



HAILSHAM TOWN COUNCIL
FINANCE, BUDGET, & RESOURCE COMMITTEE

MINUTES

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

FBR/22/2/
40 **Public Forum**

No Members of public present.

41 **Present:** Cllr N Coltman, R. Grocock, P. Holbrook, S. Keogh, K. Lawrence M Laxton and T. Powis

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

43 **Apologies For Absence:** Cllr G. Blake-Coggins

44 **Declarations of Interest:** None noted

45 **Minutes of Previous Meetings**

RESOLVED to accept the Minutes and Reports of the Meeting of the Finance, Budget & Resource Committee held on the 3rd August 2022, as a correct record and that they are signed by the Chairman.

46 **Periodic Statements and Committee Expenditure**

(a) Fund Summary as at 30th September 2022 and Bank Statements

46.1 **RESOLVED** to adopt the Bank Statements 30th September 2022, and to note the signing of bank statements by Cllr K.Lawrence.

(b) Summary of net expenditure as at 30th September 2022.

46.2 **RESOLVED** to adopt the Summary of Net Expenditure as at 30th September 2022.

(c) Summary of the Council's income and expenditure as at 30th September 2022 compared against budgets.

Cllr Laxton inquired about the expenditure on the Queens Jubilee event, RFO advised we are waiting for the accounts she has previously requested. The expenditure had exceed budget for this event, but the communities budget overall will not be exceed.

The RFO recommended that going forward any collaborations on events should have a sub-committee who meet regularly to review the event and the expenditure to be incurred, so that any future expenditure for these will remain within the set costed budget. This is to be discussed at the communities committee.

46.3 **RESOLVED** to adopt the summary of Council's income and expenditure compared against budget as at 30th September 2022.

(d) List of uncleared cheques totalling £34,014.05 as at 30th September 2022

46.4 **RESOLVED** to adopt the List of uncleared cheques as at 30th September 2022.

(e) List of payments previously certified.

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

- £125,172.77 for payments made during July 2022.
- £93,542.55 for payments made during August 2022.
- £91,273.91 for payments made during September 2022.

47. **CIL/Reserve Statements**

RESOLVED to note the CIL/Reserve balances as at 30th September 2022

48. **Internal Audit 2022-2023**

RESOLVED to note and adopt the audit plan for the financial year ending 31st March 2023.

Cllr Grocock inquired about the recommendation on the general reserves, the RFO explained that with the movement of the contingency fund into general reserves levels would be adequate.

Cllr Laxton commented on the level of emergency expenditure for the Town Clerk as per audit recommendation, it was discussed and agreed to increase this from £2,500 to £5,000.

48.1 **RESOLVED** to note and agree the internal auditors interim audit report of Wednesday 12th October 2022, and introduce the recommendations listed.

49. **External Audit – Notice of Completion of Audit**

RESOLVED to note the completion of external audit from PKF Littlejohn LLP as per Section 3 of AGAR 31.03.2022 noting the following;

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

50. **Half Year Report**

RESOLVED to note and adopt the amendments/virements in the half year report.

51. **Review of Council's Financial Regulations**

RESOLVED to note and adopt the current version of the Councils Financial Regulations as per Internal Audit requirement.

52. **Annual Review of Internal Control**

RESOLVED to note and agreed a sub committee group of members to meet and review the effectiveness of internal controls, as per Local Governance and Accountability.

Members selected – Cllr N. Coltman, Cllr P. Holbrook and Cllr K. Lawrence

The RFO will email these members with dates for the meeting.

53. **Online Banking**

The RFO provided the committee with a timeline of events which has caused the delay in bank mandate changes and move to online banking.

The online banking should be completely in place by end of the next quarter.

There being no other business, the meeting closed at 7.40pm.

CHAIRMAN