

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 18th October 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 held on 26th July 2023 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 26th July 2023.

6. Periodic Statements and Committee Expenditure

6.1 To adopt the financial reports as listed below:

- a) Bank Reconciliation as at 30th September 2023 (copy attached) & Bank Statements and be signed off by one member of the FBR committee.
- b) Summary of net expenditure as at 30th September 2023 (copy attached)
- c) Summary of the Council's income and expenditure as at the 30th September 2023 compared against budgets (summary attached) including variance reports.
- d) List of uncleared cheques totaling £632.00 as at 30th September 2023. (copy attached), as shown on Bank reconciliation.
- e) List of payments previously certified by a member of the cheque signatory panel amounting to £89,765.74 for payments made during July 2023, £152,087.62 for payments made during August 2023 and £107,513.32 for payments made during September 2023 all internal bank transfers have been deducted from the list totals (In accordance with the Governance and Accountability for Local Councils Practitioners Guide)

7.0 Council CIL/Reserves Statement

To adopt the Council CIL/Reserve Statement as at 30th September 2023

8.0 Corporate Multi pay card

To update the committee on the application of the Corporate Multi pay card from Unity Trust bank.

9.0 Review of Council's Financial Regulations

To note and adopt the updated version of the Financial Regulations

10. Internal Audit

To note and adopt the Internal audit engagement letter and audit plan for the financial year ending 31st March 2024

11. External Audit – Notice of Conclusion of Audit

To note the completion of external audit from PKF Littlejohn LLP as per section 3 of AGAR 31.03.2023 noting the following.

On the basis of 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 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.

12. **Half year Report.**

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

13. **Review of Hire Fees**

To note and agree the review of fees for all pitches, allotments, and Halls.

14. **Annual Review of Internal Control**

To note and agree a subcommittee group of members to meet and review the effectiveness of Internal Controls, as per Local Governance and Accountability

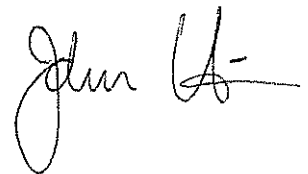
15. **Online Banking**

To receive an update

16. **Short Term Investment**

To discuss the short-term investment options

Dated 12th October 2023



JOHN HARRISON
Town Clerk

Committee Membership:

Councillor G. Blake-Coggins
Councillor F. Clarke
Councillor C. Mitchell
Councillor S. Potts
Councillor A. M. Ricketts
Councillor D. Rusu
Councillor G. White

Substitutes:

Councillor C Bryant
Councillor K. Marie-Blundell
Councillor N. Hayes
Councillor P Holbrook

Hailsham Town Council

Bank - Cash and Investment Reconciliation as at 4 October 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

30/09/2023	Current Account	77,499.20
30/09/2023	High Interest Account 50072672	645,316.27
30/04/2022	Treasury Deposit	0.00
30/09/2023	High Interest No 2 80449288	11,672.69
01/04/2021	Petty Cash	100.00
30/09/2023	Unity Trust Current account T2	727,065.02
30/09/2023	Unity trust 2	948,303.99

2,409,957.17

Other Cash & Bank Balances

0.00

2,409,957.17

Unpresented Payments

632.00

2,409,325.17

Receipts not on Bank Statement

19.00

Closing Balance

2,409,344.17

All Cash & Bank Accounts

1	Current Bank A/c	77,518.20
2	High Interest	645,316.27
3	Barclays Interest	11,672.69
4	Petty Cash	100.00
5	Unity Trust Current	726,433.02
6	Unity Trust 2	948,303.99
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	2,409,344.17

Summary Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
100	Common Pond Allotments							
	Income	589	205	448	243			45.7%
	Expenditure	1,890	1,099	984	(115)		(115)	111.7%
	Movement to/(from) Gen Reserve	<u>(1,300)</u>	<u>(894)</u>					
105	Battle Road Allotments							
	Income	2,177	683	2,010	1,327			34.0%
	Expenditure	626	347	1,185	838		838	29.3%
	Movement to/(from) Gen Reserve	<u>1,551</u>	<u>336</u>					
110	Harold Ave Allotments							
	Income	545	330	576	246			57.3%
	Expenditure	15	0	628	628		628	0.0%
	Net Income over Expenditure	<u>530</u>	<u>330</u>	<u>(52)</u>	<u>(382)</u>			
	less Transfer to EMR	0	150					
	Movement to/(from) Gen Reserve	<u>530</u>	<u>180</u>					
115	Western Road Recreation Ground							
	Income	38,146	630	100	(530)			630.0%
	Expenditure	45,801	42,248	4,749	(37,499)		(37,499)	889.6%
	Net Income over Expenditure	<u>(7,655)</u>	<u>(41,618)</u>	<u>(4,649)</u>	<u>36,969</u>			
	plus Transfer from EMR	14,000	40,685					
	Movement to/(from) Gen Reserve	<u>6,345</u>	<u>(933)</u>					
120	Maurice Thornton Playing Field							
	Expenditure	1,525	1,480	4,427	2,947		2,947	33.4%
125	Play Areas							
	Expenditure	63,473	64,395	4,915	(59,480)		(59,480)	1310.2%
	plus Transfer from EMR	59,846	62,246					
	Movement to/(from) Gen Reserve	<u>(3,628)</u>	<u>(2,148)</u>					
130	Public Open Spaces							
	Income	748	575	850	275			67.6%
	Expenditure	29,012	4,161	7,660	3,499		3,499	54.3%
	Net Income over Expenditure	<u>(28,264)</u>	<u>(3,586)</u>	<u>(6,810)</u>	<u>(3,224)</u>			
	plus Transfer from EMR	1,594	2,016					
	Movement to/(from) Gen Reserve	<u>(26,670)</u>	<u>(1,570)</u>					
135	Common Pond							
	Expenditure	656	19,481	743	(18,738)		(18,738)	2622.0%
	plus Transfer from EMR	0	19,178					
	Movement to/(from) Gen Reserve	<u>(656)</u>	<u>(303)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
145	Horticultural & Ground Maint							
	Expenditure	49,600	23,846	52,589	28,743		28,743	45.3%
160	Environment Services							
	Expenditure	10,417	5,000	0	(5,000)		(5,000)	0.0%
	plus Transfer from EMR	0	5,000					
	Movement to/(from) Gen Reserve	<u>(10,416)</u>	<u>0</u>					
170	Funded Projects							
	Expenditure	6,468	107,907	14,124	(93,783)		(93,783)	764.0%
180	Cortlandt Stable Block							
	Income	0	750	0	(750)			0.0%
	Expenditure	16,724	4,123	17,296	13,173		13,173	23.8%
	Movement to/(from) Gen Reserve	<u>(16,724)</u>	<u>(3,373)</u>					

Summary Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
200	Tourism & Leisure							
	Income	2,347	1,101	0	(1,101)			0.0%
	Expenditure	21,850	6,856	15,048	8,192		8,192	45.6%
	Net Income over Expenditure	<u>(19,504)</u>	<u>(5,755)</u>	<u>(15,048)</u>	<u>(9,293)</u>			
	plus Transfer from EMR	0	1,200					
	Movement to/(from) Gen Reserve	<u>(19,504)</u>	<u>(4,555)</u>					
205	Festive Lighting							
	Expenditure	12,114	8,015	11,825	3,810		3,810	67.8%
	plus Transfer from EMR	0	2,690					
	Movement to/(from) Gen Reserve	<u>(12,114)</u>	<u>(5,325)</u>					
300	Town Council Site							
	Income	700,474	321,872	17,400	(304,472)			1849.8%
	Expenditure	21,841	32,358	35,448	3,090		3,090	91.3%
	Net Income over Expenditure	<u>678,633</u>	<u>289,514</u>	<u>(18,048)</u>	<u>(307,562)</u>			
	plus Transfer from EMR	1,150	7,427					
	less Transfer to EMR	0	312,582					
	Movement to/(from) Gen Reserve	<u>679,783</u>	<u>(15,641)</u>					
305	Maurice Thornton Pavilion							
	Income	0	0	1,200	1,200			0.0%
	Expenditure	1,499	643	2,653	2,010		2,010	24.2%
	Movement to/(from) Gen Reserve	<u>(1,499)</u>	<u>(643)</u>					
310	Grovelands Barn							
	Expenditure	3,076	4,975	3,956	(1,019)		(1,019)	125.8%
	plus Transfer from EMR	0	1,723					
	Movement to/(from) Gen Reserve	<u>(3,076)</u>	<u>(3,252)</u>					
315	Union Corner Hall							
	Expenditure	1,000	0	1,000	1,000		1,000	0.0%
320	Public Toilets - Stable Block							
	Expenditure	11,286	5,155	15,450	10,295		10,295	33.4%
325	Changing Pod							
	Expenditure	2,900	0	0	0		0	0.0%
330	Welbury Farm/Jim West Com Hall							
	Income	25,922	12,552	33,000	20,448			38.0%
	Expenditure	35,785	20,266	28,000	7,734		7,734	72.4%
	Net Income over Expenditure	<u>(9,863)</u>	<u>(7,714)</u>	<u>5,000</u>	<u>12,714</u>			
	plus Transfer from EMR	0	2,682					
	Movement to/(from) Gen Reserve	<u>(9,863)</u>	<u>(5,032)</u>					
400	Cemetery Lodge							
	Income	7,140	3,570	6,900	3,330			51.7%
	Expenditure	2,613	0	638	638		638	0.0%
	Movement to/(from) Gen Reserve	<u>4,527</u>	<u>3,570</u>					
405	Cemetery Services & Overheads							
	Income	65,513	21,425	53,045	31,620			40.4%
	Expenditure	65,658	53,160	46,846	(6,314)		(6,314)	113.5%
	Net Income over Expenditure	<u>(145)</u>	<u>(31,735)</u>	<u>6,199</u>	<u>37,934</u>			
	plus Transfer from EMR	17,233	24,154					
	Movement to/(from) Gen Reserve	<u>17,088</u>	<u>(7,582)</u>					
500	Street Lighting							
	Expenditure	49,740	12,511	43,265	30,754		30,754	28.9%
	plus Transfer from EMR	0	8,554					
	Movement to/(from) Gen Reserve	<u>(49,740)</u>	<u>(3,957)</u>					

Summary Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
505	Street Furniture							
	Expenditure	12,562	7,491	1,554	(5,937)		(5,937)	482.0%
	plus Transfer from EMR	5,373	7,371					
	Movement to/(from) Gen Reserve	<u>(7,190)</u>	<u>(120)</u>					
600	Staffing Costs							
	Expenditure	816,826	379,103	863,253	484,150		484,150	43.9%
605	Administration Expenses							
	Income	0	431	0	(431)			0.0%
	Expenditure	70,798	43,276	66,424	23,148		23,148	65.2%
	Net Income over Expenditure	<u>(70,798)</u>	<u>(42,845)</u>	<u>(66,424)</u>	<u>(23,579)</u>			
	plus Transfer from EMR	0	12,010					
	Movement to/(from) Gen Reserve	<u>(70,798)</u>	<u>(30,836)</u>					
610	Chairmans Allowance							
	Expenditure	853	800	1,500	700		700	53.3%
	plus Transfer from EMR	0	800					
	Movement to/(from) Gen Reserve	<u>(853)</u>	<u>0</u>					
615	Youth Provision							
	Income	9,248	12,751	1,000	(11,751)			1275.1%
	Expenditure	58,575	26,722	21,000	(5,722)		(5,722)	127.2%
	Movement to/(from) Gen Reserve	<u>(49,327)</u>	<u>(13,972)</u>					
620	Machinery/Tools/Protective Clo							
	Expenditure	2,177	876	2,145	1,269		1,269	40.8%
625	Vehicle Fleet							
	Income	150	0	0	0			0.0%
	Expenditure	21,239	11,756	20,210	8,454		8,454	58.2%
	Movement to/(from) Gen Reserve	<u>(21,089)</u>	<u>(11,756)</u>					
630	Twinning							
	Expenditure	0	0	400	400		400	0.0%
635	Misc. Provision							
	Expenditure	10,500	0	0	0		0	0.0%
640	Section 137 (Free Resource)							
	Expenditure	214	0	400	400		400	0.0%
645	Projects (Add to Cap.Funds)							
	Expenditure	9,836	0	0	0		0	0.0%
	plus Transfer from EMR	1,760	0					
	Movement to/(from) Gen Reserve	<u>(8,076)</u>	<u>0</u>					
650	Funded Services							
	Income	683	160	0	(160)			0.0%
	Expenditure	81,239	39,565	108,125	68,560		68,560	36.6%
	Movement to/(from) Gen Reserve	<u>(80,555)</u>	<u>(39,405)</u>					
655	Account Int & Commuted Sums							
	Income	1,257,071	1,285,391	1,282,529	(2,862)			100.2%
	Expenditure	865	329	618	289		289	53.3%
	Movement to/(from) Gen Reserve	<u>1,256,207</u>	<u>1,285,061</u>					
	Grand Totals:- Income	2,110,754	1,662,424	1,399,058	(263,366)			118.8%
	Expenditure	1,541,253	927,944	1,399,058	471,114	0	471,114	66.3%
	Net Income over Expenditure	<u>569,501</u>	<u>734,480</u>	<u>0</u>	<u>(734,480)</u>			
	plus Transfer from EMR	100,955	197,736					
	less Transfer to EMR	0	312,732					
	Movement to/(from) Gen Reserve	<u>670,456</u>	<u>619,484</u>					

Detailed Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

	Actual Last Year	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)	589	205	448	243			45.7%	
Common Pond Allotments :- Income	589	205	448	243			45.7%	0
4510 General Maintenance	1,789	1,039	770	(269)		(269)	134.9%	
4520 Software Licence	0	0	64	64		64	0.0%	
4550 Water & Sewerage	101	60	150	90		90	39.9%	
Common Pond Allotments :- Indirect Expenditure	1,890	1,099	984	(115)	0	(115)	111.7%	0
Net Income over Expenditure	(1,300)	(894)	(536)	358				
<u>105 Battle Road Allotments</u>								
1000 Allotment Rent (Inc)	2,177	683	2,010	1,327			34.0%	
Battle Road Allotments :- Income	2,177	683	2,010	1,327			34.0%	0
4510 General Maintenance	0	29	361	332		332	8.1%	
4520 Software Licence	0	0	64	64		64	0.0%	
4550 Water & Sewerage	626	318	760	442		442	41.9%	
Battle Road Allotments :- Indirect Expenditure	626	347	1,185	838	0	838	29.3%	0
Net Income over Expenditure	1,551	336	825	489				
<u>110 Harold Ave Allotments</u>								
1000 Allotment Rent (Inc)	545	330	576	246			57.3%	150
Harold Ave Allotments :- Income	545	330	576	246			57.3%	150
4510 General Maintenance	15	0	564	564		564	0.0%	
4520 Software Licence	0	0	64	64		64	0.0%	
Harold Ave Allotments :- Indirect Expenditure	15	0	628	628	0	628	0.0%	0
Net Income over Expenditure	530	330	(52)	(382)				
6001 less Transfer to EMR	0	150						
Movement to/(from) Gen Reserve	530	180						
<u>115 Western Road Recreation Ground</u>								
1050 Rent Beaconsfield/Tennis/Pitch	38,146	630	100	(530)			630.0%	
Western Road Recreation Ground :- Income	38,146	630	100	(530)			630.0%	0
4130 Gas/Electricity	0	131	0	(131)		(131)	0.0%	
4510 General Maintenance	42,991	39,685	1,102	(38,583)		(38,583)	3601.2%	39,685
4550 Water & Sewerage	1,390	433	1,647	1,215		1,215	26.3%	

Detailed Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4560 Drainage	1,420	2,000	2,000	0		0	100.0%	1,000
Western Road Recreation Ground :- Indirect Expenditure	45,801	42,248	4,749	(37,499)	0	(37,499)	889.6%	40,685
Net Income over Expenditure	(7,655)	(41,618)	(4,649)	36,969				
6000 plus Transfer from EMR	14,000	40,685						
Movement to/(from) Gen Reserve	6,345	(933)						
<u>120 Maurice Thornton Playing Field</u>								
4510 General Maintenance	45	0	836	836		836	0.0%	
4550 Water & Sewerage	0	0	76	76		76	0.0%	
4560 Drainage	0	0	2,000	2,000		2,000	0.0%	
4600 Annual Rent	1,000	1,000	1,000	0		0	100.0%	
4605 Pitch Marking Paint/Contractor	480	480	515	35		35	93.2%	
Maurice Thornton Playing Field :- Indirect Expenditure	1,525	1,480	4,427	2,947	0	2,947	33.4%	0
Net Expenditure	(1,525)	(1,480)	(4,427)	(2,947)				
<u>125 Play Areas</u>								
4140 Insurance	1,030	1,030	1,494	464		464	69.0%	
4510 General Maintenance	62,443	63,364	2,421	(60,943)		(60,943)	2617.3%	62,246
4650 Safety Gates	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	63,473	64,395	4,915	(59,480)	0	(59,480)	1310.2%	62,246
Net Expenditure	(63,473)	(64,395)	(4,915)	59,480				
6000 plus Transfer from EMR	59,846	62,246						
Movement to/(from) Gen Reserve	(3,628)	(2,148)						
<u>130 Public Open Spaces</u>								
1100 Fishing Permits	748	575	850	275			67.6%	
Public Open Spaces :- Income	748	575	850	275			67.6%	0
4620 Teen Shelter	0	0	1,000	1,000		1,000	0.0%	
4690 POS - General Main	0	0	347	347		347	0.0%	
4695 Vermin Control	528	280	579	300		300	48.3%	
4700 Plant & Skip Hire	842	1,646	4,370	2,724		2,724	37.7%	
4705 Maintenance Plan	27,631	2,016	0	(2,016)		(2,016)	0.0%	2,016
4715 Country Park - General Maint	11	220	522	302		302	42.1%	
4720 Orchard Park - General Maint	0	0	787	787		787	0.0%	

Detailed Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

	Actual Last Year	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%	
Public Open Spaces :- Indirect Expenditure	29,012	4,161	7,660	3,499	0	3,499	54.3%	2,016
Net Income over Expenditure	(28,264)	(3,586)	(6,810)	(3,224)				
6000 plus Transfer from EMR	1,594	2,016						
Movement to/(from) Gen Reserve	(26,670)	(1,570)						
<u>135 Common Pond</u>								
4510 General Maintenance	656	19,481	743	(18,738)		(18,738)	2622.0%	19,178
Common Pond :- Indirect Expenditure	656	19,481	743	(18,738)	0	(18,738)	2622.0%	19,178
Net Expenditure	(656)	(19,481)	(743)	18,738				
6000 plus Transfer from EMR	0	19,178						
Movement to/(from) Gen Reserve	(656)	(303)						
<u>145 Horticultural & Ground Maint</u>								
4750 Grass & Hedge Cutting	21,665	14,210	29,786	15,576		15,576	47.7%	
4755 Tree Surgery	27,935	9,636	22,803	13,167		13,167	42.3%	
Horticultural & Ground Maint :- Indirect Expenditure	49,600	23,846	52,589	28,743	0	28,743	45.3%	0
Net Expenditure	(49,600)	(23,846)	(52,589)	(28,743)				
<u>160 Environment Services</u>								
4745 Urban Grass Cutting	9,450	5,000	0	(5,000)		(5,000)	0.0%	5,000
4850 Dog Hygiene/Bin Emptying	967	0	0	0		0	0.0%	
Environment Services :- Indirect Expenditure	10,417	5,000	0	(5,000)	0	(5,000)		5,000
Net Expenditure	(10,417)	(5,000)	0	5,000				
6000 plus Transfer from EMR	0	5,000						
Movement to/(from) Gen Reserve	(10,416)	0						
<u>170 Funded Projects</u>								
4980 Church Yard CCTV Service Cont	0	0	309	309		309	0.0%	
4985 War Memorial - All Costs	667	280	515	235		235	54.3%	
4990 CAB Rent & Grant	5,801	107,628	13,300	(94,328)		(94,328)	809.2%	
Funded Projects :- Indirect Expenditure	6,468	107,907	14,124	(93,783)	0	(93,783)	764.0%	0
Net Expenditure	(6,468)	(107,907)	(14,124)	93,783				

Detailed Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
180 Cortlandt Stable Block								
1230 Hailsham FM Rent	0	750	0	(750)			0.0%	
Cortlandt Stable Block :- Income	0	750	0	(750)				0
4995 Rent/Rates/Utilities	16,724	4,123	17,296	13,173		13,173	23.8%	
Cortlandt Stable Block :- Indirect Expenditure	16,724	4,123	17,296	13,173	0	13,173	23.8%	0
Net Income over Expenditure	(16,724)	(3,373)	(17,296)	(13,923)				
200 Tourism & Leisure								
1400 Street Market Stall Pitch Fee	1,118	1,009	0	(1,009)			0.0%	
1405 Christmas Lighting - Donations	250	0	0	0			0.0%	
1410 Christmas Market - Income	979	92	0	(92)			0.0%	
Tourism & Leisure :- Income	2,347	1,101	0	(1,101)				0
4125 Rates	2,096	79	0	(79)		(79)	0.0%	
4905 Miscellaneous Items	63	1,200	219	(981)		(981)	547.9%	1,200
4910 Event Advertising	2,249	231	579	348		348	39.9%	
4915 Bus Alliance	0	0	1,000	1,000		1,000	0.0%	
4920 Queen Jubilee	12,043	0	0	0		0	0.0%	
4925 Summer Event	1,271	1,622	3,930	2,308		2,308	41.3%	
4930 Christmas Light Switch On	410	0	2,165	2,165		2,165	0.0%	
4935 Christmas Market	1,899	(21)	2,155	2,176		2,176	(1.0%)	
4940 Fun Run	1,400	3,395	5,000	1,605		1,605	67.9%	
4945 Street Market	419	350	0	(350)		(350)	0.0%	
Tourism & Leisure :- Indirect Expenditure	21,850	6,856	15,048	8,192	0	8,192	45.6%	1,200
Net Income over Expenditure	(19,504)	(5,755)	(15,048)	(9,293)				
6000 plus Transfer from EMR	0	1,200						
Movement to/(from) Gen Reserve	(19,504)	(4,555)						
205 Festive Lighting								
4975 Christmas Festoons	12,114	8,015	11,825	3,810		3,810	67.8%	2,690
Festive Lighting :- Indirect Expenditure	12,114	8,015	11,825	3,810	0	3,810	67.8%	2,690
Net Expenditure	(12,114)	(8,015)	(11,825)	(3,810)				
6000 plus Transfer from EMR	0	2,690						
Movement to/(from) Gen Reserve	(12,114)	(5,325)						

Detailed Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Town Council Site								
1078 CIL Received	677,532	312,582	0	(312,582)			0.0%	312,582
1200 Kemer Kebab	10,500	5,250	10,500	5,250			50.0%	
1205 4 Market Square (Inc)	7,200	3,800	6,500	2,700			58.5%	
1225 Miscellaneous rents	4,524	240	0	(240)			0.0%	
1275 Insurance Recharge	718	0	400	400			0.0%	
Town Council Site :- Income	700,474	321,872	17,400	(304,472)			1849.8%	312,582
4115 Telephone & mobiles	0	1,223	3,000	1,777		1,777	40.8%	
4125 Rates	0	7,360	7,428	68		68	99.1%	
4130 Gas/Electricity	6,287	3,364	8,000	4,636		4,636	42.0%	
4140 Insurance	11,774	12,735	13,378	643		643	95.2%	
4510 General Maintenance	1,150	0	0	0		0	0.0%	
5000 Internal Repairs/General Maint	1,355	84	232	148		148	36.2%	
5005 External Repairs/General Maint	429	475	669	194		194	71.1%	494
5010 Electronic Gates	0	0	546	546		546	0.0%	
5015 Maintenance 4 Market Sq	0	6,933	1,688	(5,245)		(5,245)	410.7%	6,933
5020 Gas Boiler - Annual Service	290	0	212	212		212	0.0%	
5025 Intruder & Smoke Alarm Service	556	183	295	112		112	61.9%	
Town Council Site :- Indirect Expenditure	21,841	32,358	35,448	3,090	0	3,090	91.3%	7,427
Net Income over Expenditure	678,633	289,514	(18,048)	(307,562)				
6000 plus Transfer from EMR	1,150	7,427						
6001 less Transfer to EMR	0	312,582						
Movement to/(from) Gen Reserve	679,783	(15,641)						
305 Maurice Thornton Pavilion								
1215 Pavilion Lets	0	0	1,200	1,200			0.0%	
Maurice Thornton Pavilion :- Income	0	0	1,200	1,200			0.0%	0
4130 Gas/Electricity	904	511	1,803	1,292		1,292	28.3%	
4510 General Maintenance	418	36	530	494		494	6.8%	
4550 Water & Sewerage	176	96	320	224		224	30.1%	
Maurice Thornton Pavilion :- Indirect Expenditure	1,499	643	2,653	2,010	0	2,010	24.2%	0
Net Income over Expenditure	(1,499)	(643)	(1,453)	(810)				
310 Grovelands Barn								
4510 General Maintenance	69	1,898	274	(1,624)		(1,624)	692.6%	1,723
5100 MT Hut/Grovelands Barn Energy	313	248	530	282		282	46.8%	

Detailed Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5105 Grovelands Barn Rates	2,695	2,829	3,152	323		323	89.8%	
Grovelands Barn :- Indirect Expenditure	3,076	4,975	3,956	(1,019)	0	(1,019)	125.8%	1,723
Net Expenditure	(3,076)	(4,975)	(3,956)	1,019				
6000 plus Transfer from EMR	0	1,723						
Movement to/(from) Gen Reserve	(3,076)	(3,252)						
<u>315 Union Corner Hall</u>								
4510 General Maintenance	1,000	0	1,000	1,000		1,000	0.0%	
Union Corner Hall :- Indirect Expenditure	1,000	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	(1,000)	0	(1,000)	(1,000)				
<u>320 Public Toilets - Stable Block</u>								
4515 Cleaning/Maintenance	11,286	5,155	15,450	10,295		10,295	33.4%	
Public Toilets - Stable Block :- Indirect Expenditure	11,286	5,155	15,450	10,295	0	10,295	33.4%	0
Net Expenditure	(11,286)	(5,155)	(15,450)	(10,295)				
<u>325 Changing Pod</u>								
4515 Cleaning/Maintenance	2,900	0	0	0		0	0.0%	
Changing Pod :- Indirect Expenditure	2,900	0	0	0	0	0		0
Net Expenditure	(2,900)	0	0	0				
<u>330 Welbury Farm/Jim West Com Hall</u>								
1210 Meeting Room Lets/J West	25,922	12,552	33,000	20,448			38.0%	
Welbury Farm/Jim West Com Hall :- Income	25,922	12,552	33,000	20,448			38.0%	0
4115 Telephone & mobiles	1,141	708	1,200	492		492	59.0%	
4125 Rates	8,733	5,501	9,023	3,522		3,522	61.0%	
4130 Gas/Electricity	6,917	2,567	8,000	5,433		5,433	32.1%	
4510 General Maintenance	9,233	6,610	2,357	(4,253)		(4,253)	280.4%	2,682
4515 Cleaning/Maintenance	4,367	3,097	6,000	2,903		2,903	51.6%	
4550 Water & Sewerage	888	115	1,000	885		885	11.5%	
5150 Maintenance/Running Costs	976	147	420	273		273	35.0%	
5155 J West Refund	3,530	1,520	0	(1,520)		(1,520)	0.0%	
Welbury Farm/Jim West Com Hall :- Indirect Expenditure	35,785	20,266	28,000	7,734	0	7,734	72.4%	2,682
Net Income over Expenditure	(9,863)	(7,714)	5,000	12,714				
6000 plus Transfer from EMR	0	2,682						
Movement to/(from) Gen Reserve	(9,863)	(5,032)						

Detailed Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Cemetery Lodge								
1220 Cemetery Rent	7,140	3,570	6,900	3,330			51.7%	
Cemetery Lodge :- Income	7,140	3,570	6,900	3,330			51.7%	0
4510 General Maintenance	146	0	174	174		174	0.0%	
5175 Cemetery Lodge Repairs	2,467	0	464	464		464	0.0%	
Cemetery Lodge :- Indirect Expenditure	2,613	0	638	638	0	638	0.0%	0
Net Income over Expenditure	4,527	3,570	6,262	2,692				
405 Cemetery Services & Overheads								
1500 Burial Fees	65,513	21,425	53,045	31,620			40.4%	
Cemetery Services & Overheads :- Income	65,513	21,425	53,045	31,620			40.4%	0
4125 Rates	6,238	5,739	4,326	(1,413)		(1,413)	132.7%	
4130 Gas/Electricity	2,732	1,118	3,430	2,312		2,312	32.6%	
4510 General Maintenance	23,256	500	0	(500)		(500)	0.0%	2,746
4550 Water & Sewerage	487	297	350	53		53	84.8%	
4750 Grass & Hedge Cutting	10,659	9,625	17,783	8,158		8,158	54.1%	
5210 Telephone	566	314	637	323		323	49.3%	
5215 Fire Extinguisher/Boiler Servi	158	0	128	128		128	0.0%	
5220 Pest Control	0	0	318	318		318	0.0%	
5225 Repairs/Cleaning & Waste	1,334	24,591	2,145	(22,446)		(22,446)	1146.4%	21,407
5230 Burial Record IT-Licence	0	442	349	(93)		(93)	126.5%	
5300 Grave Digging	12,774	6,906	15,757	8,851		8,851	43.8%	
5305 Maintenance Flowers & Trees	563	3,630	562	(3,068)		(3,068)	645.9%	
5310 Shallow Grave/Misc Burial	5,632	0	0	0		0	0.0%	
5350 Ditch Clearance	1,260	0	1,061	1,061		1,061	0.0%	
Cemetery Services & Overheads :- Indirect Expenditure	65,658	53,160	46,846	(6,314)	0	(6,314)	113.5%	24,154
Net Income over Expenditure	(145)	(31,735)	6,199	37,934				
6000 plus Transfer from EMR	17,233	24,154						
Movement to/(from) Gen Reserve	17,088	(7,582)						
500 Street Lighting								
4510 General Maintenance	13,084	0	16,391	16,391		16,391	0.0%	
5375 New Lighting	17,125	0	0	0		0	0.0%	
5380 Energy (145516 kwh per year)	12,321	0	14,490	14,490		14,490	0.0%	
5390 Annual Repairs	7,210	12,511	12,384	(127)		(127)	101.0%	8,554
Street Lighting :- Indirect Expenditure	49,740	12,511	43,265	30,754	0	30,754	28.9%	8,554
Net Expenditure	(49,740)	(12,511)	(43,265)	(30,754)				
6000 plus Transfer from EMR	0	8,554						
Movement to/(from) Gen Reserve	(49,740)	(3,957)						

Detailed Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Street Furniture								
5400 Bus Shelter Repairs	5,373	7,371	281	(7,090)		(7,090)	2623.1%	7,371
5405 Black Sacks	0	0	200	200		200	0.0%	
5410 Defibrulators	4,821	120	1,073	953		953	11.2%	
5415 New Bin	2,369	0	0	0		0	0.0%	
Street Furniture :- Indirect Expenditure	12,562	7,491	1,554	(5,937)	0	(5,937)	482.0%	7,371
Net Expenditure	(12,562)	(7,491)	(1,554)	5,937				
6000 plus Transfer from EMR	5,373	7,371						
Movement to/(from) Gen Reserve	(7,190)	(120)						
600 Staffing Costs								
4000 Wages (Manual)	168,163	74,825	177,885	103,060		103,060	42.1%	
4005 Salaries (Admin.)	328,181	159,652	318,833	159,181		159,181	50.1%	
4010 NHI (Wages & salaries)	61,229	25,653	72,949	47,296		47,296	35.2%	
4015 Pension (wages & salaries)	65,486	24,706	89,796	65,090		65,090	27.5%	
4020 Youth Café & InfoPoint	116,561	62,835	145,745	82,910		82,910	43.1%	
4025 NHI Youth Café & InfoPoint	37,064	7,751	12,768	5,017		5,017	60.7%	
4030 Pension Youth Café & InfoPoint	15,597	11,058	18,324	7,266		7,266	60.3%	
4055 Honoraria's (Bailiffs/Tree War	2,125	975	2,000	1,025		1,025	48.7%	
4060 Members Allowances	22,422	11,647	24,953	13,306		13,306	46.7%	
Staffing Costs :- Indirect Expenditure	816,826	379,103	863,253	484,150	0	484,150	43.9%	0
Net Expenditure	(816,826)	(379,103)	(863,253)	(484,150)				
605 Administration Expenses								
1275 Insurance Recharge	0	431	0	(431)			0.0%	
Administration Expenses :- Income	0	431	0	(431)				0
4100 Office equip/etc/computer cons	749	1,307	4,666	3,359		3,359	28.0%	
4105 Newsletter	2,055	695	5,000	4,305		4,305	13.9%	
4110 Annual Town Meeting	581	0	618	618		618	0.0%	
4115 Telephone & mobiles	2,522	0	0	0		0	0.0%	
4120 Contract Cleaning	4,448	2,444	4,841	2,397		2,397	50.5%	
4125 Rates	7,111	0	0	0		0	0.0%	
4135 Annual Electrical Test of Equi	265	0	338	338		338	0.0%	
4145 Franking machine/postage	1,242	377	1,300	923		923	29.0%	
4150 Audit fees	2,339	2,645	3,039	395		395	87.0%	
4155 Travelling, Training & seminar	2,997	3,212	3,183	(29)		(29)	100.9%	2,304
4160 Photocopier lease & Monthly Us	2,387	1,187	2,967	1,780		1,780	40.0%	

Detailed Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4165 Room Hire Expenses	1,116	774	618	(156)		(156)	125.3%	
4170 Computer Software/licenses	10,519	4,170	5,790	1,620		1,620	72.0%	
4175 Website Hosting/Domains	2,694	474	1,133	660		660	41.8%	
4180 Subscriptions & Publications	5,714	4,179	4,635	456		456	90.2%	
4185 Professional fees	5,032	6,566	4,223	(2,343)		(2,343)	155.5%	3,359
4190 Election	5,201	6,347	5,000	(1,347)		(1,347)	126.9%	6,347
4195 Advertising / Publicity	396	0	515	515		515	0.0%	
4200 Annual extinguisher etc., insp	295	0	350	350		350	0.0%	
4205 Stationery & miscellaneous equ	1,868	1,130	4,000	2,870		2,870	28.3%	
4210 Commercial Rubbish Disposal	9,405	5,134	7,730	2,596		2,596	66.4%	
4215 Civic regalia	267	0	258	258		258	0.0%	
4220 Hailsham Neighbourhood Plan	230	1,930	5,000	3,070		3,070	38.6%	
4225 Vending/Water Machine	1,367	706	0	(706)		(706)	0.0%	
4550 Water & Sewerage	0	0	1,220	1,220		1,220	0.0%	
Administration Expenses :- Indirect Expenditure	70,798	43,276	66,424	23,148	0	23,148	65.2%	12,010
Net Income over Expenditure	(70,798)	(42,845)	(66,424)	(23,579)				
6000 plus Transfer from EMR	0	12,010						
Movement to/(from) Gen Reserve	(70,798)	(30,836)						
<u>610 Chairmans Allowance</u>								
4280 Chairmans allowance	853	800	1,500	700		700	53.3%	800
Chairmans Allowance :- Indirect Expenditure	853	800	1,500	700	0	700	53.3%	800
Net Expenditure	(853)	(800)	(1,500)	(700)				
6000 plus Transfer from EMR	0	800						
Movement to/(from) Gen Reserve	(853)	0						
<u>615 Youth Provision</u>								
1305 Donations	5,964	1,000	0	(1,000)			0.0%	
1310 Activity Income	3,284	11,751	1,000	(10,751)			1175.1%	
Youth Provision :- Income	9,248	12,751	1,000	(11,751)			1275.1%	0
4125 Rates	6,113	6,362	6,200	(162)		(162)	102.6%	
4300 Youth Café	39,147	10,458	9,373	(1,085)		(1,085)	111.6%	
4305 FNP	6,224	4,268	2,527	(1,741)		(1,741)	168.9%	
4310 PGL	0	2,475	0	(2,475)		(2,475)	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 09/10/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4325 Mini Bus	6,521	2,759	1,600	(1,159)		(1,159)	172.4%	
4330 Monday Club	0	0	600	600		600	0.0%	
4335 Eastside Youth Hub	570	400	0	(400)		(400)	0.0%	
Youth Provision :- Indirect Expenditure	58,575	26,722	21,000	(5,722)	0	(5,722)	127.2%	0
Net Income over Expenditure	(49,327)	(13,972)	(20,000)	(6,028)				
<u>620 Machinery/Tools/Protective Clo</u>								
4350 Protective Clothing	542	135	1,072	937		937	12.6%	
4355 Tools	1,635	741	1,073	332		332	69.0%	
Machinery/Tools/Protective Clo :- Indirect Expenditure	2,177	876	2,145	1,269	0	1,269	40.8%	0
Net Expenditure	(2,177)	(876)	(2,145)	(1,269)				
<u>625 Vehicle Fleet</u>								
1275 Insurance Recharge	150	0	0	0			0.0%	
Vehicle Fleet :- Income	150	0	0	0				0
4360 Leasing costs	12,786	6,503	13,000	6,497		6,497	50.0%	
4365 Vehicle Overheads - fuel	3,729	1,411	3,605	2,194		2,194	39.1%	
4370 Vehicle Overheads - service &	1,390	987	0	(987)		(987)	0.0%	
4375 Vehicle Overheads - Insurance	3,333	2,856	3,605	749		749	79.2%	
Vehicle Fleet :- Indirect Expenditure	21,239	11,756	20,210	8,454	0	8,454	58.2%	0
Net Income over Expenditure	(21,089)	(11,756)	(20,210)	(8,454)				
<u>630 Twinning</u>								
4395 Civic Events	0	0	400	400		400	0.0%	
Twining :- Indirect Expenditure	0	0	400	400	0	400	0.0%	0
Net Expenditure	0	0	(400)	(400)				
<u>635 Misc. Provision</u>								
4400 Annual Grants	10,500	0	0	0		0	0.0%	
Misc. Provision :- Indirect Expenditure	10,500	0	0	0	0	0		0
Net Expenditure	(10,500)	0	0	0				
<u>640 Section 137 (Free Resource)</u>								
4999 Miscellaneous	214	0	400	400		400	0.0%	
Section 137 (Free Resource) :- Indirect Expenditure	214	0	400	400	0	400		0
Net Expenditure	(214)	0	(400)	(400)				

Detailed Income & Expenditure by Budget Heading 09/10/2023

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
645 Projects (Add to Cap.Funds)								
9014 No 14 - Contingency Fund (unal	1,760	0	0	0		0	0.0%	
9015 No 15 - Bus Concessions (See n	7,226	0	0	0		0	0.0%	
9021 No 21 - Criminal Damage (unall	850	0	0	0		0	0.0%	
Projects (Add to Cap.Funds) :- Indirect Expenditure	9,836	0	0	0	0	0		0
Net Expenditure	(9,836)	0	0	0				
6000 plus Transfer from EMR	1,760	0						
Movement to/(from) Gen Reserve	(8,076)	0						
650 Funded Services								
1235 Post Office - H/card	683	160	0	(160)			0.0%	
Funded Services :- Income	683	160	0	(160)				0
5500 Hellingly P.C. subsidy (as pro	24,626	18,981	34,779	15,798		15,798	54.6%	
5505 Hailsham Revitalization Fund	550	18	5,150	5,132		5,132	0.3%	
5510 CCTV - Camera costs	5,603	0	8,196	8,196		8,196	0.0%	
5515 Post Office Operation costs	50,459	20,567	60,000	39,433		39,433	34.3%	
Funded Services :- Indirect Expenditure	81,239	39,565	108,125	68,560	0	68,560	36.6%	0
Net Income over Expenditure	(80,555)	(39,405)	(108,125)	(68,720)				
655 Account Int & Commuted Sums								
1076 Precept	1,252,856	1,281,505	1,281,529	24			100.0%	
1080 Interest on accounts	4,215	3,886	1,000	(2,886)			388.6%	
Account Int & Commuted Sums :- Income	1,257,071	1,285,391	1,282,529	(2,862)			100.2%	0
5550 Bank charges	865	329	618	289		289	53.3%	
Account Int & Commuted Sums :- Indirect Expenditure	865	329	618	289	0	289	53.3%	0
Net Income over Expenditure	1,256,207	1,285,061	1,281,911	(3,150)				
Grand Totals:- Income	2,110,754	1,662,424	1,399,058	(263,366)			118.8%	
Expenditure	1,541,253	927,944	1,399,058	471,114	0	471,114	66.3%	
Net Income over Expenditure	569,501	734,480	0	(734,480)				
plus Transfer from EMR	100,955	197,736						
less Transfer to EMR	0	312,732						
Movement to/(from) Gen Reserve	670,456	619,484						

**Bank Reconciliation Statement as at 30/09/2023
for Cashbook 5 - Unity Trust Current**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust Current account T2	30/09/2023	6	727,065.02
			<u>727,065.02</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
30/05/2023 300007 Hailsham Allotment Society		100.00	
30/05/2023 300011 Garden Guardians		100.00	
01/09/2023 300029 Continental		432.00	
			<u>632.00</u>
			726,433.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			726,433.02
		Balance per Cash Book is :-	726,433.02
		Difference is :-	0.00

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/07/2023	Martello Plant Hire	BACS	126.00	109220340	3 ton digger & Dumper
21/07/2023	S Spence Incleanation	BACS	840.00	96281525	P Toilet Cleaning July 23
21/07/2023	Wealden CAB	BACS	158.63	103232764	Biffa and electric
28/07/2023	Business Stream	BACS	210.19	54583201	2 North Street
28/07/2023	Hailsham Festival	BACS	1,200.00	421053812	Eastwell bridge project
28/07/2023	John Doe	BACS	50.00	958573790	Hall Refund
28/07/2023	Business Waste	BACS	76.73	441568338	Hygiene Services
28/07/2023	British Gas	BACS	99.77		CAB
28/07/2023	Ernest Doe & Sons Ltd	BACS	75.60	656896537	Weed burner common pond
28/07/2023	Town & Country Tree Services	BACS	336.00	157274728	Barn Site
28/07/2023	Barcombe Landscape	BACS	13,314.00	144018066	Horticultural contract

Total Payments	<u>41,874.79</u>
-----------------------	------------------

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2023	Mr T Hall	300024	85.00		Eye test
03/07/2023	EON	300025	570.26		Gas and electric costs mth 3
03/07/2023	Business Waste	BACS	33.52	578288200	FDL excell
03/07/2023	B Gas	BACS	151.14	371818718	CAB
03/07/2023	Castle Water	BACS	85.01		CAB
03/07/2023	Business Stream	BACS	46.36		Water
04/07/2023	A Hartle	BACS	50.00	5462153	Hall refund
04/07/2023	C Bratton	BACS	50.00	69466673	hall refund
04/07/2023	DFIS	BACS	136.00	287638599	Transit MOT
04/07/2023	3rd sector protect	BACS	499.83	278786680	Youth Service insurance
05/07/2023	Knockhatch	BACS	246.00	464346442	FNP
06/07/2023	M Haywood	BACS	50.00	620857016	hall refund
07/07/2023	Freedom Leisure	BACS	518.00	896296257	FNP May-Jul23
07/07/2023	Juice Electrical	BACS	2,250.00	174248154	Electric survey
07/07/2023	Eden Springs	BACS	7.08	154727059	Water machines
07/07/2023	Adrians Cleaning Services Ltd	BACS	783.63	463764339	FDL and JW cleaning June 23
07/07/2023	Ernest Does and Sons Ltd	BACS	556.50	59487164	Fuel and strimmer
07/07/2023	ESCC	BACS	50.00	136925894	DBS service for youth service
07/07/2023	Nationwide Leasing solutions	BACS	530.40	395485601	Metal detector
07/07/2023	Uniserve SE Ltd	BACS	2,266.68	676668351	ESET and office 365
07/07/2023	Business Waste	BACS	801.27	556619412	FDL Waste collection
07/07/2023	Business Waste	BACS	211.90	134371628	Station Rd Allot waste
07/07/2023	Business Waste	BACS	148.40	675377729	Cem Waste
11/07/2023	Hailsham Town Concill CIC	BACS	10,000.00	120588306	Subsidy
11/07/2023	Business Waste	BACS	253.00	569918620	FDL waste collection
11/07/2023	Business Waste	BACS	4.03	92304279	Station Rd Allot waste Ex
11/07/2023	Business Waste	BACS	82.91		Cem waste Ex
11/07/2023	WSALC	BACS	365.00	576460021	KG CILCA training
11/07/2023	KSV	BACS	118.18	163580739	coffee machine
11/07/2023	[REDACTED]	BACS	50.00	773023104	hall refund
11/07/2023	K Sellens	BACS	66.00		cleaning
11/07/2023	Evolution	BACS	427.50	730355097	JW water treatment
11/07/2023	Knockhatch	BACS	196.00	5216049	FNP
13/07/2023	L & B Scaffolding	BACS	600.00	745423916	Maintenance work
13/07/2023	Grassline VFM	BACS	575.76	21274240	Pitch marking paint
13/07/2023	Business Waste	BACS	102.34	507641291	Hygiene contract
18/07/2023	Town & Country Tree services	BACS	696.00	420679073	Ersham rd Cemetery
18/07/2023	Quadient	BACS	173.92	47439336	Franking Machine
18/07/2023	Npower	BACS	42.93	680767196	War Memorial Electric Jun23
18/07/2023	Npower	BACS	591.18	21559200	JW electric - Jun23
18/07/2023	Castle Water	BACS	92.37	975093233	Groveland Barn Water
18/07/2023	Mr A Joyes	BACS	247.41	745728342	Youth service expenses
18/07/2023	Nasstar	BACS	241.20	899064343	subscription
18/07/2023	[REDACTED]	BACS	50.00	344598110	Hall refund
19/07/2023	Amazon	DC	22.58		Caburetor
19/07/2023	Current Bank A/c	DC	22.58		Amazon
21/07/2023	ESALC Limited	BACS	240.00	650317368	Cllr Training courses x 5

List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2023	CF Corporate	DD	374.40		Photocopier/Printer lease
03/07/2023	Lex Autolease	DD	1,264.56		Vehicle Leasing
03/07/2023	Indeed	DC	148.49		PO recruitment
03/07/2023	Wealden DC	DD	959.00		Rates
03/07/2023	SOS Systems	DD	154.22		copier/printer printing costs
05/07/2023	Barclays Bank	DD	16.08		Bank Charges
05/07/2023	Wages and Salaries	BACS	1,478.76		WK 14
10/07/2023	Amazon	DC	102.97		Sports items
10/07/2023	Quadient UK Ltd	DD	0.62		Franking
12/07/2023	Allstar	DD	95.40		Vehicle Fuel
12/07/2023	Wages and Salaries	BACS	1,407.40		WK 15
13/07/2023	Amazon	DC	42.99		Voice Recorder
17/07/2023	Amazon	DC	64.98		Sports items
17/07/2023	Fuzion4 Ltd	DD	192.75		Alarm Maintenance
19/07/2023	Allstar	DD	145.89		Vehicle Fuel
19/07/2023	Adobe Photography	DC	119.21		Subscription
19/07/2023	Wages and Salaries	BACS	1,202.72		WK16
19/07/2023	Unity Trust Current	CRRT	45.16		Correction
19/07/2023	Amazon	DC	23.89		Lanyards
20/07/2023	Vostel Ltd - Gocardless	DD	526.37		Telephone contract
20/07/2023	Vostel LTd	DD	150.13		Yealink at JW
24/07/2023	Amazon	DC	29.99		300 Keplin Stake pegs
24/07/2023	Lex Autolease	DD	72.00		RFL
25/07/2023	Wages and Salaries	BACS	37,403.90		MTH 4
26/07/2023	Wages and Salaries	BACS	1,653.67		WK17
27/07/2023	Roland Dunn	DD	71.40		Service Charge
31/07/2023	Lex Autolease	DD	144.00		RFL
Total Payments			47,890.95		

List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	Lex Autolease	DD	1,264.56		Vehicle Leasing
01/08/2023	Wealden District Council	DD	959.00		Rates Mkt & JW
02/08/2023	Wages and Salaries	BACS	1,465.93		WK18
02/08/2023	Indeed	DC	1.51		Job advertising
02/08/2023	The Edge Systesm	DC	20.34		ID card for D Chapman
02/08/2023	Allstar	DD	56.40		Vehicle Fuel
04/08/2023	Barclays Bank	DD	17.55		Bank Charges
04/08/2023	SOS Systems Ltd	DD	117.47		Photocopier Print Jun23
09/08/2023	Allstar	DD	169.89		Vehicle Fuel
09/08/2023	Wages and Salaries	BACS	1,430.53		Week19
15/08/2023	Fuzion4 Ltd	DD	192.75		Alarm Contract
16/08/2023	Allstar	DD	41.88		Vehicle Fuel card
16/08/2023	Wages and Salaries	BACS	1,358.47		Week 20
21/08/2023	Siemens Financial Services	DD	116.22		Lease of Drink machine
21/08/2023	Siemens Financial Services	DD	47.08		Drink machine Asset protect
22/08/2023	Vostel Ltd - Gocardless	DD	523.55		Telephone contract Aug23
23/08/2023	Wages and Salaries	BACS	1,430.53		Week 21
23/08/2023	Besthost	DC	180.00		Wordpress 23-24
23/08/2023	Iris	DC	453.60		Paylips x 2000
25/08/2023	Wages and Salaries	BACS	38,156.37		Month 5
29/08/2023	SOS Systems Ltd	DD	10.74		Delievery of toner
30/08/2023	Wages and Salaries	BACS	1,664.11		Week 22
30/08/2023	Besthost	DC	180.00		NHP Wordpress package
30/08/2023	Roland Dunn	DD	71.40		Service charge cem lodge
30/08/2023	Allstar	DD	227.45		Vehicle Fuel

Total Payments	<u>50,157.33</u>
-----------------------	------------------

List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2023	East Sussex County Council	BACS	400.00	972739270	Hire room for Eastside
01/08/2023	Business Stream	BACS	39.39	707413557	Y Cafe
01/08/2023	Travis Perkins	BACS	55.08	568909474	Cemetery repairs
01/08/2023	Hailsham Roadways	BACS	24,351.35	901401839	Cemetery Pathways
01/08/2023	Ricochet	BACS	2,809.20	134482420	Swim Signs & Health parks
01/08/2023	Knockhatch	BACS	324.00	570892867	FNP
01/08/2023	Mr A Reed	BACS	1,841.00	690793895	Gravedigging - July 23
04/08/2023	Business Waste	BACS	169.52		Common pond allot
04/08/2023	Business Waste	BACS	118.72		Cemetery Waste
04/08/2023	Business Waste	BACS	712.24		FDL Waste Collection
04/08/2023	Adrians Cleaning Service	BACS	695.63	902095785	July 2023 FDL
04/08/2023	DFIS	BACS	189.80	185904635	MOT Cabstar
04/08/2023	Uniserve SE Ltd	BACS	298.80	979897175	Office 365
04/08/2023	EDF	BACS	412.79	12980564	Y Cafe Gas July23
04/08/2023	SLCC	BACS	18.00	461187139	Training RFO
04/08/2023	Troy Hayes Planning	BACS	2,100.00	56018593	NHP
04/08/2023	Clark Roofing	BACS	26,320.80	662723715	Southview
04/08/2023	Martello Plant Hire Ltd	BACS	912.96	191175595	5 Ton Digger/Dumper
04/08/2023	Countrywide Grounds Maintenance	BACS	2,002.50	307468245	Cemetery Grass cutting
04/08/2023	Evolution	BACS	142.50	312640661	Water treatment JW
04/08/2023	HM Revenue & Customs	300026	16,082.64		PAYE July 23
04/08/2023	East Sussex Pension Fund	300027	9,544.75		Pension July 23
07/08/2023	EON	300028	649.01		Electric and Gas July23
08/08/2023	Business Waste	BACS	18.14	362976409	Excess Waste CP Allt Jul23
08/08/2023	Business Waste	BACS	33.00	498943729	Excess Waste Cem Jul23
08/08/2023	Business Waste	BACS	182.20	900186995	Excess Waste FDL Jul23
08/08/2023	DFIS	BACS	39.95	145620902	MOT Vivaro
08/08/2023	Howdens	BACS	19.25	902208783	Cylinder Lock - Y cafe
08/08/2023	Fuzion 4 Ltd	BACS	504.00	741165350	Additional CCTV monitor FDL
08/08/2023	Macey Industrial Fixings Ltd	BACS	104.28	334346396	Tools/Stock
08/08/2023	Newton & Frost Fencing Ltd	BACS	670.13	3776140910	Cemetery GOR
09/08/2023	PKF Littlejohn	BACS	3,024.00	647064760	External Auditor 22-23
09/08/2023	██████████	BACS	50.00	183934565	Hall Refund
09/08/2023	Business Waste	BACS	5.52	599107939	MTP Hygiene bin
09/08/2023	Npower	BACS	44.31	461231354	War memorial electric Jul23
09/08/2023	Npower	BACS	465.85	89817835	JW Electric - Jul23
15/08/2023	Town & Country Tree Services	BACS	840.00	4731409136	Carpenters way and Work
15/08/2023	Business Waste	BACS	19.91	752570840	Excess waste FDL Jul23
15/08/2023	Toolstation	BACS	12.81	500479858	Night lock - FDL site
15/08/2023	Fuzion 4 Ltd	BACS	978.00	521971115	Replace Emergency Light JW
15/08/2023	K Sellens	BACS	82.50	670480259	CAB cleaning
15/08/2023	Fieldskills Ltd	BACS	181.49	631741649	Stationary/Clock/Mouse
15/08/2023	ME Cutting	BACS	50.00	34216032	Hall Deposit
17/08/2023	Nasstar	BACS	41.00	546017861	Domain Main x 2 years
18/08/2023	Giles (Plumber) Ltd	BACS	134.40	390250597	Boiler safety check
18/08/2023	Business Waste	BACS	38.64	472642001	JW Sani Bins August23
18/08/2023	DFIS	BACS	488.20	3770165452	Service Cabstar

Unity Trust Current

List of Payments made between 01/08/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/08/2023	EDF	BACS	587.32	479544942	Youth cafe Electric
18/08/2023	Uniserve SE Ltd	BACS	247.80	7328138	Back up & additional kit
18/08/2023	Balfour Beatty	BACS	600.00	485112081	Feasibility Study JW
18/08/2023	Zurich Municipal	BACS	172.76	940708644	Additions to Assets
25/08/2023	Business Waste	BACS	11.04	815718493	FDL Hygiene
25/08/2023	Andy Joyes	BACS	37.95	450568935	Minibus MOT
25/08/2023	S Spence	BACS	840.00	314876065	P Toilet Cleaning
25/08/2023	Town & Country Tree Services	BACS	432.00	18105531	Tree work C Pond/Car way
25/08/2023	Initial Washrooms	BACS	59.20	25837596	Jul and Aug23
25/08/2023	British Gas	BACS	153.96	234763834	CAB
25/08/2023	South East Employers	BACS	570.00	179950804	Professional Fees

Total Payments 101,930.29

List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2023	SOS Systems	DD	133.84		Photocopier printing Aug23
01/09/2023	LEx Autolease	DD	1,264.56		Vehicle leasing
01/09/2023	Wealden District Council	DD	959.00		Rates
04/09/2023	SUM UP	DC	58.80		Youth service card reader
05/09/2023	Barclays Bank	DD	14.61		Bank Charges
06/09/2023	Karcher Centre	DC	80.98		Karcher T7 surface cleaner
06/09/2023	Allstar	DD	102.40		Vehicle Fuel
06/09/2023	Wages and Salaries	BACS	1,633.74		Wk 23
13/09/2023	Wages and Salaries	BACS	1,387.72		Wk24
15/09/2023	Fuzion 4 Ltd	DD	192.75		Alarm Maintenance Sep23
18/09/2023	Quadient	DD	0.62		Franking Machine
19/09/2023	Vostel Ltd - Gocardless	DD	519.92		Telephone Contract Aug23
20/09/2023	Wages and Salaries	BACS	1,507.47		Wk 25
20/09/2023	Allstar	DD	134.29		Y Service minibus fuel
25/09/2023	Wages and Salaries	BACS	37,772.58		Mth 6
26/09/2023	Quadient	DD	100.00		Franking Machine
27/09/2023	Wages and Salaries	BACS	1,567.71		Wk 26
29/09/2023	Roland Dunn	DD	71.40		Service Charge
29/09/2023	Unity Trust Current	29.9.2023	118.60		Posted to Barclays in error
Total Payments			47,620.99		

List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2023	Experience Training LTd	BACS	2,352.00	808840291	Autism Reality Training - Y S
01/09/2023	██████████	BACS	50.00	184696738	Hall refund
01/09/2023	Birchwood Ford	BACS	2,292.80	204802846	Repair Minibus YS
01/09/2023	EON	BACS	118.53	56165722	Western Rd Lighting
01/09/2023	Toolstation Limited	BACS	12.63	737169556	Repair to JW
01/09/2023	EDF	BACS	711.98	320430076	Y cafe Electric
01/09/2023	Evolution	BACS	142.50	7920903	JW Water treatment
01/09/2023	Countrywide Ground Maintenanc	BACS	2,002.50	51483750	Cemetery Grass Cutting
01/09/2023	██████████	BACS	50.00	251764124	Hall refund
01/09/2023	██████████	BACS	50.00	995668573	Hall refund
01/09/2023	Continental	300029	432.00		CAB
04/09/2023	HMRC	300030	14,368.55		PAYE August 2023
04/09/2023	East Sussex pension fund	300031	9,200.94		Pensions August 2023
07/09/2023	AHGTC	BACS	35.00	116281449	Town Crier Membership
07/09/2023	DFL Landscape Supplies	BACS	597.36	825662115	Cemetery G of R
07/09/2023	Uniserve SE Ltd	BACS	298.80	37299559	Office 365
07/09/2023	Castle Water	BACS	236.88	56832211	Water - Cem
07/09/2023	Castle Water	BACS	99.38	257536463	Water - Cem
07/09/2023	Castle Water	BACS	318.21	675145	Battle Rd Allot Water
07/09/2023	Castle Water	BACS	369.41	155811313	Western Rd - Water
07/09/2023	Barcombe Landscapes	BACS	6,000.00	546937891	Additional Urban Grass
07/09/2023	Ernest Doe & Sons Ltd	BACS	109.99	215879343	Common pond grass seed
07/09/2023	Macey Industrial Fixings Ltd	BACS	78.26	272009215	Stock
07/09/2023	Juice Electrical Services	BACS	792.00	666098960	Electrical Report
07/09/2023	Eden Springs	BACS	70.18	630389814	Water Machine
07/09/2023	Town & Country Tree Services	BACS	900.00	77357147	Tree work Cpark, cam close
08/09/2023	Robins of Herstmonceux	BACS	120.00	106320206	Cemetery G of R
08/09/2023	Wightman & Parrish	BACS	167.48	8374488604	Hygiene Supplies
08/09/2023	██████████	BACS	50.00	664620221	Hall refund
12/09/2023	Adrians Cleaning Service	BACS	751.63	994140689	FDL/Jw August 23
12/09/2023	Business Waste	BACS	118.72	999533214	Cemetery Waste
12/09/2023	Business Waste	BACS	169.52	163340929	C pond Allotment
12/09/2023	Business Waste	BACS	812.31	221018922	FDL Waste collection
12/09/2023	Business Waste	BACS	5.52	12153268	MTP Sani bin
12/09/2023	Business Waste	BACS	38.64	360487160	JW Sani bin
12/09/2023	Business Waste	BACS	5.52	371460129	Y cafe sani bin
12/09/2023	Business Waste	BACS	5.52	108317810	Y cafe sani bin
12/09/2023	Business Waste	BACS	38.64	675527441	JW Sani bin
12/09/2023	Business Waste	BACS	5.52	126112573	MTP Sani bin
12/09/2023	Business Stream	BACS	155.11	82414846	2 North st water
12/09/2023	██████████	BACS	50.00	750695179	Hall refund
12/09/2023	Adam Reed	BACS	1,044.00	94391066	Grave Digging August 23
12/09/2023	Castle Water	BACS	310.39	104122157	2 North St final water bill
14/09/2023	Agrifactors Ltd	BACS	1,200.00	329910484	Drainage Western Rd
14/09/2023	K Sellens	BACS	66.00	786484472	CAB
14/09/2023	Town & Country Tree Services	BACS	576.00	806079976	Tree work - wentworth
14/09/2023	Npower	BACS	44.31	991265319	Electric war mem Aug23

Unity Trust Current

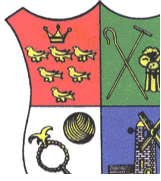
List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/09/2023	Npower	BACS	499.22	446320101	Electric JW Aug23
15/09/2023	EON	300032	407.14		Electric and Gas
19/09/2023	EDF	BACS	108.95	42424399	CAB
19/09/2023	Business Stream	BACS	28.83	4697942	MTP Water
19/09/2023	DFL Landscape Supplies	BACS	210.00	361456607	Groundtex
19/09/2023	Business Waste	BACS	135.82	395828578	Excess Waste - FDL Aug23
19/09/2023	Business Waste	BACS	128.52	312603062	Excess Waste - FDL
19/09/2023	Business Waste	BACS	3.28	378251242	Excess waste - CPond Aug23
19/09/2023	Business Waste	BACS	37.30	44354863	Excess Waste - Cem Aug23
19/09/2023	Teklima	BACS	225.60	158907953	Air conditioning - JW
19/09/2023	Freedom Leisure	BACS	76.00	855114590	Bowling - FNP
19/09/2023	Tenpin	BACS	200.00	874680439	FNP
22/09/2023	WDALC	BACS	100.00	890995112	Membership
22/09/2023	S Spence	BACS	840.00	151027381	P Toilet Cleaning
22/09/2023	Welbury Meadow Res Assoc	BACS	50.00	357717436	Hall hire refund
22/09/2023	Welbury Meadow Res Assoc	BACS	-50.00		Correction
22/09/2023	Welbury Meadow Res Assoc	BACS	5.00	357717436	Hall Refund
22/09/2023	EON	BACS	18.49	681120657	Electric Western Rd Track
22/09/2023	Wealden District Council	BACS	6,346.83	83351397	Election Costs
22/09/2023	Wealden District Council	BACS	280.50	621102188	Civic Hall hire
22/09/2023	ESALC	BACS	48.00	747323524	Cllr Training June - Rusu
22/09/2023	Knockhatch	BACS	180.00	803663907	FNP - Bungee
22/09/2023	CBL Fastening	BACS	33.59	132433119	Cable ties
25/09/2023	Mrs M Webber	BACS	200.00	804184066	Reimburesment FNP - TENPIN
25/09/2023		BACS	50.00	516121862	Hall refund
25/09/2023	Fieldskills Ltd	BACS	88.38	529869742	Stationary
27/09/2023	SLCC	BACS	34.30	671964844	VAT guidebook
27/09/2023	Playdale	BACS	440.66	718314818	Replacement play equip MT
27/09/2023	Hart Reade Solicitors	BACS	378.00	864970760	Professional fee - 2 north st
27/09/2023	Uniserve SE Ltd	BACS	734.40	188010596	Computer/network repair
27/09/2023	Quadient	BACS	35.96		Franking machine maintenance
27/09/2023	DFIS	BACS	180.00	398460139	Vivaro repair
27/09/2023	Newton & Frost Fencing Ltd	BACS	159.72	160346109	G or R maintenance
27/09/2023	EDF	BACS	168.06	532576414	Y cafe - Electric
29/09/2023	Unity Trust	DD	11.70		Bank Charges
29/09/2023	unity Trust	DD	73.35		bank charges

Total Payments	59,892.33
-----------------------	------------------

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - CIL 18/19	166,334.77	-109,059.80	57,274.97
321 EMR - CIL 19/20	115,255.99	-541.90	114,714.09
322 EMR - CIL 20/21	123,824.58		123,824.58
324 EMR - CIL 22/23	688,269.29		688,269.29
325 EMR - Ripley's Land	27,162.49	-7,371.00	19,791.49
326 EMR - Historical Commuted Sum	39,450.00	-5,662.74	33,787.26
328 EMR - Ripley's POS	23,790.28		23,790.28
329 EMR - Street Lighting	26,643.00	-8,554.09	18,088.91
330 EMR - S106	1,757.07		1,757.07
331 EMR - Comm Building Project	18,618.00		18,618.00
332 EMR - Hard Surface	1,324.00		1,324.00
333 EMR - Youth Services	32,994.00		32,994.00
334 EMR - Public Toilet reinstate	25,500.00		25,500.00
335 EMR - Cemetery New Burial Fund	17,500.00		17,500.00
336 EMR - Transport GRant Balance	3,100.00		3,100.00
337 EMR - NHP	9,772.00		9,772.00
338 EMR - St Mary Church Lights	3,000.00		3,000.00
339 EMR - Car Park Pass Cllrs	500.00		500.00
340 EMR - Drainage	6,800.00	-1,000.00	5,800.00
341 EMR- Western Rd Lighting	10,937.00	-10,937.00	0.00
342 EMR - Changing Places	10,100.00		10,100.00
343 EMR - Maintenance Plan 22/23	38,517.00	-35,911.61	2,605.39
344 EMR - Cemetery Lodge Boiler	3,617.00		3,617.00
345 EMR - Cem Garden of Rem work	7,240.00	-3,860.74	3,379.26
346 EMR- Staffing Review	5,000.00	-5,000.00	0.00
347 EMR - Election Costs	12,971.00	-6,346.83	6,624.17
348 EMR- Revitalization Fund	21,118.00		21,118.00
349 EMR- Post Office Subsidy	20,107.00		20,107.00
350 EMR - Storm Damage	2,000.00		2,000.00
351 EMR - Cortlandt Stable Block	4,390.00		4,390.00
352 EMR - Events 2023-2024	4,200.00		4,200.00
353 EMR - Xmas Lighting Repairs	3,000.00	-2,690.00	310.00
354 EMR - Chairmans Allow 22-23	853.00	-800.00	53.00
355 EMR - 4 Market Square Roof	6,000.00		6,000.00
356 EMR - Allotments	5,070.00	150.00	5,220.00
357 EMR - CIL 23-24	0.00	312,581.50	312,581.50
	1,486,715.47	114,995.79	1,601,711.26



Hailsham Town Council - Financial Regulations

These Financial Regulations were adopted by the Council at its Meeting held on XXXX 2023.

INDEX

1.	GENERAL	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL).....	5
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND	6
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	7
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	8
7.	PAYMENT OF SALARIES	11
8.	LOANS AND INVESTMENTS	12
9.	INCOME	13
10.	ORDERS FOR WORK, GOODS AND SERVICES	14
11.	CONTRACTS	14
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS.....	16
13.	STORES AND EQUIPMENT.....	16
14.	ASSETS, PROPERTIES AND ESTATES	17
15.	INSURANCE	18
16.	CHARITIES	18
17.	RISK MANAGEMENT	18
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	19

1. GENERAL

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the council;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.
- Will delegate many tasks to the Finance Officer (FO) but remains the responsibility of the RFO

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations².

1.11. In the event of the Town Clerk/RFO being on prolonged absence the Deputy Town Clerk is required to ensure the management of the Town Council's financial affairs is correctly maintained.

1.12. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.13. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;

² Accounts and Audit (England) Regulations 2011/817

- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.14. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.15. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.16. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance, Budget, and Resource Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;

- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. The Council shall review its annual forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.

3.2. Each year by no later than December, the Responsible Finance Officer (RFO) must prepare detailed estimates of all receipts and payments including recommendations for the use of reserves and all sources of funding for the following financial year, the final budget to be considered by the council.

3.3. The council shall consider annual budget proposals in relation to the council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. The Clerk may authorise expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council

having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue shall be identified by the RFO who will prepare a schedule of income and expenditure items **to be placed in an earmarked reserve for a set project which was not completed in the current year, any other amounts will be absorbed back into general reserve. This will be reported to the Finance, Budget and Resource Committee.**

4.4. The salary budgets should be reviewed annually in December for the following financial year and such review shall be evidenced by a hard copy **and agreed by the Finance, budget, and resource committee as part of the budget setting process.**

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of **income and expenditure** to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a listing of payments made during the quarter forming part of the Agenda for the Meeting and present the schedule to Finance, Budget, and Resource committee. The committee shall review the schedule for compliance and,

having satisfied itself shall authorise payment by a resolution of the Finance, Budget and Resource committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, **all payments will be listed at the next** available council Finance, Budget, and Resource Committee meeting. **(as per financial regulations 5.2).**

5.5. For each financial year the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the FBRC may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to.

5.6. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant shall before payment, be subject to ratification by resolution of the council.

5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.8. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.9. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. All payments shall be affected by cheque, internet banking or other instructions to the council's bankers, or otherwise.

6.3. Cheques or orders for payment drawn on the bank accounts shall be signed by two members of the Finance, Budget, and Resource Committee and countersigned by the RFO/Clerk, in the absence of the Town Clerk/RFO, the Chairman of Council and two other members must sign the cheque. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

6.4. To indicate agreement of the details shown on the cheque or payment control sheet for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.5. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit.

6.6. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order/BACS provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.7. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.8. The council payments may be made by internet banking transfer provided that the control sheet is **created, emailed along with copies of the invoices scheduled for payment. These will reported to the next available Finance, Budget and Resources committee, as is the procedure for cheque payments.**

6.9. The **Internet Banking** Procedure will be as follows;

- a) Up to two councillors (authorised signatories) to authorise the payment listing on Unity banking
- b) Finance Assistant or RFO to input payments on to Unity
- c) TC/RFO to be a signatory to authorise the payments on Unity in place of 1 councillor**
- d) The TC/RFO to perform step c) when either is absence
- e) The RFO/TC to perform step b) in the absence of Finance Assistant or RFO
- f) Steps b) & c) must be carried out by separate officers.

6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall

be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

6.14. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council for internet banking shall be in line with the cheque mandate. amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.16. Changes to supplier account details which are used for internet banking may only be made on written hard copy from the supplier and authorisation on documentation by 2 authorised members of the FBR committee and Town Clerk/RFO/Deputy Town Clerk. Regular checks of standing data with suppliers will be followed.

6.17. Any Debit Card issued for use will be authorised by the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance, Budget and Resource committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee

6.19. Any corporate credit card or trade card account opened by the council shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.20. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Finance, Budget, and Resource committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.5. All investments of money under the control of the council shall be in the name of the council.

8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

8.8. The general reserves level should be in line with the general reserve policy, which states general reserves should be between 3 – 6 months expenditure. The

reason for the range required is not only to consider income and expenditure levels but also the risks to income.

9. INCOME

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. The council will review all fees and charges as required, following a report of the Finance, Budget and Resource Committee.

9.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.4. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.5. The origin of each receipt shall be entered on the paying-in slip.

9.6. Personal cheques shall not be cashed out of money held on behalf of the council.

9.7. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.8. All cheque and cash income must be recorded when received on reception excel sheet.

9.9. A daily reconciliation of income against till receipt will be undertaken by a member of the accounts team under the direction of the RFO.

9.10. A monthly reconciliation between the reception excel sheet totals and the recorded income accounts sheet will be performed by RFO.

9.11. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the Finance Team.

10.3. All members and officers are responsible for obtaining best value at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services and stationary equipment;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations³.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)⁴.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall be subject to Standing Order 28, and shall refer to the terms of the Bribery Act 2010.
- i. When it is to enter into a contract of £5,000 - £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is £2,500- £5,000 the Clerk or RFO shall strive to obtain 3 estimates; where the value is below £2,500 the power to spend under Regulation 10 (3) above shall apply.
- j. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

³ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

⁴ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

- k. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- l. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the original contract price by more than 5%.

13. STORES AND EQUIPMENT

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14.7 Assets sited on third party property remain the assets of the authority. It is essential that authorities are in possession of documentary evidence of permission to site such an asset on third party land. This evidence may consist of a formal lease or simply a permission to occupy.

15. INSURANCE

15.1. Following the annual risk assessment (per Financial Regulation 17), the FO and reviewed by the RFO shall effect all insurances and negotiate all claims on the council's insurers.

15.2. The Clerk/Deputy Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council.

16. CHARITIES

16.1. Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the Deputy Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Deputy Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

18.1 It shall be the duty of the council to review the Financial Regulations of the council annually. The Clerk/RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

18.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council, except where there is a legal obligation.

* * *

Report to the FBR Committee in respect of Budget Variations 2023/24

In accordance with the Local Councils' Governance and Accountability Guidelines and with the Town Clerk's agreement a review of the Councils budget has been completed and the tables below reflect the proposed "virement" (transfer of expenditure from one budget head to another) that is considered necessary.

The financial information contained within this report reflects the progress during the first half of the current financial year with a prediction for the remaining six months. The comparison of actual income and expenditure against budget has highlighted certain budget heads where the likely result at the end of the year will be either an overspend or underspend. Identification of "surplus" budgets (table A) has been a very delicate calculation to achieve the "balance" between the surpluses and deficits with very few budget areas showing a likely end of year surplus.

I am able to identify £7,049.00 budget heads which I consider will be overspent I have listed these below.

I would recommend that the Council re-allocates the predicted surplus budgets as identified in table (A) below to the items identified in table (B) where expenditure is expected to exceed budget.

Table A - Predicted Surplus Budgets

Stationary	£1,000.00	Unspent
Battle Rd – Allotment G Maintenance	£200.00	Adjustment of Budget
Harold Ave – Allotment G Maintenance	£500.00	Adjustment of Budget
Newsletter	£2,500.00	Reduced printing
Ditch Clearance – Cemetery	£1,000.00	Not needed this year
Western Rd Rec – G Maintenance	£300.00	Unspent
Protective Clothing	£500.00	Workwear for the year purchased
Vehicle Fleet – Insurance	£749.00	Premium paid for 2023-2024 in full
Vehicle Fleet – Fuel	£300.00	Underspend predicted
Total	£7,049.00	

Table B - Predicted Overspends

Water & Drink Machine	£1,000.00	Reallocation of budget
Common Pond Allotment – G Maintenance	£700.00	To cover Waste Collection
Tree Work - Cemetery	£3,500.00	Emergency tree work
Western Rd – Electric for track	£300.00	Not budgeted
Tools	£500.00	Additional Stock requirements
Vehicle Fleet – Repairs/Service	£1049.00	To cover repairs not budgeted
Total	£7,049.00	

Recommendation to Council

To resolve to recommend that the predicted under spend identified within table A be re-allocated to offset the predicted deficits as identified in table B.

Michelle Webber
Responsible Finance Officer

Report to: Finance, Budget, and Resource Committee

Date: 18th October 2023

By: Michelle Webber - RFO

Title of report: Short Term Investments

PURPOSE:

To decide if the council would like to reinstate investing in short term investments.

BACKGROUND:

The Council had up to March 2020, invested its capital and revenue reserves in a short-term investment treasury deposit with Barclays Bank.

Over the years this had yielded fair returns at a very low risk. At times in the 2000's the interest rates were averaging between 3.5% to 5%, which was providing good yield returns to the Council.

During 2006-2008 the previous RFO was placing £500,000 on a 3-month deposit, in September 2006 and September 2007 resulting in as high as 5.56% interest.

In 2009 due to the recession the interest plummeted to all time low, and this resulted in no treasury deposit funds being placed on one-month deposits, it was only placed 3 months and the rates were very low 0.135%. It returned to monthly deposits in April 2010 but with low returns compared to previous years.

I have listed the Treasury interest details in an appendix to this report showing interest earned for the financial year starting 2002-2020.

We have an investment policy in place which I have attached as an appendix to this report.

From 2010 to 2020 the council reserves were placed on monthly deposits, earning between £454.85 to £2410.23 in annual interest. Which is low compared to annual interests of 2005-2009.

At the end of March 2020, the council again had to stop placing funds on deposit due to Barclays no longer accepting one-month deposits due to the interest rates being rock bottom as the Covid pandemic was taking hold globally.

Since 2020, the council has been earning some interest from the funds in a Barclays High interest account.

2020-2021 - £1620.00

2021-2022 - £158.00

2022-2023 - £4215.35

With interest rates now rising, it could be worth looking to reinvest in short term investments.

FINANCIAL IMPLICATIONS:

The council is holding general reserves, CIL and capital reserves and precept. As the council needs access to the precept at any point it would not be wise to place all of the fund onto deposit for longer than 1 month, as this is used to feed the council current account.

The CIL and capital reserves are potentially available to place on 1 -3 months deposit. As these reserves are planned and scheduled for use.

On research current options available, table below showing the current rates available.

BANK/ ORGANISATION	Term	%	Min Deposit	Rating
Barclays	1 Mth	2.20%	100,000	A
	3 Mth	2.46%	100,000	A
Unity Trust	1 Year	5.00%	100,000	A
	1 Mth	2.75%	0	A
CCLA - PSDF	1 Mth	5.139%	5,000	A
Natwest	35 days	3.2%	0	A
	95 days	4.17%	0	
Lloyds Bank	3 Mths	1.90%	10,000	A
	6 Mths	3.40%	10,000	
Santander	1 Year	2.00%	10,000	A
Metro	3 Mths	2.24%	5,000	B
	6 Mths	2.76%	5,000	B
HSBC	1 Mths	1.81%	250,000	A

As per the investment policy the council cannot invest in an organisation or bank with a credit rating of below A. As such Metro bank is not a possible investment organisation.

The council is not in a position to place funds on a fixed long term.

Unity Trust do offer an instant access saving account, which could be used to hold some of the CIL ringfenced funds.

It appears that the Barclays Bank deposit on treasury is available to the council and it's in place ready to use.

This would be for the precept (less the amount needs to fund the current account for the month) and short-term one-month investments.

The other option is CCLA which is offering a very good rate of return, it's used by many councils including district councils with very large funds. I would suggest this is used to place CIL amount on three-month term.

Further details of the CCLA are provided with this report.

CONSIDERATION:

To note that the committee is interested in investing council funds, agreeing the best options and commencing with the investments from the following month.