



HAILSHAM TOWN COUNCIL
FINANCE, BUDGET, & RESOURCE COMMITTEE

MINUTES

of the meeting of the Finance, Budget, & Resources Committee,
held at the Fleur De Lys Council Chamber, Market Street, Hailsham, BN27 2AE
On Wednesday 18th October 2023 at 7.00 p.m.

FBR/23/5/
20 **Public Forum**

21 **Present:** Cllr G. Blake-Coggins, F. Clarke, C. Mitchell, S. Potts, A. M. Ricketts, D. Rusu
G. White

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

23 **Apologies For Absence:** None

24 **Declarations of Interest:** Cllr A.M. Ricketts & Cllr. G. White declared interest as they own
an allotment.

25 **Minutes of Previous Meetings**

RESOLVED to accept the Minutes and Reports of the Meeting of the Finance, Budget &
Resource Committee held on the 26th July 2023, as a correct record and that they are signed
by the Chairman.

26 **Periodic Statements and Committee Expenditure**

(a) Fund Summary as at 30th September 2023 and Bank Statements

26.1 **RESOLVED** to adopt the Bank Statements 30th September 2023, and to note the signing of
bank statements by Cllr C. Mitchell.

(b) Summary of net expenditure as at 30th September 2023.

26.2 **RESOLVED** to adopt the Summary of Net Expenditure as at 30th September 2023.

**(c) Summary of the Council's income and expenditure as at 30th September 2023
compared against budgets.**

The committee to recommend to the Asset Management Committee that a planned schedule
of works required for all our assets be requested, to help with forward planning and
budgeting.

26.3 **RESOLVED** to adopt the summary of Council's income and expenditure compared against
budget as at 30th September 2023.

(d) List of uncleared cheques totalling £632.00 as at 30th September 2023

26.4 **RESOLVED** to adopt the List of uncleared cheques as at 30th June 2023.

(e) List of payments previously certified.

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

- £89,765.74 for payments made during July 2023.
- £152,087.62 for payments made during August 2023.
- £107,513.32 for payments made during September 2023.

27. **CIL/Reserve Statements**

Cllr Potts inquired about the EMR for Staffing Review had been completely spent and was there more money ear marked. The RFO advised that there is £5,000 ringfenced within the Historical commuted sums fund.

27.1 **RESOLVED** to note the CIL/Reserve balances as at 30th September 2023

28. **Corporate Multi Pay Card**

The RFO advised the committee of the spending limits for the three corporate cards. Cllr F. Clarke recommended an increase of limit to the Youth Services card, which the RFO will implement.

28.1 **RESOLVED** to agree the transaction and monthly spending limit.

29. **Rewview of Councils Financial Regulations**

Cllr White questioned the tender process, and inquired whether a set specification is supplied for the tender process. The RFO stated she would refer this to the Town Clerk to respond.

29.1 **RESOLVED** to note and adopt the Financial Regulations.

30. **Internal Audit**

RESOLVED to note and adopt the internal audit engagement letter and audit plan for the financial year ending 31st March 2024.

31. **External Audit – Notice of Conclusion of Audit**

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

On basis of our review Section 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.

32. **Half year Report**

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

33. **Review of Hire Fees**

Discussion ensued regarding the current hire fees. The RFO advised of an issue with the Maurice Thornton Pavilion current hirers in relation to the charging of hire of the pavilion and pitches.

33.1 **RESOLVED** to charge the current users of the Maurice Thornton Pavilion and pitches, from the end of the previous agreement of waiving fees which ended 2021-2022.

33.2 **RESOLVED** to note and agree the fee increase as noted in the report, starting from 1st April 2024.

34. **Annual Review of Internal Control**

RESOLVED to note and agree a sub-committee of members to meet and review the effectiveness of Internal Controls, as per Local Governance and Accountability.

Cllr C. Mitchell
Cllr S. Potts
Cllr. A.M.Ricketts

The RFO will email the sub-committee members with possible dates for the meeting December 2023-January 2024.

35. **Online Banking**

The RFO advised an update on the online banking.

36. **Short Term Investment**

RESOLVED to note and agree to invest a proportion of the councils CIL funds into a CCLA Public Sector Deposit Fund account.

RESOVLED to note and agree to invest a proportion of the council's precept onto a Barclays Treasury deposit account for the term of 1 month.

There being no other business, the meeting closed at 8.35pm.

CHAIRMAN

DRAFT