

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, 17th May 2023 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. APPOINTMENT OF COMMITTEES AND WORKING GROUPS

To consider the report with the recommended committee structure for the 2023-2024 municipal year, including

- 6.1 To approve that each named committee is appointed.

6.2 To approve that each committee is appointed proportionately according to political group or individual alignment.

6.3 To approve that the recommended Working Groups are appointed.

6.4 To approve or resolve to amend the allocation of members and substitute members to each of the standing committees and working groups.

6.5 To approve or resolve to amend the suggested Terms of Reference for each of the standing committees and working groups.

6.6 To determine whether the committees should appoint their Chairman and Vice-Chairman at the first meeting of the committee or at this meeting.

6.5 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 22nd March 2023 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 2022/23 and approve they be signed off by the Clerk and Chairman of the Council

11. END OF YEAR ACCOUNTS AND AUDIT 2022-2023

- a) To note and adopt the internal audit report for 2022-2023 for submission to External Auditors
- b) To approve and adopt section 2 Accounting Statements 2022-2023 for the Annual Return and signed off by the Chairman of council
- c) To note and adopt the explanation of variances report for submission to the External Auditor.
- d) To note and adopt the Fixed Asset register as at 31.03.2023, for submission to the External Auditor.

12. GENERAL POWER OF COMPETENCE

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

13. CHAIRMAN'S ALLOWANCE

To resolve that any remaining amounts of the Chairman's Allowance from 2022-2023 are paid to named organisations

Dated this 11th day of May 2023

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

JOHN HARRISON
Town Clerk

Report to: Hailsham Town Council

Date: 17th May 2023

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).

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,

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 Seats (5X7)+3 = 38)*	38	% of Council	Committee Seats Per Group
Council Make Up	18 Seats	100.00%	38
Liberal Democrat	9	50.00%	19
Conservative	4	22.22%	8
M. Laxton	1	5.56%	2
K. Nicholls	1	5.56%	2
C. Mitchell	1	5.56%	2
A-M Ricketts	1	5.56%	2
VACANCY	1	5.56%	2
		0.00%	0
	18	50.00%	36

**Five committees with seven members each plus three for the Neighbourhood Plan Committee. The Strategy Committee is then made up of the elected Chairs and Deputy Chairs of each standing Committee.*

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	
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4	
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Substitutes	
1	
2	
3	
4	
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	Finance, Budget & Resources Committee
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3	
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	Substitutes
1	
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	Assets Management Committee
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2	
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	Substitutes
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	Communities Committee
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Substitutes	
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	Neighbourhood Planning Committee
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3	
Substitutes	
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	Staff Committee
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	Substitutes
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	Remembrance Sunday Sub-Committee
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3	
	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, the first meeting of the Staff Committee is not scheduled before the first meeting of the Strategy Committee (10th July 2023).

The Neighbourhood Plan Committee has no scheduled meetings as it will not need to meet until the situation regarding Wealden's Local Plan is known.

Council may wish to consider appointment the chair and vice-chai of these committees (Staff and Neighbourhood Plan) at this meeting.

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.
- HTC Representative to Community Halls (Union Corner Hall etc)
- Save the DGH Campaign group (One member)

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

HAILSHAM TOWN COUNCIL
PLANNING & DEVELOPMENT COMMITTEE
TERMS OF REFERENCE 2023-2024

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 2023-2024

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 2023-2024

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 2023-2024

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.

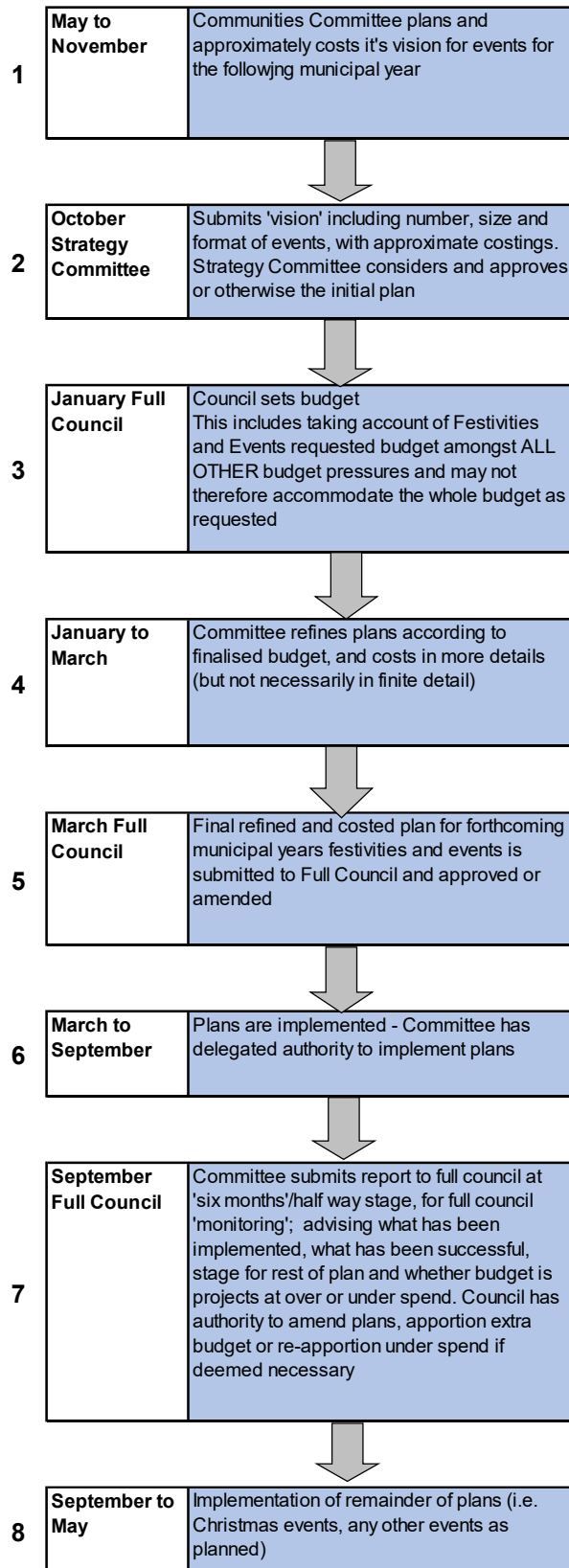
The Revitalisation Fund is set aside for items identified in the 'Hailsham – The Way Forward' business plan.

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.

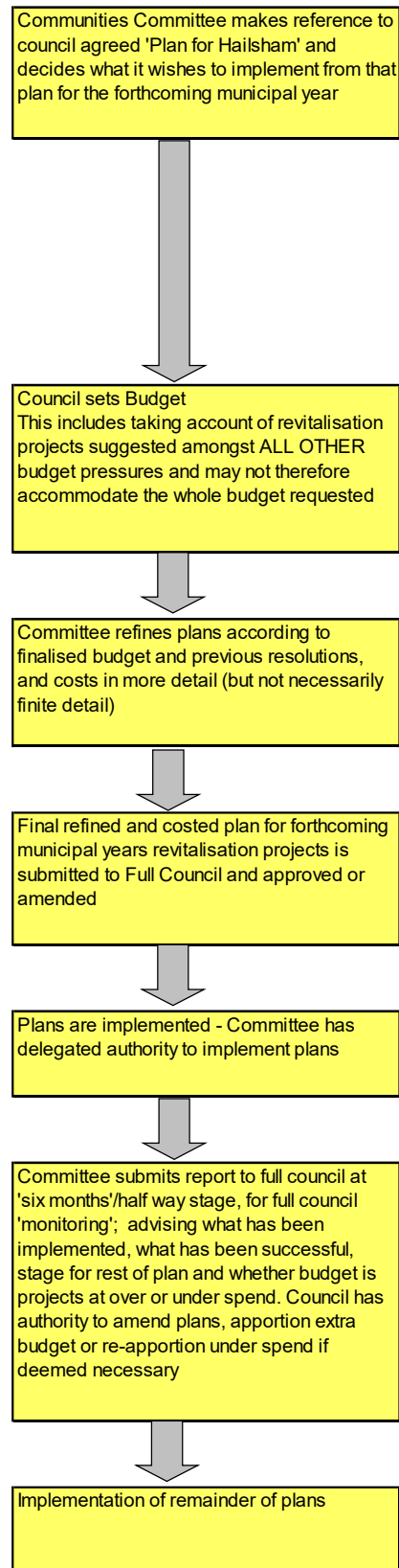
This will work on a rolling annual schedule, with two plan submission dates and a September 'six months progress' report back to council as follows:

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

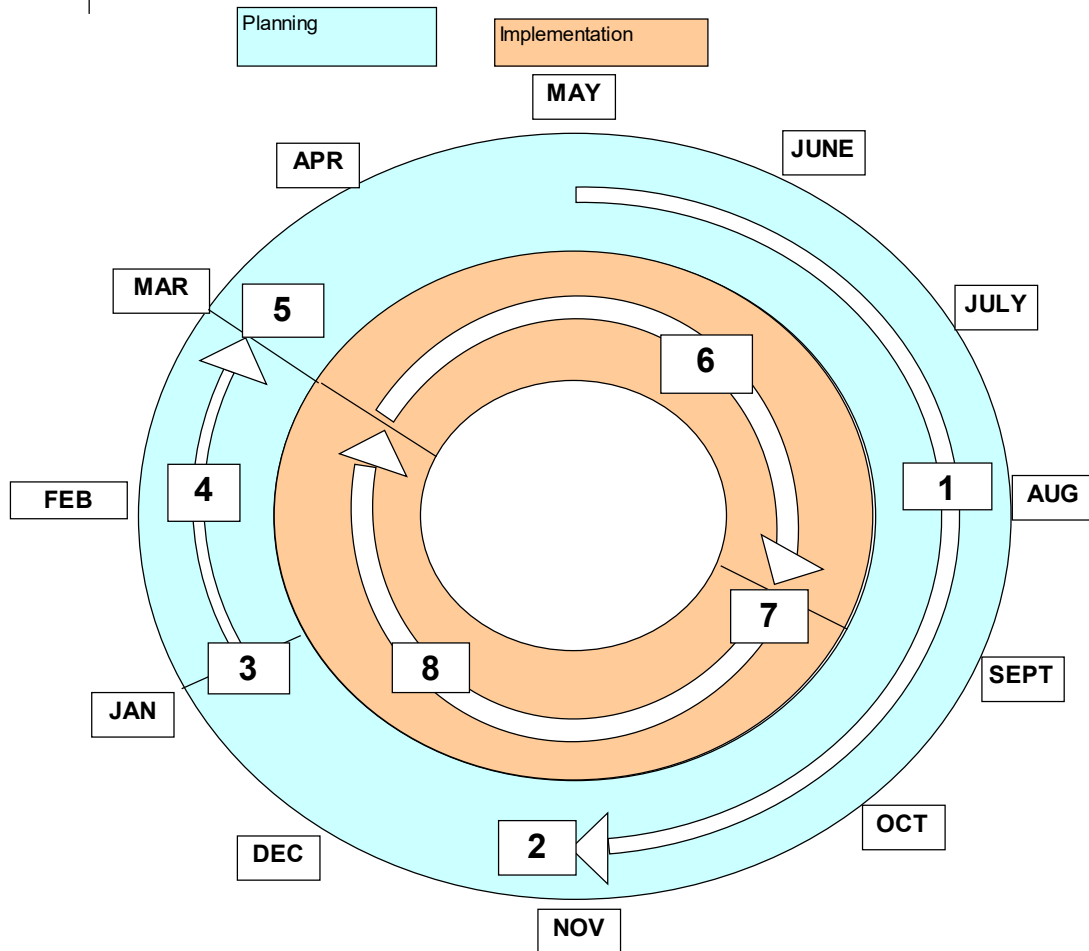
Festivities and Events Budget



Revitalisation Fund



Communities Committee Planning and Implementation Cycle



Hailsham Town Council
Neighbourhood Planning Committee
DRAFT Terms of Reference 2023-2024

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 2023-2024

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 2023-2024

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 2023-2024

2023								2024																																										
May		June		July		August		September		October		November		December		January		February		March		April		May																										
1	Mo	Early May Bank Hol.		1	Th	1	Sa	1	Tu	1	Fr	1	Su	1	We	1	Fr	1	Mo	New Year's Day		1	Th	1	Fr	1	Mo	Easter Monday		1	We																			
2	Tu			2	Fr	2	Su	2	We	2	Sa	2	Mo	CC	2	Th	2	Sa	2	Tu			2	Fr	2	Sa	2	Tu	PDC	2	Th																			
3	We			3	Sa	3	Mo	CC	3	Th	3	Su	3	Tu	3	Fr	3	Su	3	We			3	Sa	3	Su	3	We			3	Fr																		
4	Th	ELECTN			4	Su	4	Tu	PDC	4	Fr	4	Mo	CC	4	We	4	Sa	4	Mo	CC	4	Th	4	Su	4	Mo	CC	4	Th	4	Sa																		
5	Fr			5	Mo	CC	5	We	FBRC	5	Sa	5	Tu	PDC	5	Th	5	Su	5	Tu			5	Fr	5	Mo	CC	5	Tu			5	Fr																	
6	Sa			6	Tu			6	Th			6	We			6	Fr	6	Mo	CC	6	We	6	Sa	6	Tu			6	We	6	Sa	6	Mo	Early May Bank Hol.															
7	Su			7	We			7	Fr			7	Mo	CC	7	Th	7	Sa	7	Tu	PDC	7	Th	7	Su	7	We	AMC	7	Th	7	Su	7	Tu																
8	Mo	Coronation Bank Hol		8	Th			8	Sa			8	Tu			8	Fr	8	Su			8	We	8	Fr	8	Mo	CC	8	Th	8	Fr	8	Mo	CC	8	We	ATM												
9	Tu			9	Fr			9	Su			9	We			9	Sa	9	Mo	STC	9	Th	9	Sa	9	Tu	PDC	9	Fr	9	Sa	9	Tu			9	Th													
10	We			10	Sa			10	Mo	STC	10	Th			10	Su	10	Tu			10	Fr	10	Su	10	We			10	Sa	10	Su	10	We			10	Fr												
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13	Sa			13	Tu	PDC	13	Th			13	Su	13	We	HTC	13	Fr	13	Mo	13	We	FBRC	13	Sa	13	Tu	13	We	ATM	13	Sa	13	Tu			13	Mo	CC												
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15	Mo			15	Th			15	Sa	15	Tu	PDC	15	Fr			15	Su			15	We	15	Fr	15	Mo	STC	15	Th	15	Fr	15	Mo			15	We													
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22	Mo	HTC Ex	22	Th			22	Sa	22	Tu			22	Fr			22	Su	22	We	HTC	22	Fr	22	Mo	22	Tu			22	Th	22	Fr	22	Mo			22	We	ACM										
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25	Th			25	Su			25	Tu	PDC	25	Fr	25	Mo			25	We	AMC	25	Sa			25	Mo	Christmas Day	25	Th			25	Su	25	Mo	STC	25	Th			25	Sa									
26	Fr			26	Mo			26	We	FBRC	26	Sa	26	Tu	PDC	26	Th			26	Su			26	Tu	Boxing Day	26	Fr			26	Mo			26	Tu			26	Fr			26	Su						
27	Sa			27	Tu			27	Th			27	Su			27	We			27	Mo			27	Fr			27	Sa			27	Tu			27	We	HTC	27	Sa			27	Mo	Spring BH					
28	Su			28	We	AMC	28	Fr			28	Mo			August Bank Hol.	28	Th			28	Sa	28	Tu	PDC	28	Th			28	Su			28	We			28	Th			28	Su			28	Tu				
29	Mo	Spring Bank Hol		29	Th			29	Sa			29	Tu			29	Fr			29	Su	29	We	AMC	29	Fr			29	Mo			29	Th			29	Th			29	Mo			29	We	AMC			
30	Tu	PDC	30	Fr			30	Su			30	Tu			30	We			30	Sa			30	Mo			30	Th			30	Sa			30	Tu			30	Th			30	Tu			30	Th		
31	We	AMC			31	Mo			31	Th			31	Th			31	Tu			31	Tu			31	Tu			31	We			31	We			31	We			31	Fr			31	Fr				

HTC Venues	
17.05.23 ACM	James West
22.05.23	Civic Hall (WDC)
12.07.23	Civic Hall (WDC)
13.09.23	Civic Hall (WDC)
22.11.23	Civic Hall (WDC)
24.01.24	Civic Hall (WDC)
27.03.24	Civic Hall (WDC)
11.03.03 or 08.05	Civic Hall (WDC)
22.05.24 ACM	Civic Hall (WDC)

HTC	Hailsham Town Council, Wed 7.00pm
ATM	Annual Town Meeting, Wed 7.00pm (MUST BE 1st March - 1st June)(CCH not available 17-30 April 2024 due to PCC Elections)
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
All Committee Meetings to be held in Fleur-De-Lys Council Chamber	

ATM Provisionally booked 13th March and 8th May as only dates available - to be confirmed

CCH is available 27/09/23



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& Chartered Tax Advisors

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w www.mulberryandco.co.uk

Our Ref: MARK/HAI001

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

26 April 2023

Dear Michelle

Re: Hailsham Town Council
Internal Audit Year Ended 31 March 2023 – Year-End Audit report

Executive summary

Following completion of our year-end internal audit on 26 April 2023 we enclose our report for your kind attention and presentation to the council. This report should be considered alongside the interim audit report issued following our interim audit on 12 October 2022. The audits were 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.

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. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, 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 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, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2022/23 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. As part of the inherent risk assessment, we have concluded that:

- There have been no reported 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 our 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.

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		TEST AT INTERIM	TEST AT FINAL	PAGE
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B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	✓	✓	4
C	RISK MANAGEMENT AND INSURANCE	✓	✓	4
D	BUDGET, PRECEPT AND RESERVES	✓	✓	4
G	PAYROLL	✓	✓	5
H	ASSETS AND INVESTMENTS	✓	✓	5
I	BANK AND CASH	✓	✓	5
J	YEAR END ACCOUNTS		✓	6
K	LIMITED ASSURANCE REVIEW		✓	8
L	PUBLICATION OF INFORMATION		✓	8
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	✓	✓	8
	ACHIEVEMENT OF CONTROL ASSERTIONS AT INTERIM AUDIT DATE			9
	INTERIM AUDIT POINTS CARRIED FORWARD			9

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments on actions taken since interim visit
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend including the date of publication on all agendas for full transparency	The dates are now published on all agendas
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	The authorisation threshold for the Clerk in FR 4.5, based on the financial size of the council and the Clerk's level of experience, is lower than might be expected. A figure of between £5,000 and £10,000 may be more appropriate.	This authorisation level has been increased to £5,000.
BUDGET, PRECEPT AND RESERVES	The level within the General Reserve is currently lower than would be expected, but if the 'Contingency Fund' unallocated balance is added to the General Reserve, the balance would fall comfortably within the recommended range.	The general reserve balance remains below the recommended range. See comments in section D of this report.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

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.

Audit findings

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

Sample testing of invoices and payments was completed at the interim audit, and I am satisfied that the council continues to follow its adopted Financial Regulations.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector.

The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply. The council is reminded that after each scheduled election, the council must declare its eligibility and re-adopt the GPC, recording this within the minutes of the meeting.

Check receipt of VAT refund matches last submitted VAT return.

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 31 March 2023 which showed a refund amount due of £36,011.63. I was able to confirm receipt of this amount to the council's bank account on 24 April 2023. The council is up to date with its VAT submissions.

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.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

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

Audit findings

We discussed assertion 8 on the Annual Governance Statement and whether 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 Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

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.

Audit findings

The accounting records show that the council ended the year with income reported as 153.2% of budget, largely due to significant CIL receipts, and expenditure reported as 96.3% of budget. There is evidence within minutes of meetings of careful monitoring of the budget taking place throughout the year.

At the end of the financial year, the council held circa £1,487,000 in earmarked reserves (EMR), spread across a range of clearly identifiable projects. These include ring-fenced amounts for Community Infrastructure Levy (CIL) and Section 106, which are clearly identifiable.

I checked the purpose of these EMRs with the Clerk and am satisfied they are all for legitimate future planned projects of the council, although there are elements which may be considered unspent amounts from the budget, and council should consider whether these amounts should be earmarked or returned to the general reserve.

The council also held circa £206,400 in the general reserve at the end of the financial year.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.33).

The general reserve balance is lower than the recommended range, although the inclusion of unspent amounts as earmarked reserves has partially caused this reduction. The council has significant amounts in earmarked reserves, and apart from the ring-fenced funds, these could be used to replenish the general reserve if needed.

Consequently, I am not overly concerned at the low level of general reserve but recommend the council keeps this under careful review.

G. PAYROLL

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.

Audit findings

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and confirmed that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

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

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has no borrowing nor long-term investments.

I. BANK AND CASH

Internal audit requirement

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

Audit findings

I reviewed the March 2023 bank reconciliation and was able to confirm the balances to the bank statements and found no errors.

Due to the size of the council's budget, it does not benefit from the protection offered by the Financial Services Compensation Scheme (FSCS). The council has accounts with different providers to mitigate the risk.

J. YEAR END ACCOUNTS

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.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	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 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 2021/22 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 – matters raised in internal and external audit reports have been addressed.
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	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.

	authority and. Where appropriate, have included them in the accounting statements.		
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 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 sole trustee

Section 2 – Accounting Statements

AGAR box number		2021/22	2022/23	Internal Auditor notes
1	Balances brought forward	1,291,262	1,123,606	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	1,146,274	1,252,856	Figure confirmed to central records
3	Total other receipts	177,494	857,898	Agrees to underlying records
4	Staff costs	700,117	792,279	Agrees to underlying records
5	Loan interest/capital repayments	0	0	Verified against PWLB records
6	All other payments	791,307	748,974	Agrees to underlying records
7	Balances carried forward	1,123,606	1,693,107	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	1,097,440	1,657,248	Agrees to bank reconciliation
9	Total fixed assets plus long-term investments and assets	2,676,459	2,740,631	Matches asset register
10	Total borrowings	0	0	Verified against PWLB records
11a	Disclosure note re Trust Funds (including charitable)	YES	YES	Yes – the council is a sole trustee
11b	Disclosure note re Trust Funds (including charitable)		YES	Yes – the council has met its responsibilities as a sole trustee

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained using the accounting records. I tested the debtors, creditors and accruals with the Clerk and am satisfied that these are all legitimately posted to the accounts.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2021/22.

The variance analysis has been completed to explain the variances exceeding 15% where required, and in my opinion, contains sufficient narrative and quantitative information for the External Auditor.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2021/22 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

This internal control objective has changed since last year. Where previously it related to the relevant Transparency Codes, a council with annual turnover exceeding £25,000 was recommended to follow the Local Government Transparency Code 2015, but it was not a statutory requirement.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGAR are available for review on the council website for the last five years.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2021/22 Actual	2022/23 Proposed
Date AGAR signed by council	18 May 2022	17 May 2023
Date inspection notice issued	10 June 2022	26 May 2023
Inspection period begins	13 June 2022	5 June 2023
Inspection period ends	22 July 2022	14 July 2023
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 2021/22, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council. I was able to confirm that the proposed dates for 2022/23 meet the statutory requirements.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	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 assesses 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 2021/22, 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 published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	√		
M	The authority, during the previous year (2021-22) 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 2021/22 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.	√		

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

Yours sincerely



Andy Beams

For Mulberry & Co

Year-End Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
None		

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).

	2021/22 £	2022/23 £	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	1,291,262	1,123,606				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,146,274	1,252,856	106,582	9.30%	YES		Additional Post Office support £40K, Annual grants £11K, Wages/Salaries £30K, Changing place £13K, Maintenance work & 3% £20K, Elections £5K, Reduction in dog waste collection -£16K
3 Total Other Receipts	177,494	857,898	680,404	383.34%	YES		CIL income £677K, Hall hire increased usage and Burial Fees £3K
4 Staff Costs	700,117	792,279	92,162	13.16%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	791,307	748,974	-42,333	5.35%	NO		
7 Balances Carried Forward	1,123,606	1,693,107			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,097,440	1,657,248				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	2,676,459	2,740,631	64,172	2.40%	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 30.6.2022	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	Adj 31.3.23	Value at 31.3.23
Operational Buildings													
Grovelands Barn	25000		171929	25000			25000		25000		25000		25000
Market Street complex	420000		1281592	420000	850.00		420850		420850		420850		420850
1 Market Square	90000		420000	90000			90000		90000		90000		90000
Cemetery buildings	254500		522572	254500			254500		254500		254500	2770	257270
Cemetery Lodge	150000		174252	150000			150000		150000		150000	7008	157008
Rec Garage	10000	-10000		0			0		0		0		0
Cricket Pavilion	105000	-105000		0			0		0		0		0
Maurice Thornton Pavilion	135000		297231	135000			135000		135000		135000	1638	136638
MT Duchess Garage	10000		7500	10000			10000		10000		10000		10000
James West CH		950000	1168690	950000			950000		950000		950000		950000
Total	1,199,500.00	835,000.00	4,043,766.00	2,034,500.00	850.00	-	2,035,350.00	-	2,035,350.00	-	2,035,350.00	11,416.00	2,046,766.00
Community Assets													
3 Areas of Common Land	3			3			3		3		3		3
3 Areas of Allotments	2	1		3			3		3		3		3
10 Areas of POS	10			10			10		10		10		10
Total	15			15			15		15	0	15		15
Vehicle, Plant, Furniture and Equipment													
Vehicles													
Truck	0			0			0		0		0		0
Astravan	0			0			0		0		0		0
Escort Van	0			0			0		0		0		0
Cabstar	0			0			0		0		0		0
Minibus (01.06.07) Disposed 5.4.22	6650			6650		6,650	6,650		6,650		6650	-6650	0
Youth Minibus (9.12.2020 Disposal)	4,000.00	-	4,000.00	4,000.00			4,000	-4000	-		0		0
Youth Minibus 9.12.2020								12894	12,894		12894		12894
Plant, Furniture and Equipment													
Tipper	200.00	- 200.00		-			0		0		0		0
Office Equipment	34,764.00	776.00		35,540.00	241		35,780.84	5403	41,183.62	3252	44,435.45	5857.48	50,292.93
Youth Café					655		655	1384	2,038.74	7286	9,324.65	4006.48	13,331.13
Mowers & Tools	16,926.52	3,553.67		20,480.19	955		21,435.53	398	21,833.53	826.31	22,659.84	1594.48	24,254.32
Security Gates	8,000.00			8,000.00	85		8,085.00		8,085.00		8,085.00		8,085.00
Steam Cleaner x 2	-			-			-		-		-		-
Water Bowser (June 10)	3,100.00	- 3,100.00		-			-		-		-		-
Christmas Lights/Festivities	35,138.00	6,350.00		41,488.00	4094		45,582.00		45,582.00	2885	48,467.00	108	48,575.00
Miscellaneous Equip	24,958.45	25,806.49		50,764.94	1433		52,197.95	5458	57,656.25	239.32	57,895.57	-83	57,812.57
J West CH furniture/Lighting etc		16,446.00		16,446.00	348		16,794.00	3790	20,584.00	10875	31,459.00		31,459.00
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	241,870.51	4,833.44	246,703.95
Infrastructure Assets													
Street Lights	110,188.00			110,188.00			110,188.00		110,188.00		110188		110188
Seats, bins, Noticeboards	57,575.00			57,575.00			57,575.00		57,575.00	565	58,140.00		58140
Flower Planters	600.00			600.00			600.00		600.00		600		600
Dog bins	3,068.00	128.00		3,196.00			3,196.00		3,196.00		3196	6273.24	9469.24
Signs&Display (7)	4,811.00			4,811.00	132.22		4,943.22		4,943.22		4943.22		4943.22
Bus Shelters (9)	8,575.00			8,575.00			8,575.00		8,575.00		8575		8575
Youth Shelter - café, W Rd & MT	5,200.00			5,200.00			5,200.00		5,200.00		5200	16870	22070
Battle Rd Play Area	16,546.00	259.85		16,805.85			16,805.85		16,805.85		16805.85		16805.85
Blacksmiths Copse	9,100.00			9,100.00			9,100.00		9,100.00	-9100	0		0
Cameron Close	10,200.00			10,200.00			10,200.00		10,200.00	-10200	0		0
Carpenters Way	9,100.00			9,100.00			9,100.00		9,100.00	-9100	0		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	630	43571.7
Quinnell Drive	33,120.00			33,120.00			33,120.00		33,120.00		33120	767.16	33887.16
South Road (new play equipment 2021)/Track lighting	69,767.00	4,684.68		74,451.68			74,451.68		74,451.68	4363.28	78,814.96	22526	101340.96

Stroma Gardens	23,967.00		23,967.00		23,967.00		23,967.00		23967		23967	
Diplocks Ball Park	32,300.00		32,300.00		32,300.00		32,300.00	-32300	0		0	
Butts Field	23,800.00		23,800.00		23,800.00		23,800.00	-23800	0		0	
Jubilee Garden	550.00		550.00		550.00		550.00		550		550	
Outdoor Gym	8,459.00		8,459.00		8,459.00		8,459.00		8459		8459	
Defibrulators	3,605.00	118.00	3,723.00		3,723.00		3,723.00		3723	855.9	4578.9	
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	47,922.30	447,146.03
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	11,416.00	2046766
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	4,833.44	246703.95
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	47,922.30	447146.03
Community Assets	15.00		15.00			15.00	0.00	15.00	0	15.00		15
Total	-		-			2,705,340.77	25,326.82	2,730,667.59	- 54,208.35	2,676,459.24	64,171.74	2740630.98
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	64,171.74	2,740,630.98
			As Per annual Return box 9			As Per annual Return box 9		As Per annual Return box 9		As per annual Return box 9		As per annual Return box 9

Annual Governance and Accountability Return 2022/23 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 2022/23

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 2023**.
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 2023**. 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 2023
 - 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 2022/23

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 2023 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 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 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.

Annual Internal Audit Report 2022/23

HAILSHAM TOWN COUNCIL

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During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 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

12/10/2022 26/04/2023

Name of person who carried out the internal audit

A BEAMS, MULBERRY & Co

Signature of person who carried out the internal audit

A Beams

Date

26/04/2023

***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 2022/23

We acknowledge as the members of:

HAILSHAM TOWN COUNCIL

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 2023, 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:

and recorded as minute reference:

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

Chairman

Clerk

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Section 2 – Accounting Statements 2022/23 for

HAILSHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,291,262	1,123,606	<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	1,146,274	1,252,856	<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	177,494	857,898	<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	700,117	792,279	<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	0	0	<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	791,307	748,974	<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	1,123,606	1,693,107	<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	1,097,440	1,657,248	<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	2,676,459	2,740,631	<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	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)	✓			<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 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

M. Webb

Date

10/05/2023

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

as recorded in minute reference:

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

Report to: Hailsham Town Council

Date: 17th May 2023

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.