



HAILSHAM TOWN COUNCIL
FINANCE AND GOVERNANCE COMMITTEE

MINUTES

of the meeting of the Finance and Governance Committee,
held at the Fleur De Lys Council Chamber, Market Street, Hailsham, BN27 2AE
On Wednesday 23rd October 2024 at 7.00 p.m.

FBR/24/3/
19 **Public Forum** – No members of public present.

20 **Present:** Cllr C. Mitchell, P Holbrook, D.Rusu and G.White

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

22 **Apologies For Absence:** None

23 **Declarations of Interest:** None

24 **Minutes of Previous Meetings**

RESOLVED to accept the Minutes and Reports of the Meeting of the Finance & Governance Committee held on the 31st July 2024, as a correct record.

25 **Periodic Statements and Committee Expenditure**

(a) Fund Summary as at 30th September 2024 and Bank Statements

26.1 **RESOLVED** to adopt the Bank Statements 30th September 2024, and to note the signing of bank statements by Cllr Mrs.D.Rusu.

(b) Summary of net expenditure as at 30th September 2024

26.2 **RESOLVED** to adopt the Summary of Net Expenditure as at 30th September 2024.

(c) Summary of the Council's income and expenditure as at 30th September 2024 compared against budgets.

26.3 **RESOLVED** to adopt the summary of Council's income and expenditure compared against budget as at 30th June 2024.

(d) List of uncleared cheques totalling £0.00 as at 30th September 2024

26.4 **RESOLVED** to adopt the List of uncleared cheques as at 30th September 2024.

(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:

- £255,448.74 for payments made during July 2024.
- £194,347.35 for payments made during August 2024.
- £125,046.57 for payments made during September 2024.

27. **CIL/Reserve Statements**

RESOLVED to note the CIL/Reserve balances as at 30th September 2024.

28. **Funding for 1 Market Square**

Discussion ensued the RFO advised that the budget for the building will be removed from the Youth service cost centre and have new one assigned just for the expenditure for the building.

Cllr Mitchell explained the RFO email in relation to the cost of running the building in its current state, which equates to circa £800 per month. The RFO advised that it would be implemented as part of the budget setting.

Cllr Holbrook enquired about the building work at 1 Market Square, RFO advised that the Town Clerk would need to provide an update on this, RFO to request the Town clerk emails the committee with an update.

29. **Half Year Report**

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

30. **Annual Review of Internal Control**

The committee would prefer the meeting takes place before the current RFO leaves. The committee put forward the following councillors to undertake the review.
Cllr P Holbrook, Cllr. G. White and Cllr. Blake-Coggins.

The RFO to email the sub-committee with dates.

31. **External Audit – Notice of Conclusion of Audit 2023-2024**

RESOLVED to note the completion of external audit from PKF Littlejohn LLP as per section 3 of AGAR 31.03.2024, 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.

Cllr Mitchell on behalf of all the committee thanked the RFO for her work over the last 13 years.

32. **Strategic Plan**

It was agreed that it would be an agenda item for the FGC meeting 27th November 2024 when the full committee will be present.

33. **NHP**

The RFO explained the information in the report, which advised of two possible options to fund the shortfall of the current budget for the NHP.

RESOLVED to fund the £24,000 shortfall of the NHP for the current years budget from the following;

£7,113.00 from the Historical Sum ear marked reserve

£16,887.00 to be reallocated from the Revitalization Fund ear marked reserve.

There being no other business, the meeting closed at 7.58pm.

CHAIRMAN