-rights.

Remit

1. Budget Preparation: The Committee is required to prepare a recommendation for income and expenditure during the financial year for recommendation to a council meeting in December/January in order that the precept to be levied for the ensuing financial year can be agreed in January.

The committee will seek recommendations from the other standing committees of council on what budgets are required for any activities within their remit that are planned for implementation in the next financial year.

The committee will seek recommendations from the Strategy Committee (or any other committee appointed to have oversight of the council's strategic aims and plans for the forthcoming year) that these planned activities are consistent with the council's overall strategic aims and any business plan that is in place and agreed. (process for the Town Council's budget setting is as set out below)(NO DELEGATED AUTHORITY)

2. Budgetary Control: The Committee will examine the detailed summary of receipts and payments, comparing actual expenditure against that planned and confirm compliance to council on a quarterly basis. (HAS DELEGATED AUTHORITY)
3. Annual Appointment of Internal Auditor – conditions of appointment for approval.(HAS DELEGATED AUTHORITY)
4. Accounting and Audit :
 - (a) Reconciliation and quarterly verification of statements with the appropriate records and confirm that the financial statements present fairly the current financial position of the Council and are effective in design to adequately detect fraud or malpractice. To be signed by the Committee Chairman.
 - (b) Receive the Internal Auditor's reports and consider any recommendations and means to achieve compliance, Annual Review of Internal Control to complete and present to Council.
 - (c) Annual Audit Report.
 - (d) Annual Internal Audit Report – to liaise with the RFO and Internal Auditor to prepare the Annual Audit Plan for presentation to Council
 - (e) To hold meetings with the Internal Auditor as required
 - (f) To review the Annual External Auditor's Report and draft response in collaboration with the RFO
 - (g) To approve for presentation to Council the end of year Statement of Accounts and Annual Return and any other information required by the External Auditors prior to submission

(HAS DELEGATED AUTHORITY TO ALL OF THE ABOVE, ALTHOUGH SOME AREAS ARE FOR PRESENTATION TO COUNCIL AS NOTED)

5. Contracts : To work with other committees to discuss the financial implications of contracts as and when they are due for renewal.

In a situation where there is a time limited offer and opportunity to accept a quotation (e.g. energy supplier), that cannot be considered by any other relevant committee due to the timescales involved, the RFO may, after contacting the Chairman of the Finance, Budget, & Resources Committee and Town Clerk, authorise and proceed, and report to the next meeting of the Committee or Council as appropriate. (HAS DELEGATED AUTHORITY)

6. Annual Governance Statement: To satisfy that all items under Section 2 of the Annual Return are achieved, and signed off by the Chairman of the Council. (HAS DELEGATED AUTHORITY)
7. The Chairman of the Committee, or their representative, should meet weekly, or as decided by the Committee, with the RFO for two-way communication.
8. All members of the Committee shall comprise members of the Cheque Signatory Panel plus the Chairman of the Council, if for any reason that councillor is not a member of the Finance, Budget and Resources Committee.
9. All members must be conversant with the requirements of the Governance and Accountability for Local Councils manual.
10. The Annual Review of the Council's Financial Regulations – for report to Council. (HAS DELEGATED AUTHORITY)
11. The annual review of fees charged by Council (allotments, pitch hire, pavilion hire, Fleur de Lys hire, fishing permits, cemetery fees etc.) (HAS DELEGATED AUTHORITY)
12. To consider the annual subsidy request application from Hellingly Parish Council and the existing arrangements for funding with Hellingly Parish Council, if deemed necessary appointing a Working Group to liaise with Hellingly Parish Council for this purpose. (NO DELEGATED AUTHORITY)
13. The annual consideration of grants to external bodies (the committee may appoint a sub-committee for this purpose if it chooses to do so).(HAS DELEGATED AUTHORITY)
14. Consider and make recommendations to the council in respect of all aspects of resources, including equipment and vehicles, considering resource needs in relations to decisions of the council (NO DELEGATED AUTHORITY)
15. Exclusions.

The committee is not responsible for making decisions or recommendations to council for any aspect of council services or projects that fall under the remit of other council committees, although it can make decisions/ recommendations on all financial, staffing or resource-related aspects of such areas.

Date	Meeting	Activity
July	Finance, Budget, & Resources Committee	Agree baseline budget according to known costs
August/September	All Standing Committees of Council	Consider additions to baseline budget according to plans for next financial year
October	Strategy Committee	Consider whether requests from Standing Committees are consistent with Council's Business Plan and Strategic Aims & raise any queries for committees.
November	All Standing Committees of Council	Address any queries from Strategy Committee
December	Finance, Budget, & Resources Committee	Finalise recommended budget, including full information regarding tax base etc
January	Hailsham Town Council	Determine budget precept to be requisitioned from WDC

HAILSHAM TOWN COUNCIL
ASSETS MANAGEMENT COMMITTEE
TERMS OF REFERENCE 2022-2023

This Committee monitors the operation of all Town Council buildings, assets and some projects & services, ensuring a high standard of provision. It considers their further development and the development of other buildings or projects.

The Committee is responsible for working in partnership with other organisations to achieve these objectives.

The committee has delegated authority to make decisions related to these areas. All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested.

The committee has no delegated authority to make decisions outside of its terms of reference or for areas that would affect areas within the remit of other council committees (for example, in relation to staffing, budgets & finance, business development activities, festivities and events), nor does it have authority to authorise expenditure outside of the council's agreed budget parameters.

Membership:	Total/maximum number of seats allocated to the committee is SEVEN (unless council resolves otherwise)
Quorum:	Shall be half of appointed members or the closest majority to that number
Frequency of Meetings:	MONTHLY or as and when appropriate (including less frequently if determined by committee resolution)
Time of Meetings:	Meetings shall commence at 7.00pm (or earlier or later if determined by committee resolution)
Membership eligibility:	Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other council meetings. Other members may be co-opted from other organisations for specific purposes as and when appropriate. Other members who are not members of council will have no voting-rights.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to e-mail, or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

Terms of Reference

1. To manage the use, maintenance, improvement, development and good management of all council owned or leased buildings, including:
 - The Cemetery & Cemetery buildings including Cemetery Lodge
 - The Fleur-De-Lys and Blackman's Yard Complex

- 6 Market Square (The building leased to Kemer Kebabs)
 - Union Corner Hall
 - The Grovelands Barn Complex
 - 1 Market Street (The Square Youth Café and connected buildings)
 - James West Community Centre
 - 4 Market Square
 - The Maurice Thornton Pavilion
 - 2 North Street ('Cortlandt Stable Block') & the public toilets
 - Any other buildings adopted or leased by the Town Council in the future
2. To manage the use, maintenance, improvement, development and good management of all other council owned or leased assets, including;
- Bus Shelters
 - Town seats
 - Street Lighting
 - HTCs contribution to the town's CCTV facilities.
 - Any other Assets adopted by council
3. To manage the use, maintenance, improvement, development and good management of all council owned, leased or otherwise controlled:
- play areas and open spaces
 - Any new play areas and open spaces taken over by the Council
 - Sports and recreation grounds
 - Sports facilities where appropriate
 - Any new sports grounds taken over by the Council
 - Any new sports facilities taken over by the Council where appropriate
 - Allotments
 - Dog Bins/Litter Bins
- To be responsible for:
- Tree maintenance
 - Horticultural and Grass cutting contract
 - Dog bins
4. To act as responsible landlords for sites owned by the Town Council and leased to other organisations for management, reviewing leases and any other terms of agreement between the Council and the lessees or other parties and receive requests from them for developments or changes to council owned buildings and assets.
5. To act as liaison for and to project manage any developments or changes to council owned or leased buildings and assets as defined above.
6. To project manage or act as liaison with Council Services, in consultation with the appropriate officers and any other relevant stakeholders and partners. These services to include:
- a. Youth Services (including the Youth Café, East Side Youth Club, The Friday Night Project, the Youth Council and Youth Mayor)
 - b. Council Communications and Marketing

- c. Any other project related to council buildings, Play parks and open spaces, assets or services as adopted by council

- 7. To appoint sub-committees, small working parties, project management groups or individuals to oversee and report back to the committee on any of the above areas deemed necessary by the council or committee. This therefore includes the appointment of members of the committee for the following roles:

- a. Cemetery Wardens
- b. Community Halls
- c. Allotments

These sub-committees, small working parties, project management groups or individuals will undertake their oversight functions according to the requirements of the role, the requirements of the committee and through the best and most efficient means possible, in consultation with the relevant officers and other stakeholders and partners.

They will report back to the Assets Management committee to an agreed reporting schedule and their reports will form substantive points of the committee's agenda moving forwards.

- 8. The committee may receive and consider representations, suggestions or complaints from any other member of council or outside organisation or person with regard to any aspect within its remit as delineated above and may invite such persons to attend the meeting and speak on those aspects.
- 9. The Committee has authority to spend up to £10,000 per item (up to a maximum of four items per year) from capital reserves on any remedial repair or maintenance required to the council's assets. This expenditure is subject to the council's financial regulations regarding the awarding of contracts etc. Excluded from this are any improvements or enhancements to the council's assets portfolio.

Hailsham Town Council
Communities Committee
Terms of Reference 2022-2023

The name of the Committee is the Communities Committee.

The Council or Committee shall elect a Chairman and Vice Chairman on an annual basis in May of each year.

The Committee will meet on a planned 4 weekly schedule with extra meetings scheduled in the month(s) leading up to any planned event, with a minimum of 3 days clear notice given.

The Committee will meet at 6.00pm and the first items on the agenda will deal with the Festivities Items.

The Committee shall consist of a maximum of seven Hailsham Town Council members (unless council resolves otherwise) plus representatives from local businesses and the community.

Quorum shall be half of appointed members or the closest majority to that number.

Local business and community members will be members but without voting rights.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to e-mail or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

The business strategy will be to consider all aspects of commercial related activity in and around Hailsham that will provide a benefit to Hailsham residents/businesses with an overall aim of attracting new businesses to Hailsham and thus improving employment opportunities. Focusing on the Town Centre and outlying areas of Hailsham.

Committee will work with Hailsham Forward and other stakeholders in the establishment and delivery of a Business Focussed Plan for Hailsham.

The council and Hailsham Forward have agreed that the management of the Town Market should be undertaken by the Town Council and the Communities Committee will oversee this function.

The Festivities strategy will be to:

- Organise community events to include at least one summer event/fair and one Christmas event
- Work with and encourage participation from local shop keepers and businesses
- Encourage community participation
- Support other community events such as Hailsham Arts Festival

The budget areas that this committee makes recommendations for expenditure against are:

- Festivities and Events (or any such budget identified by the council for the same

purpose)

- The Revitalisation Fund (or any such budget identified by the council for the same purpose)

The Communities Committee will submit plans to full council detailing what it wishes to implement and what it will spend on the Festivities and Events budget and the Revitalisation budget for the following municipal year.

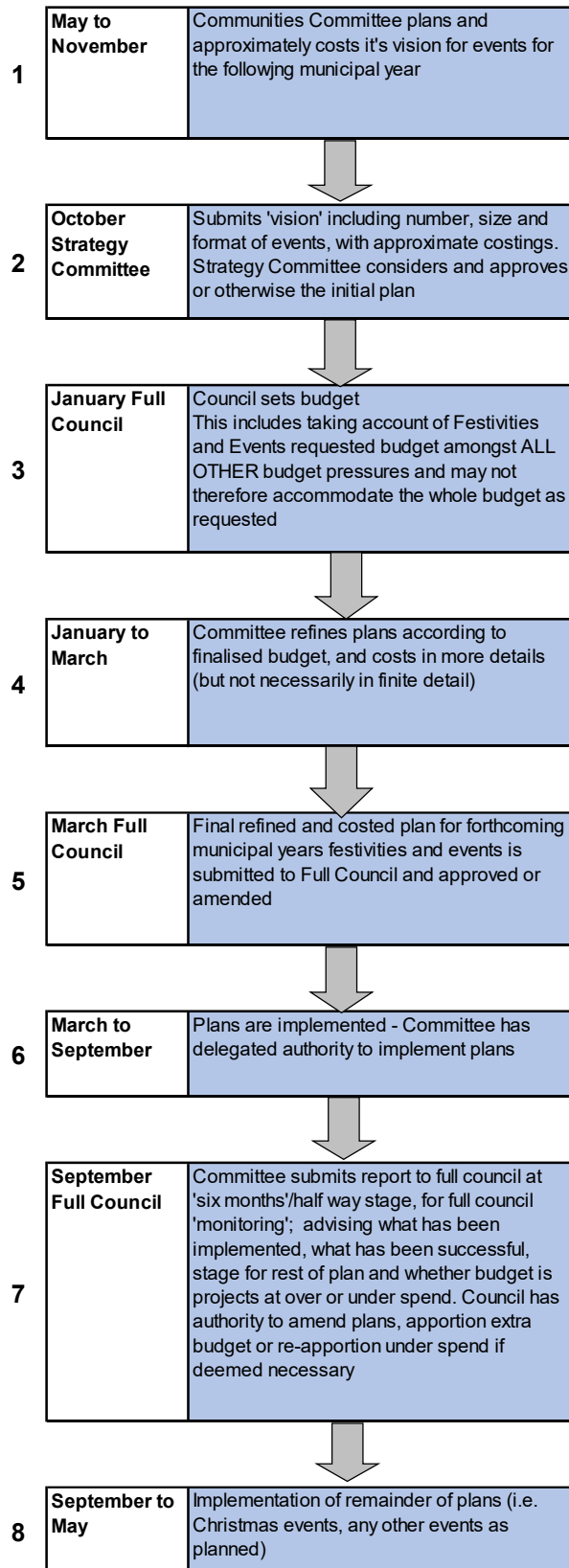
The Revitalisation Fund is set aside for items identified in the 'Hailsham – The Way Forward' business plan.

These plans are subject to approval by full council and once finally agreed, the committee will have delegated authority to implement these plans without reference back to full council.

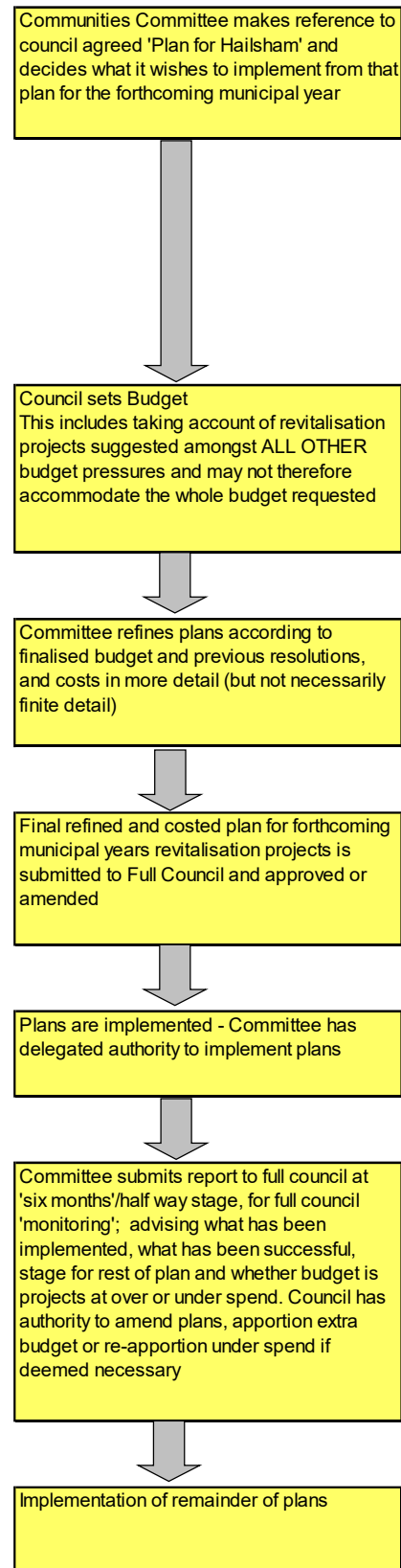
This will work on a rolling annual schedule, with two plan submission dates and a September 'six months progress' report back to council as follows:

All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested.

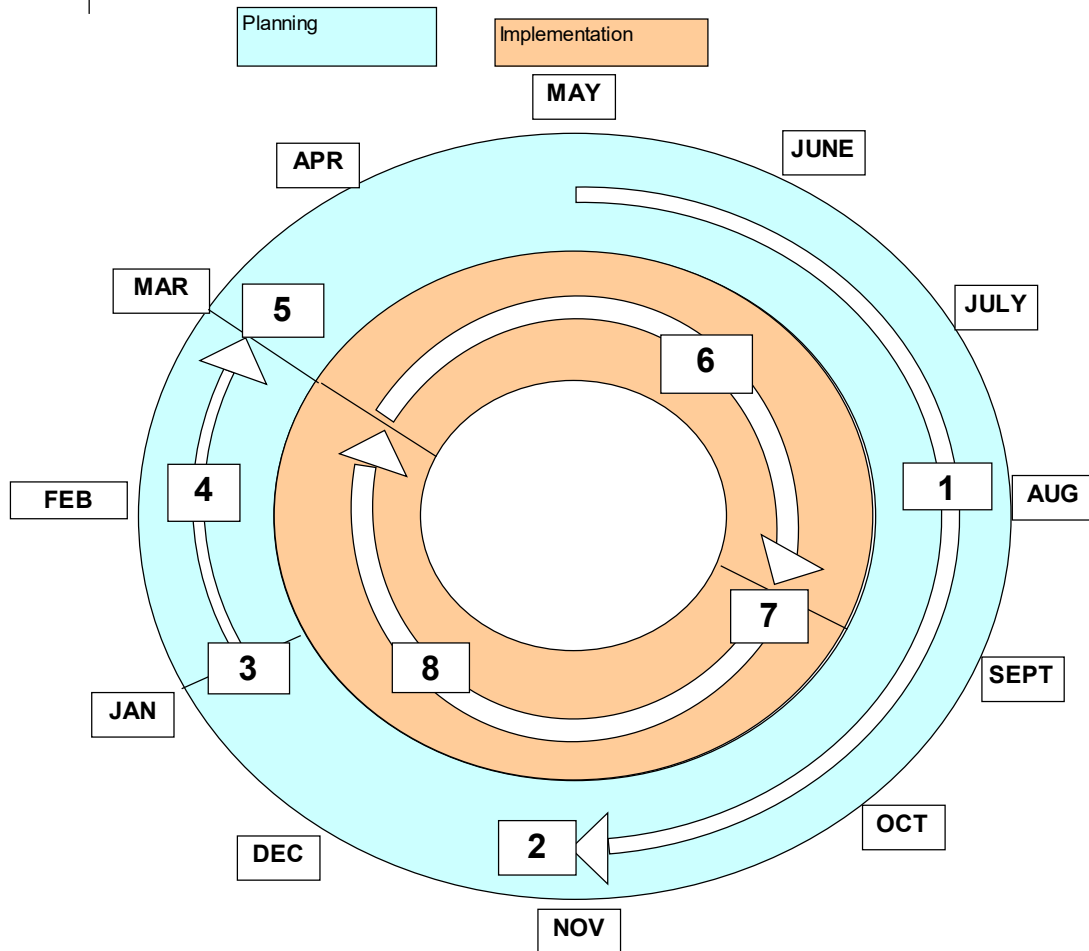
Festivities and Events Budget



Revitalisation Fund



Communities Committee Planning and Implementation Cycle



Hailsham Town Council
Neighbourhood Planning Committee
DRAFT Terms of Reference 2022-2023

1. Introduction

Hailsham Town Council (HTC) took the decision in July 2015 to produce a Neighbourhood Plan (NP) following the Government's publication in 2011 of the Localism Act.

In order to produce the plan the Town Council established a Neighbourhood Planning Committee (NPC) to oversee a process resulting in the preparation of a Plan that was put to a public referendum and agreed.

The committee will then need to ensure processes are in place to address the implementation of the plan to ensure its policies are adhered to.

The committee will need to consider any necessary review and amendments to the plan when and if the Planning Authority publishes a revised Local Plan, as required by legislation.

In doing so it is deemed appropriate that the Committee are provided with and accept the following terms of reference;

The Neighbourhood Development Plan will seek to:

Identify all the important aspects of life in the Parish/Town for which plans for the future are needed, with particular regard to land use; and

Bring forward proposals which will enhance the quality of life in the Parish/Town in the years to come

Provide a framework for future land usage within the parish.

2. Membership of the Neighbourhood Planning Committee (NPC)

The NPC will be formed from up to seven Town Councillors, unless council resolves otherwise, (and previously up to five members of the public who are appointed as lay (non-voting) members)

The NPC may from time to time form Working Groups or sub-committees to undertake various aspects of the work involved in producing the Neighbourhood Development Plan and may seek help from other members of the public or other organisations in order to do this.

The NPC may also co-opt further representation from any other person or organisation that is likely to bring additional benefit or specialisation to the project

The NPC should be supported by officers of Wealden District Council, who as The Local Planning Authority are obliged to provide assistance under the statutory provisions of the Localism Act 2011

The NPC shall exist until the Neighbourhood Plan has been assessed and approved by the independent examiner or such a time as the Town Council resolves to dissolve the NPC.

The NPC shall pass the draft neighbourhood plan to Hailsham Town Council for approval prior to independent examination (completed).

The committee has delegated authority to implement its agreed plans, subject to forward approval by the Town Council. Therefore the Neighbourhood Planning Process shall form a standing item on all ordinarily scheduled Town Council meetings and approval to implement future aspects of the plans will be granted or may be challenged.

All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested

The NPC will have access to funds as resolved by the town council as available for the process and any other funds held by the Town Council from external sources provided for the Neighbourhood Planning Process.

The NPC will invite representation from neighbouring parishes and relevant district and county councils to attend and participate in its meeting as appropriate.

The Council has previously agreed that it will seek to work with Hellingly Parish Council on the Neighbourhood Planning process. Hellingly Parish Council has declined the offer to work on a joint plan with HTC, but has previously asked that a member of its equivalent group attend the HTC NPC meetings and vice versa.

3. Roles and Responsibilities of the NPC

The Committee will;

Elect a Chair (and Vice-Chair if deemed necessary), from amongst its council members, and re-appoint at the first meeting of each municipal year (unless council appoints these roles at its Annual Meeting)

If the Chairman is not present, the Vice Chairman shall preside at the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number of council members.

Promote the process of preparing, or reviewing and monitoring the Neighbourhood Plan and be encouraged to participate and provide their views and opinions on the specific topics which are covered during the preparation, monitoring or review of the Plan.

Arrange meetings and appoint sub-groups to gather views and consult on emerging policies which are considered appropriate for incorporation in the Draft Plan or the review of it.

Assess existing evidence about the needs and aspirations of the neighbourhood area.

Liaise with relevant organisations and stakeholders to secure their input in the process

Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan

Inform the Town Council of progress on a regular basis in order that NPC or Working Group Minutes can be noted

Support WDC and HTC during the referendum process.

Where appropriate keep proper records of all expenditure, time keeping or other costs of external parties engaged to assist in the preparation of the plan.

Produce a Project Plan and a Project Programme for delivery of the Neighbourhood Plan, or the review and amendment, and monitor the results of their work.

The NPC may also request assistance/advice from any other person or organisation that is likely to bring additional benefit of specialisation to the project.

The Town Council will;

Support the NPC throughout the process providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously providing that overall expenditure falls within the grants received and funds allocated by the Town Council

Appoint professional planning expertise and provide any relevant aid during the development or review of the Plan as deemed necessary. Drafting of the Plan will require professional assistance to ensure conformity to national and local policy and that the Plan will be sound and robust enough to withstand independent examination.

Work with the NPC and the Hailsham Area Action Plan Steering Group or any similar committee to establish that the future infrastructural needs of the area are provided alongside any housing or other development occurring within the Parish/Town.

Work with the NPC to develop policies to guide the future development and use of land in the area.

Support the NPC in developing assessments requested by the Local Planning Authority prior to the Plan being submitted.

Support the NPC in efforts of engagement and consultation with the local communities throughout the plan making process

Create and maintain a link to the Town Council web site for recording details of the NPC activities

Facilitate any required contact with the relevant statutory bodies or parties who must be consulted during the plan making process.

Carry out all statutory duties contained in the Neighbourhood Planning (General) regulations 2012 (and any subsequently made) and engage with Wealden District Council during the referendum process of the plan for which the principal authority are responsible.

Following the preparation of the draft Plan and with the agreement from the Group, submit the plan to the Local Planning Authority for inspection and independent examination

Appoint or re-appoint the membership of the NPC at its annual council meeting in May each year. Review these terms of reference at each Annual Council meeting in May and may resolve to amend these terms of reference at any point by resolution.

All Members of the Committee will;

Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive,

open and transparent process to all groups in both the neighbourhood area and to those wishing to undertake development or be involved in the plan making process

Work together for the benefit of the communities established within the Parish/Town.

Treat other Members of the Committee with respect and dignity, allowing Members to express their views without prejudice and interruption.

Half the appointed councillor membership, or the closest majority to that number, are required to be in attendance for a meeting to be quorate.

If inquorate meetings may proceed but any decisions taken may be advisory only and require future ratification by the NPC when a quorum can gather.

Any decisions taken by the NPC, other than those delegated to appointed officers, will be carried forward if the majority (more than 50% of members in attendance and voting) are in favour. The Chair will have the casting vote in instances where there is no majority, or the Vice-Chair in the absence of the Chair.

In accordance with the Town Council's Standing orders, voting (Town Council) members may be substituted by previously appointed substitute members, to attend in their place by notifying the committee or Town Clerk by 12.00 noon on the day of a meeting.

4. Procedure of Meetings

The NPC will meet on a regular basis, at least every four to six weeks, or more or less frequently if deemed necessary.

Meetings will ordinarily be at 7.00pm at the Town Council offices unless resolved otherwise by the Committee.

All NPC meetings shall be open and may be attended by residents or those who work in the area identified for the plan to observe proceedings or participate in the proceedings at the discretion of the committee chair.

The NPC shall keep Minutes of meetings which will be open to public scrutiny. These will be publicised on the NPC or Town Council web site

Notices, Agenda, Minutes and associated papers shall normally be despatched to NPC members by email unless otherwise specified or agreed.

Meetings shall be conducted in accordance with set procedure to be determined and agreed by the NPC.

The NPC will regularly update and report its progress to the Clerk of the Town Council and the Responsible Financial Officer for the council, ensuring that they are aware of the on-going budgetary implications and requirements associated with the project.

The Terms of Reference will be reviewed throughout the project and amended as required. Any changes to NPC Terms of Reference shall require approval of the Town Council.

HAILSHAM TOWN COUNCIL
STAFFING COMMITTEE
TERMS OF REFERENCE 2022-2023

Membership:	Membership shall comprise of Seven Councillors (unless Council resolves otherwise)
Quorum:	Shall be half of appointed members or the closest majority to that number
Frequency of Meetings:	The Committee shall meet at least once a year and where there is a staffing necessity.
Time of Meetings:	Meetings shall commence at 7.00pm (or earlier or later if determined by committee resolution)
Membership eligibility:	<p>Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other council meetings.</p> <p>Other members may be co-opted from other organisations for specific purposes as and when appropriate. Other members who are not members of council will have no voting-rights.</p>

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to email or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

Terms of Reference

To consider and deal with all matters affecting staffing issues except where the overall staffing budget will be exceeded. In such cases the Committee will make a recommendation to the Finance Committee or to the Council.

To deal under delegated powers to resolve personnel issues, including contracts of employment, pay scales, redundancy, grievances and disciplinary matters.

The Town Clerk shall be responsible for the day-to-day management of staff under delegated authority

The Staffing Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. To establish and keep under review the staffing structure and make recommendations to the Council.
2. To draft, implement, review, monitor and revise policies for staff
3. To review staff salaries and terms of conditions and make recommendations to Council.

4. To oversee execution of new employment contracts and changes to contracts
5. To keep under review staff working conditions and health and safety at work for all Council employees
6. To monitor and address regular or sustained staff absence
7. To appoint from its membership a recruitment panel of three when necessary for the appointment and dismissal of a Town Clerk making recommendations to Council
8. To appoint three members, who are not on the Staffing Committee when necessary to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Town Clerk.
9. To appoint from its membership (or the council if necessary) three members when necessary to hear any formal grievance made by the Town Clerk or staff and any appeal by other staff against the outcome of a grievance investigation undertaken.
10. To appoint an appraisal panel of three members for the Town Clerk's appraisal process as defined.
11. At least one member of the committee shall sit on any recruitment panel when employing new members of town council staff.
12. Any other matter which may be delegated by Council from time to time
13. The committee will have a role in ensuring cordial relations between the council and its staff, in line with the council's adopted Members–Officer Relations Protocol, exploring ways to ensure mutual respect and understanding is in place and maintaining an open dialogue.

FINANCE

1. Submit an annual proposed budget to Finance Committee.
2. Comply with the Council's Financial Regulations

HAILSHAM TOWN COUNCIL
STRATEGY COMMITTEE
TERMS OF REFERENCE 2022-2023

Background:

This committee is appointed to make recommendation to the council in drawing up a business plan of priorities for the Town Council, monitoring progress against that business plan and recommending any amendments or changes to the business plan as it progresses.

The committee is responsible for working in partnership with other organisations, members of the town council or other town council committees or sub-committees to achieve this objective.

Membership: The working group consists of appointed Chair and vice-Chair of Council and the Chair and Vice Chairs of Committees (but not Sub-Committees or other Working groups).

Chairmanship The working group shall be chaired by the Chairman of the Town Council or in their absence, the Vice Chair of council.

Quorum: Shall be half of appointed members or the closest majority to that number

Frequency of Meetings: The Working Group must meet quarterly (or more frequently if deemed necessary) in order to develop a business plan for the Town Council over the coming municipal year, monitoring progress against that business plan and recommending any amendments or changes to the business plan as it progresses.

Membership eligibility: Open to members of council who have been appointed as Chairs or Vice-Chairs of Council or Committees,

The members may therefore be any member of Hailsham Town Council.

The Committee may appoint non-council members of the committee, subject to this being a recommendation to the Council. Non-Council members of the Committee may not have voting rights.

Other members may be co-opted from other organisations, or guests invited for specific purposes, if and when appropriate.

Remit

1. The Committee is appointed to draw up a Business Plan for the Town Council, containing key aims, priorities and objectives for the Town Council to implement over a given period.
2. The committee is appointed to monitor progress against that business plan and recommend any amendments or changes to the business plan as it progresses. It will report on these matters to full council
3. The Committee is able to respond to consultations on behalf of the town council, although it must recommend responses only, to be finally agreed by full council.
4. The committee exists to make recommendation to the council only. The acceptance of the plan at its key stages of progress, a final plan, or any recommended changes to the existing plan is to be agreed by resolution of full council only.
5. The business plan is expected to set out key priorities for the chosen time period, the resources required to implement them, any 'key milestones' to be reached during the life of the plan and any intended output or outcome targets arising from the actions identified in the plan, against which its success can be measured.
6. The Committee must be mindful of the legal and financial restrictions on its recommendations at all times and in particular employment law and statutory responsibilities as an employer
7. The Strategy Committee will ensure that the contents of the Hailsham Neighbourhood Plan are taken into account when considering the council's overall strategic direction.
8. Exclusions

This committee has no delegated authority to make decisions on any of the areas above, but is responsible for making recommendations to the Town Council.

The committee is not responsible for making recommendations to Town Council for any aspect of council services or projects that fall under the remit of other council committees or sub-committees (that is, areas of responsibility of those committees falling outside of the time scale of any recommended plan)

The committee is expected to set priorities, objectives, actions and targets within a plan which are directly within the control of the Town Council and not outside of its statutory or other remit Although such priorities, objectives, actions

and targets may include areas in which the Town Council seeks to influence other statutory service providers, local authorities or any other organisation. -

Hailsham Town Council Meetings Calendar 2022-2023

2022													2023												
May		June		July		August		September		October		November		December		January		February		March		April		May	
1 Su		1 We		1 Fr		1 Mo CC		1 Th		1 Sa		1 Tu		1 Th		1 Su New Year's Day		1 We		1 We		1 Sa		1 Mo Early May Bank Hol.	
2 Mo	Early May Bank Hol.	2 Th	Spring Bank Hol.	2 Sa		2 Tu		2 Fr		2 Su		2 We		2 Fr		2 Mo Substitute Day		2 Th		2 Th		2 Su		2 Tu	
3 Tu		3 Fr	Platinum Jubilee	3 Su		3 We FBRC		3 Sa		3 Mo CC		3 Th		3 Sa		3 Tu		3 Fr		3 Fr		3 Mo CC		3 We	
4 We		4 Sa		4 Mo CC		4 Th		4 Su		4 Tu		4 Fr		4 Su		4 We		4 Sa		4 Sa		4 Tu PDC		4 Th ELECTN	
5 Th		5 Su		5 Tu PDC		5 Fr		5 Mo CC		5 We		5 Sa		5 Mo CC		5 Th		5 Su		5 Su		5 We		5 Fr	
6 Fr		6 Mo 23		6 We		6 Sa		6 Tu PDC		6 Th		6 Su		6 Tu		6 Fr		6 Mo CC		6 Mo CC		6 Th		6 Sa	
7 Sa		7 Tu		7 Th		7 Su		7 We		7 Fr		7 Mo CC		7 We		7 Sa		7 Tu		7 Tu		7 Fr Good Friday		7 Su	
8 Su		8 We		8 Fr		8 Mo 32		8 Th		8 Sa		8 Tu PDC		8 Th		8 Su		8 We AMC		8 We ATM		8 Sa		8 Mo	
9 Mo	19	9 Th		9 Sa		9 Tu		9 Fr		9 Su		9 We		9 Fr		9 Mo CC		9 Th		9 Th		9 Su		9 Tu	
10 Tu		10 Fr		10 Su		10 We		10 Sa		10 Mo STC		10 Th		10 Sa		10 Tu PDC		10 Fr		10 Fr		10 Mo Easter Monday		10 We	
11 We		11 Sa		11 Mo STC		11 Th		11 Su		11 Tu		11 Fr		11 Su		11 We		11 Sa		11 Sa		11 Tu		11 Th	
12 Th		12 Su		12 Tu		12 Fr		12 Mo 37		12 We		12 Sa		12 Mo 50		12 Th		12 Su		12 Su		12 We		12 Fr	
13 Fr		13 Mo 24		13 We HTC		13 Sa		13 Tu		13 Th		13 Su		13 Tu		13 Fr		13 Mo 7		13 Mo 11		13 Th		13 Sa	
14 Sa		14 Tu PDC		14 Th		14 Su		14 We		14 Fr		14 Mo 46		14 We FBRC		14 Sa		14 Tu		14 Tu PDC		14 Fr		14 Su	
15 Su		15 We		15 Fr		15 Mo 33		15 Th		15 Sa		15 Tu		15 Th		15 Su		15 We		15 We AMC		15 Sa		15 Mo 20	
16 Mo	20	16 Th		16 Sa		16 Tu PDC		16 Fr		16 Su		16 We AMC		16 Fr		16 Mo STC		16 Th		16 Th		16 Su		16 Tu	
17 Tu		17 Fr		17 Su		17 We		17 Sa		17 Mo 42		17 Th		17 Sa		17 Tu		17 Fr		17 Fr		17 Mo 16		17 We	ACM
18 We	ACM	18 Sa		18 Mo 29		18 Th		18 Su		18 Tu PDC		18 Fr		18 Su		18 We FBRC		18 Sa		18 Sa		18 Tu		18 Th	
19 Th		19 Su		19 Tu		19 Fr		19 Mo 38		19 We FBRC		19 Sa		19 Mo 51		19 Th SFC		19 Su		19 Su		19 We AMC		19 Fr	
20 Fr		20 Mo 25		20 We AMC		20 Sa		20 Tu		20 Th SFC		20 Su		20 Tu PDC		20 Fr		20 Mo 8		20 Mo 12		20 Th		20 Sa	
21 Sa		21 Tu		21 Th SFC		21 Su		21 We HTC		21 Fr		21 Mo 47		21 We AMC		21 Sa		21 Tu PDC		21 Tu		21 Fr		21 Su	
22 Su		22 We		22 Fr		22 Mo 34		22 Th		22 Sa		22 Tu		22 Th		22 Su		22 We		22 We HTC		22 Sa		22 Mo	CC
23 Mo	21	23 Th		23 Sa		23 Tu		23 Fr		23 Su		23 We HTC		23 Fr		23 Mo 4		23 Th		23 Th		23 Su		23 Tu	PDC
24 Tu		24 Fr		24 Su		24 We		24 Sa		24 Mo 43		24 Th		24 Sa		24 Tu		24 Fr		24 Fr		24 Mo 17		24 We	
25 We	AMC	25 Sa		25 Mo 30		25 Th		25 Su		25 Tu		25 Fr		25 Su Christmas Day		25 We HTC		25 Sa		25 Sa		25 Tu PDC		25 Th	
26 Th		26 Su		26 Tu PDC		26 Fr		26 Mo 39		26 We AMC		26 Sa		26 Mo Boxing Day		26 Th		26 Su		26 Su		26 We FBRC		26 Fr	
27 Fr		27 Mo 26		27 We FBRC		27 Sa		27 Tu PDC		27 Th		27 Su		27 Tu Substitute day		27 Fr		27 Mo 9		27 Mo STC		27 Th SFC		27 Sa	
28 Sa		28 Tu AMC		28 Th		28 Su		28 We AMC		28 Fr		28 Mo 48		28 We		28 Sa		28 Tu		28 Tu		28 Fr		28 Su	
29 Su		29 We		29 Fr		29 Mo August Bank Hol.		29 Th		29 Sa		29 Tu PDC		29 Th		29 Su				29 We		29 Sa		29 Mo Spring Bank Hol.	
30 Mo		30 Th		30 Sa		30 Tu		30 Fr		30 Su		30 We		30 Fr		30 Mo 5				30 Th		30 Su		30 Tu	
31 Tu				31 Su		31 We				31 Mo				31 Sa		31 Tu PDC				31 Fr				31 We	AMC

HTC	Hailsham Town Council, Wed 7.00pm
ATM	Annual Town Meeting, Wed 7.00pm
ACM	Annual Council Meeting, Wed 7.00pm
STC	Strategy Committee, Mon 7.00pm
FBRC	Finance, Budget & Resources Committee, Wed 7.00pm
FBRC	FBRC Budget Setting, Wed 7.00pm
PDC	Planning and Development Committee, Tues 6.30pm
AMC	Assets Management Committee, Wed, 7.00pm
CC	Communities Committee, Mon 6.00pm
SFC	Staffing Committee - Thursdays, 7.00pm
<i>All Committee Meetings to be held in Fleur-De-Lys Council Chamber</i>	

Venues for HTC Meetings	
18/05/2022	James West
13/07/2022	James West
21/09/2022	James West
23/11/2022	Civic Hall (WDC)
25/01/2023	Civic Hall (WDC)
08/03/2023	Civic Hall (WDC)
22/03/2023	Civic Hall (WDC)
17/05/2023	TBC

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Annual Internal Audit Report 2021/22

Hailsham Town Council

www.hailsham-tc.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

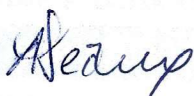
Date(s) internal audit undertaken

04/10/2021 28/04/2022

Name of person who carried out the internal audit

Mr Andy Beams - Mulberry & Co

Signature of person who carried out the internal audit



Date

28/04/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



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& Chartered Tax Advisors

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Our Ref: MARK/HAI001

Mrs M Webber
Hailsham Town Council
The Inglenook
Market Street
Hailsham
East Sussex
BN27 2AE

28 April 2022

Dear Michelle

Re: Hailsham Town Council
Internal Audit Year Ended 31 March 2022

Executive summary

Following completion of our interim internal audit on 4 October 2021 and final audit on 28 April 2022, we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Hailsham Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 12 years specialising in local government.

Engagement Letter

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

A	BOOKS OF ACCOUNT (INTERIM AUDIT)	3
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)	3
C	RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)	5
D	BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)	6
E	INCOME (INTERIM AUDIT)	7
F	PETTY CASH (INTERIM AUDIT)	8
G	PAYROLL (INTERIM AND FINAL AUDIT)	8
H	ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)	9
I	BANK AND CASH (INTERIM AND FINAL AUDIT)	10
J	YEAR END ACCOUNTS (FINAL AUDIT)	10
K	LIMITED ASSURANCE REVIEW (FINAL AUDIT)	13
L	TRANSPARENCY (INTERIM AUDIT)	13
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS (FINAL AUDIT)	13
N	PUBLICATION REQUIREMENTS (INTERIM AUDIT)	14
O	TRUSTEESHIP (INTERIM AUDIT)	15

A. BOOKS OF ACCOUNT (INTERIM AUDIT)**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Recommended minimum testing:

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

Interim audit

The council continues to use Excel for the recording of its financial records. The council has acquired the RBS accounting system and had begun using it although the pandemic and working from home restrictions have made its use impractical. The Excel records are detailed and provide the required information for the day-to-day running of the council and reporting information for councillors.

The interim audit was conducted remotely, and the RFO was able to provide all the requested information in full. My audit testing showed that these documents were well organised, clear and easy to follow. Where information was reviewed via the council website, I found this to be logically located and easy to find.

Meeting agendas are well structured and show sufficient information is provided at meetings to support council decisions. Minutes are also well structured and show clear resolutions being made by committee and council. I make no recommendation to change this system.

The council has a published strategic plan on its website for the period 2018 – 2022. This outlines the council's vision, objectives and key priorities for the period, and includes a five-year budget plan.

The council is VAT registered and completes reclaims on a quarterly basis. The VAT reclaim provided for the interim audit was for the period 1 April to 30 June 2021 inclusive and showed a refund position of £43,882.34. The council is up to date with its postings.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

Section conclusion

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Recommended minimum testing:

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments

- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

Interim audit

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

The notice of conclusion of audit was published on the council website on 2 September 2021 and was not qualified. This will be reported to the next council meeting in October 2021.

There is evidence within the minutes of the Annual Council meeting held on 27 May 2021 that the Governance Statement (minute ref 117) and Accounting Statement (minute ref 119) for 2020/21 were approved. The internal audit report was also noted (minute ref 118).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides a list of councillors, and there are details of the Disclosable Pecuniary Interests alongside a short biography of each Member.

Confirm that the council is compliant with the relevant transparency code

A review of the council website shows that the council is following the Local Government Transparency Code. A separate tab on the website contains details of all the requirements, and the information published by the council. A review shows that the expenditure information is complete up to the end of June (as per the requirements of publishing by the end of the following quarter) and the published pay multiple figure is for April 2021. It is clear the council takes transparency seriously and has provided information in a clear and easy to follow way for its residents.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on the home page of its website. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure in place with standing committees for Planning and Development; Finance, Budget, Resources and Staffing; Assets Management; Communities; Neighbourhood Plan; and Strategy. The council has also established working groups for advisory purposes. A meeting diary is available on the council website, and terms of reference in place for each committee, sub-committee and working group were re-adopted at the Annual Meeting in May 2021 (minute ref 110). These are all published on the council website.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that supporting documentation for agendas is also published on the council website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are routinely uploaded to the council website and clearly marked as unadopted. These are subsequently replaced with final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the latest NALC model. The version on the council website shows that were last reviewed and adopted at the council meeting in September 2020. They were scheduled for review again at the meeting in September 2021, however the meeting was cancelled and are now due for review at the October council meeting.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the latest NALC model. The version on the council website shows that were last reviewed and adopted at the council meeting in September 2020. These are scheduled to be reviewed pending receipt of the updated NALC model to include the EU changes. Although the RFO has confirmed that the council will readopt the current version pending that change. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

I reviewed the agendas, reports and minutes of the Finance, Budget, Resources and Staffing Committee and Council meetings, and it is clear the council is following its own regulations. Regular financial monitoring takes place, is reported to the committee and the minutes confirm discussion and approval of figures.

The Clerk has delegated authority to approve expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget (FR 4.1) and also has authority in the event of extreme risk to the delivery of council services to authorise expenditure subject to a limit of £2,500 whether or not there is budgetary provision (FR 4.5).

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.

The council has adopted the General Power of Competence (GPC) and the thresholds do not apply. Confirmation of the eligibility and acceptance of the GPC was last completed at the Annual Meeting in May 2021 (minute ref 124).

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

Final audit

The final audit was conducted on site with the RFO. She had prepared the information in advance, and we tested the documents, reviewed the website for the required information and talked through any issues raised in previous reports.

Section conclusion

I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)***Internal audit requirement***

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Recommended minimum testing:

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

Interim audit

The council has a Risk Management Strategy and Policy Statement which was last reviewed and approved by council on 25 November 2020 (minute ref 168). This outlines the council's approach to risk management and sets out the responsibilities of officers and councillors in implementing this. A strategic risk assessment log shows how the council has considered specific risks, detailed actions already taken and recognised actions needed to mitigate the risk. This is due for review again at the November 2021 meeting.

I confirmed that the council has a valid insurance policy in place with Zurich in a long-term agreement expiring on 1 June 2024. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £2 million. These levels appear appropriate for a council of this size.

Final audit

We discussed assertion 8 on the AGAR and whether or not this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The RFO was able to confirm there were no matters excluded from the accounting statements that she was aware of.

Section conclusion

I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Recommended minimum testing:

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable
- Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Interim audit

I noted the minutes of the Finance, Budget, Resources and Staffing Committee meeting held in July 2021, where a report from the RFO on the budget process for 2022-23 was discussed in detail, and a number of recommendations adopted (minute ref 33). The RFO confirmed that it is anticipated that final approval of budget and precept will be at the January 2022 council meeting.

At the start of the financial year, the council held circa £1,932,000 in earmarked reserves and circa £259,000 in general reserves. I remind council that it is recommended to hold a general reserve level of between 3 to 12 months equivalent of precept. A review of earmarked and general reserve levels will be conducted at the year-end audit.

There is evidence within the council minutes of regular reviews of performance against budget taking place, including variance reports providing councillors with more detailed explanations of under/overspends. The records kept by the RFO show careful monitoring of all aspects of the council's financial performance.

Final audit

I confirmed that the budget and precept were discussed and agreed by council at the meeting held on 26 January 2022.

At the year-end, the council held circa £900,000 in earmarked reserves for a variety of clearly defined purposes. I tested the purposes of the earmarked reserves with the RFO, and it was confirmed that these were all for planned projects. There is a standing agenda item for reviewing the CIL and earmarked reserve holdings.

The council holds a further £218,159 in the general reserve. General guidance recommends the level of general reserve is retained at between 3 – 12 months' equivalent of precept, as adjusted for local conditions. The council is running below this figure, and I **recommend this level is kept under review. Council may wish to consider adopting a general reserve policy identifying a minimum amount it wishes to retain.**

Section conclusion

I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

E. INCOME (INTERIM AUDIT)

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Recommended minimum testing:

- Review "aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

Interim audit

For 2021/22, other than the precept, the council's main income streams are rents, hire fees and letting income, funerals and graves, allotments and bank interest. The RFO keeps detailed records of receipts on the spreadsheet, detailing which budget the income is credited against.

There is evidence within the council minutes from July 2021 of the council considering reviews of fees and charges for the services provided by the council.

At the year-end audit in May 2021, we discussed implementing a quarterly review of burial income to match the level of other checks conducted by the council. Through discussion with the RFO I am pleased to note that a system has now been put in place whereby a check of records held by the Cemetery Superintendent is compared to the receipts received by the RFO.

As the interim audit was conducted remotely, I was unable to complete a detailed review of the actual invoices and remittance advices.

Section conclusion

I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

F. PETTY CASH (INTERIM AUDIT)**Internal audit requirement**

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Recommended minimum testing:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “not applicable” response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings

Interim audit

The council maintains a small petty cash float used for incidental expenses. The RFO keeps an Excel spreadsheet with details of expenditure through petty cash. A review of the usage of petty cash for the period up to the end of August shows 7 entries totalling £81.05, and from the information provided all appear to be legitimate uses of petty cash. The total amount of petty cash expenditure is immaterial to the council’s overall financial position.

Due to the remote nature of the interim audit, I was unable to physically check the petty cash balance, however based on the records provided and previous audits of the council, I am in no doubt petty cash is managed correctly.

Section conclusion

I am of the opinion the control objective of “Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for” has been met.

G. PAYROLL (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.

Recommended minimum testing:

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer’s contributions are applied: NB. The employers’ allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers’ pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Interim audit

The council continues to use an external company to provide payroll services. The external provider completes all the PAYE and NI calculations and provides the information to the council to make the salary payments. I reviewed the payroll information and payslips for August and September 2021, and the deductions appear correct.

There is a councillor allowance scheme in place, and this is managed through payroll with appropriate records of payments kept and councillor allowances published on the council website.

Final audit

I confirmed that the only entries included in box 4 of the AGAR are for legitimate staff costs, i.e., salary, HMRC and pension payments.

The Clerk confirmed that she had received the backdated NJC pay rise in her March salary.

Section conclusion

I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

Recommended minimum testing:**Tangible fixed assets**

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "self-insured" by the authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

Interim audit

The council has developed a detailed fixed asset register which is maintained in an Excel format. I reviewed a summary version at the interim audit, and a review of the full detailed register will be conducted at the year-end audit.

Final audit

The asset register has been updated during the year to show additions and disposals. I was able to confirm the change in total from the previous year to these amounts and confirmed that the asset register total matches that entered onto the AGAR.

I confirmed the council has no PWLB borrowing.

Section conclusion

I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Periodic and year-end bank account reconciliations were properly carried out.

Recommended minimum testing:

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

Interim audit

Bank reconciliations are reviewed and signed off at the Finance, Budget, Resources and Staffing Committee meetings. I noted this is a regular standing agenda item, most recently at the meeting held on 21 July where the reconciliations for the period ending 30 June 2021 were reviewed.

The RFO provided me with copies of bank statements which show councillor's signing these off as evidence of checking the reconciliations. This is in accordance with Financial Regulations (FR 2.2).

Final audit

I confirmed that the council had a reconciled bank position at the 31 March 2022. There were approximately 40 entries unreconciled at the year-end which are unrepresented cheques totalling £79,306.21. While the total amount appears high, this is mainly traceable to three large unrepresented cheques from March for East Sussex pension Fund (£,7689.59), East Sussex County Council (£27,401.69) and HMRC (£17,938.31).

I was able to confirm the year-end balances to the bank statements dated 31 March 2022.

Due to the size of the council's annual budget, it does not benefit from the protection offered by the Financial Services Compensation Scheme (FSCS).

Section conclusion

I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Recommended minimum testing:

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

Final Audit**Section 1 – Annual Governance Statement**

	Annual Governance Statement	<i>'Yes' means that this authority</i>	Suggested response based on evidence
.1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES –accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2020/21 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – the council takes action on recommendations within internal audit reports
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or	<i>disclosed everything it should have about its business activity during the</i>	YES – no matters were raised during the internal audit visits.

	after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>year including events taking place after the year end if relevant.</i>	
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	YES – the council has met its responsibilities as a trustee.

Section 2 – Accounting Statements

At the time of the year-end audit, the AGAR figures presented for checking were as below:

AGAR Box Number		2020/21	2021/22	Auditor Notes
1	Balances brought forward	1,306,651	1,291,262	Correctly carried over from box 7 2020/21
2	Precept or rates and levies	1,092,828	1,146,274	Confirmed against precept amount received
3	Total other receipts	232,700	177,494	Confirmed against accounting records
4	Staff costs	654,773	700,117	Confirmed against accounting records
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	686,144	791,307	Confirmed against accounting records
7	Balances carried forward	1,291,262	1,123,606	Total correctly equals (1+2+3) – (4+5+6)
8	Total value of cash and short-term investments	1,269,897	1,097,440	Confirmed against accounting records and account balances
9	Total fixed assets plus long-term investments and assets	2,730,667	2,676,459	Verified against asset register
10	Total borrowings	0	0	Council has no borrowing
11	Disclosure note re Trust Funds (including charitable)	YES ✓	NO	n/a – the council has no trusts

The year-end accounts have been correctly prepared on the income and expenditure basis with the box 7 & 8 reconciliation completed. This shows a VAT debtor of £26,385.54 and creditors of £218.64.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the previous year's AGAR.

The explanation of variances has been completed to explain the variances in boxes 3 and 6. In my opinion, this provides enough information for the external auditor.

Section conclusion

I am of the opinion that the control assertion "Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded" has been met.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)**Internal audit requirement**

If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick “not covered”)

Recommended minimum testing:

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority’s website and noticeboard

Section conclusion

I am of the opinion that the control assertion of “If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt” is not applicable due to the council not declaring itself exempt from a limited assurance review in 2020/21.

L: TRANSPARENCY (INTERIM AUDIT)**Internal audit requirement**

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Recommended minimum testing:

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority’s website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

Interim audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Section conclusion

I am of the opinion that the control assertion of “If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities” is not applicable due to the council turnover exceeding £25,000.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the authority’s records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Final Audit

Inspection – key dates	2020/21 Actual	2021/22 Proposed
Date inspection notice issued	19 June 2021	10 June 2022
Inspection period begins	22 June 2021	13 June 2022
Inspection period ends	31 July 2021	22 July 2022
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2020/21, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

The council are planning to sign the AGAR at the meeting scheduled for 18 May 2022.

Section conclusion

I am of the opinion that the control assertion “the authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations” has been met.

N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)**Internal audit requirement**

The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the authority’s records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Before 1 July 2021 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4
- Section 2 - Accounting Statements 2020/21, approved and signed, page 5

Not later than 30 September 2021 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Interim audit

I was able to confirm that the publication requirements for 2020/21 have been met and the Notice of Public Rights is published on the council website.

Section conclusion

I am of the opinion that the control assertion of “the authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage” has been met.

O. TRUSTEESHIP (INTERIM AUDIT)**Internal audit requirement**

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner's report

Interim audit

The council is the trustee of four separate charities – The Hailsham War Memorial Institute (Charity number 252291), The Western Road Memorial Institute (255104), The Allotment for the Labouring Poor (Also known as W.W. Slye Trust) (255106) and The Allotment for Recreation Ground (Also known as Harold Maryan Trust) (255105).

I reviewed each charity on the Charity Commission website. Each shows that reporting is up to date and that there is no requirement for a financial return as they are all below the threshold for this requirement. The council is up to date with all of its charity reporting.

Section conclusion

I am of the opinion that the control assertion of "Trust funds (including charitable) – The council met its responsibilities as a trustee" has been met.

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams

For Mulberry & Co

Explanation of variances – pro forma

Name of smaller authority: **Hailsham Town Council**
County area (local councils and): **East Sussex**

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the **green boxes where relevant**:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	1,306,651	1,291,262				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,092,828	1,146,274	53,446	4.89%	NO		
3 Total Other Receipts	232,700	177,494	-55,206	23.72%	YES		Reduction of £55,206 due to various factors including reduction in other receipts
4 Staff Costs	654,773	700,117	45,344	6.93%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	686,144	791,307	105,163	15.33%	YES		Post Office Subsidy £44,000 elections costs £13000 less grants withdrawn - 9,200
7 Balances Carried Forward	1,291,262	1,123,606			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,269,897	1,097,440				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	2,730,667	2,676,459	-54,208	1.99%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Fixed assets value at 31.03.22(As per Practitioners Guide 2008 recommendation - ref paragraph 3.62)

Location	Value at 31.03.18	Adj 31.3.19	Insurance Value 31.3.19	Value at 31.3.19	Adj 31.3.20	Insurance Value 31.3.20	Value at 31.3.20	Adj 31.3.21	Value at 31.3.21	Adj 31.3.22	Value at 31.3.22
<u>Operational Buildings</u>											
Grovelands Barn	25000		466000	25000			25000		25000		25000
Market Street complex	420000		1050000	420000	850.00		420850		420850		420850
1 Market Square	90000		420000	90000			90000		90000		90000
Cemetery buildings	254500		403000	254500			254500		254500		254500
Cemetery Lodge	150000		14000	150000			150000		150000		150000
Rec Garage	10000	-10000		0			0		0		0
Cricket Pavilion	105000	-105000		0			0		0		0
Maurice Thornton Pavilion	135000		223000	135000			135000		135000		135000
MT Duchess Garage	10000		10000	10000			10000		10000		10000
James West CH		950000	950000	950000			950000		950000		950000
Total	1,199,500.00	835,000.00	3,536,000.00	2,034,500.00	850.00	-	2,035,350.00	-	2,035,350.00	-	2,035,350.00
Community Assets											
3 Areas of Common Land	3			3			3		3		3
3 Areas of Allotments	2	1		3			3		3		3
10 Areas of POS	10			10			10		10		10
Total	15			15			15		15	0	15
<u>Vehicle, Plant, Furniture and Equipment</u>											
Vehicles											
Truck	0			0			0		0		0
Astravan	0			0			0		0		0
Escort Van	0			0			0		0		0
Cabstar	0			0			0		0		0
Minibus (01.06.07)	6650			6650			6,650		6,650		6650
Youth Minibus (9.12.2020 Disposal)	4,000.00	-	4,000.00	4,000.00			4,000	-4000	-		0
Youth Minibus 9.12.2020								12894	12,894		12894
Plant, Furniture and Equipment											
Tipper	200.00	- 200.00		-			0		0		0
Office Equipment	34,764.00	776.00		35,540.00	241		35,780.84	5403	41,183.62	3252	
Youth Café					655		655	1384	2,038.74	7286	
Mowers & Tools	16,926.52	3,553.67		20,480.19	955		21,435.53	398	21,833.53	826.31	
Security Gates	8,000.00			8,000.00	85		8,085.00		8,085.00		8085
Steam Cleaner x 2	-								-		0
Water Bowser (June 10)	3,100.00	- 3,100.00		-					-		0
Christmas Lights/Festivities	35,138.00	6,350.00		41,488.00	4094		45,582.00		45,582.00	2885	
Miscellaneous Equip	24,958.45	25,806.49		50,764.94	1433		52,197.95	5458	57,656.25	239.32	
J West CH furniture/Lighting etc		16,446.00		16,446.00	348		16,794.00	3790	20,584.00	10875	
Total	127,086.97	49,632.16		183,369.13	7,810.87	-	191,180.32	25,327.00	216,507.14	25,363.37	27,629.00
<u>Infrastructure Assets</u>											
Street Lights	110,188.00			110,188.00			110,188.00		110,188.00		110188

Seats, bins, Noticeboards	57,575.00		57,575.00		57,575.00		57,575.00	565	58,140.00	
Flower Planters	600.00		600.00		600.00		600.00		600	
Dog bins	3,068.00	128.00	3,196.00		3,196.00		3,196.00		3196	
Signs&Display (7)	4,811.00		4,811.00	132.22	4,943.22		4,943.22		4943.22	
Bus Shelters (9)	8,575.00		8,575.00		8,575.00		8,575.00		8575	
Youth Shelter	5,200.00		5,200.00		5,200.00		5,200.00		5200	
Battle Rd Play Area	16,546.00	259.85	16,805.85		16,805.85		16,805.85		16805.85	
Blacksmiths Copse	9,100.00		9,100.00		9,100.00		9,100.00	-9100	0	
Cameron Close	10,200.00		10,200.00		10,200.00		10,200.00	-10200	0	
Carpenters Way	9,100.00		9,100.00		9,100.00		9,100.00	-9100	0	
Maurice Thornton (new play area acquired July 09	41,862.00		41,862.00	1079.70	42,941.70		42,941.70		42941.7	
Quinnell Drive	33,120.00		33,120.00		33,120.00		33,120.00		33120	
South Road (new play equipment 2021)	69,767.00	4,684.68	74,451.68		74,451.68		74,451.68	4363.28	78,814.96	
Stroma Gardens	23,967.00		23,967.00		23,967.00		23,967.00		23967	
Diplocks Ball Park	32,300.00		32,300.00		32,300.00		32,300.00	-32300	0	
Butts Field	23,800.00		23,800.00		23,800.00		23,800.00	-23800	0	
Jubilee Garden	550.00		550.00		550.00		550.00		550	
Outdoor Gym	8,459.00		8,459.00		8,459.00		8,459.00		8459	
Defibulators	3,605.00	118.00	3,723.00		3,723.00		3,723.00		3723	
Total	472,393.00	5,190.53	477,583.53	1,211.92	-	478,795.45	-	478,795.45	- 79,571.72	399,223.73
SUMMARY										
Operational assets	1,696,000.00	710,000.00	2,034,500.00	850.00		2,035,350.00	-	2,035,350.00		2035350
Vehicle/plant. Etc	133,736.97	49,632.16	183,369.13	7,810.87		191,180.32	25,326.82	216,507.14	25,363.37	241,870.51
Infrastructure	472,393.16	5,190.53	477,583.53	1,211.92		478,795.45	-	478,795.45	- 79,571.72	399,223.73
Community Assets	15.00		15.00			15.00	0.00	15.00	0	15.00
	-									
Total	2,302,145.13		2,695,467.66			2,705,340.77	25,326.82	2,730,667.59	- 54,208.35	2,676,459.24
	-									
add - War Stock Bond	-									
Loan to Community Hall	-									
	-									
Total assets	2,302,145.13		2,695,467.66			2,705,340.77	25,326.82	2,730,667.59	- 54,208.35	2,676,459.24
			As Per annual			As Per annual		As Per annual		As per annual
			Return box 9			Return box 9		Return box 9		Return box 9

Report to: Hailsham Town Council

Date: 18th May 2022

By: John Harrison, Town Clerk

Title of report: General Power of Competence

PURPOSE:

To consider the passing of a resolution that the council remains eligible to implement the General Power of Competence

BACKGROUND.

The Government included the 'General Power of Competence' in the Localism Act 2011.

The intention was that local authorities would no longer have to identify a specific power in order to undertake activities

Previous to this, Parish and Town Councils could only undertake activity that they are allowed to do by statute. This means that before undertaking any activity, and in particular before spending money, members must be satisfied that the town council has the power under statute to do so

Parish and Town councils have many specific powers and there is also the general power in section 137 of the Local Government Act 1972 to spend up to a certain limit for 'purposes not otherwise authorised'. Since 2007 parish or town councils satisfying certain conditions have also had a 'power to promote wellbeing'. Despite the wide range of powers local authorities were always at risk of being challenged.

The general power of competence has replaced the power of well-being, which is no longer applicable to local authorities in England, including Town and Parish Councils.

CONSIDERATIONS.

The General Power of Competence is the 'power to do anything that individuals generally may do'.

It is specifically stated that this includes things that are unlike anything else the local authority does, or unlike anything that other public bodies do. The authority can use the general power of competence inside or outside the parish and it need not show that the action benefits the authority or its area or its residents. There is no limit on expenditure under the general power of competence.

The general power cannot be used where the primary purpose of an activity is to raise money but it could be used to invest (subject to government guidance) in a company or a co-operative society where there may be an investment return.

Restrictions the council should consider before exercising the power are:

- Relevant existing legislation – (e.g. *Employment and Health and Safety law*).
- Restrictions applying to an overlapping power
- Existing procedural duties for regulating governance must be maintained (– for e.g. no delegation of authority to individual members)
- Existing statutory duties remain in place

Some examples of the sort of activities that might be undertaken under the general power could be:

- Running a community shop or post office
- Investing in a local co-operative society
- Setting up a company to provide a service such as a bus service
- Providing a grant to an individual, e.g. an Olympic athlete

The general power is available automatically to principal councils and **only to ‘eligible’ parish councils**. The conditions for eligibility are:

- The parish council must pass a resolution stating that it is eligible to use the general power
- When the council passes the resolution at least two thirds of the membership of the council must have been elected (i.e. not co-opted)
- The clerk must hold the Certificate in Local Council Administration (the recognised qualification for clerks) and must also pass the 2012 CiLCA module on the general power

There is no requirement for councillors to have been trained in the General Power of competence

Eligibility lasts until the next annual meeting of the council (May 2018) but can be renewed at that meeting provided the conditions are still satisfied.

Parish councils which are eligible to use the general power are no longer within the scope of section 137 so no separate record of section 137 expenditure need be kept.

Hailsham Town Council now satisfies all the conditions as:

- Over two thirds of the Town Councillors are elected (i.e not co-opted)
- The Town Clerk holds CiLCA
- The Town Clerk has passed the 2012 CiLCA module on the general power

The Council is recommended to pass a resolution stating that it is eligible to use the General Power of Competence.



HAILSHAM TOWN COUNCIL

Grants to Local Organisations – Policy Criteria

Subject to funding being available, Hailsham Town Council is committed to providing assistance and support to local community groups which are set up to promote community life for Hailsham residents. The Council's financial support is provided by way of Grants which are decided against criteria set by, and which can be amended from time to time by Hailsham Town Council.

In order for the Town Council to be able to rationally and objectively assess applications, many which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

When considering Grants the Town Council will take into account the following guidelines.

1. Applications will be considered on fulfilling one or more of the following criteria:
Go towards community development/public improvements
Support economic development, tourism or cultural activities
Provide services for young people, the elderly or vulnerable
Improve sport, physical activity, health and wellbeing
Improve the physical environment or address the problem of climate change
2. Activities of the organisation or association should be readily available to the community in general.
3. Membership should be appropriate to the activity and should encompass junior, senior, full and part time residents and be available for disabled people if possible.
4. The range of activities undertaken and the programme of the organisation should be available for reference.
5. The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation.
6. Grants cannot be made retrospectively.
7. Grants will not routinely exceed 50% of the cost of the project/activity.
8. The amount of the grant will generally be restricted to £500.00.
9. Financial aid will not normally be offered to any commercial or national organisation body or group from outside the town unless it can be shown that

the local population will be able to derive some benefit from the services provided.

10. As a condition of receiving a grant, organisations will be required to acknowledge the Town Councils support in publicity material. (Prior viewing necessary).
11. Organisation must provide a report of how the money was spent. Any unspent money must be returned to Hailsham Town Council.

Hailsham Town Council

Revenue Grant Application Form (Please complete the form in block capitals)

APPLICANT..... HAILSHAM ALLOTMENT SOCIETY
(Name of Organisation)

Registered Charity Yes / (No) Registration No.....

Contact Name..... TERRY MILLER

Address..... [REDACTED]

..... HAILSHAM

..... EAST SUSSEX

Post Code..... [REDACTED] Tel No..... [REDACTED]

Position in the organisation (i.e. Chairman, Treasurer, Secretary etc)..... SECRETARY

Please read the notes on the back of this form before making your application. If you are uncertain about any of the questions on the form, please contact the Town Council on 01323 841702.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

ALL REVENUE GRANT APPLICATIONS MUST BE RECEIVED BY THE TOWN COUNCIL BY 31st DECEMBER IN EACH YEAR. APPLICATIONS FOR REVENUE GRANT ASSISTANCE ARE CONSIDERED ONCE ANNUALLY AT A MEETING OF THE FINANCE, BUDGET & RESOURCES COMMITTEE AND RECOMMENDATIONS WILL BE SUBJECT TO FORMAL RATIFICATION AT A FULL COUNCIL MEETING. ALL APPLICANTS WILL BE ADVISED OF THE COUNCIL'S DECISION BY THE END OF MARCH EACH YEAR.

Aims of the Organisation...TO PROMOTE THE INTEREST IN GARDENING...
...ACTIVITIES AND THE ASSOCIATED HEALTH AND WELLBEING BENEFITS
...OF IT TO INDIVIDUALS. IT ALSO OFFERS A SOCIAL, ALL INCLUSIVE,
...OPPORTUNITY FOR ALL IN A SAFE ENVIRONMENT.

Amount of Grant applied for...£500

Purpose of Grant...TO GO TOWARDS THE PURCHASE OF A SHED AND RACKING
TO STORE EQUIPMENT, INCLUDING TWO MARQUEES, ONE OF WHICH HAS BEEN
DONATED TO US. THIS WILL ENSURE THAT THE ITEMS ARE KEPT DRY AND
SAFE AND ARE ABLE TO BE USED FOR VARIOUS EVENTS TO PROMOTE
GARDENING AND THE HEALTH AND WELLBEING ASSOCIATED WITH IT.
Total Cost of Project...£1,100

How will you be funding the running costs of your Project/Organisation in future years?
...THROUGH ANNUAL MEMBERSHIP AND HOLDING OPEN DAYS
AND ORGANISING SHOWS, ALL OF WHICH ARE ORGANISED
BY VOLUNTEERS

How many people in Hailsham will benefit if you are awarded a grant?.....100+.....

Has your organisation previously applied for a Town Council grant?

☒ Yes ☐ No

If "Yes", please give details.....

AWARDED £400 IN 2020/2021 FOR MATERIALS TO UPKEEP
THE MAIN ROUTE ONTO THE ALLOTMENTS

Has a grant application been made to any other Body or Organisation for the purpose?

Yes / ☒ No If "Yes", please give details.....

MEMBERSHIP

Please state the number of people involved in your organisation..... 80

What is the Annual Subscription, if any?..... £7.00/year

FUNDRAISING

What additional fundraising events or activities will you be holding this year?

IN 2022 WE WILL BE HOPING TO HOLD OUR ANNUAL OPEN
DAY AND SNOW DAY, BOTH OF WHICH WILL BE OPEN TO THE
PUBLIC. CHRISTMAS RAFFLE, GARDENERS QUESTION TIME, WORKSHOPS.

FINANCIAL

Please enclose your latest audited accounts and/or Business Plan if a new organisation and other information as follows:

1. Income and Expenditure Account / Business Plan
2. Balance Sheet
3. Club/Organisation's Constitution or Rules
4. Is your organisation registered for VAT?
5. Are you a profit-making Organisation?

Yes ☒ No

Yes ☒ No

Please note that if any part of the application is not completed or any of the financial or other information not enclosed, your application may not be considered.

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant Aid.

I confirm I have read the Policy Criteria for Grants and agree to comply with them.

Signature of Applicant..........Date 29-12-2021

Please return your completed application to:-

**THE TOWN CLERK, HAILSHAM TOWN COUNCIL, INGLENOK, MARKET
STREET, HAILSHAM, EAST SUSSEX, BN27 2AE**



HAILSHAM ALLOTMENT SOCIETY

Members of NATIONAL SOCIETY of ALLOTMENT & LEISURE GARDNERS LTD

Registered in 1980 under the Industrial and Provident Societies Acts No. 1134P



Society Rules

1. The Name shall be the Hailsham Allotment Society.

2. The objectives of the Society shall be:

To promote the interests of all members in the gardening activities and to take joint action for the benefit of members.

To conduct negotiations with local authority and private property owners for the use of gardening land.

To take action to protect members against damage, trespass and theft

How it achieves these objectives

By obtaining supply of seeds, fertilizers, tools, and horticultural equipment on behalf of the members.

Arranging lectures, film shows, demonstrations, competitions and other social events.

Co-operating with other gardening associations and environmental organizations in matter of mutual interest.

How people can join the group

Membership

Membership of the society is open to all plot holders and those who share the obligations of the society

Subscription

Members shall pay on entry into the Society the annual subscription agreed by the membership renewable by the 1st May each year

Arrears

Any paying member who is one month in arrears with their subscriptions shall be held to have ceased to be a paying member unless explanation in writing is given and accepted by the committee of the extenuating circumstances.

How the governing body is appointed.

Officers.

The officers of the society shall be a Chairperson, Secretary and Treasurer.

The members at each annual general meeting shall elect them. Retiring officers shall be eligible for re-election

Committee

A committee of management of not less than three members shall conduct the affairs of the Society. The committee shall retire at the General Meeting but shall be eligible for re-election. The committee shall fill casual vacancies and the members so appointed shall hold office until the next annual general meeting. A quorum shall be three members.

General Meetings

The annual general meeting shall be held when the committee shall decide, 10 members shall form a quorum. At the meeting, the audited accounts and secretary's report shall be submitted and the officers and the committee for the ensuing year elected.

Special general meetings

Special general meetings shall be called upon the requisition in writing to the secretary of at least 10 members. No party-political or sectarian discussion shall be raised or resolutions proposed at either committee or general meetings.

Bank Account.

The committee shall open a bank account in the name of the society and apart from a small amount for petty cash all monies received from any source on behalf of the society shall be paid into such account. Two out of three signatories shall sign cheques.

Dissolution

In the event that the Society is unable to continue for whatsoever reason, the assets of the Society will be gifted to Hailsham town Council for the further benefit of allotment holders in Hailsham

Auditor

An auditor who is not a member of the Committee will be appointed to conduct an audit or independent examination of the accounts in accordance with the threshold that applies to small Charities.

Chairperson

C. Light

Secretary

T MILLER

J HEACHER

