

HAILSHAM TOWN COUNCIL

FINANCE, BUDGET, AND RESOURCES COMMITTEE

AGENDA

NOTICE IS HEREBY GIVEN OF a meeting of the FINANCE, BUDGET, AND RESOURCES COMMITTEE to be held at the Fleur De Lys Council Chambers/Meeting Rooms, Market Street,
on

Wednesday 1st February 2023 at 7.00 p.m.

1. 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 the purpose of permitting members of the public to address the assembly, or ask questions on matters relevant to responsibilities of this committee, at the discretion of the Chairman.

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

3. Apologies for Absence

To receive apologies for absence of appointed members.

4. Declarations of Interest

To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.

5. Minutes of previous Meeting

5.1 To note that the Minutes and Reports of the Meeting of the Finance, Budget, and Resources Committee held on 21st December 2022 may be taken as read, confirmed as correct record, and signed by the Chairman.

To receive an update about progress of resolutions from the last non budget meeting of the Finance, Budget, and Resource Committee 19th October 2022.

6. Periodic Statements and Committee Expenditure

6.1 To adopt the financial reports as listed below:

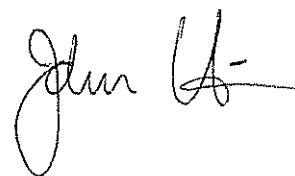
- a) Bank Reconciliation as at 31st December 2022 (copy attached) & Bank Statements and be signed off by one member of the FBR committee.
- b) Summary of net expenditure as at 31st December 2022 (copy attached)
- c) Summary of the Council's income and expenditure as at the 31st December 2022 compared against budgets (summary attached) including variance reports.
- d) List of uncleared cheques totaling £58,274.38 as at 31st December 2022. (copy attached), as shown on Bank reconciliation.
- e) List of payments previously certified by a member of the cheque signatory panel amounting to £101,712.99 for payments made during October 2022 from Barclays, £140,586.43 for payments made during November 2022 from Barclays, £6,045.02 from Unity Trust and £113,248.21 for payments made during December 2022 from Barclays, £53,162.42 from Unity Trust (In accordance with the Governance and Accountability for Local Councils Practitioners Guide)

6.2 **Council CIL/Reserves Statement**

To adopt the Council CIL/Reserve Statement as at 31st December 2022

6.3 **Annual Review of Internal Control**

To note and adopt the report from the sub-committee meeting on Thursday 12th January 2023, to review the effectiveness of Internal controls, as per the Local Governance and Accountability.



JOHN HARRISON
Town Clerk

Dated – 26th January 2023

Committee Membership:

Councillors;

G. Blake-Coggins

N. Coltman

R. Grocock

P. Holbrook

S. Keogh

K. Lawrence

M. Laxton

T. Powis

Substitutes:

Councillor C. Bryant

Councillor D. Cottingham

Councillor B. Holbrook

Hailsham Town Council

Bank - Cash and Investment Reconciliation as at 11 January 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2022	Current Account	95,409.83
31/12/2022	High Interest Account 50072672	1,799,367.22
30/04/2022	Treasury Deposit	0.00
31/12/2022	High Interest No 2 80449288	11,602.88
01/04/2021	Petty Cash	100.00
31/12/2022	Unity Trust Current account T2	255,479.63

2,161,959.56

Other Cash & Bank Balances

0.00

2,161,959.56

Unpresented Payments

58,274.38

2,103,685.18

Receipts not on Bank Statement

0.50

Closing Balance

2,103,685.68

All Cash & Bank Accounts

1	Current Bank A/c	37,135.95
2	High Interest	1,799,367.22
3	Barclays Interest	11,602.88
4	Petty Cash	100.00
5	Unity Trust Current	255,479.63
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	2,103,685.68

Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
100	Common Pond Allotments							
	Income	0	453	449	(4)			100.9%
	Expenditure	127	1,474	1,428	(46)		(46)	103.2%
	Movement to/(from) Gen Reserve	(127)	(1,021)					
105	Battle Road Allotments							
	Income	0	1,958	6,710	4,752			29.2%
	Expenditure	0	0	1,047	1,047		1,047	0.0%
	Movement to/(from) Gen Reserve	0	1,958					
110	Harold Ave Allotments							
	Income	0	545	576	31			94.7%
	Expenditure	0	15	611	596		596	2.5%
	Movement to/(from) Gen Reserve	0	530					
115	Western Road Recreation Ground							
	Income	0	38,146	1,000	(37,146)			3814.6%
	Expenditure	21,648	45,459	3,712	(41,747)		(41,747)	1224.7%
	Net Income over Expenditure	(21,648)	(7,313)	(2,712)	4,601			
	plus Transfer from EMR	0	14,000					
	Movement to/(from) Gen Reserve	(21,648)	6,687					
120	Maurice Thornton Playing Field							
	Expenditure	0	1,525	11,187	9,662		9,662	13.6%
125	Play Areas							
	Expenditure	0	3,628	6,800	3,172		3,172	53.4%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	0	(3,628)					
130	Public Open Spaces							
	Income	0	589	850	261			69.3%
	Expenditure	0	20,160	75,063	54,903		54,903	26.9%
	Net Income over Expenditure	0	(19,571)	(74,213)	(54,642)			
	plus Transfer from EMR	0	1,594					
	Movement to/(from) Gen Reserve	0	(17,977)					
135	Common Pond							
	Expenditure	0	566	721	155		155	78.5%
145	Horticultural & Ground Maint							
	Expenditure	8,727	31,827	54,041	22,214		22,214	58.9%
160	Environment Services							
	Expenditure	0	10,417	10,500	84		84	99.2%
170	Funded Projects							
	Expenditure	64	560	6,610	6,050		6,050	8.5%
180	Cortlandt Stable Block							
	Expenditure	3,550	13,122	21,184	8,062		8,062	61.9%
200	Tourism & Leisure							
	Income	38	2,021	0	(2,021)			0.0%
	Expenditure	1,670	19,162	27,762	8,600		8,600	69.0%
	Movement to/(from) Gen Reserve	(1,632)	(17,141)					
205	Festive Lighting							
	Expenditure	0	7,950	16,240	8,290		8,290	49.0%
300	Town Council Site							
	Income	6,445	17,918	19,200	1,282			93.3%
	Expenditure	873	18,158	30,360	12,202		12,202	59.8%
	Movement to/(from) Gen Reserve	5,572	(240)					
305	Maurice Thornton Pavilion							
	Income	0	0	1,200	1,200			0.0%
	Expenditure	18	940	1,826	886		886	51.5%
	Movement to/(from) Gen Reserve	(18)	(940)					
310	Grovelands Barn							
	Expenditure	1	2,928	3,841	913		913	76.2%
315	Union Corner Hall							
	Expenditure	0	0	1,000	1,000		1,000	0.0%
320	Public Toilets - Stable Block							
	Expenditure	918	8,573	15,000	6,427		6,427	57.2%

Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
325	Changing Pod	Expenditure	0	2,900	13,000	10,100	10,100	22.3%
330	Welbury Farm/Jim West Com Hall	Income	1,914	20,269	33,000	12,731		61.4%
		Expenditure	3,033	29,875	17,000	(12,875)	(12,875)	175.7%
	Movement to/(from) Gen Reserve	(1,119)	(9,606)					
400	Cemetery Lodge	Income	595	5,355	6,900	1,545		77.6%
		Expenditure	0	2,274	6,253	3,979	3,979	36.4%
	Movement to/(from) Gen Reserve	595	3,081					
405	Cemetery Services & Overheads	Income	3,687	43,678	51,500	7,822		84.8%
		Expenditure	158	36,391	50,113	13,722	13,722	72.6%
	Movement to/(from) Gen Reserve	3,529	7,287					
500	Street Lighting	Expenditure	0	863	69,130	68,267	68,267	1.2%
505	Street Furniture	Expenditure	7,688	12,062	5,769	(6,293)	(6,293)	209.1%
	plus Transfer from EMR	5,373	5,373					
	Movement to/(from) Gen Reserve	(2,315)	(6,690)					
600	Staffing Costs	Expenditure	42,312	588,202	788,785	200,583	200,583	74.6%
605	Administration Expenses	Expenditure	3,247	56,751	90,649	33,898	33,898	62.6%
610	Chairmans Allowance	Expenditure	50	626	1,745	1,119	1,119	35.9%
615	Youth Provision	Income	4,618	7,678	1,000	(6,678)		767.8%
		Expenditure	935	43,917	95,259	51,342	51,342	46.1%
	Movement to/(from) Gen Reserve	3,682	(36,239)					
620	Machinery/Tools/Protective Clo	Expenditure	187	950	2,395	1,445	1,445	39.6%
625	Vehicle Fleet	Income	150	150	0	(150)		0.0%
		Expenditure	1,349	16,933	21,632	4,699	4,699	78.3%
	Movement to/(from) Gen Reserve	(1,199)	(16,783)					
630	Twinning	Expenditure	0	0	1,200	1,200	1,200	0.0%
635	Misc. Provision	Expenditure	(500)	10,000	11,000	1,000	1,000	90.9%
640	Section 137 (Free Resource)	Expenditure	25	156	400	245	245	38.9%
645	Projects (Add to Cap.Funds)	Expenditure	350	6,372	9,050	2,678	2,678	70.4%
	plus Transfer from EMR	0	1,760					
	Movement to/(from) Gen Reserve	(350)	(4,612)					
650	Funded Services	Income	0	283	0	(283)		0.0%
		Expenditure	12,313	57,383	128,001	70,618	70,618	44.8%
	Movement to/(from) Gen Reserve	(12,313)	(57,100)					
655	Account Int & Commuted Sums	Income	1,213	1,254,938	1,255,640	702		99.9%
		Expenditure	103	629	600	(29)	(29)	104.9%
	Movement to/(from) Gen Reserve	1,109	1,254,309					

Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	18,658	1,393,980	1,378,025	(15,955)			101.2%
Expenditure	108,846	1,052,749	1,600,914	548,165	0	548,165	65.8%
Net Income over Expenditure	<u>(90,187)</u>	<u>341,232</u>	<u>(222,889)</u>	<u>(564,121)</u>			
plus Transfer from EMR	5,373	22,727					
Movement to/(from) Gen Reserve	<u>(84,815)</u>	<u>363,958</u>					

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Common Pond Allotments</u>								
1000 Allotment Rent (Inc)	0	453	449	(4)			100.9%	
4510 General Maintenance	(127)	(1,373)	(748)	(625)		(625)	183.6%	
4520 Software Licence	0	0	(62)	62		62	0.0%	
4550 Water & Sewerage	0	(101)	(618)	517		517	16.3%	
<u>105 Battle Road Allotments</u>								
1000 Allotment Rent (Inc)	0	1,958	6,710	4,752			29.2%	
4510 General Maintenance	0	0	(349)	349		349	0.0%	
4520 Software Licence	0	0	(62)	62		62	0.0%	
4550 Water & Sewerage	0	0	(636)	636		636	0.0%	
<u>110 Harold Ave Allotments</u>								
1000 Allotment Rent (Inc)	0	545	576	31			94.7%	
4510 General Maintenance	0	(15)	(549)	534		534	2.8%	
4520 Software Licence	0	0	(62)	62		62	0.0%	
<u>115 Western Road Recreation Ground</u>								
1050 Rent Beaconsfield/Tennis/Pitch	0	38,146	1,000	(37,146)			3814.6%	
4510 General Maintenance	(21,648)	(42,991)	(1,012)	(41,979)		(41,979)	4248.1%	14,000
4550 Water & Sewerage	0	(1,048)	(700)	(348)		(348)	149.7%	
4560 Drainage	0	(1,420)	(2,000)	580		580	71.0%	
<u>120 Maurice Thornton Playing Field</u>								
4510 General Maintenance	0	(45)	(753)	708		708	6.0%	
4550 Water & Sewerage	0	0	(74)	74		74	0.0%	
4560 Drainage	0	0	(6,800)	6,800		6,800	0.0%	
4600 Annual Rent	0	(1,000)	(1,000)	0		0	100.0%	
4605 Pitch Marking Paint/Contractor	0	(480)	(500)	20		20	96.0%	
4610 Skate Park Maintenance	0	0	(2,060)	2,060		2,060	0.0%	
<u>125 Play Areas</u>								
4140 Insurance	0	(1,030)	(1,450)	420		420	71.1%	
4510 General Maintenance	0	(2,598)	(3,350)	752		752	77.5%	
4650 Safety Gates	0	0	(2,000)	2,000		2,000	0.0%	
<u>130 Public Open Spaces</u>								
1100 Fishing Permits	0	589	850	261			69.3%	
4510 General Maintenance	0	(11)	0	(11)		(11)	0.0%	
4690 POS - General Main	0	0	(337)	337		337	0.0%	
4695 Vermin Control	0	(389)	(562)	174		174	69.1%	
4700 Plant & Skip Hire	0	(1,062)	(5,912)	4,850		4,850	18.0%	
4705 Maintenance Plan	0	(18,699)	(57,018)	38,319		38,319	32.8%	1,594
4715 Country Park - General Maint	0	0	(507)	507		507	0.0%	
4720 Orchard Park - General Maint	0	0	(787)	787		787	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4730 Ersham Road Common - Gen Maint	0	0	(55)	55		55	0.0%	
4740 Covid - 19	0	0	(9,885)	9,885		9,885	0.0%	
<u>135 Common Pond</u>								
4510 General Maintenance	0	(566)	(721)	155		155	78.5%	
<u>145 Horticultural & Ground Maint</u>								
4750 Grass & Hedge Cutting	(7,102)	(7,102)	(25,750)	18,648		18,648	27.6%	
4755 Tree Surgery	(1,625)	(24,725)	(28,291)	3,566		3,566	87.4%	
<u>160 Environment Services</u>								
4745 Urban Grass Cutting	0	(9,450)	(9,500)	50		50	99.5%	
4850 Dog Hygiene/Bin Emptying	0	(967)	(1,000)	34		34	96.7%	
<u>170 Funded Projects</u>								
4980 Church Yard CCTV Service Cont	0	0	(309)	309		309	0.0%	
4985 War Memorial - All Costs	(64)	(560)	(500)	(60)		(60)	112.1%	
4990 CAB Rent & Grant	0	0	(5,801)	5,801		5,801	0.0%	
<u>180 Cortlandt Stable Block</u>								
4510 General Maintenance	0	0	(4,390)	4,390		4,390	0.0%	
4995 Rent/Rates/Utilities	(3,550)	(13,122)	(16,794)	3,672		3,672	78.1%	
<u>200 Tourism & Leisure</u>								
1400 Street Market Stall Pitch Fee	38	813	0	(813)			0.0%	
1405 Christmas Lighting - Donations	0	250	0	(250)			0.0%	
1410 Christmas Market - Income	0	958	0	(958)			0.0%	
4125 Rates	(175)	(1,571)	0	(1,571)		(1,571)	0.0%	
4905 Miscellaneous Items	0	(59)	(219)	160		160	26.9%	
4910 Event Advertising	0	(1,773)	(5,562)	3,789		3,789	31.9%	
4915 Bus Alliance	0	0	(1,000)	1,000		1,000	0.0%	
4920 Queen Jubilee	0	(12,043)	(8,396)	(3,647)		(3,647)	143.4%	
4925 Summer Event	0	(1,271)	(2,665)	1,394		1,394	47.7%	
4930 Christmas Light Switch On	(50)	(410)	(2,460)	2,050		2,050	16.7%	
4935 Christmas Market	(1,000)	(1,421)	(2,460)	1,039		1,039	57.7%	
4940 Fun Run	(195)	(195)	(5,000)	4,805		4,805	3.9%	
4945 Street Market	(250)	(419)	0	(419)		(419)	0.0%	
<u>205 Festive Lighting</u>								
4975 Christmas Festoons	0	(7,950)	(16,240)	8,290		8,290	49.0%	
<u>300 Town Council Site</u>								
1200 Kemer Kebab	2,625	7,875	10,500	2,625			75.0%	
1205 4 Market Square (Inc)	1,800	5,400	8,300	2,900			65.1%	
1225 Miscellaneous rents	2,020	3,925	0	(3,925)			0.0%	
1275 Insurance Recharge	0	718	400	(318)			179.5%	

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Telephone & mobiles	(186)	(555)	0	(555)		(555)	0.0%	
4130 Gas/Electricity	(478)	(3,708)	(4,500)	792		792	82.4%	
4140 Insurance	0	(11,774)	(13,000)	1,226		1,226	90.6%	
4515 Cleaning/Maintenance	(29)	(431)	0	(431)		(431)	0.0%	
5000 Internal Repairs/General Maint	0	(1,045)	(1,229)	184		184	85.0%	
5005 External Repairs/General Maint	0	(29)	(649)	620		620	4.5%	
5010 Electronic Gates	0	0	(530)	530		530	0.0%	
5015 Maintenance 4 Market Sq	0	0	(9,960)	9,960		9,960	0.0%	
5020 Gas Boiler - Annual Service	(150)	(150)	(212)	62		62	70.8%	
5025 Intruder & Smoke Alarm Service	(30)	(466)	(280)	(186)		(186)	166.5%	
<u>305 Maurice Thornton Pavilion</u>								
1215 Pavilion Lets	0	0	1,200	1,200			0.0%	
4130 Gas/Electricity	0	(580)	(1,000)	420		420	58.0%	
4510 General Maintenance	0	(199)	(515)	316		316	38.6%	
4515 Cleaning/Maintenance	(18)	(18)	0	(18)		(18)	0.0%	
4550 Water & Sewerage	0	(143)	(311)	168		168	46.0%	
<u>310 Grovelands Barn</u>								
4130 Gas/Electricity	0	(21)	0	(21)		(21)	0.0%	
4510 General Maintenance	0	0	(266)	266		266	0.0%	
5100 MT Hut/Grovelands Barn Energy	(1)	(212)	(515)	303		303	41.1%	
5105 Grovelands Barn Rates	0	(2,695)	(3,060)	365		365	88.1%	
<u>315 Union Corner Hall</u>								
4510 General Maintenance	0	0	(1,000)	1,000		1,000	0.0%	
<u>320 Public Toilets - Stable Block</u>								
4510 General Maintenance	(78)	(78)	0	(78)		(78)	0.0%	
4515 Cleaning/Maintenance	(840)	(8,494)	(15,000)	6,506		6,506	56.6%	
<u>325 Changing Pod</u>								
4515 Cleaning/Maintenance	0	(2,900)	(13,000)	10,100		10,100	22.3%	
<u>330 Welbury Farm/Jim West Com Hall</u>								
1210 Meeting Room Lets/J West	1,914	20,269	33,000	12,731			61.4%	
4115 Telephone & mobiles	(90)	(872)	(1,077)	205		205	80.9%	
4125 Rates	(873)	(7,860)	(8,760)	901		901	89.7%	
4130 Gas/Electricity	(503)	(6,104)	(1,000)	(5,104)		(5,104)	610.4%	
4510 General Maintenance	(1,336)	(7,734)	(5,000)	(2,734)		(2,734)	154.7%	
4515 Cleaning/Maintenance	0	(2,867)	(500)	(2,367)		(2,367)	573.5%	
4550 Water & Sewerage	0	(888)	(255)	(633)		(633)	348.2%	
5150 Maintenance/Running Costs	0	(976)	(408)	(568)		(568)	239.3%	
5155 J West Refund	(230)	(2,574)	0	(2,574)		(2,574)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Cemetery Lodge								
1220 Cemetery Rent	595	5,355	6,900	1,545			77.6%	
4510 General Maintenance	0	(146)	(169)	23		23	86.7%	
5175 Cemetery Lodge Repairs	0	(2,128)	(6,084)	3,956		3,956	35.0%	
405 Cemetery Services & Overheads								
1500 Burial Fees	3,687	43,678	51,500	7,822			84.8%	
4115 Telephone & mobiles	(47)	(141)	0	(141)		(141)	0.0%	
4125 Rates	0	(6,238)	(4,200)	(2,038)		(2,038)	148.5%	
4130 Gas/Electricity	(25)	(1,833)	(1,550)	(283)		(283)	118.2%	
4510 General Maintenance	(86)	(4,626)	(8,196)	3,570		3,570	56.4%	
4550 Water & Sewerage	0	(151)	(446)	295		295	33.8%	
4750 Grass & Hedge Cutting	0	(7,688)	(15,375)	7,688		7,688	50.0%	
5210 Telephone	0	(283)	(618)	335		335	45.8%	
5215 Fire Extinguisher/Boiler Servi	0	0	(124)	124		124	0.0%	
5220 Pest Control	0	0	(309)	309		309	0.0%	
5225 Repairs/Cleaning & Waste	0	(110)	(2,082)	1,972		1,972	5.3%	
5230 Burial Record IT-Licence	0	0	(339)	339		339	0.0%	
5300 Grave Digging	0	(9,749)	(15,298)	5,549		5,549	63.7%	
5305 Maintenance Flowers & Trees	0	(388)	(546)	158		158	71.1%	
5310 Shallow Grave/Misc Burial	0	(5,186)	0	(5,186)		(5,186)	0.0%	
5350 Ditch Clearance	0	0	(1,030)	1,030		1,030	0.0%	
500 Street Lighting								
4510 General Maintenance	0	0	(15,914)	15,914		15,914	0.0%	
5375 New Lighting	0	0	(31,938)	31,938		31,938	0.0%	
5380 Energy (145516 kwh per year)	0	0	(14,068)	14,068		14,068	0.0%	
5390 Annual Repairs	0	(863)	(7,210)	6,347		6,347	12.0%	
505 Street Furniture								
5400 Bus Shelter Repairs	(5,373)	(5,373)	(873)	(4,500)		(4,500)	615.4%	5,373
5405 Black Sacks	0	0	(206)	206		206	0.0%	
5410 Defibulators	(2,315)	(4,321)	(2,321)	(2,000)		(2,000)	186.2%	
5415 New Bin	0	(2,369)	(2,369)	0		0	100.0%	
600 Staffing Costs								
4000 Wages (Manual)	(7,053)	(126,428)	(166,514)	40,086		40,086	75.9%	
4005 Salaries (Admin.)	(24,532)	(235,098)	(284,892)	49,794		49,794	82.5%	
4010 NHI (Wages & salaries)	0	(44,635)	(60,674)	16,039		16,039	73.6%	
4015 Pension (wages & salaries)	0	(43,693)	(81,284)	37,591		37,591	53.8%	
4020 Youth Café & InfoPoint	(9,075)	(86,927)	(134,563)	47,636		47,636	64.6%	
4025 NHI Youth Café & InfoPoint	0	(24,943)	(11,268)	(13,675)		(13,675)	221.4%	
4030 Pension Youth Café & InfoPoint	0	(9,612)	(17,637)	8,025		8,025	54.5%	

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Staff costs to other Budgets i	0	0	(5,000)	5,000		5,000	0.0%	
4055 Honoraria's (Bailiffs/Tree War	(93)	(1,381)	(2,000)	619		619	69.0%	
4060 Members Allowances	(1,559)	(15,484)	(24,953)	9,469		9,469	62.1%	
<u>605 Administration Expenses</u>								
4100 Office equip/etc/computer cons	0	(200)	(2,369)	2,169		2,169	8.5%	
4105 Newsletter	0	(1,370)	(5,000)	3,630		3,630	27.4%	
4110 Annual Town Meeting	0	(413)	(600)	187		187	68.8%	
4115 Telephone & mobiles	0	(1,419)	(3,000)	1,581		1,581	47.3%	
4120 Contract Cleaning	0	(2,113)	(4,841)	2,728		2,728	43.7%	
4125 Rates	0	(7,111)	(7,212)	101		101	98.6%	
4135 Annual Electrical Test of Equi	0	0	(328)	328		328	0.0%	
4145 Franking machine/postage	(30)	(979)	(1,300)	321		321	75.3%	
4150 Audit fees	0	(2,339)	(2,950)	611		611	79.3%	
4155 Travelling, Training & seminar	(1,397)	(2,887)	(3,090)	203		203	93.4%	
4160 Photocopier lease & Monthly Us	(86)	(1,698)	(2,881)	1,183		1,183	58.9%	
4165 Room Hire Expenses	0	(778)	(600)	(178)		(178)	129.6%	
4170 Computer Software/licenses	0	(9,869)	(8,685)	(1,184)		(1,184)	113.6%	
4175 Website Hosting/Domains	(211)	(2,045)	(1,100)	(945)		(945)	185.9%	
4180 Subscriptions & Publications	(645)	(4,463)	(4,500)	37		37	99.2%	
4185 Professional fees	(60)	(3,854)	(5,672)	1,818		1,818	67.9%	
4190 Election	0	(5,201)	(18,172)	12,971		12,971	28.6%	
4195 Advertising / Publicity	0	(396)	(515)	119		119	76.9%	
4200 Annual extinguisher etc., insp	0	0	(350)	350		350	0.0%	
4205 Stationery & miscellaneous equ	0	(837)	(3,575)	2,738		2,738	23.4%	
4210 Commercial Rubbish Disposal	(736)	(7,475)	(6,650)	(825)		(825)	112.4%	
4215 Civic regalia	0	(267)	(258)	(9)		(9)	103.4%	
4220 Hailsham Neighbourhood Plan	(8)	(188)	(5,001)	4,814		4,814	3.7%	
4225 Vending/Water Machine	(75)	(852)	(1,000)	148		148	85.2%	
4550 Water & Sewerage	0	0	(1,000)	1,000		1,000	0.0%	
<u>610 Chairmans Allowance</u>								
4280 Chairmans allowance	(50)	(626)	(1,745)	1,119		1,119	35.9%	
<u>615 Youth Provision</u>								
1305 Donations	4,500	5,325	0	(5,325)			0.0%	
1310 Activity Income	118	2,353	1,000	(1,353)			235.3%	
4125 Rates	0	(6,113)	(6,200)	87		87	98.6%	
4300 Youth Café	(872)	(31,323)	(62,632)	31,309		31,309	50.0%	
4305 FNP	(53)	(4,176)	(7,527)	3,351		3,351	55.5%	
4310 PGL	0	0	(1,000)	1,000		1,000	0.0%	
4315 Safe Hub	0	0	(400)	400		400	0.0%	
4320 Hellingly Youth Club	0	0	(300)	300		300	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4325 Mini Bus	(11)	(2,175)	(9,600)	7,425		7,425	22.7%	
4330 Monday Club	0	0	(600)	600		600	0.0%	
4335 Eastside Youth Hub	0	(130)	(7,000)	6,870		6,870	1.9%	
<u>620 Machinery/Tools/Protective Clo</u>								
4350 Protective Clothing	(187)	(426)	(1,041)	615		615	40.9%	
4355 Tools	0	(524)	(1,354)	830		830	38.7%	
<u>625 Vehicle Fleet</u>								
1275 Insurance Recharge	150	150	0	(150)			0.0%	
4360 Leasing costs	(1,054)	(9,625)	(13,000)	3,375		3,375	74.0%	
4365 Vehicle Overheads - fuel	(295)	(2,889)	(3,500)	611		611	82.5%	
4370 Vehicle Overheads - service &	0	(1,086)	(1,632)	546		546	66.5%	
4375 Vehicle Overheads - Insurance	0	(3,333)	(3,500)	167		167	95.2%	
<u>630 Twinning</u>								
4395 Civic Events	0	0	(1,200)	1,200		1,200	0.0%	
<u>635 Misc. Provision</u>								
4400 Annual Grants	500	(10,000)	(11,000)	1,000		1,000	90.9%	
<u>640 Section 137 (Free Resource)</u>								
4999 Miscellaneous	(25)	(156)	(400)	245		245	38.9%	
<u>645 Projects (Add to Cap.Funds)</u>								
9014 No 14 - Contingency Fund (unal	0	(1,760)	0	(1,760)		(1,760)	0.0%	1,760
9015 No 15 - Bus Concessions (See n	(350)	(3,762)	(8,000)	4,238		4,238	47.0%	
9021 No 21 - Criminal Damage (unall	0	(850)	(1,050)	200		200	81.0%	
<u>650 Funded Services</u>								
1235 Post Office - H/card	0	283	0	(283)			0.0%	
5500 Hellingly P.C. subsidy (as pro	(12,313)	(24,626)	(27,810)	3,184		3,184	88.6%	
5505 Hailsham Revitalization Fund	0	(550)	(21,668)	21,118		21,118	2.5%	
5510 CCTV - Camera costs	0	(1,698)	(7,957)	6,259		6,259	21.3%	
5515 Post Office Operation costs	0	(30,509)	(70,566)	40,057		40,057	43.2%	
<u>655 Account Int & Commuted Sums</u>								
1076 Precept	0	1,252,856	1,254,440	1,584			99.9%	
1080 Interest on accounts	1,213	2,082	1,200	(882)			173.5%	
5550 Bank charges	(103)	(629)	(600)	(29)		(29)	104.9%	
Grand Totals:- Income	18,658	1,393,980	1,378,025	(15,955)			101.2%	
Expenditure	108,846	1,052,749	1,600,914	548,165	0	548,165	65.8%	
Net Income over Expenditure	(90,187)	341,232	(222,889)	(564,121)				
plus Transfer from EMR	5,373	22,727						
Movement to/(from) Gen Reserve	(84,815)	363,958						

Report to: Finance, Budget, and Resource Committee

Date: 1st February 2023

By: Michelle Webber - RFO

Title of report: Variance Explanation Qtr. 3 – 31.12.2022

PURPOSE:

To provide the committee with explanation on variances of the Income and Expenditure reports for Qtr. 3 to 31.12.2022.

BACKGROUND:

The Council finances work on an Income and Expenditure reporting. Below are details where the actuals are above where budgeted expectations should be.

I have attached the variance explanation Qtr.1 and Qtr. 2 reports as part of the papers for this agenda item. As these variances will not be covered again in this report.

Allotment Income – 100 and 105 - Battle Road and Common Pond – There are still 3 plots that need letting, which the Environment officer is in the process of doing.

Allotment Common Pond General Maintenance – 183% - The other budgets need to be realigned as there is no other waste collection at Battle Road and Harold Ave.

Western Road Recreation General Maintenance –4248.1% There is a transfer from Ear Marked Reserves to balance this expenditure and the income from Veolia of £37,146 listed the line above.

Town Council Site – Insurance Recharge – 179.5% - Higher than budgeted.

Changing Pod – Cleaning/Maintenance – 22.3% - This is a professional fee charge allocated to this budget.

Street Furniture – Bus Shelter – 615.4% - Hawks Road bus shelter expenditure Ear marked reserves transferred to fund this.

Street Furniture – Defibrators – 186.2% - £1,820 is under 300/1225 Miscellaneous rents which is to offset this overspend. Donated Defibrulator.

Administration – Room Hire – 129.6% - This is £150.00 in 300/1225 Miscellaneous rents which is deposit refund for Civic Hall hire.

Administration – Website/Hosting/Domains – 185.9% - Higher then budgeted expenditure, it will be contra off with underspend of other Administration underspends.

Youth Provision – Activity Income – 235.3% - Higher income then budgeted.

Account Int – Interest on accounts – 173.5% - Interest rate increase have meant higher then budgeted income on interest.

Account Int – Bank Charges – 104.9% - Higher then budgeted as additional bank charges of new bank account.

CONSIDERATION:

To note the variances explanations provided by the RFO on the Income and Expenditure report for Qtr. 3 to 31.12.2022

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/12/2022	8	95,409.83
			<hr/> 95,409.83

<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>
08/07/2022 25833 Patrick Hudson	200.00
08/08/2022 25884 Cash - Youth service	144.99
16/08/2022 25904 C Champness	28.00
16/09/2022 25963 Mr P Miller	49.80
05/10/2022 25993 ESALC	240.00
11/10/2022 25994 Land Registry	40.00
11/10/2022 25995 Land Registry	40.00
01/11/2022 26045 GM Monk	72.00
11/11/2022 26069 Elco Heating	912.00
18/11/2022 26076 Martello Plant Hire	124.16
25/11/2022 26085 Evolution	142.50
25/11/2022 26086 Saxon Plants	131.27
29/11/2022 26095 C Letschka	29.00
30/11/2022 26100 Knockhatch	336.00
01/12/2022 26101 GM Monk	25,977.91
01/12/2022 26102 Besthost	7.50
01/12/2022 26103 Initial Washroom	360.59
06/12/2022 26105 Business Waste	947.24
06/12/2022 26106 Eden Springs	90.53
09/12/2022 26109 Elco	1,236.00
09/12/2022 26113 H Manger	50.00
13/12/2022 26115 Hellingly Parish Council	12,313.00
13/12/2022 26117 ROSPA	1,544.00
13/12/2022 26118 P Woodley	25.00
13/12/2022 26119 B Taylor	25.00
13/12/2022 26120 A Worsfold	25.00
13/12/2022 26121 J Gledhill	25.00
13/12/2022 26122 D Webber	25.00
13/12/2022 26123 D Brauinstein	25.00
16/12/2022 26124 Town & Country Tree Services	1,392.00
16/12/2022 26125 Cuckmere Community Bus	350.00
16/12/2022 26126 Business Waste	191.04
16/12/2022 26127 Knockhatch	228.00
16/12/2022 26128 Fotoprint Ltd	199.00
16/12/2022 26129 Evolution	142.50
16/12/2022 26130 J Ruffles	50.00
16/12/2022 26131 C Griffin	50.00
20/12/2022 26132 RBL Poppy Appeal	100.00
20/12/2022 26133 Hailsham Roadways	6,447.01
20/12/2022 26134 Town & Country Tree Services L	558.00
20/12/2022 26135 A Lambert	50.00
20/12/2022 26136 O Ajayi	50.00

**Bank Reconciliation Statement as at 31/12/2022
for Cashbook 1 - Current Bank A/c**

			<u>Amount</u>	<u>Balances</u>
20/12/2022	26136	O Ajayi	-20.00	
21/12/2022	26137	EON	620.41	
21/12/2022	26138	Npower	671.72	
21/12/2022	26139	EDF	647.77	
21/12/2022	26140	S Spence	840.00	
				<u>57,733.94</u>
				37,675.89
<u>Receipts not Banked/Cleared (Plus)</u>				
02/11/2022	DC		0.50	
				<u>0.50</u>
				37,676.39
			Balance per Cash Book is :-	37,135.95
			Difference Excluding Adjustments is :-	540.44
<u>Adjustments to Reconciliation</u>				
08/10/2021	25277	M P Miller	104.44	
14/01/2022	25432	SLCC	72.00	
18/02/2022	25508	Haulaways Ltd	264.00	
30/03/2022	25592	Burfiled Academy	100.00	
				<u>540.44</u>
			Unreconciled Difference is :-	<u>0.00</u>

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/12/2022	O Ajayi	26136	-20.00		Correction
20/12/2022	TV Licensing	DC	159.00		2862625088
20/12/2022	Office of Travel Commissioner	DC	11.00		Minibus
20/12/2022	Vostel Ltd	DD	476.51		Telephone Contract
21/12/2022	EON	26137	620.41		Gas and Electric
21/12/2022	Npower	26138	671.72		Electric
21/12/2022	EDF	26139	647.77		Electric & Gas
21/12/2022	S Spence	26140	840.00		Cleaning
21/12/2022	Unity Trust Current	Correction	43,713.96		Wages paid from Barclays
21/12/2022	Allstar	DD	241.40		Vehicle Leasing
22/12/2022	Sussex Rural	DD	20.00		Subscription
23/12/2022	Quadient UK	DD	10.00		Franking Machine
28/12/2022	Roland Dunn	DD	71.40		Service Charge
29/12/2022	Quadient UK	DD	20.00		Franking Machine

Total Payments	<u>113,248.21</u>
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List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2022	GM Monk	26101	25,977.91		Western Rd Lighting
01/12/2022	Besthost	26102	7.50		NHP Domain Renewal
01/12/2022	Initial Washroom	26103	360.59		Hygiene Contract
01/12/2022	Ordinance Survey	26104	65.70		Subscription
01/12/2022	Wealden District Council	DD	1,048.00		Rates Mth Dec22
01/12/2022	Lex Autolease	DD	1,264.56		Vehicle Leasing
01/12/2022	Amazon	DC	16.07		Amazon
01/12/2022	Wages and Salaries	BACS	1,361.90		Wk35
02/12/2022	WEL Medical	DC	2,778.00		Defibrillator
05/12/2022	SOS Systems Ltd	DD	102.72		Usage charges
05/12/2022	Barclays Bank	DD	77.65		Bank Charges
06/12/2022	Business Waste	26105	947.24		Waste Collection
06/12/2022	Eden Springs	26106	90.53		Water Machine
06/12/2022	Unity Trust Current	Correction	638.00		Banking Correction
09/12/2022	Nutra Plumbing and Heating Ltd	26108	180.00		Boiler Service
09/12/2022	Elco	26109	1,236.00		Boiler contract
09/12/2022	DVS	26110	4,260.00		Rent and Service Charge
09/12/2022	ATCM	26111	684.00		Membership
09/12/2022	Uniserve SE Ltd	26107	253.68		Office 365
09/12/2022	MFC Outdoor	26112	215.92		Ooutdoor staff workwear
09/12/2022	H Manger	26113	50.00		Hall refund
11/12/2022	Amazon	DC	8.99		Amazon
13/12/2022	K Giddings	26114	22.00		Subsistence
13/12/2022	Hellingly Parish Council	26115	12,313.00		2nd Subsidy
13/12/2022	K Giddings	26116	29.50		Sweets for Santa - xmas mkt
13/12/2022	ROSPA	26117	1,544.00		Training - SG CL
13/12/2022	P Woodley	26118	25.00		Xmas mkt refund
13/12/2022	B Taylor	26119	25.00		Xmas mkt refund
13/12/2022	A Worsfold	26120	25.00		Xmas mkt refund
13/12/2022	J Gledhill	26121	25.00		Xmas mkt refund
13/12/2022	D Webber	26122	25.00		Xmas mkt refund
13/12/2022	D Brauinstein	26123	25.00		Xmas mkt refund
14/12/2022	Allstar	DD	112.40		Vehicle Fuel
15/12/2022	Fuzion 4 Ltd	DD	161.63		Alarm Contract
16/12/2022	Town & Country Tree Services	26124	1,392.00		Hedge Gleneagles Country park
16/12/2022	Cuckmere Community Bus	26125	350.00		NYD Service
16/12/2022	Business Waste	26126	191.04		Waste Collection - Excess
16/12/2022	Knockhatch	26127	228.00		FNP
16/12/2022	Fotoprint Ltd	26128	199.00		Hailsham Fun Run promotion
16/12/2022	Evolution	26129	142.50		Water treatment
16/12/2022	J Ruffles	26130	50.00		Hall Hire refund
16/12/2022	C Griffin	26131	50.00		Hall hire refund
20/12/2022	RBL Poppy Appeal	26132	100.00		Remembrance Day Wreaths x 3
20/12/2022	Hailsham Roadways	26133	6,447.01		Hawks Rd Bus Shelter pay 1
20/12/2022	Town & Country Tree Services L	26134	558.00		Carpenters Way
20/12/2022	A Lambert	26135	50.00		Hall hire refund
20/12/2022	O Ajayi	26136	50.00		Hall hire refund

Continued on Page 2

Unity Trust Current

List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/12/2022	Wages & Salaries	BACS	1,493.73		Wk 36
09/12/2022	C Makin	BACS	400.00		Entertainment Xmas Mkt
09/12/2022	J Campling	BACS	50.00		Entertainment Xmas Switch
09/12/2022	The Sussex stompers	BACS	450.00		Entertainment for Xmas Mkt
14/12/2022	Wages & Salaries	BACS	1,425.33		Wk 37
15/12/2022	Barcombe Landscapes	BACS	8,522.76		Horticultural Contract
21/12/2022	Wages & Salaries	BACS	1,628.50		Wk38
21/12/2022	Wages & Salaries	BACS	1,200.16		Wk 39
21/12/2022	Wages & Salaries	BACS	37,966.24		Mth 9
30/12/2022	Unity Trust	FEE	25.70		Bank fees and charges
Total Payments			<u>53,162.42</u>		

Unity Trust Current

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2022	Velioa	BACS	5,833.00		Contribution for W Rd Light
11/11/2022	Sussex Community 4 x 4	BACS	150.00		Road Closure - Remembrance Sun
26/11/2022	B Mickleburgh	BACS	62.02		Nov 22
Total Payments			6,045.02		

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/11/2022	K Purdie	26097	50.00		Hire refund
30/11/2022	Wages and Salaries	1361.90	1,361.90		Wk35
30/11/2022	Allstar	DD	179.05		Vehicle Fuel
30/11/2022	A Reed	26098	1,356.00		Gravedigging
30/11/2022	R Bonner	26099	100.00		Mayors Donations
30/11/2022	Knockhatch	26100	336.00		FNP

Total Payments 340,586.43

- 100,000 } transfer to undy trust
- 100,000

140,586.43

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/11/2022	Ernest Doe & Sons Ltd	26065	141.32		Spare Blade & Pro Round up
11/11/2022	N Saunders	26066	50.00		J West Refund
11/11/2022	K Hayes	26067	50.00		J West Refund
11/11/2022	M Watts	26068	50.00		J West Refund
11/11/2022	Elco Heating	26069	912.00		Maintenance
15/11/2022	Fuzion 4 Ltd	DD	156.45		Alarm Maintenance Contract
15/11/2022	K Hedger	26070	50.00		J West Refund
15/11/2022	MFC Outdoor Supplies	26071	61.97		Protective Clothing
15/11/2022	VFM Grassline	26072	575.76		Ptich Marking Paint
15/11/2022	Mr C Letschka	26073	10.85		Subsistence for training cours
16/11/2022	Wages and Salaries	4739.98	4,739.98		Wk33
16/11/2022	Allstar	DD	143.96		Vehicle Fuel
18/11/2022	DVLA	DC	165.00		Minibus Tax
18/11/2022	Urban Jump	DC	25.00		FNP
18/11/2022	Urban Jump	DC	375.00		FNP
18/11/2022	MFC Outdoor Supplies	26074	97.97		Protective Clothing
18/11/2022	Npower	26075	654.86		Electric
18/11/2022	Martello Plant Hire	26076	124.16		Plant
18/11/2022	Town & Country Tree Services	26077	624.00		Tree work - Wentworth
21/11/2022	Siemens Financial Services Ltd	DD	163.30		Drink machine lease
21/11/2022	Vostel Ltd	DD	475.85		Telephone Contract
23/11/2022	Wages and Salaries	1484.73	1,484.73		Wk34
23/11/2022	Regional Media Group	26078	294.00		Advertising
23/11/2022	EON	26079	882.13		Electric & Gas
23/11/2022	Business Waste	26080	323.04		Waste Collection - Excess chg
25/11/2022	Wages and Salaries	44234.63	44,234.63		Mth8
25/11/2022	KSV	26084	80.84		Vending Machine
25/11/2022	Evolution	26085	142.50		Water treatment
25/11/2022	Saxon Plants	26086	131.27		Tree Planting
25/11/2022	DFIS	26087	377.77		Vehicle Repairs
25/11/2022	Nationwide Leasing Solutions	26088	530.40		Youth Cafe
25/11/2022	K Giddings	26089	82.16		Xmas Light Switch on Pizza etc
26/11/2022	East Sussex Pension Fund	26082	11,062.90		November 2022
26/11/2022	HMRC	26083	23,649.28		PAYE November 22
28/11/2022	Wealden District Council	DC	250.00		Christmas License - Market
29/11/2022	Roland Dunn	DD	71.40		Service Charge
29/11/2022	Bree prenton	26091	1,500.00		Valution Fees
29/11/2022	Unity Trust Current	26090	100,000.00		Transfer
29/11/2022	S Spence	26092	840.00		P Toilet Clenaing contract
29/11/2022	Castle Water	26093	269.12		Water
29/11/2022	Business Stream	26094	159.70		Water
29/11/2022	C Letschka	26095	29.00		Keys - various
29/11/2022	D Best	26096	50.00		Hire Refund

List of Payments made between 01/11/2022 and 30/11/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2022	Unity Trust Current	26027	100,000.00		Transfer to Unity
01/11/2022	P Hobden	26038	14.43		Weed Burner fuel
01/11/2022	HMRC PAYE	26039	15,391.38		Mth 7
01/11/2022	East Sussex Pension Fund	26040	8,419.37		Mth 7
01/11/2022	Business Stream	26041	22.21		Water
01/11/2022	Castle water	26042	98.40		Water
01/11/2022	Thomas Fattorini Ltd	26043	320.08		Town Council Badge
01/11/2022	Zurich Municipal	26044	105.00		Additional cover
01/11/2022	GM Monk	26045	72.00		Maintenance
01/11/2022	Field in Trust	26046	65.00		Membership
01/11/2022	Countrywide Ground Maintenance	26047	1,537.50		Cemetery grass cutting
01/11/2022	Quadiant Ltd	26048	60.82		NEw Franking machine
01/11/2022	A Joyes	26049	59.98		Youth services expenses
01/11/2022	Uniserve SE Ltd	26050	253.68		Office 365
01/11/2022	Kaebo Graphics	26051	129.60		Road Closed Signs
01/11/2022	Business Waste	26052	1,009.90		Waste collection
01/11/2022	Police Commissioner for Sx	26053	1,698.00		CCTV Trans Qtr 1 & 2
01/11/2022	K Giddings	26054	33.00		Sweets for xmas light switch o
01/11/2022	Wealden District Council	26055	170.00		Room Hire
01/11/2022	Lexis Nexis	26056	171.99		Arnold baker
01/11/2022	Initial Washroom	26058	330.50		Hygiene Contract
01/11/2022	SOS Systems	DD	87.15		Printing costs
01/11/2022	Wealden District Council	DD	1,048.00		Rates
01/11/2022	Lex Autolease	DD	1,264.56		Vehicle Leasing
02/11/2022	Wages & Salaries	BACS	1,401.66		Wk31
02/11/2022	Allstar	DD	92.28		Vehicle Fuel
02/11/2022	Wages and Salaries	BACS	1,401.66		Wk31
04/11/2022	Barclays Bank	DD	64.38		Bank Charges
07/11/2022	Amazon	DC	20.58		Bluetooth speaker
08/11/2022	East Sussex Highways	DC	243.20		Xmas lights license
08/11/2022	EON	26059	882.13		Electric and Gas
08/11/2022	EyeMedia Group	26060	346.14		Advertising
08/11/2022	Evolution	26061	142.50		J West water treatment
09/11/2022	Wages and salaries	1329.21	1,329.21		Wk32
09/11/2022	Allstar	DD	121.40		Vehicle Fuel
09/11/2022	Holiday Inn	DC	220.00		Staff training accomodation
10/11/2022	Holiday Inn Sittingbourne	DC	220.00		Staff Training accomodation
10/11/2022	Wealden District Council	DC	21.00		TEN
10/11/2022	Wightman & Parrish Ltd	26062	267.44		Hygiene Supplies
11/11/2022	Amazon	DC	24.42		Manhole cover for MT
11/11/2022	Wealden District Council	DC	21.00		TEN
11/11/2022	Adrian Cleanings Services Ltd	26063	675.63		Cleaning
11/11/2022	A Reed	26064	1,254.00		Gravedigging

List of Payments made between 01/10/2022 and 31/10/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/10/2022	Town & Country Tree Services	26021	576.00		Tree work - Stroma/Battle Rd
21/10/2022	Uniserve SE Ltd	26022	54.00		Youth Services
21/10/2022	Uniserve SE Ltd	26023	76.80		Back up support Macrium
21/10/2022	Caloo	26025	25,392.00		2 x teen shelters
25/10/2022	Barclays Interest	CIL 22-23	677,531.77		CIL 22-23
25/10/2022	Wages & Salaries	BACS	35,364.43		Mth 7
25/10/2022	S Spence	26026	916.00		Cleaning Contract
25/10/2022	M Turner	26028	150.00		J West refund
25/10/2022	J Moore	26029	50.00		J West Refund
25/10/2022	B Collins	26030	50.00		J West Refund
25/10/2022	R Baulcombe	26031	50.00		J West Refund
25/10/2022	Freedom Leisure	26032	204.00		FNP Youth services
25/10/2022	High Interest	CIL 22	677,531.77		CIL 22
25/10/2022	CORRECTION	ERROR	0.50		correction
26/10/2022	Wages & salaries	BACS	1,411.92		Wk30
27/10/2022	Screwfix	DC	12.99		Hinge Repair
27/10/2022	Roland Dunn	DD	71.40		Professional fee
27/10/2022	LEx Autolease	DD	60.41		Vehicle
28/10/2022	Allotment Holder	26033	55.00		Refund of allotment
28/10/2022	Allotment Holder	26034	20.00		Rent Refund
28/10/2022	Quadiant	26035	237.67		Franking Machine
28/10/2022	Fieldskill Ltd	26036	242.12		Stationary
28/10/2022	Uniserve SE Ltd	26037	76.80		Software
28/10/2022	Quadiant Ltd	DD	100.00		Postage

Total Payments 1,516,776.53

- 677,531.77 - transfer.
 - 677,531.77 posted in error
 - 60,000.00 - transfer to utility trust.
 101,712.99.

Current Bank A/c

List of Payments made between 01/10/2022 and 31/10/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/10/2022	Hailsham Town Council CIC	25988	10,000.00		Subsidy
03/10/2022	Countrywide Ground Maintenance	25990	1,537.50		Grass Cutting - Sep2022
03/10/2022	Proximo	25991	30.60		Fuel for hire vehicle - Truck
03/10/2022	SOS Systems Ltd	DD	75.02		Photocopier printing costs
03/10/2022	Lex Autolease	DD	1,264.56		Vehicle Leasing
03/10/2022	CF Corporate Finance Ltd	DD	374.40		Photocopier Lease
03/10/2022	Wealden District Council	DD	1,048.00		Rates
03/10/2022	Unity Trust Current	25989	60,000.00		Payment to Unity Trust
05/10/2022	A Reed	25992	502.00		Grave Digging - Sept22
05/10/2022	ESALC	25993	240.00		Planning training x 5
05/10/2022	Barclays Bank	DD	49.30		Bank charges
05/10/2022	Wages & Salaries	BACS	1,318.29		Wk27
10/10/2022	1Answer Insurance	DC	803.43		Youth Service Minibus
11/10/2022	Land Registry	25994	40.00		Fee - Grovelands Park
11/10/2022	Land Registry	25995	40.00		Fee - Grovelands Park
11/10/2022	Cuckmere Community Buses	25996	1,622.72		Concession 1.7.-30.9.22
11/10/2022	Knockhatch	25997	144.00		FNP
11/10/2022	Uniserve SE Ltd	25998	253.68		Office 365
11/10/2022	Saxon Plants	25999	2,093.60		Planting
11/10/2022	Macey Industrial Fixing	26000	47.53		MTP Kitchen Repair
11/10/2022	Nutra Plumbing & Heating Ltd	26001	508.20		New Thermostatic Tap
11/10/2022	Business Waste	26002	1,191.68		Waste Collection
11/10/2022	N Sanders	26003	50.00		J West Refund
11/10/2022	K Humphrey	26004	50.00		J West Refund
11/10/2022	L Harris	26005	50.00		J West Refund
12/10/2022	Wages & salaries	BACS	1,352.55		Wk28
12/10/2022	Allstar	DD	214.54		Allstar
12/10/2022	SOS System Ltd	DD	10.74		Waste Toner
13/10/2022	EON	26006	804.23		Electric & Gas
13/10/2022	Initial Washroom	26007	327.80		Hygiene Supplies
13/10/2022	Npower	26008	983.77		Electric
13/10/2022	Countrywide Ground Maintenance	26009	1,537.50		Cemetery Grass cutting
13/10/2022	Rialtas Business Solutions	26010	70.80		Making tax digital
13/10/2022	A Joyes	26011	309.10		Expenses
13/10/2022	Castlewater	26012	164.81		Water supply
15/10/2022	Fuzion 4 Ltd	DD	156.45		Alarm Maintenance
19/10/2022	Wages & Salaries	BACS	1,366.81		Wk29
19/10/2022	M & S Print Services Ltd	26014	822.00		Newsletter
19/10/2022	CBL Fasterning Ltd	26015	73.44		Cable Ties
19/10/2022	Healthmatic	26016	3,480.00		Professional fee
19/10/2022	Step up Sports	26017	90.00		Professional fees - W Rd light
19/10/2022	Mulberry & Co Ltd	26018	239.40		Internal Interim Audit
19/10/2022	Allstar	DD	41.88		Vehicle Fuel
19/10/2022	Vostel Ltd	DD	473.01		Telephone Contract
20/10/2022	Amazon	DC	26.98		Microphone
21/10/2022	Adrians Cleaning Services Ltd	26019	285.00		Cleaning
21/10/2022	Adrian Cleaning Services Ltd	26020	375.63		FDL Cleaning

Continued on Page 2

COMMUTED SUM HISTORY																			
date in year		bank account	Treasury deposit	Country Pk & Orchard Pk	Arlington Road East	Butts Field	Diplocks	Focus POS	Grovelands Estate POS	Ripley Land capital	Ripley POS	Ripley Street light	CIL	WDC S106	Historical Commuted Sums	Interest through year	Community Hall repayments during year		
July 2001			166500	70000	40000	16500	11000								29000				
October 2001	Repay works loan of 45k			-20000											-25000				
October 2001			121500	50000	40000	16500	11000								4000				
End of year Balance 31.03.02		15100	121500	50000	40000	16500	11000								4000	5500			
May 2002	10k repaid from precept (loan repayment)		131500	55000	40000	16500	11000								9000				
November 2002	10k used for Diplocks Ball Park						-10000												
			121500	55000	40000	16500	1000								9000				
	Diplocks balance of 1k to historical balance		121500	55000	40000	16500									10000				
November 2002	10k transferred from bank account		131500	55000	40000	16500									20000				
End of year balance 31.03.03		8929	131500	55000	40000	16500									20000	4100			
July 2003	10k repaid from precept (loan repayment)		141500	60000	40000	16500									25000				
March 2004	Use £3500 for Gleneagles Fence	-3500																	
End of year balance 31.03.04		9618	141500	60000	40000	16500									25000	4100			
May 2004	10k repaid from precept (loan repayment)		151500	65000	40000	16500									30000				
Ead of year balance at 31.03.05		15616	151500	65000	40000	16500									30000	5800			
September 2006	Commuted Sum for Focus POS		178100	65000	40000	16500		26600							30000				
September 2006	Loan to Community Hall £16000	-16000																	
End of year balance at 31.03.06		6342	178100	65000	40000	16500		26600							30000	6300			
December 2006	Used £16600 for steam cleaning machine														-16600				
March 2007	Used £5000 for C Park Car Park	-5000																	
End of year balance as at 31.03.07		10582	161500	65000	40000	16500		26600							13400	8400			
June 2007	£8.5 transfer from bank account		170000	65000	40000	16500		26600							21900				
End of year balance as at 31.03.08		12693	170000	65000	40000	16500		26600							21900	8400	1600		
July 2008	Used £5k for Diplocks Grant	-5000																	
December 2008	Commuted sum for Grovelands								30000										
End of year balance as at 31.03.09		15903	200000	65000	40000	16500		26600	30000						21900	6000	1600		
End of year balance as at 31.03.10		17136	200000	65000	40000	16500		26600	30000						21900	700	500		
Balance as reported on Fund Summary at 31.12.10		17426	200000	65000	40000	16500		26600	30000						21900	290			
End of year balance as at 31.03.11		17580	200000	65000	40000	16500		26600	30000						21900	154			
Apr-11	Transfer £15K to Treasury Deposit	-15000	215000	65000	40000	16500		26600	30000						36900				
Jan-12	Loan repay Community Hall																1696		
End of year balance as at 31.03.12		4953	215000	65000	40000	16500		26600	30000						36900	678			
Apr-12	Loan Repay Community hall	13923															8970		
Jun-12	Transfer £10k to Treasury	-10000	225000	65000	40000	16500		26600	30000						46900				
End of year balance as at 31.03.13		4688.53	225000	65000	40000	16500		26600	30000						46900	506.92			
Mar-14	Orchard Park balance to historical funds				40000	16500		26600	30000						111900				
	Arlington Rd balance to historical funds					16500		26600	30000						151900				
	Butts Field balance to historical funds							26600	30000						168400				
End of year balance as at 31.03.14		5233.22	225000	0	0	0		26600	30000						168400	544.69	0		
Aug-14	Used £16,000 for Quinnell Play area		-16000												-16000				

COMMUTED SUM HISTORY																			
date in year		bank account	Treasury deposit	Country Pk & Orchard Pk	Arlington Road East	Butts Field	Diplocks	Focus POS	Grovelands Estate POS	Ripley Land capital	Ripley POS	Ripley Street light	CIL	WDC S106	Historical Commuted Sums	Interest through year	Community Hall repayments		
Nov-14	Used £4,500 for Grovelands Barn		-4500												-4500				
Oct-14	Ripley Land income		134655							134655									
End of year balance as at 31.03.15		5864.06	339155					26600	30000	134655					147900	630.84			
Apr-15	Ripleys S106										43936.28								
Nov-15			383091																
7.1.16	Moved £6,000 to a fund for street light									-6000		6000							
End of Year balance as at 31.03.16		6781.72	383091					26600	30000	128655	43936.28	6000			147900	917.66			
21.4.16	Gazebo for xmas events £4500									-4500									
21.6.16	Common pond Footpath										-2646								
21.6.16	Battle Fence/Springer										-3000								
21.6.16	Neighbourhood plan - £60,000														-60000				
1.9.16	Countrypark - St Mellions Fence										-1500								
1.9.16	Countrypark - Country Park Drainage										-3000								
End of Year Balance as at 31.03.17		7240.23	308445					26600	30000	124155	33790.28	6000	0		87900				
31.5.17	Street Lighting Repairs 23000									-23000									
19.4.17	WDC CIL Levy												2341.43						
27.9.17	Common Pond Pathway										-10000								
	Cemetery Notice Boards - £2500																		
	Country Park Survey - £14500																		
16.10.17	WDC CIL Levy												7786.45						
28.12.17	Cricket Pavilion														-10220				
	As at 31.12.17	7353.45	265225					26600	30000	101155	23790.28	6000	0		77680				
	CIL Total																		
End of Year balance as at 31.2.18		7474.84	265225					26600	30000	101155	23790.28	6000	10127.88	0	77680	234.61			

COMMUTED SUM HISTORY																		
date in year		bank account	Treasury deposit	Country Pk & Orchard Pk	Arlington Road East	Butts Field	Diplocks	Focus POS	Grovelands Estate POS	Ripley Land capital	Ripley POS	Ripley Street light	CIL	WDC S106	Historical Commuted Sums	Interest through year	Community Hall repayments	
1.4.18	Country Park Survey - £14,500														-14500			
	WDC CIL Levy												315114.64					
16.11.18	South Road play area									-11600								
	Jul-18 Additional urban grass cut £2729 paid urban bin																	
	Square youth café - redecoration														-3000			
	Post Office relocation																	
16.11.18	James West - Fitting/Fixture														-33270			
	Reallocated - as time expired							-26600	-30000						56600			
15.10.18	CIL												4620.9					
Feb.19	Jame West - Lighting/defib/acoustics														-20000			
12.12.18	SPC - Cemetery report																	
1.3.19	Drainage - Western Rd														-1000			
End of year balance as at 31.3.19		9096.56	496995					0.00	0.00	89,555.00	23,790.28	6,000.00	329,863.42	-	62,510.00	1,621.72		
	Apr-19 CIL												109956.81					
	Jun-19 Post Office - Fitting									-32000					-18000			
	Jul-19 Cemetery (htc/18/4/196.2)														-1060			
	Jul-19 Quinnell Drive - Chain link fence/goal post (HTC/20/1/138.2)									-2000								
	Jul-19 Hailsham Cemetery Roof - Old chapel									-8200								
Every year	Drainage at Western Rd & Maurice Thornton														-4000		KEY	work pending
	Changing places pod (HTC/20/2/171.3) - £100K removed Oct22																KEY	work completed and invoiced
	Sep-19 WDC S106													264268.07				
	Oct-19 CIL												5299.18					
	Nov-19 Hawks Road Bus Shelter (HTC/20/3/190.2) (TFR DEC22) bal									-5372.51								
	Dec-22 Hawks Road Bus Shelter (HTC/20/3/190.2) balance									-627.49								
	Nov-19 Additional Bus Shelter - South Road (htc/20/3/209.2)									-8500								
ongoing	25% of CIL for Major infrastruture - See below																	
	Western Rd Play area (htc/18/4/206.2) SEE BELOW																	
	Western Rd - Running Track (htc/20/4/222.2) £137511																	
				0	0	0	0	0	0	33,482.49	23790.28	6000	445,119.41	264,268.07	39,450.00			
	Apr-20 CIL												115311.61					
ongoing	25% of CIL for Major infrastruture(REMOVED htc - Jul 22)																	
	May-20 Improve Path at Countrypark (htc/AM/19/127)												-26000					

Expected Standard	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
1. Scope of internal audit control	<ul style="list-style-type: none"> - Terms of reference for internal audit. - Internal audit work takes into account both the council's risk assessment and wider internal control arrangements as set out in the Internal auditor's engagement letter - The terms and conditions as detailed in the Internal Auditors engagement letter identifies their responsibility to detect fraud and corruption in accordance with the council's financial regulations 	<p><i>Audit File</i></p> <p><i>Audit File</i></p> <p><i>Audit File</i></p>	<p>Agreed</p>
2 Independence	<ul style="list-style-type: none"> - Internal audit has direct access to those charged with governance - Reports are made in own name to Council - Internal audit does not have any other role within the Council 	<p><i>Cover Letter</i><i>Interim Report</i></p>	<p>Agreed</p>
3. Competence	<ul style="list-style-type: none"> - There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity 	<p><i>Cover letter Interim report</i></p>	<p>Agreed</p>
4. Relationships	<ul style="list-style-type: none"> - The Clerk and RFO are consulted on the internal audit plan. - Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters - The responsibilities of council members are understood, and training of members is made available as necessary 	<p><i>Audit file</i></p>	<p>Agreed</p>
5. Audit Planning and Reporting	<ul style="list-style-type: none"> - The annual internal audit plan properly takes account of the risks facing the council. - Internal audit has reported in accordance with the plan by submission of regular reports to Council 	<p><i>Audit file – Cover letter Interim report</i></p>	<p>Agreed</p>

Characteristics of Effectiveness	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
1. Internal Audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs and is approved by council through the engagement letter and annual audit plan	<i>Audit File</i> <i>FBR/22/2/48</i>	Agreed
2. Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement	<i>Audit Plan</i>	Agreed
3. Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	<i>Auditors Reports</i> <i>(FBR/22/2/48.1</i>	Agreed
4. Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the council's services, risk management and corporate governance arrangements	<i>Auditors Reports</i>	Agreed

Characteristics of Effectiveness	Evidence of Achievement	Minute reference (if applicable)	Sub-Committee Members comment
5. Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risk, rather than relying solely on audit recommendations	<i>Audit File</i> <i>Cover letter</i> <i>interim report</i>	Agreed
6. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates		Agreed

Page 4 - Hailsham Town Council Internal Control Review Checklist – Statement of Internal Control Verification
(as approved by council – FPR/10/1/52)

	Record examined for verification purpose	Sub-Committee Members comment
Cash Book/Bank reconciliations/Investments	<ul style="list-style-type: none"> The cash book is kept up to date from original documents (paying-in books, invoices, cheque stubs) The cash book is reconciled to the bank statement on a quarterly basis The bank reconciliation is reviewed and approved by a member of FBR Committee with reference to the underlying records (cash book and bank statements) The verification of the bank reconciliation is reported to the FBR Committee and minuted as such The latest financial position of the Council's cash balances verified and approved by a member of the FBRC quarterly at the FBR committee meeting The Investment Strategy is in place and reviewed as necessary 	<p>Agreed</p> <p>RBS Excel</p> <p>Bank reconciliation</p> <p><u>FBR/22/2/46.1</u></p> <p>Noted at each FBR meeting</p> <p>Internal Audit Folder</p> <p>Agreed</p>
Financial Regulations/Standing Orders/Transparency Code	<ul style="list-style-type: none"> A document listing the Council's financial regulations, based on the model version prepared by NALC/SLCC is maintained. The regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Council The Local Transparency code 2015 is being maintained and reviewed/updated annually The Council is compliant with GDPR The Standing orders are reviewed annually 	<p>Agreed</p> <p><u>FBR/22/2/51</u></p> <p>Financial Regulations reviewed annually in January/or required by NALC</p> <p>Ongoing</p> <p>Agreed</p> <p><u>HTCXXXXX</u></p> <p>23.11.22 agreed at HTC meeting</p> <p>awaiting minutes</p> <p>Agreed</p>

Order/Tender controls	<ul style="list-style-type: none"> The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work. Official orders/letters/emails are sent to suppliers for services which are not regular in nature 	<p>See Financial Regs</p> <p>Examine order requisition book</p>	Agreed
Payment controls	<ul style="list-style-type: none"> Depending on the nature of the supply, the Committee Clerk signs the purchase invoice to indicate that the supply has been received, The RFO shall confirm that the supply has not previously been paid and that the invoice calculations are correct. Purchase orders/letters/emails ordering the work are matched to purchase invoices where applicable The value of each invoice for payment will be checked against the cheque value by one of the councillors authorised to sign cheques on Councils behalf. A retrospective list of cheque payments made will be presented to the FBR Committee and recorded in the minutes of the meeting. The cheque number used to settle an invoice and the date it was prepared are entered on the invoice and in the cashbook for cross reference purposes 	<p>Examine invoices</p> <p>Confirmed by RFO</p> <p>See Purchase orders</p> <p>Examine invoices</p> <p>See minutes (FBR/22/2/46.5)</p> <p>Examine invoice</p>	<p>All points Agreed</p>

Page 5 - Hallsam Town Council Internal Control Review Checklist – Statement of Internal Control Verification
(as approved by council – FPR/10/1/52)

		Record examined for verification purpose	Sub-Committee Members comment
s137 – Free Resources	<ul style="list-style-type: none"> A separate s137 account is maintained The RFO calculates the maximum amount of s137 expenditure able to be made each year and ensures that it is not exceeded. Where expenditure from s137 is made payment must be recorded and approved in Councils minutes 	<p>Approved at FBR Confirmed by RFO</p> <p>Approved at FBR (FBR/22/2/27)</p>	Agreed
VAT repayment claims	<ul style="list-style-type: none"> RFO ensures that all invoices are addressed to the Town Council. RFO ensures that proper VAT invoices are received where VAT is payable RFO maintains a VAT account to show that the correct amount of VAT is reclaimed VAT to be reclaimed on a quarterly basis 	<p>Examine invoices</p> <p>Examine RFO Vat file</p> <p>As above</p>	Agreed
Income controls	<ul style="list-style-type: none"> RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council and is received when due. RFO ensures that other receipts are received when due and correctly calculated RFO ensures that all cash and cheque receipts must be recorded through the cash register and cross referenced against the cash book RFO ensures all income is banked promptly 	<p>See RBS Reports</p> <p>Examine RFO files</p> <p>Examine RFO files</p> <p>See Banking record</p>	Agreed
Financial reporting	<ul style="list-style-type: none"> An Income & Expenditure account, comparing actual to the budget is prepared on a quarterly basis, presented to the Council and minuted as such 	<p>Income & Expenditure reports to FBR</p> <p>(FBR/22/2/46.2)</p>	Agreed

Budget preparation		
<ul style="list-style-type: none"> • RFO will prepare a base line budget for each standing committee for presentation to the appropriate committee. • Each committee will review their own budget in preparation to be reviewed by the Strategy Committee, ready for agreement by FBR Committee in December • A full town council meeting will take place in January of each year to determine the precept value to be requested from the District Council • The precept is set on the basis of the budget by the deadline set by the District Council 	<p>2023/24 in process of being prepared</p> <p>Sub-Committee appointment</p> <p>As approved at Precept meeting</p>	<p>Agreed</p> <p>Agreed</p>

		Record examined for verification purpose	Sub-Committee Members comment
Payroll controls	<ul style="list-style-type: none"> All staff and payment of members allowances are paid under PAYE as employees Under the direction of the Full Council, Staffing committee will be responsible for determining staff levels, grade and pay structure. All staff will be paid by weekly or monthly bacs system The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done The RFO will ensure all the necessary Pension Scheme (LGPS) returns are made to East Sussex County Council and will retain evidence that this has been done The Council has employer's liability insurance in place with adequate level of Fidelity guarantee insurance. 	<p>Examine pay records</p> <p>Committee appointed</p> <p>Examine pay records</p> <p>Examine pay records</p> <p>Examine pay records</p> <p>Insurance Policy</p>	All points Agreed
Petty Cash	<ul style="list-style-type: none"> £100 petty cash float held for small expenditure items Adequate records of receipts/payments with analysis sheet showing VAT and reconciled as required but no less than 3 months. 	Petty cash analysis sheet	Agreed
Asset Control	<ul style="list-style-type: none"> The RFO maintains a full asset register The RFO will ensure that at all times the level of insurance is appropriate to protect the Town Council's assets The RFO will negotiate best value in respect of the annual insurance premium. 	<p>See RFO records</p> <p>See RFO records</p>	Agreed
Risk Management	<ul style="list-style-type: none"> The council reviews/updates the Risk Strategy and policy statement annually and approved by Full Council The council risk management policy covers operational and financial risks to the council Update Insurance policy if required to cover any changes in the risk management policy 	<p><u>HTC/21/4/217.1</u></p> <p>Next review is on the agenda for January 2023</p>	Agreed
External Audit	<ul style="list-style-type: none"> The Council submits an annual return to the External Audit on an annual basis within the time frame requested The Council implements any further action required by the External auditor 	Audit File	Agreed

Annual Review of Internal Control – FBR Committee’s Report to Council

The Annual Review of Effectiveness of Internal Control is a statutory requirement and must be completed by members and not by staff or auditors.

In accordance with FBR/C minute FBR/22/2/52 a meeting of selected FBR committee members was held on Thursday 12th January 2023 to undertake and complete the Annual Review of Effectiveness of Internal Control.

Information and guidance provided by the RFO enabled the sub-committee to identify through inspection of minutes and councils records that sufficient evidence exists to enable this sub committee to recommend to full council that section 1 of the annual return headed up Annual Governance Statement can be approved with confidence.

The attached working sheets précis the areas which we examined and our observations are recorded against each entry.

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Cllr B. Holbrook

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Cllr. K Lawrence

.....Apologies...
Cllr N. Coltman