



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 27th July 2022 at 7.00 p.m.

FBR/22/2/
17 **Election of Chair**

Councillor S. Keogh nominated by Cllr R. Grocock seconded Cllr C Bryant

Councillor G. Blake-Coggins nominated by Cllr P Holbrook seconded by Cllr Mrs B. Holbrook

On being voted on by a show of hands, Cllr S. Keogh was elected by 4 votes to 3.

Cllr R. Grocock proposed we move Election of Vice-Chair from item 4 to next item, so the vice-chairman can chair this meeting.

18 **RESOLVED** All agreed and item moved.

19 **Election of Vice-Chair**

Councillor T. Powis nominated by Cllr R. Grocock and seconded by Cllr N.Coltman

Councillor G. Blake-Coggins nominated by Cllr P. Holbrook and seconded by Cllr Mrs. B. Holbrook

On being voted on by a show of hands, Cllr T. Powis was elected by 4 votes to 3.

The Vice-chairman Cllr T. Powis chaired the meeting.

20 **Public Forum**

1 Member of the public – Internal Auditor from Mulberry & Co.

Cllr N Coltman as a member of the public wanted to ask if there are future plans to tidy up the island at the common pond.

The RFO stated the request for information to be forwarded to Outdoor Works Manager for a direct response to Cllr Coltman.

Cllr T Powis stated that as Chairman of the assets committee it is in the plan to be addressed in the future.

21 **Present:** Cllrs C Bryant (sub for Cllr K. Lawrence), N Coltman, R. Grocock, B. Holbrook (sub for Cllr G. Blake-Coggins) P. Holbrook, M Laxton and T. Powis

22 **Officers Present:** Mrs M. Webber (RFO)

23 **Apologies For Absence:** Cllr G. Blake-Coggins, Cllr K. Lawrence and Cllr S.Keogh

24 **Declarations of Interest:** None noted

25 **Minutes of Previous Meetings**

RESOLVED to accept the Minutes and Reports of the Meeting of the Finance, Budget & Resource Committee held on the 20th April 2022, as a correct record and that they are signed by the Chairman.

The RFO advised of the following updates from these minutes;

There will be an update on the application for online banking further down in this agenda

Notice of Elector rights is now over, it ended on Friday 22nd July 2022, no members of public requested to review the accounts.

Cllr M. Laxton inquired about the IT replacement upgrades, RFO stated that several PC have now been upgrade, so this is now being rolled out.

RFO mentioned that the new receptionist has now started and requested that any members to pop in and introduce themselves to the new member of staff.

Cllr P Holbrook mentioned that projector needs replacing as it's poor quality, RFO advised that this was discussed to be replaced and that the funds are available for this to actioned.

Cllr T Powis inquired if agenda items 7.1 a-e below be agreed on block or individually, Cllr Coltman stated to check with the RFO. The RFO advised that 7.1a be agreed separately and items b-e can be agreed on block.

26 **Periodic Statements and Committee Expenditure**

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

26.1 **RESOLVED** to adopt the Bank Statements 30th June 2022, and to note the signing of bank statements by Cllr Mrs B. Holbrook.

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

26.2 **RESOLVED** to adopt the Summary of Net Expenditure as at 30th June 2022.

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

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

(d) List of uncleared cheques totalling £81,707.60 as at 30th June 2022

26.4 **RESOLVED** to adopt the List of uncleared cheques as at 30th June 2022.

(e) List of payments previously certified.

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

- £639,657.22 for payments made during April 2022.
- £164,834.25 for payments made during May 2022.
- £169,564.86 for payments made during June 2022.

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

RESOLVED to note no items of expenditure under Section 137.

28. **CIL/Reserve Statements**

RFO explained that the new proposed CIL projects as agreed by the Strategy Committee.

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

29. **End of year Internal Audit Report**

RESOLVED to note the report from the internal auditor for the year end and the Internal Auditor Mr Andy Beams was in attendance and explained to the committee the role of internal audit and explained the advantage with Mulberry & Co that their more than 1 auditor available. Mr Beams explained that the council runs effectively and efficiently.

Cllr R Grocock would like to show a vote of thanks for the excellent report provided and the committee agreed with this.

Mr Beams explained the detail of the report, and if there are recommendations they are highlights to be actioned.

Cllr T Powis would like to Thank the RFO for the work undertaken, and that our council is used in the training to help other councils of a similar size. Mr Beams agreed with the comments. RFO stated that we work as a team here at the council so I would thank all staff.

30. **Online Banking**

The RFO advised that all the paperwork is now ready to submit to the bank and shall be done by the end of this week. This was delayed due to having to provide a business plan, which the council has since produced a new plan over the last couple of months.

NB. The paperwork was all submitted on Thursday 28th July 2022.

Cllr Laxton queried the set up for signatories, RFO advised that all committee members will be signatories/authorise, and TC/RFO will be processors. RFO stated that they will be able to access the online banking in the Town Council offices.

Mr Beams advised that the council need to update the Financial Regulations for the online banking processes.

31. **Budget Meeting Dates**

The dates for the budget meetings are;

Wednesday 3rd August 2022
Wednesday 14th December 2022

There being no other business, the meeting closed at 7.36pm.

CHAIRMAN