



HAILSHAM TOWN COUNCIL
FINANCE AND GOVERNANCE COMMITTEE

MINUTES

of the meeting of the Finance and Governance Committee,
held at the Fleur De Lys Meeting Room, Market Street, Hailsham, BN27 2AE On
Wednesday 21st January 2026 at 7.00 p.m.

FBR/24/ 7/118	<u>Public Forum</u> Members of the Hailsham Boxing Club and Environment Hailsham were present but opted not to speak at this point
119	<u>Present:</u> Cllrs K-M Blundell-Smith (Deputy Chair), P. Holbrook, C. Mitchell (Chair), Cllr A-M Ricketts (Substitute Cllr for G. White) and D. Rusu.
120	<u>Officers Present</u> J. Harrison (Town Clerk) and K. Whiley (Locum Responsible Finance Officer)
121	<u>Apologies For Absence</u> Apologies were received and accepted from Cllr G. White.
122	<u>Declarations of Interest</u> None were given
123	<u>Minutes of Previous Meeting</u> The committee RESOLVED unanimously to accept the Minutes of the meeting of the Finance & Governance Committee held on the 10 th December 2025, as a correct record and that they be signed by the Chairman.
124 124.1	<u>Periodic Statements and Committee Expenditure</u> The committee NOTED the current income and expenditure against budget. Cllr Blundell-Smith praised the thoroughness of the reports as provided by the Locum RFO.
124.2	The committee NOTED and AGREED Payments Made in November
124.3	The Committee NOTED and AGREED the Bank reconciliations for November. Arrangements would be made for the statements to be signed at the office. The committee noted that it would be necessary to sign off the December statements and unanimously RESOLVED to hold an additional meeting of the committee on 23 rd March 2026.
125	<u>Council's CIL and Reserves Statement</u>
125.1	<u>Earmarked Reserves</u> Cllr Mitchell advised the committee that the earmarked reserves had been looked through to ascertain if any projects were now no longer valid and had been coded accordingly. J. Harrison advised the committee that the line for air conditioning was a reference to providing units for the office. The committee unanimously RESOLVED to note and adopt the report, to include the Air

125.2	<p>Conditioning staying in Ear marked Reserves as a discreet line.</p> <p>The committee NOTED spend from CIL during 24/25 and 25/26</p>
126	<p><u>Policies</u></p> <p>Risk Management Policy and Register The policy had been modified from when it was last considered by committee. Cllr Mitchell requested a timescale for the schedule of leases to be considered by the Assets Management Committee, with a target of the April meeting</p> <p>Cllr Mitchell also queried when the Disaster Recovery Plan could be completed. This would need to be completed in time for the approval of the Assertion 10 Statement by June.</p> <p>The committee unanimously RESOLVED to adopt the policy</p> <p>Debtor Policy Cllr Blundell-Smith queried that the policy should state that the committee should confirm the pursuit of any debts through legal action before instigated.</p> <p>The use of the small claims court to pursue debts should be added into the policy.</p> <p>It was also confirmed that debts would not be written off by the RFO before the committee had agreed to do so.</p> <p>The committee unanimously RESOLVED to adopt the policy with those amendments.</p> <p>Work Experience Policy Cllr Mitchell advised that this policy had already been considered by the Staffing Committee and one small amendment made, confirming that PPE was provided by the Town Council.</p> <p>The committee unanimously RESOLVED to adopt the policy with that amendment.</p> <p>23.43</p>
127	<u>Financial Regulations</u>
128	<u>Budget for 2026-2027</u>
129	There being no other business, the meeting closed at 10.00pm.
	<p style="text-align: right;">_____ CHAIRMAN</p>