



FINANCE AND GOVERNANCE COMMITTEE AGENDA

COUNCILLORS ARE SUMMONED TO ATTEND a meeting of the FINANCE AND GOVERNANCE COMMITTEE to be held at the Fleur-De-Lys Meeting Room, Market Street, Hailsham, BN27 2AE,

on

Wednesday 29th April 2026 at 7.00 p.m.

1. **Public Forum**
(No more than 15 Minutes)
2. **Apologies for Absence**
To receive apologies for absence of appointed members.
3. **Declarations of Interest**
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
4. **Minutes of Previous Meeting**
 - 4.1 To resolve that the Minutes of the Finance and Governance Committee held on Monday 23rd March 2026 may be confirmed as a correct record and signed by the Chairman.
 - 4.2 To receive an update about progress of resolutions from the last meeting of the Finance and Governance Committee
5. **Periodic Statements and Committee Expenditure**
 - 5.1 To **note** the current income and expenditure against budget
 - 5.2 To **agree** the payments made in March 2026
 - 5.3 To **agree** the bank reconciliations in March
 - 5.4 To **agree** the asset register
 - 5.5 To **approve** the recommendation of the Annual Governance and Accountability Return for 2025/26 to Full Council
 - 5.6 To consider the financial implications of leases.
6. **Council's CIL and Reserves Statement**
 - 6.1 To **note** the Earmarked Reserves (EMR)
 - 6.2 To **note** the expenditure of CIL Funds
 - 6.3 Treasury Management

7. **Risk Management Policy**
To **review** the Risk Management Policy

8. **Policies**
To **review** the following policies

- 8.1 Extreme Weather and Civic Emergency Policy
- 8.2 Policy for the use of electronic devices and the procedure for emails
- 8.3 Disciplinary policy
- 8.4 Sickness Management Policy
- 8.5 Annual leave and other leave policy
- 8.6 Maternity, paternity and other parental leave policy
- 8.7 Flexible working policy

9. **Grants**
To consider application received for Grants

John Harrison, Town Clerk



23rd April 2026

Committee Membership
Councillor K.M Blundell-Smith
Councillor P. Holbrook
Councillor C. Mitchell
Councillor D. Rusu
Councillor G. White



Hailsham Town Council

Inglenook • Market Street • Hailsham • East Sussex • BN27 2AE

T: (01323) 841702

E: enquiries@hailsham-tc.gov.uk

W: hailsham-tc.gov.uk

Town Clerk: John Harrison

AGENDA ITEM NUMBERS:	5 - 7
MEETING DATE:	29 th April 2026
COUNCIL/COMMITTEE:	Finance and Governance
TITLE:	Periodic Statements and Committee Expenditure
PURPOSE OF REPORT:	5.1 To note the current income and expenditure against budget 5.2 To agree the payments made in March 2026 5.3 To agree the bank reconciliation's in March 5.4 To agree the asset register 5.5 To approve the recommendation of the Annual Governance and Accountability Return for 2025/26 to Full Council 5.6 To note the current schedule of leases 5.7 To note the current contracts and financial considerations 6.1 To note the Earmarked Reserves 6.2 To note the expenditure of CiL funds 6.3 To review the treasury management 7.1 To review the Risk Management Policy
SUPPORTING DOCUMENTS:	Appendix B – Income & Expenditure Report Appendix C – Payments made in March 2026 Appendix D – Bank Reconciliations March 2026 Appendix E – Asset Register Appendix F – Draft AGAR 25/26 Appendix G – Lease Schedule Appendix H – Contracts Register Appendix I – Earmarked Reserves Appendix J – CiL Expenditure Appendix K – Risk Management Policy
OFFICER CONTACT:	RFO

OFFICER RECOMMENDATIONS:	
	<p>The Committee is RECOMMENDED to:</p> <ol style="list-style-type: none"> (1) Note the Full Council's current income and expenditure position. Appendix B (2) Agree and Resolve the payments made in March 2026. Appendix C (3) Agree and Resolve the bank reconciliations for March 2026. Appendix D (4) Approve the asset register. Appendix E (5) Approve the draft AGAR return for 2025/26. Appendix F (6) Note the current schedule of leases. Appendix G (7) Note the current financial commitments. Appendix H (8) Note the Earmarked Reserves. Appendix I (9) Note the expenditure through CiL. Appendix J (10) Note the current treasury situation and agree any further action (11) Review the Risk Management Policy. Appendix K

5.1 Income and Expenditure

Attached as Appendix B is the Income & Expenditure report for all Committees for the financial year **2025/2026**. **Any recent significant variances are shown in bold**

Assets Committee

Common Pond Allotments (100)

1000 Allotment Rent – Over budget by £289

Battle Road Allotments (105)

4510 General Maintenance - £1,250 for new gates included. Funds allocated from CiL. Despite this the budget have overspent by £310 due to skips being needed.

4550 Water – has exceeded budget due to higher than anticipated costs

Harold Avenue Allotments (110)

4510 General Maintenance - £4,000 for new gates included. Funds allocated from CiL
Western Road Recreation Grounds (115)

4510 General Maintenance – £2,499 for a 50% deposit for the Beacon included. Funds allocated from CiL.

4550 Water – We appear to have a water leak which is being investigated. Large invoices have been received which have been queried. These have been posted to the accounting software with payment being withheld until the issue is sourced

4560 Site Drainage - £6,487 for drainage works included. Funds allocated from CiL

Maurice Thornton Playing Field (120)

4510 General Maintenance - £9,857 for kerb drop included. Funds allocated from CiL

4550 Water – has exceeded budget

4610 Skate Park - £31,210 for skate park included. Funds allocated from CiL

Common Pond (135)

4510 General Maintenance - £14,624 for Common Pond works recently started

Horticultural & Grounds Maintenance (145)

4755 Tree Surgery – Has exceeded budget. Funds have been allocated from General Reserves (£15,000)

Environment Services (160)

1090 ESCC Urban Grass Sub – has slightly exceeded budget

4745 Urban Grass Cutting – has exceeded budget by £3,000

Town Council Site (300)

4115 Telephone – Has exceeded budgets. Costs seem excessively high so this will be at the top of the list to look at next year. This has been looked into and the contract is in place until 2029 so budgets will need to be increased

4130 Gas/Electricity – Is currently over budget. This includes an invoice for £5,088 which has been received in the Council's name but is not for one of our meters. This has been questioned and the provider are currently investigating

4140 Insurance – This includes the total cost of all insurances which haven't been split out against individual budgets

4510 General Maintenance – £9,101 has been spent on waste collections, cleaning suppliers and annual maintenance

5005 External Repairs – This includes expenses covered by CiL funds for the painting at Southview and also the £14,671 for the fence at the football club

5030 Office Rewire - £149,999 for office refurb included. Funds allocated from CiL

Maurice Thornton Pavilion (305)

4130 Gas/Electricity – £261 more than budgeted

4510 General Maintenance – majority of the expenditure due to essential electrical works

Grovelands Barn (310)

4510 General Maintenance – has exceeded budget due to skip hire and electrical works. £1,350 for the building survey has also been allocated from CiL

Union Corner Hall (315)

4510 General Maintenance – EICR electrical works for compliance on top of the annual maintenance cost

James West Community Centre (330)

4125 Rates – will slightly exceed budget due to higher charges than initially budgeted

4510 General Maintenance – This includes expenses covered by CiL funds for electrical bollard work but has also exceeded budget due to day to day running costs

4515 Cleaning – this will exceed budget as the budget set was too low. Regular caretaker/cleaning expense will mean that the anticipated expense will be around £13,000

4550 Water – actual costs £371 more than the budgeted figure

5025 Intruder and smoke alarm service – no budget set but regular costs incurred

1 Market Square (340)

4130 Gas/Electricity – actual costs £414 more than the budgeted figure

4510 General Maintenance - £1,210 for new carpet included. Funds allocated from CiL

4550 Water – no budget set

Cemetery Services & Overheads (405)

4510 General Maintenance – no budget set

5215 Fire Extinguisher/Boiler Service – compliance checks more than anticipated

5300 Grave Digging – has exceeded budget

5330 Cem WC's Refurb Project – all costs allocated from CiL funds

Street Lighting (500)

5380 Energy – this budget line has exceeded budget but the overall costs with the cost centre 500 for street lighting has come in slightly under budget collectively

Street Furniture (505)

5400 Bus Shelter Repairs – has exceeded budget due to essential works on the bus shelter at Horsebridge to make safe

Memorial Institute Trust (660)

5340 MIT Roof Project - all costs allocated from CiL funds

Communities Committee

Tourism and Leisure (200)

1400 Street Market and 1410 Christmas Market are combined under the budget allocation of £1,100 so income will exceed budget

1405 Christmas Lighting Donation – regular donation received which wasn't budgeted

4905 Misc Expenses - £11,750 costs allocated from CiL funds, balance is for Town Crier which has pushed the expenditure over the budgeted amount

4930 Christmas Light Switch On – includes road closure signs

4945 Street Market – slightly over budget by £106 due to stall refunds and banners

4955 Remembrance Sunday – has exceeded budget

5505 Hailsham Revitalisation Fund – website costs which were not budgeted

Youth Provision (615)

1115 Rental/Lease Income – no budget set and regular income from room hires

1310 Activity Income – has exceeded the initial budget

1300 Fundraising/donations – no budget set. Contribution from Hellingly Parish Council has been received

1600 External Grant Funding – no budget set and £12k grant received from Wealden

4125 Rates – will exceed budget due to rates for The Station as well as The Manse (rates for The Station not budgeted)

4130 Gas/Electricity - No budget set

4140 Insurance – no budget set

4510 General Maintenance – no budget set

4515 Cleaning – no budget set

4550 Water – no budget set

Staffing Committee

4000 Wages (Manual) – this code has exceeded initial budget by £34,108

4015 Pension – exceeded budget by £2,299

4030 Pension Youth Service – exceeded budget by £1,499

Cost centre collectively under budget by £79,925 although locum RFO costs currently shown under professional fees will offset some of this

Finance and Governance Committee

Corporate Services (605)

4120 Contract Cleaning – New contract in place

4150 Audit Fees – fees slightly more than anticipated

4160 Photocopier Lease – lease and usage costs more than budgeted

4180 Subscriptions and Publications – has exceeded budget due to a new management System subscription

4185 Professional fees – has exceeded budget due to locum RFO services

4200 Annual Extinguisher costs – budget set was too low. Annual costs more than the budget set

4205 Stationery & Misc Equipment - £258 over budget

4210 Commercial Rubbish Disposal – covers expenses across all sites

4220 Hailsham Neighbourhood Plan – costs exceeded budget. EMR funds have been used

4225 Vending/Water Machine – no budget set. Costs incurred in April before contract was terminated

4550 Water - £486 over budget

Machinery/Tools/Protective Clothing (620)

4355 Tools – exceeded budget due to new tools being purchased to cover the grass cutting that isn't now being outsourced

Vehicle Costs (625)

4360 Leasing – an additional vehicle now been leased

4370 Vehicle Overheads & service – slightly over budget by £461

Account Interest (655)

1080 Interest on Accounts – has exceeded budget due to funds being placed in higher interest accounts

In summary, total expenditure for the year was £1,886,092 and 1.045% more than the budgeted figure which is offset by the income being £1,878,669 and 1.041% more than the budgeted figure.

This means that income exceeded expenditure by £7,424

5.2 List of Payments Made

As per financial regulations 6.8, Appendix C shows a schedule of payments made in March.

Committee is asked to resolve to accept these payments.

5.3 Bank Reconciliations

As per the Financial Regulations 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & Governance Committee.

Attached as appendices D shows the signed bank reconciliations for each account along with the corresponding supporting bank reconciliations for March.

Committee is recommended to agree the bank reconciliations with the supporting statements and can confirm that there are no exceptions to report.

5.4 Asset Register

Please refer to Appendix E shows the asset register. In the year from April 2025 to March 2026 additions have been added to the asset register which amount to £50,082, which is mainly the Maurice Thornton Skate Park and The Hive Event Stage. Operational items above £1,000 are added to the asset register. Any operational items below this value will be logged on an asset inventory so that we have a complete list of what we own but are not deemed to be an asset for AGAR reporting purposes. The loan to the Memorial Institute Trust will be shown on the asset register as a loan asset until this is fully repaid.

Councillors are requested to approve the additions on the asset register and recommend the total to Full Council.

5.5 Draft AGAR for 2025/26

Please refer to Appendix F for the draft AGAR report for the financial year 2025/26.

It is important that the statements in section 1 are carefully read and considered. By making the recommendation to Full Council to approve the AGAR report the committee is acknowledging and agreeing to the statements made in section 1.

5.6 Leases and Rent review periods

Appendix G shows the start of a lease schedule so that committee is aware of all current leases and their review periods. To include summary of leases, licenses and agreements held by Hailsham Town Council with third parties.

This is a work in progress and will develop overtime in conjunction with the sub-committee appointed by the Assets Committee.

This information is for noting only.

5.7 Current Contracts and Future Financial Considerations

Appendix H shows the start of a contracts register.

For transparency and to assist with future planning and informed decision making, contracts and commitments will be listed on this.

This list is for information only.

6.1 Earmarked Reserves

The Councils EMR's for 2025/26 are attached as Appendix I.

Committee is asked to note the closing balances of the Earmarked Reserves at the end of the year with agreed underspends from the budgets being moved into these funds.

You will note that there is a list of committed expenditure from CiL funds at the bottom of the spreadsheet

6.2 Cil spend during 25/26

Appendix J shows a breakdown of the CiL expenditure during 2025-2026.

It is recommended that the projects highlighted in blue are closed to help keep the spreadsheet current

6.3 Treasury Management and Returns on Investments

At the end of the financial year 25/26 the Council had the following investments totalling **£3,973,499**

Unity Trust Current Account	£	138,818.80
Unity Trust Int rate (2.1%)	£	418,404.23
Barclays Current Account	£	39,734.74
Barclays Higher Interest Account (1.1%)	£	376,413.67
Barclays Higer Interest Account	£	27.88
Petty Cash	£	100.00
CCLA	£	3,000,000.00

£69,505 was received during the year through bank interest, which is broken down to:

CCLA	£42,007
Unity Trust	£24,276
Barclays	£ 3,182
Others	£ 41

We currently have in the bank accounts a total of **£3,772,491** between:

Unity Trust Current Account	£	28,412
Unity Trust Int rate (2.1%)	£	318,404
Barclays Current Account	£	49,123
Barclays Higher Interest Account (1.1%)	£	376,414
Barclays Higer Interest Account	£	27
CCLA	£	3,000,000

We are about to receive the half yearly precept of £873,848 plus CiL money of £194,532 = **£1,068,380**

At least £250,000 of this will be needed along with the money already in the instant savings accounts with Barclays and Unity Trust for day to day running.

Current interest rates are as follows:

Unity Trust Deposit Account	1.95%
Barclays Higher Interest Account	1.05%
CCLA Funds – Average Yield	3.74%

It is recommended that the CCLA be requested for any interest received to be paid back into that account so to achieve the highest rate of return on it.

Committee to decide on any action.

7.1 Risk Management Policy

As per the minutes of the Finance and Governance Meeting of the 22.10.25 FBR/24/6/99, the Risk Management Policy should be a standing item on the agenda. Appendix K shows the Risk Management Policy with the changes made at the last meeting.

Committee is asked to review and note this policy

Acting RFO

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Assets Committee								
<u>100 Common Pond Allotments</u>								
1000 Allotment Rent (Inc)	422	750	461	(289)			162.7%	
Common Pond Allotments :- Income	422	750	461	(289)			162.7%	0
4210 Commercial Rubbish Disposal	0	2	0	(2)		(2)	0.0%	
4510 General Maintenance	2,624	1,796	2,060	264		264	87.2%	
4550 Water & Sewerage	0	161	676	515		515	23.8%	
4998 Allotment Refunds	68	50	0	(50)		(50)	0.0%	
Common Pond Allotments :- Indirect Expenditure	2,692	2,008	2,736	728	0	728	73.4%	0
Net Income over Expenditure	(2,270)	(1,258)	(2,275)	(1,017)				
6000 plus Transfer from EMR	68	0	0	0				
6001 less Transfer to EMR	100	0	0	0				
Movement to/(from) Gen Reserve	(2,303)	(1,258)	(2,275)	(1,017)				
<u>105 Battle Road Allotments</u>								
1000 Allotment Rent (Inc)	2,434	1,647	2,070	423			79.6%	
Battle Road Allotments :- Income	2,434	1,647	2,070	423			79.6%	0
4510 General Maintenance	6,429	1,730	170	(1,560)		(1,560)	1017.6%	1,250
4550 Water & Sewerage	379	701	695	(6)		(6)	100.8%	
4998 Allotment Refunds	100	150	0	(150)		(150)	0.0%	
Battle Road Allotments :- Indirect Expenditure	6,907	2,581	865	(1,716)	0	(1,716)	298.4%	1,250
Net Income over Expenditure	(4,474)	(934)	1,205	2,139				
6000 plus Transfer from EMR	6,350	1,250	0	(1,250)				
6001 less Transfer to EMR	400	0	0	0				
Movement to/(from) Gen Reserve	1,476	316	1,205	889				
<u>110 Harold Ave Allotments</u>								
1000 Allotment Rent (Inc)	676	552	593	42			93.0%	
Harold Ave Allotments :- Income	676	552	593	42			93.0%	0
4510 General Maintenance	0	4,000	155	(3,845)		(3,845)	2580.6%	4,000
4998 Allotment Refunds	50	50	0	(50)		(50)	0.0%	
Harold Ave Allotments :- Indirect Expenditure	50	4,050	155	(3,895)	0	(3,895)	2612.9%	4,000
Net Income over Expenditure	626	(3,499)	438	3,937				
6000 plus Transfer from EMR	50	4,000	0	(4,000)				
6001 less Transfer to EMR	50	0	0	0				
Movement to/(from) Gen Reserve	626	502	438	(64)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 Western Road Recreation Ground								
1050 Rent Beaconsfield/Tennis/Pitch	430	30	1,093	1,063			2.7%	
Western Road Recreation Ground :- Income	430	30	1,093	1,063			2.7%	0
4130 Gas/Electricity	587	263	600	337		337	43.8%	
4510 General Maintenance	44,478	3,648	1,105	(2,543)		(2,543)	330.1%	4,998
4550 Water & Sewerage	2,380	40,070	1,751	(38,319)		(38,319)	2288.4%	
4560 Site Drainage	2,000	8,487	2,000	(6,487)		(6,487)	424.3%	8,407
Western Road Recreation Ground :- Indirect Expenditure	49,445	52,467	5,456	(47,011)	0	(47,011)	961.6%	13,405
Net Income over Expenditure	(49,015)	(52,437)	(4,363)	48,074				
6000 plus Transfer from EMR	43,305	13,405	0	(13,405)				
Movement to/(from) Gen Reserve	(5,710)	(39,033)	(4,363)	34,670				
120 Maurice Thornton Playing Field								
4130 Gas/Electricity	0	1	0	(1)		(1)	0.0%	
4510 General Maintenance	0	10,872	464	(10,408)		(10,408)	2343.2%	10,480
4550 Water & Sewerage	0	847	80	(767)		(767)	1058.3%	
4560 Site Drainage	0	80	2,000	1,920		1,920	4.0%	
4600 Annual Rent	1,000	1,000	1,000	0		0	100.0%	
4605 Pitch Marking Paint	480	0	546	546		546	0.0%	
4610 Skate Park Maintenance	0	31,210	0	(31,210)		(31,210)	0.0%	31,210
Maurice Thornton Playing Field :- Indirect Expenditure	1,480	44,010	4,090	(39,920)	0	(39,920)	1076.0%	41,690
Net Expenditure	(1,480)	(44,010)	(4,090)	39,920				
6000 plus Transfer from EMR	0	41,690	0	(41,690)				
Movement to/(from) Gen Reserve	(1,480)	(2,320)	(4,090)	(1,770)				
125 Play Areas								
4140 Insurance	1,030	0	1,300	1,300		1,300	0.0%	
4510 General Maintenance	29,707	823	2,569	1,746		1,746	32.1%	
4650 Safety Gates	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	30,738	823	4,869	4,046	0	4,046	16.9%	0
Net Expenditure	(30,738)	(823)	(4,869)	(4,046)				
6000 plus Transfer from EMR	29,049	0	0	0				
Movement to/(from) Gen Reserve	(1,688)	(823)	(4,869)	(4,046)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Public Open Spaces								
1100 Fishing Permits	688	120	850	730			14.1%	
Public Open Spaces :- Income	688	120	850	730			14.1%	0
4620 Teen Shelter	0	0	1,000	1,000		1,000	0.0%	
4690 POS - General Main	1,174	0	357	357		357	0.0%	
4695 Vermin Control	612	459	614	155		155	74.8%	
4700 Plant & Skip Hire	1,564	0	4,636	4,636		4,636	0.0%	
4705 Outside Maintenance Fund	8,454	0	20,000	20,000		20,000	0.0%	
4715 Country Park - General Maint	0	0	538	538		538	0.0%	
4720 Orchard Park - General Maint	0	0	787	787		787	0.0%	
4725 Graffiti Cleaning	980	1,200	3,000	1,800		1,800	40.0%	
4730 Ersham Road Common - Gen Maint	0	0	57	57		57	0.0%	
4735 Signage	11,097	0	500	500		500	0.0%	
Public Open Spaces :- Indirect Expenditure	23,881	1,659	31,489	29,830	0	29,830	5.3%	0
Net Income over Expenditure	(23,192)	(1,539)	(30,639)	(29,100)				
6000 plus Transfer from EMR	8,848	0	0	0				
Movement to/(from) Gen Reserve	(14,344)	(1,539)	(30,639)	(29,100)				
135 Common Pond								
4510 General Maintenance	19,026	15,687	1,000	(14,687)	16	(14,703)	1570.3%	
Common Pond :- Indirect Expenditure	19,026	15,687	1,000	(14,687)	16	(14,703)	1570.3%	0
Net Expenditure	(19,026)	(15,687)	(1,000)	14,687				
6000 plus Transfer from EMR	17,780	0	0	0				
Movement to/(from) Gen Reserve	(1,246)	(15,687)	(1,000)	14,687				
145 Horticultural & Ground Maint								
4750 Grass & Hedge Cutting	30,230	27,772	28,000	228		228	99.2%	
4755 Tree Surgery	19,680	28,915	20,000	(8,915)		(8,915)	144.6%	
Horticultural & Ground Maint :- Indirect Expenditure	49,910	56,687	48,000	(8,687)	0	(8,687)	118.1%	0
Net Expenditure	(49,910)	(56,687)	(48,000)	8,687				
160 Environment Services								
1090 ESCC - Urban Grass Sub	6,128	8,071	8,000	(71)			100.9%	
Environment Services :- Income	6,128	8,071	8,000	(71)			100.9%	0
4745 Urban Grass Cutting	11,500	15,000	12,000	(3,000)		(3,000)	125.0%	
Environment Services :- Indirect Expenditure	11,500	15,000	12,000	(3,000)	0	(3,000)	125.0%	0
Net Income over Expenditure	(5,372)	(6,929)	(4,000)	2,929				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
180 Cortlandt Stable Block								
4995 Rent/Rates/Utilities	488	0	0	0		0	0.0%	
Cortlandt Stable Block :- Indirect Expenditure	488	0	0	0	0	0		0
Net Expenditure	(488)	0	0	0				
300 Town Council Site								
1078 CIL Received	692,053	0	0	0			0.0%	
1115 Rental/Lease Income	0	41	0	(41)			0.0%	
1200 Kemer Kebab	10,500	10,771	10,500	(271)			102.6%	
1205 4 Market Square (Inc)	7,540	7,400	7,200	(200)			102.8%	
1225 Miscellaneous rents	8,611	1,108	0	(1,108)			0.0%	
1275 Insurance Recharge	302	140	437	297			32.0%	
Town Council Site :- Income	719,006	19,461	18,137	(1,324)			107.3%	0
4115 Telephone & mobiles	6,005	10,362	5,000	(5,362)	(5,362)		207.2%	
4125 Rates	9,332	5,525	7,600	2,075	2,075		72.7%	
4130 Gas/Electricity	5,927	15,447	8,487	(6,960)	(6,960)		182.0%	
4140 Insurance	12,682	20,159	14,000	(6,159)	(6,159)		144.0%	
4200 Annual extinguisher etc., insp	474	0	0	0	0		0.0%	
4210 Commercial Rubbish Disposal	0	39	0	(39)	(39)		0.0%	
4510 General Maintenance	1,175	9,348	0	(9,348)	(9,348)		0.0%	15,690
4550 Water & Sewerage	4	260	0	(260)	(260)		0.0%	
5000 Internal Repairs/General Maint	3,787	0	515	515	515		0.0%	
5005 External Repairs/General Maint	0	30,011	709	(29,302)	(29,302)		4232.9%	14,671
5010 Electronic Gates	0	0	579	579	579		0.0%	
5015 Maintenance 4 Market Sq	673	0	1,000	1,000	1,000		0.0%	
5020 Gas Boiler - Annual Service	150	0	320	320	320		0.0%	
5025 Intruder & Smoke Alarm Service	483	91	400	309	309		22.7%	
5030 Office Rewire	61,053	149,999	0	(149,999)	(149,999)		0.0%	149,915
Town Council Site :- Indirect Expenditure	101,746	241,242	38,610	(202,632)	0	(202,632)	624.8%	180,277
Net Income over Expenditure	617,260	(221,781)	(20,473)	201,308				
6000 plus Transfer from EMR	64,394	180,277	0	(180,277)				
6001 less Transfer to EMR	692,053	0	0	0				
Movement to/(from) Gen Reserve	(10,399)	(41,504)	(20,473)	21,031				
305 Maurice Thornton Pavilion								
4130 Gas/Electricity	2,993	1,806	1,545	(261)	(261)		116.9%	
4200 Annual extinguisher etc., insp	61	0	0	0	0		0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4510 General Maintenance	214	599	562	(37)		(37)	106.6%	
4550 Water & Sewerage	396	233	330	97		97	70.6%	
Maurice Thornton Pavilion :- Indirect Expenditure	3,664	2,638	2,437	(201)	0	(201)	108.3%	0
Net Expenditure	(3,664)	(2,638)	(2,437)	201				
<u>310 Grovelands Barn</u>								
4130 Gas/Electricity	31	0	0	0		0	0.0%	
4200 Annual extinguisher etc., insp	71	0	0	0		0	0.0%	
4510 General Maintenance	0	4,414	290	(4,124)		(4,124)	1522.1%	1,350
4550 Water & Sewerage	61	60	0	(60)		(60)	0.0%	
5100 MT Hut/Grovelands Barn Energy	387	314	562	248		248	55.9%	
5105 Grovelands Barn Rates	3,112	3,144	3,296	152		152	95.4%	
Grovelands Barn :- Indirect Expenditure	3,661	7,932	4,148	(3,784)	0	(3,784)	191.2%	1,350
Net Expenditure	(3,661)	(7,932)	(4,148)	3,784				
6000 plus Transfer from EMR	0	1,350	0	(1,350)				
Movement to/(from) Gen Reserve	(3,661)	(6,582)	(4,148)	2,434				
<u>315 Union Corner Hall</u>								
4510 General Maintenance	1,000	1,367	1,000	(367)		(367)	136.7%	95
Union Corner Hall :- Indirect Expenditure	1,000	1,367	1,000	(367)	0	(367)	136.7%	95
Net Expenditure	(1,000)	(1,367)	(1,000)	367				
6000 plus Transfer from EMR	0	95	0	(95)				
Movement to/(from) Gen Reserve	(1,000)	(1,272)	(1,000)	272				
<u>320 Public Toilets - Stable Block</u>								
4515 Cleaning/Maintenance	3,390	0	0	0		0	0.0%	
Public Toilets - Stable Block :- Indirect Expenditure	3,390	0	0	0	0	0		0
Net Expenditure	(3,390)	0	0	0				
<u>325 Changing Pod</u>								
4510 General Maintenance	118	0	0	0		0	0.0%	
4515 Cleaning/Maintenance	32,341	18,658	19,000	342		342	98.2%	2,010
Changing Pod :- Indirect Expenditure	32,459	18,658	19,000	342	0	342	98.2%	2,010
Net Expenditure	(32,459)	(18,658)	(19,000)	(342)				
6000 plus Transfer from EMR	20,402	2,010	0	(2,010)				
Movement to/(from) Gen Reserve	(12,056)	(16,648)	(19,000)	(2,352)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Welbury Farm/Jim West Com Hall								
1210 Meeting Room Lets/J West	33,358	38,452	35,000	(3,452)			109.9%	
Welbury Farm/Jim West Com Hall :- Income	33,358	38,452	35,000	(3,452)			109.9%	0
4115 Telephone & mobiles	987	0	1,250	1,250		1,250	0.0%	
4125 Rates	7,883	9,855	9,528	(327)		(327)	103.4%	
4130 Gas/Electricity	4,840	6,680	6,695	15		15	99.8%	
4510 General Maintenance	3,963	7,584	2,575	(5,009)		(5,009)	294.5%	2,584
4515 Cleaning/Maintenance	6,389	8,900	5,202	(3,698)		(3,698)	171.1%	
4550 Water & Sewerage	930	2,431	2,060	(371)		(371)	118.0%	
5025 Intruder & Smoke Alarm Service	243	577	0	(577)		(577)	0.0%	
5150 Maintenance/Running Costs	8,147	235	515	280		280	45.6%	
5155 J West Refund	3,686	2,758	6,000	3,242		3,242	46.0%	
Welbury Farm/Jim West Com Hall :- Indirect Expenditure	37,068	39,019	33,825	(5,194)	0	(5,194)	115.4%	2,584
Net Income over Expenditure	(3,710)	(567)	1,175	1,742				
6000 plus Transfer from EMR	0	2,584	0	(2,584)				
Movement to/(from) Gen Reserve	(3,710)	2,017	1,175	(842)				
340 1 Market Square								
4125 Rates	0	6,362	6,900	538		538	92.2%	
4130 Gas/Electricity	290	1,414	1,000	(414)		(414)	141.4%	
4510 General Maintenance	0	7,924	500	(7,424)		(7,424)	1584.8%	6,946
4550 Water & Sewerage	0	1,010	0	(1,010)		(1,010)	0.0%	
1 Market Square :- Indirect Expenditure	290	16,710	8,400	(8,310)	0	(8,310)	198.9%	6,946
Net Expenditure	(290)	(16,710)	(8,400)	8,310				
6000 plus Transfer from EMR	0	6,946	0	(6,946)				
Movement to/(from) Gen Reserve	(290)	(9,765)	(8,400)	1,365				
350 The Station (HYS Complex)								
4130 Gas/Electricity	2,483	0	0	0		0	0.0%	
The Station (HYS Complex) :- Indirect Expenditure	2,483	0	0	0	0	0		0
Net Expenditure	(2,483)	0	0	0				
355 The Manse (HYS Complex)								
	0	0	0	0		0	0.0%	
Net Expenditure	0	0	0	0				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Cemetery Lodge								
1220 Cemetery Rent	7,686	7,744	8,100	356			95.6%	
Cemetery Lodge :- Income	7,686	7,744	8,100	356			95.6%	0
4510 General Maintenance	24	0	184	184		184	0.0%	
5175 Cemetery Lodge Repairs	459	527	492	(35)		(35)	107.2%	
Cemetery Lodge :- Indirect Expenditure	483	527	676	149	0	149	78.0%	0
Net Income over Expenditure	7,203	7,217	7,424	207				
405 Cemetery Services & Overheads								
1500 Burial Fees	38,474	42,725	56,275	13,550			75.9%	
Cemetery Services & Overheads :- Income	38,474	42,725	56,275	13,550			75.9%	0
4125 Rates	5,739	5,739	6,300	562		562	91.1%	
4130 Gas/Electricity	1,731	3,275	3,500	225		225	93.6%	
4510 General Maintenance	825	0	0	0		0	0.0%	756
4550 Water & Sewerage	276	185	500	315		315	37.0%	
4750 Grass & Hedge Cutting	13,350	674	8,000	7,326		7,326	8.4%	
5210 Telephone	535	51	800	749		749	6.4%	
5215 Fire Extinguisher/Boiler Servi	80	437	250	(187)		(187)	174.9%	
5220 Pest Control	143	0	338	338		338	0.0%	
5225 Repairs/Cleaning & Waste	4,589	1,866	2,274	408		408	82.0%	
5230 Burial Record IT-Licence	415	0	515	515		515	0.0%	
5300 Grave Digging	14,255	21,005	16,892	(4,113)		(4,113)	124.3%	
5305 Maintenance Flowers & Trees	3,299	656	3,686	3,030		3,030	17.8%	
5330 Cem WCs Refurb Project	14,262	56,036	0	(56,036)		(56,036)	0.0%	56,812
5350 Ditch Clearance	0	0	500	500		500	0.0%	
Cemetery Services & Overheads :- Indirect Expenditure	59,497	89,924	43,555	(46,369)	0	(46,369)	206.5%	57,568
Net Income over Expenditure	(21,023)	(47,199)	12,720	59,919				
6000 plus Transfer from EMR	13,074	57,568	0	(57,568)				
Movement to/(from) Gen Reserve	(7,949)	10,369	12,720	2,351				
500 Street Lighting								
4510 General Maintenance	13,940	17,657	17,389	(268)		(268)	101.5%	
5375 New Lighting	7,015	11,600	18,901	7,301		7,301	61.4%	
5380 Energy (145516 kwh per year)	13,203	11,838	17,266	5,428		5,428	68.6%	
5390 Annual Repairs	32,078	9,968	12,756	2,788		2,788	78.1%	
Street Lighting :- Indirect Expenditure	66,236	51,063	66,312	15,249	0	15,249	77.0%	0
Net Expenditure	(66,236)	(51,063)	(66,312)	(15,249)				
6000 plus Transfer from EMR	16,239	0	0	0				
Movement to/(from) Gen Reserve	(49,997)	(51,063)	(66,312)	(15,249)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Street Furniture								
5400 Bus Shelter Repairs	481	1,850	298	(1,552)		(1,552)	620.9%	
5410 Defibrulators	500	2,040	2,060	20		20	99.0%	
Street Furniture :- Indirect Expenditure	981	3,890	2,358	(1,532)	0	(1,532)	165.0%	0
Net Expenditure	(981)	(3,890)	(2,358)	1,532				
630 Twinning								
4395 Civic Events	0	244	400	156		156	61.0%	
Twinning :- Indirect Expenditure	0	244	400	156	0	156	61.0%	0
Net Expenditure	0	(244)	(400)	(156)				
660 Mem Institute Trust Bldg								
5340 MIT Roof Project	25,000	43,328	0	(43,328)	21,752	(65,080)	0.0%	43,328
Mem Institute Trust Bldg :- Indirect Expenditure	25,000	43,328	0	(43,328)	21,752	(65,080)		43,328
Net Expenditure	(25,000)	(43,328)	0	43,328				
6000 plus Transfer from EMR	0	43,328	0	(43,328)				
Movement to/(from) Gen Reserve	(25,000)	0	0	0				
Assets Committee :- Income	809,301	119,551	130,579	11,028			91.6%	
Expenditure	534,074	711,515	331,381	(380,134)	21,768	(401,901)	221.3%	
Net Income over Expenditure	275,227	(591,964)	(200,802)	391,162				
plus Transfer from EMR	219,560	354,501	0	(354,501)				
less Transfer to EMR	692,603	0	0	0				
Movement to/(from) Gen Reserve	(197,816)	(237,462)	(200,802)	36,660				

Communities

200 Tourism & Leisure								
1400 Street Market Stall Pitch Fee	1,593	817	1,100	283			74.2%	
1405 Christmas Lighting - Donations	308	250	0	(250)			0.0%	
1410 Christmas Market - Income	967	889	0	(889)			0.0%	
Tourism & Leisure :- Income	2,868	1,956	1,100	(856)			177.8%	0
4125 Rates	499	499	618	119		119	80.7%	
4905 Misc. Expenses	367	12,415	50	(12,365)		(12,365)	24829.7%	11,750
4906 Reception Decoration	44	0	0	0		0	0.0%	
4910 Event Advertising	350	0	614	614		614	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4925 Summer Event/Bunting	4,687	904	3,270	2,366		2,366	27.6%	
4930 Christmas Light Switch On	548	1,273	680	(593)		(593)	187.2%	
4935 Christmas Market	621	858	1,615	757		757	53.1%	
4940 Hailsham Community Run	4,971	6,050	6,000	(50)		(50)	100.8%	
4941 Stand Proud Event	980	1,420	1,500	80		80	94.7%	
4942 Hailsham Festival	700	1,000	1,000	0		0	100.0%	
4945 Street Market	623	606	500	(106)		(106)	121.2%	
4955 Remembrance Sunday	553	1,145	700	(445)		(445)	163.5%	
4965 Bonfire S Summer Event	3,047	3,096	3,500	405		405	88.4%	
4966 Hailsham Hero Award	0	1,412	1,700	288		288	83.1%	
5505 Hailsham Revitalisation Fund	0	120	0	(120)		(120)	0.0%	
Tourism & Leisure :- Indirect Expenditure	17,989	30,797	21,747	(9,050)	0	(9,050)	141.6%	11,750
Net Income over Expenditure	(15,121)	(28,841)	(20,647)	8,194				
6000 plus Transfer from EMR	350	11,750	0	(11,750)				
Movement to/(from) Gen Reserve	(14,771)	(17,091)	(20,647)	(3,556)				
<u>205 Festive Lighting</u>								
4975 Christmas Festoons	12,100	16,880	18,472	1,592		1,592	91.4%	
Festive Lighting :- Indirect Expenditure	12,100	16,880	18,472	1,592	0	1,592	91.4%	0
Net Expenditure	(12,100)	(16,880)	(18,472)	(1,592)				
<u>210 Filing</u>								
1415 Filming income	5,250	0	0	0			0.0%	
Filing :- Income	5,250	0	0	0				0
4905 Misc. Expenses	0	2,035	0	(2,035)		(2,035)	0.0%	
Filing :- Indirect Expenditure	0	2,035	0	(2,035)	0	(2,035)		0
Net Income over Expenditure	5,250	(2,035)	0	2,035				
<u>615 Youth Provision</u>								
1115 Rental/Lease Income	0	9,318	0	(9,318)			0.0%	
1300 Fundraising & Donations	2,364	8,296	0	(8,296)			0.0%	
1305 Donations/Refunds	10,632	0	2,000	2,000			0.0%	
1310 Activity Income	8,351	13,627	6,180	(7,447)			220.5%	
1600 External Grant Funding	0	12,000	0	(12,000)			0.0%	
Youth Provision :- Income	21,347	43,240	8,180	(35,060)			528.6%	0
4115 Telephone & mobiles	0	20	0	(20)		(20)	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4125 Rates	6,826	12,009	6,775	(5,234)		(5,234)	177.3%	
4130 Gas/Electricity	500	7,425	0	(7,425)		(7,425)	0.0%	
4140 Insurance	0	575	0	(575)		(575)	0.0%	
4300 Youth Service Activities	737,537	14,974	16,422	1,448		1,448	91.2%	
4305 FNP	4,809	2,046	2,761	715		715	74.1%	
4315 Safe Hub	0	0	437	437		437	0.0%	
4320 Hellingly Youth Club	269	0	328	328		328	0.0%	
4325 Mini Bus	2,678	0	0	0		0	0.0%	
4330 Monday Club	47	53	656	603		603	8.1%	53
4335 The Station	111,167	0	0	0		0	0.0%	
4340 The Manse	2,522	0	0	0		0	0.0%	
4510 General Maintenance	30	21,198	0	(21,198)		(21,198)	0.0%	13,855
4515 Cleaning/Maintenance	0	2,842	0	(2,842)		(2,842)	0.0%	
4550 Water & Sewerage	254	2,535	0	(2,535)		(2,535)	0.0%	
Youth Provision :- Indirect Expenditure	866,639	63,677	27,379	(36,298)	0	(36,298)	232.6%	13,909
Net Income over Expenditure	(845,292)	(20,436)	(19,199)	1,237				
6000 plus Transfer from EMR	810,917	13,909	0	(13,909)				
Movement to/(from) Gen Reserve	(34,375)	(6,528)	(19,199)	(12,671)				

Communities :- Income **29,465** **45,196** **9,280** **(35,916)** **487.0%**

Expenditure **896,728** **113,389** **67,598** **(45,791)** **0** **(45,791)** **167.7%**

Net Income over Expenditure **(867,263)** **(68,193)** **(58,318)** **9,875**

plus Transfer from EMR **811,267** **25,659** **0** **(25,659)**

Movement to/(from) Gen Reserve **(55,996)** **(42,534)** **(58,318)** **(15,784)**

Staffing Committee**600 Staffing Costs**

1280 Staff Recharge - YS	13,669	0	0	0			0.0%	
Staffing Costs :- Income	13,669	0	0	0				0
4000 Wages (Manual)	175,534	285,709	251,511	(34,198)		(34,198)	113.6%	
4005 Salaries (Admin.)	354,526	312,569	398,032	85,463		85,463	78.5%	
4010 Employer NICs (Manual/Admin)	78,701	73,765	90,881	17,116		17,116	81.2%	
4015 Pension (wages & salaries)	68,231	112,744	110,445	(2,299)		(2,299)	102.1%	
4020 Youth Service Salaries	142,204	171,402	174,094	2,692		2,692	98.5%	
4025 Employers NICs Youth Service	12,122	14,724	25,064	10,340		10,340	58.7%	
4030 Pension Youth Service	27,953	22,972	21,473	(1,499)		(1,499)	107.0%	
4040 Staff Review - new roles	92,732	0	0	0		0	0.0%	

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4055 Honoraria's (Bailiffs/Tree War	843	0	2,186	2,186		2,186	0.0%	
4060 Members Allowances	27,320	28,127	28,251	124		124	99.6%	
Staffing Costs :- Indirect Expenditure	980,166	1,022,012	1,101,937	79,925	0	79,925	92.7%	0
Net Income over Expenditure	(966,497)	(1,022,012)	(1,101,937)	(79,925)				
Staffing Committee :- Income	13,669	0	0	0			0.0%	
Expenditure	980,166	1,022,012	1,101,937	79,925	0	79,925	92.7%	
Movement to/(from) Gen Reserve	(966,497)	(1,022,012)	(1,101,937)	(79,925)				

Finance and Governance170 Funded Projects

4980 Church Yard CCTV Service Cont	0	0	300	300		300	0.0%	
4985 War Memorial - All Costs	721	44	742	698		698	6.0%	
4990 CAB Rent & Grant	26,114	13,300	13,300	0		0	100.0%	
5510 CCTV - Camera costs	4,156	0	0	0		0	0.0%	
Funded Projects :- Indirect Expenditure	30,991	13,344	14,342	998	0	998	93.0%	0
Net Expenditure	(30,991)	(13,344)	(14,342)	(998)				

605 Corporate Services

1078 CIL Received	583,166	1,209,483	0	(1,209,483)			0.0%	1,209,483
1240 NHP - Grants Received	9,975	0	1,675	1,675			0.0%	
1600 External Grant Funding	5,100	0	0	0			0.0%	
Corporate Services :- Income	598,241	1,209,483	1,675	(1,207,808)			72208.0%	1,209,483
4100 Office Equipment	5,762	2,845	5,000	2,155	60	2,095	58.1%	
4101 New HTC Website Fund	0	0	2,500	2,500		2,500	0.0%	
4105 Newsletter	2,105	345	3,000	2,655		2,655	11.5%	
4110 Annual Town Meeting	297	0	500	500		500	0.0%	
4115 Telephone & mobiles	1,701	0	0	0		0	0.0%	
4120 Contract Cleaning	1,920	12,230	4,800	(7,430)	75	(7,506)	256.4%	
4135 Annual Electrical Test of Equi	0	0	358	358		358	0.0%	
4140 Insurance	55	0	0	0		0	0.0%	
4145 Franking machine/postage	325	534	700	166		166	76.2%	
4150 Audit fees	2,845	3,448	3,224	(224)		(224)	106.9%	
4155 Travelling, Training & seminar	7,930	6,628	10,000	3,372	199	3,173	68.3%	
4156 Long Service Award	0	1,582	2,200	618		618	71.9%	
4160 Photocopier lease & Monthly Us	3,742	5,309	3,148	(2,161)		(2,161)	168.7%	
4165 Room Hire Expenses	1,608	1,283	1,400	117		117	91.6%	
4170 Computer Software/licenses	9,306	12,503	12,376	(127)		(127)	101.0%	

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4175 Website Hosting/Domains	413	898	1,522	624		624	59.0%	
4180 Subscriptions & Publications	4,623	6,163	5,000	(1,163)		(1,163)	123.3%	
4185 Professional fees	6,822	54,932	9,850	(45,082)		(45,082)	557.7%	
4186 Survey Fees	7,895	0	2,000	2,000		2,000	0.0%	
4190 Election Fund	7,297	8,143	10,000	1,857		1,857	81.4%	
4195 Advertising / Publicity	2,228	302	562	260		260	53.7%	
4200 Annual extinguisher etc., insp	187	1,542	350	(1,192)		(1,192)	440.6%	
4205 Stationery & Misc Equipment	2,488	3,105	2,744	(361)		(361)	113.1%	
4210 Commercial Rubbish Disposal	8,626	11,657	9,200	(2,457)		(2,457)	126.7%	
4215 Civic regalia	500	0	282	282		282	0.0%	
4220 Hailsham Neighbourhood Plan	10,680	21,838	18,500	(3,338)		(3,338)	118.0%	519
4225 Vending/Water Machine	908	111	0	(111)		(111)	0.0%	
4550 Water & Sewerage	0	1,743	1,257	(486)		(486)	138.7%	
4905 Misc. Expenses	0	85	1,657	1,572		1,572	5.1%	
Corporate Services :- Indirect Expenditure	90,260	157,228	112,130	(45,098)	334	(45,432)	140.5%	519
Net Income over Expenditure	507,981	1,052,256	(110,455)	(1,162,711)				
6000 plus Transfer from EMR	8,741	519	0	(519)				
6001 less Transfer to EMR	583,166	1,209,483	0	(1,209,483)				
Movement to/(from) Gen Reserve	(66,444)	(156,709)	(110,455)	46,254				
<u>610 Chairmans Allowance</u>								
4280 Chairmans allowance	1,156	425	1,545	1,120		1,120	27.5%	300
Chairmans Allowance :- Indirect Expenditure	1,156	425	1,545	1,120	0	1,120	27.5%	300
Net Expenditure	(1,156)	(425)	(1,545)	(1,120)				
6000 plus Transfer from EMR	0	300	0	(300)				
Movement to/(from) Gen Reserve	(1,156)	(125)	(1,545)	(1,420)				
<u>620 Machinery/Tools/Protective Clo</u>								
4350 Protective Clothing	435	40	2,000	1,960		1,960	2.0%	
4355 Tools	1,163	15,966	1,657	(14,309)		(14,309)	963.5%	
Machinery/Tools/Protective Clo :- Indirect Expenditure	1,597	16,005	3,657	(12,348)	0	(12,348)	437.7%	0
Net Expenditure	(1,597)	(16,005)	(3,657)	12,348				
<u>625 Vehicle Fleet</u>								
4360 Leasing costs	8,079	14,688	14,206	(482)		(482)	103.4%	
4365 Vehicle Overheads - fuel	3,195	3,959	3,824	(135)		(135)	103.5%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4370 Vehicle Overheads - service &	4,674	1,491	1,030	(461)		(461)	144.8%	
4375 Vehicle Overheads - Insurance	3,137	404	3,296	2,892		2,892	12.3%	
Vehicle Fleet :- Indirect Expenditure	19,086	20,543	22,356	1,813	0	1,813	91.9%	0
Net Expenditure	(19,086)	(20,543)	(22,356)	(1,813)				
<u>635 Misc. Provision</u>								
4400 Annual Grants	16,000	15,505	16,000	495		495	96.9%	
4950 Misc./Emergency Provision	0	0	14,000	14,000		14,000	0.0%	
Misc. Provision :- Indirect Expenditure	16,000	15,505	30,000	14,495	0	14,495	51.7%	0
Net Expenditure	(16,000)	(15,505)	(30,000)	(14,495)				
<u>650 Funded Services</u>								
1235 Post Office - Non PO Sales	1,408	0	500	500			0.0%	
Funded Services :- Income	1,408	0	500	500			0.0%	0
5500 Hellingly P.C. subsidy (as pro	44,343	41,370	48,508	7,138		7,138	85.3%	
5505 Hailsham Revitalisation Fund	207	0	2,500	2,500		2,500	0.0%	
5510 CCTV - Camera costs	1,917	4,156	7,210	3,054		3,054	57.6%	
5515 Post Office Operation costs	65,101	40,000	60,000	20,000		20,000	66.7%	
5520 HTFC Changing Rm/WCs project	70,000	0	0	0		0	0.0%	
Funded Services :- Indirect Expenditure	181,568	85,525	118,218	32,693	0	32,693	72.3%	0
Net Income over Expenditure	(180,159)	(85,525)	(117,718)	(32,193)				
6000 plus Transfer from EMR	71,917	0	0	0				
Movement to/(from) Gen Reserve	(108,243)	(85,525)	(117,718)	(32,193)				
<u>655 Account Int & Commuted Sums</u>								
1076 Precept	1,582,898	1,644,120	1,644,120	0			100.0%	
1080 Interest on accounts	43,074	69,505	18,000	(51,505)			386.1%	
Account Int & Commuted Sums :- Income	1,625,972	1,713,625	1,662,120	(51,505)			103.1%	0
5550 Bank charges	726	957	990	33		33	96.7%	
Account Int & Commuted Sums :- Indirect Expenditure	726	957	990	33	0	33	96.7%	0
Net Income over Expenditure	1,625,246	1,712,667	1,661,130	(51,537)				
Finance and Governance :- Income	2,225,621	2,923,108	1,664,295	(1,258,813)			175.6%	
Expenditure	341,384	309,533	303,238	(6,295)	334	(6,629)	102.2%	
Net Income over Expenditure	1,884,237	2,613,575	1,361,057	(1,252,518)				
plus Transfer from EMR	80,658	819	0	(819)				
less Transfer to EMR	583,166	1,209,483	0	(1,209,483)				
Movement to/(from) Gen Reserve	1,381,729	1,404,911	1,361,057	(43,854)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>NHP</u>								
631 <u>NHP</u>								
4220 Hailsham Neighbourhood Plan	39,550	16,662	0	(16,662)		(16,662)	0.0%	19,481
NHP :- Indirect Expenditure	39,550	16,662	0	(16,662)	0	(16,662)		19,481
Net Expenditure	(39,550)	(16,662)	0	16,662				
6000 plus Transfer from EMR	9,792	19,481	0	(19,481)				
Movement to/(from) Gen Reserve	(29,758)	2,819	0	(2,819)				
NHP :- Income	0	0	0	0			0.0%	
Expenditure	39,550	16,662	0	(16,662)	0	(16,662)	0.0%	
Net Income over Expenditure	(39,550)	(16,662)	0	16,662				
plus Transfer from EMR	9,792	19,481	0	(19,481)				
Movement to/(from) Gen Reserve	(29,758)	2,819	0	(2,819)				
Grand Totals:- Income	3,078,057	3,087,855	1,804,154	(1,283,701)			171.2%	
Expenditure	2,791,903	2,173,110	1,804,154	(368,956)	22,102	(391,058)	121.7%	
Net Income over Expenditure	286,154	914,745	0	(914,745)				
plus Transfer from EMR	1,121,276	400,460	0	(400,460)				
less Transfer to EMR	1,275,769	1,209,483	0	(1,209,483)				
Movement to/(from) Gen Reserve	131,661	105,721	0	(105,721)				

Date Paid	Supplier Name	Cost Centre Description	Nominal Code Description	Transaction Detail	Net	VAT	Total
02/03/2026	Castle Water Ltd	Maurice Thornton Pavilion	Water & Sewerage	Water MT Pavillion	15.64	0	15.64
02/03/2026	Lex Autolease Ltd	Vehicle Fleet	Leasing costs	Vehicle Lease	739.77	147.96	887.73
02/03/2026	Wealden District Council	Cemetery Services & Overheads	Rates	111106505.MAR2026/Ersham Road	478	0	478
02/03/2026	Wealden District Council	Tourism & Leisure	Rates	111862687.MAR2026/Street Marke	42	0	42
02/03/2026	Wealden District Council	The Manse (HYS Complex)	Rates	503733198.MAR 2026/The Manse R	273	0	273
03/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	Copier Toner delivery charge	9.85	1.97	11.82
04/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Troy Hayes Planning updates	2000	400	2400
04/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Troy Hayes Planning	1750	350	2100
04/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Troy Hayes Planning cons	1935.79	387.16	2322.95
04/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	Photocopier printing	13.07	2.61	15.68
04/03/2026	ERNEST DOE & SONS LTD	Machinery/Tools/Protective Clo	Tools	ERNEST DOE & SONS - PRUNER	786	157.2	943.2
04/03/2026	ERNEST DOE & SONS LTD	Machinery/Tools/Protective Clo	Tools	ERNEST DOE & SONS - EQUIP	195.95	32.19	228.14
04/03/2026	Streetlights	Street Lighting	Annual Repairs	Streetlight repairs	365	73	438
04/03/2026	ERNEST DOE & SONS LTD	Machinery/Tools/Protective Clo	Tools	ERNEST DOE & SONS - BOOTS	139.16	3.83	142.99
04/03/2026	Streetlights	Street Lighting	Annual Repairs	Streetlights repairs	130	26	156
04/03/2026	Haulaway Ltd	Grovelands Barn	General Maintenance	Haulaway Ltd - waste	255	51	306
04/03/2026	Wealden District Council	Corporate Services	Election Fund	By Election recharges 27.11.25	8143.03	0	8143.03
04/03/2026	Evolution Water Services Ltd	Welbury Farm/Jim West Com Hall	Water & Sewerage	Water Testing JW Centre	161.1	0	161.1
04/03/2026	Krystal Hosting Ltd	Corporate Services	Website Hosting/Domains	domain hailsham NHP	7	1.4	8.4
04/03/2026	Stephen Lawrenz	Cemetery Services & Overheads	Cem WCs Refurb Project	Stephen Lawrenz - pet cemetery	425	0	425
04/03/2026	Hailsham roadways Constructiion Co Ltd	Town Council Site	General Maintenance	Hailsham roadwa - works	3331.22	666.24	3997.46
04/03/2026	Stephen Lawrenz	Cemetery Services & Overheads	Grave Digging	Stephen Lawrenz - GRAVES	1627.5	0	1627.5
04/03/2026	ERNEST DOE & SONS LTD	Machinery/Tools/Protective Clo	Tools	ERNEST DOE & SONS RYE GRASS	118.25	1.65	119.9
04/03/2026	Macey Industrial Fixings	Machinery/Tools/Protective Clo	Tools	Macey Industrial F - tools	250.58	50.12	300.7
04/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Troy Hayes Planning review	2000	400	2400
04/03/2026	Troy Hayes Planning Limited	Corporate Services	Hailsham Neighbourhood Plan	Troy Hayes Planning review	2000	400	2400
04/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Troy Hayes housing survey	5825	1165	6990
04/03/2026	C Beeney t/a Juice Electrical Services	Town Council Site	General Maintenance	C Beeney t/a Juice - maint	363.62	72.72	436.34
04/03/2026	Macey Industrial Fixings	Machinery/Tools/Protective Clo	Tools	Macey Industrial F - tools	16.05	3.21	19.26
04/03/2026	SLCC	Corporate Services	Travelling, Training & seminar	SLCC - KG TRAINING	58.5	11.7	70.2
04/03/2026	SLCC	Corporate Services	Travelling, Training & seminar	SLCC - TL TRAINING	495	0	495
04/03/2026	Haulaway Ltd	Grovelands Barn	General Maintenance	Haulaway Ltd - waste	255	51	306
04/03/2026	Locum RFO	Corporate Services	Professional fees	Karen Whitley - hours	1000	0	1000
04/03/2026	Uniserve SE Ltd	Corporate Services	Telephone & mobiles	Uniserve SE Ltd - mobiles	146	29.2	175.2
04/03/2026	Uniserve SE Ltd	Corporate Services	Telephone & mobiles	Uniserve SE Ltd - office365	587.08	117.42	704.5
04/03/2026	Uniserve SE Ltd	Town Council Site	Telephone & mobiles	IT COSTS	587.08	117.42	704.5
04/03/2026	Uniserve SE Ltd	Town Council Site	Telephone & mobiles	MOBILE SIM CONTRACTS	146	29.2	175.2

04/03/2026	Gentis Ltd	Corporate Services	Contract Cleaning	Gentis Ltd - cleaning	2707	0	2707
04/03/2026	Gentis Ltd	Corporate Services	Contract Cleaning	CLEANING SERVICES	624	0	624
04/03/2026	Gentis Ltd	Youth Provision	Cleaning/Maintenance	CLEANING SERVICES	936		936
04/03/2026	Gentis Ltd	Changing Pod	Cleaning/Maintenance	CLEANING SERVICES	1147		1147
04/03/2026	Improvement Development Agency Loc Gov	Corporate Services	Subscriptions & Publications	64032126/Subscription 2026-27	480	96	576
04/03/2026	AMAZON	Youth Provision	Youth Service Activities	wristbands for events	4.66	0.93	5.59
04/03/2026	Anthony Perkins	Youth Provision	General Maintenance	Anthony Perkins - youth final	1758.75	0	1758.75
05/03/2026	British Gas	Youth Provision	Gas/Electricity	GAS HTC	96.88	4.84	101.72
05/03/2026	British Gas	Youth Provision	Gas/Electricity	gas western road	96.88	4.84	101.72
06/03/2026	AMAZON	Youth Provision	Youth Service Activities	foam football	39.98	8	47.98
09/03/2026	YU Energy YOUTH SERVICE ELEC	Youth Provision	Gas/Electricity	electricity youth center	152.92	7.65	160.57
09/03/2026	YU Energy YOUTH SERVICE ELEC	Youth Provision	Gas/Electricity	electricity youth service	74.24	3.71	77.95
10/03/2026	YU Energy YOUTH SERVICE Gas	Youth Provision	Gas/Electricity	gas youth service	408.27	81.65	489.92
11/03/2026	AMAZON	Corporate Services	Long Service Award	Long Service Award	23.16	4.63	27.79
11/03/2026	Allstar Business Solutions Ltd	Vehicle Fleet	Vehicle Overheads - fuel	diesel	110.35	22.07	132.42
11/03/2026	AMAZON	Youth Provision	Youth Service Activities	MOTHERS DAY STICKERS	5.41	1.08	6.49
11/03/2026	AMAZON	Youth Provision	Youth Service Activities	GLASS JARS	11.24	2.25	13.49
11/03/2026	AMAZON	Youth Provision	Youth Service Activities	COLOURED CARD	3.74	0.75	4.49
12/03/2026	D Sankey Ltd	Public Open Spaces	Vermin Control	pest control	153	30.6	183.6
12/03/2026	Npower Commercial Gas limited	Corporate Services	Professional fees	Payroll services	59.55	11.91	71.46
12/03/2026	D Sankey Ltd	Public Open Spaces	Vermin Control	pest control	153	30.6	183.6
12/03/2026	PUZZLE PARTY GAMES	Youth Provision	FNP	ESCAPE ROOMS	150	0	150
12/03/2026	SKY UK LIMITED	Youth Provision	Youth Service Activities	SKY BUSINESS 6 MONTHS	594.24	118.85	713.09
12/03/2026	Knockhatch Adventure ParkLtd	Youth Provision	FNP	FNP evening booking	120	24	144
12/03/2026	East Sussex Pension Fund		Pension Cotrol	feb26 pension contributions	13716.89	0	13716.89
12/03/2026	Uniserve SE Ltd	Corporate Services	Computer Software/licenses	IT costs new starter setup	117	23.4	140.4
12/03/2026	Balfour Beatty Living places Ltd	Tourism & Leisure	Proms in the Park	banner prom in the park	65	0	65
12/03/2026	Business Stream	Western Road Recreation Ground	Water & Sewerage	waste water services	328.99	0	328.99
12/03/2026	CBL Fastenings Ltd	Machinery/Tools/Protective Clo	Tools	CABLE TIES	55.31	11.06	66.37
12/03/2026	Balfour Beatty Living places Ltd	Tourism & Leisure	Hailsham Community Run	Banner market square	65	0	65
12/03/2026	J West Refund	Welbury Farm/Jim West Com Hall	J West Refund	JW deposit refund	50	0	50
12/03/2026	Balfour Beatty Living places Ltd	Tourism & Leisure	Misc. Expenses	BUNTING HIGH STREET	130	0	130
12/03/2026	Chalvington Communications Ltd	Corporate Services	Telephone & mobiles	TELEPHONE CHARGES TC	449.05	89.81	538.86
12/03/2026	Locum RFO	Corporate Services	Professional fees	hours w/c 0203	1000	0	1000
12/03/2026	Lyons Electrical & Security Ltd	Maurice Thornton Playing Field	General Maintenance	Maurice remedial works	551	110.2	661.2
12/03/2026	Lyons Electrical & Security Ltd	Town Council Site	General Maintenance	foodback remedial works	75	15	90
12/03/2026	Lyons Electrical & Security Ltd	Union Corner Hall	General Maintenance	union corner remedial works	95	19	114
12/03/2026	Lyons Electrical & Security Ltd	Youth Provision	General Maintenance	electrical work youth center	292.5	58.5	351

12/03/2026	Ricochet Signs Ltd	Tourism & Leisure	Street Market	printer banner	220	44	264
12/03/2026	DFL TRUCKING LTD	Town Council Site	Office Rewire	20mm shingle	83.32	16.66	99.98
12/03/2026	The EdgeSystems Ltd	Corporate Services	Stationery & Misc Equipment	staff photo id	17.29	3.46	20.75
12/03/2026	JW Refund	Welbury Farm/Jim West Com Hall	J West Refund	JAMES WEST DEPOSIT	50	0	50
12/03/2026	South East Employers	Corporate Services	Professional fees	JOB EVALUATION	250	50	300
12/03/2026	Wealden Leisure Ltd	Youth Provision	Youth Service Activities	Bowling lane hire	63	0	63
12/03/2026	Npower Commercial Gas Limited	Welbury Farm/Jim West Com Hall	Gas/Electricity	Electricity JW Centre	576.16	0	576.16
12/03/2026	Castle Water Ltd	Town Council Site	Water & Sewerage	Water Inglenook	22.39	0	22.39
13/03/2026	Caretaker Duties	Corporate Services	Professional fees	CONSULTANCY	2281.19	0	2281.19
16/03/2026	Lloyds Bank	Youth Provision	Youth Service Activities	Corp Card Expenditure Mar'25	904.51	189.04	1093.55
16/03/2026	Lloyds Bank	Town Council Site	General Maintenance	Corp Card Expenditure Mar'25	462.81	0	462.81
16/03/2026	Fuzion 4 Ltd	Corporate Services	Photocopier lease & Monthly Us	CCTV Maint	10.09	2.01	12.1
16/03/2026	Fuzion 4 Ltd	Welbury Farm/Jim West Com Hall	Intruder & Smoke Alarm Service	FIRE ALARM MAINT	46.56	9.31	55.87
16/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	waste htc	110.63	22.12	132.75
16/03/2026	Business Waste Ltd	Cemetery Services & Overheads	Repairs/Cleaning & Waste	waste hailsham cemetery	7.37	1.47	8.84
16/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	waste allotments	1.84	0.37	2.21
16/03/2026	Business Waste Ltd	Welbury Farm/Jim West Com Hall	Cleaning/Maintenance	waste james west	57.43	11.48	68.91
16/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	waste htc	783.93	156.79	940.72
16/03/2026	Business Waste Ltd	Cemetery Services & Overheads	Repairs/Cleaning & Waste	waste cemetery	155.54	31.11	186.65
16/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	waste allotments	222.08	44.42	266.5
16/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	waste youth service	36.78	7.36	44.14
16/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	waste pavilion	6.13	1.23	7.36
16/03/2026	Lloyds Bank	Youth Provision	Youth Service Activities	Corp Card Expenditure Apr 2025	386.54	18.89	405.43
16/03/2026	Lloyds Bank	Town Council Site	General Maintenance	Corp Card Expenditure Apr 2025	213.5	0	213.5
16/03/2026	Lloyds Bank	Youth Provision	Youth Service Activities	Corp Card Expenditure Jul 2025	710.19	34.09	744.28
16/03/2026	Lloyds Bank	Town Council Site	General Maintenance	Corp Card Expenditure Jul 2025	324.7	0	324.7
16/03/2026	GIFGAF Ltd	Youth Provision	Telephone & mobiles	PHONE SIM	5	1	6
16/03/2026	CF Corporate Finance Ltd	Corporate Services	Photocopier lease & Monthly Us	LEASE RENTAL CANON	426	85.2	511.2
16/03/2026	Lloyds Bank	Youth Provision	Youth Service Activities	Corp Card Expenditure Feb'26	467.93	30.36	498.29
16/03/2026	Lloyds Bank	Town Council Site	General Maintenance	Corp Card Expenditure Feb'26	44.95	0	44.95
17/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	lease charge	48	9.6	57.6
17/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	photocopier charges	12.5	2.5	15
17/03/2026	EDF Energy	Town Council Site	Gas/Electricity	electricity inglenook	72.76	3.64	76.4
17/03/2026	AMAZON	Cemetery Services & Overheads	General Maintenance	CEMETERY VASE	18.32	3.66	21.98
18/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	Photocopier charges	209.58	41.9	251.48
18/03/2026	Allstar Business Solutions Ltd	Vehicle Fleet	Vehicle Overheads - fuel	diesel	66.32	13.26	79.58
18/03/2026	Castle Water Ltd	Common Pond Allotments	Water & Sewerage	water htc	31.96	0	31.96
19/03/2026	EON	Cemetery Services & Overheads	Gas/Electricity	Electricity Cem mortuary	11.27	2.25	13.52

19/03/2026	Npower Commercial Gas limited	Town Council Site	Gas/Electricity	Electricity Inglehook	65.79	3.29	69.08
19/03/2026	Councillor Expenses	Corporate Services	Hailsham Neighbourhood Plan	MILEAGE	47.65	0	47.65
19/03/2026	DFL TRUCKING LTD	Town Council Site	General Maintenance	white limestone	210	42	252
19/03/2026	AGRIFACTORS SOUTHERN LTD	Western Road Recreation Ground	General Maintenance	maint western road	1000	200	1200
19/03/2026	Vostel Ltd	Town Council Site	Telephone & mobiles	Vostel - broadband	280.83	56.16	336.99
19/03/2026	EON	Cemetery Services & Overheads	Gas/Electricity	ELECTRICITY CEMETERY	108.66	0	108.66
19/03/2026	EON	Town Council Site	Gas/Electricity	GAS INGLEHOOK MARKET	498.1	0	498.1
19/03/2026	EON	Cemetery Services & Overheads	Gas/Electricity	GAS CEMETERY	158.66	0	158.66
19/03/2026	EON	Grovelands Barn	MT Hut/Grovelands Barn Energy	ELECTRICITY COMMUNITY CENTRE	26.89	0	26.89
19/03/2026	EON	Town Council Site	Gas/Electricity	ELECTRICITY FLEUR DE LYS	237.42	0	237.42
19/03/2026	EON	Town Council Site	Gas/Electricity	GAS INGLEHOOK HTC	136.56	0	136.56
19/03/2026	EON	Maurice Thornton Pavilion	Gas/Electricity	ELECTRICITY MAURICE FIELDS	183.95	9.2	193.15
19/03/2026	Npower Commercial Gas limited	Town Council Site	Gas/Electricity	electricity hailsham tc	42.07	2.1	44.17
19/03/2026	Uniserve SE Ltd	Corporate Services	Computer Software/licenses	IT SUPPORT	56.28	11.26	67.54
19/03/2026	Wightman & Parish Ltd	Corporate Services	Contract Cleaning	CITRUS AEROSOLS	75.42	15.08	90.5
19/03/2026	sussex mobile welding	Western Road Recreation Ground	General Maintenance	beacon western road dep	2499	0	2499
19/03/2026	sussex mobile welding	Western Road Recreation Ground	General Maintenance	50% deposit for beacon	2499	0	2499
19/03/2026	D2D	Youth Provision	General Maintenance	SURVEY FLOOR YOUTH CENTRE	250	0	250
19/03/2026	English Woodlands	Cemetery Services & Overheads	Cem WCs Refurb Project	SHRUB PLANTS	103.7	20.74	124.44
19/03/2026	IHASCO LTD	Corporate Services	Travelling, Training & seminar	training courses	2754.56	550.91	3305.47
19/03/2026	Haulaway Ltd	Grovelands Barn	General Maintenance	GROVELANDS BARN MIXED WASTE	265	53	318
19/03/2026	Locum RFO	Corporate Services	Professional fees	w/c 09/03 professional fees	1000	0	1000
19/03/2026	Newton and Frost Fencing Ltd	Town Council Site	General Maintenance	gravel boards	34.86	6.97	41.83
19/03/2026	Trade Paints	1 Market Square	General Maintenance	decorating materials	59.29	11.86	71.15
19/03/2026	Macey Industrial Fixings	Machinery/Tools/Protective Clo	Tools	MULTI-PURPOSE SCREWS	19.99	4	23.99
19/03/2026	Macey Industrial Fixings	Machinery/Tools/Protective Clo	Tools	SEALANT	10.48	2.1	12.58
19/03/2026	CBL Fastenings Ltd	Tourism & Leisure	Street Market	sockets & adapters	40.19	8.04	48.23
19/03/2026	Macey Industrial Fixings	1 Market Square	General Maintenance	sealant	91.65	18.33	109.98
19/03/2026	Uniserve SE Ltd	Corporate Services	Computer Software/licenses	IT SUPPORT NEW STARTER	78	15.6	93.6
20/03/2026	Lex Autolease Ltd	Vehicle Fleet	Leasing costs	LEASE TRANSIT	391.53	78.3	469.83
23/03/2026	Krystal Hosting Ltd	Corporate Services	Website Hosting/Domains	HTC DOMAIN	11	2.2	13.2
23/03/2026	Krystal Hosting Ltd	Corporate Services	Website Hosting/Domains	STREET MARKET DOMAIN	21	4.2	25.2
24/03/2026	AMAZON	Corporate Services	Subscriptions & Publications	Amazon Prime Subscription	7.49	1.5	8.99
24/03/2026	EDF Energy	1 Market Square	Gas/Electricity	GAS YOUTH CAFE	238.89	0	238.89
24/03/2026	Lex Autolease Ltd	Vehicle Fleet	Leasing costs	EXI2682561/Vehicle Leasing	342.63	68.53	411.16
25/03/2026	Allstar Business Solutions Ltd	Vehicle Fleet	Vehicle Overheads - fuel	Vehicle Fuel	35.91	7.18	43.09
25/03/2026	Allstar Business Solutions Ltd	Vehicle Fleet	Vehicle Overheads - fuel	FUEL	286.89	57.36	344.25
25/03/2026	Allstar Business Solutions Ltd	Vehicle Fleet	Vehicle Overheads - fuel	FUELCARD DIESEL	132.77	26.55	159.32

26/03/2026	Business Stream	Western Road Recreation Ground	Water & Sewerage	Water Westren Road Recreation	66.55	0	66.55
26/03/2026	JW Refund	Welbury Farm/Jim West Com Hall	J West Refund	JW DEPOSIT REFUND	50	0	50
26/03/2026	Business Stream	Maurice Thornton Pavilion	Water & Sewerage	waste water services	49.27	0	49.27
26/03/2026	Bloomfields Florist	Cemetery Services & Overheads	Maintenance Flowers & Trees	chapel arrangement	90	0	90
26/03/2026	South East Employers	Corporate Services	Professional fees	JE - RFO	250	50	300
26/03/2026	Streetlights	Street Lighting	Annual Repairs	light repairs	365	73	438
26/03/2026	JW Refund	Welbury Farm/Jim West Com Hall	J West Refund	JW DEPOSIT REFUND	50	0	50
26/03/2026	C Beeney t/a Juice Electrical Services	Western Road Recreation Ground	General Maintenance	light repairs Rec ground	81.2	16.24	97.44
26/03/2026	Town and Country Tree Services	Horticultural & Ground Maint	Tree Surgery	tree surgery	830	166	996
26/03/2026	M & S Print Services Ltd	Cemetery Services & Overheads	Cem WCs Refurb Project	cemetery sign	180	36	216
26/03/2026	Streetlights	Street Lighting	Annual Repairs	light repairs	109.3	21.86	131.16
26/03/2026	UNION CORNER HALL	Union Corner Hall	General Maintenance	GRANT	1000	0	1000
26/03/2026	Locum RFO	Corporate Services	Professional fees	consultancy	1016.2	0	1016.2
26/03/2026	AFH Payroll Solutions Ltd	Corporate Services	Professional fees	Payroll Services - March 26	282.3	56.46	338.76
26/03/2026	D Sankey Ltd	Public Open Spaces	Vermin Control	pest control	153	30.6	183.6
26/03/2026	Sport Systems Ltd	Tourism & Leisure	Hailsham Community Run	Management Fee - Fun Run	666.67	133.33	800
26/03/2026	Toolstation Ltd	Cemetery Services & Overheads	Cem WCs Refurb Project	TOOLS	9.18	1.84	11.02
26/03/2026	Macey Industrial Fixings	1 Market Square	General Maintenance	sealant	91.65	18.33	109.98
26/03/2026	Travis Perkins Trading Co Ltd	Machinery/Tools/Protective Clo	Tools	nails & plywood	118.89	23.78	142.67
26/03/2026	Town and Country Tree Services	Horticultural & Ground Maint	Grass & Hedge Cutting	TREE WORKS	970	194	1164
26/03/2026	Staff Expenses	Common Pond	General Maintenance	common pond plants	46.97	0	46.97
26/03/2026	Staff Expenses	Corporate Services	Professional fees	eye test / glasses	65	0	65
30/03/2026	Castle Water Ltd	Town Council Site	Water & Sewerage	Castle Water CN	106.14	0	106.14
30/03/2026	Castle Water Ltd	Maurice Thornton Playing Field	Water & Sewerage	WATER HTC	15.64	0	15.64
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Water Rec Westren Rd	5	0	5
31/03/2026	EDF Energy	Town Council Site	Gas/Electricity	Electricity Inglenook	31.73	1.59	33.32
31/03/2026	EON	Western Road Recreation Ground	Gas/Electricity	Electricity Recreation Ground	13.67	2.73	16.4
31/03/2026	EON	Cemetery Services & Overheads	Gas/Electricity	Electricity Cemetery	135.23	6.76	141.99
31/03/2026	EON	Town Council Site	Gas/Electricity	KCR-B408D046/2686/EON	661.69	33.08	694.77
31/03/2026	EON	Town Council Site	Gas/Electricity	KCR-B408DD046-003/2687/EON	132.77	6.64	139.41
31/03/2026	Viking Office UK Limited	Corporate Services	Stationery & Misc Equipment	CN 6.11.2026	2.94	0.59	3.53
31/03/2026	EON	Maurice Thornton Playing Field	Gas/Electricity	18.02.2026/2683/EON	20	0	20
31/03/2026	Wealden District Council	Youth Provision	Rates	111978681rates YS	4890.2	0	4890.2
31/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	SOS posting error	312	62.4	374.4
31/03/2026	Swain Brothers Ltd	Welbury Farm/Jim West Com Hall	General Maintenance	4605./2655/Swain Brothers Ltd	38.34	0	38.34
31/03/2026	Regional Media Group Ltd	Tourism & Leisure	Hailsham Hero Award	Hailsham Hero Advertising	200	40	240
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Rec Ground Irrig Supply	104.65	20.93	125.58
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Water Rec Westren Rd	125.58	0	125.58

31/03/2026	Castle Water	Western Road Recreation Ground	Water & Sewerage	Water Playingfield Westren Rd	2718.61	0	2718.61
31/03/2026	Trade Paints	Town Council Site	General Maintenance	CN 07.05.2025	246.87	49.37	296.24
31/03/2026	Castle Water Ltd	Youth Provision	Water & Sewerage	PR100111403951 Castle Water	26.6	5.32	31.92
31/03/2026	Castle Water	Western Road Recreation Ground	Water & Sewerage	Water Playingfield Westren Rd	2718.61	0	2718.61
31/03/2026	EDF Energy	Town Council Site	Gas/Electricity	Electricity Inglenook	32.86	1.64	34.5
31/03/2026	Viking Office UK Limited	Corporate Services	Stationery & Misc Equipment	Stationary supplies	29.99	6	35.99
31/03/2026	Castle Water	Western Road Recreation Ground	Water & Sewerage	Water Playingfield Westren Rd	2718.61	0	2718.61
31/03/2026	EON	Cemetery Services & Overheads	Gas/Electricity	Electricity Cemetery	11.27	2.25	13.52
31/03/2026	EON	Cemetery Services & Overheads	Gas/Electricity	KI-D1A02B08-0049 1/2695/EON	160.95	32.19	193.14
31/03/2026	Castle Water	Western Road Recreation Ground	Water & Sewerage	Water Playingfield Westren Rd	2718.61	0	2718.61
31/03/2026	Castle Water Ltd	Common Pond Allotments	Water & Sewerage	10007306578. Water CP Allotme	62	0	62
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Incorrect posting	49.95	0	49.95
31/03/2026	Castle Water	Western Road Recreation Ground	Water & Sewerage	Water Playingfield Westren Rd	2718.61	0	2718.61
31/03/2026	EON NEXT Energy Ltd	Western Road Recreation Ground	Gas/Electricity	Elec Rec Ground Western Rd	22.84	1.14	23.98
31/03/2026	Castel Water Ltd	Youth Provision	Water & Sewerage	Water The Station	464.25	92.85	557.1
31/03/2026	EON	Western Road Recreation Ground	Gas/Electricity	Electricity Rec Ground	15.62	0.78	16.4
31/03/2026	EON	Western Road Recreation Ground	Gas/Electricity	Electricity	135.23	6.76	141.99
31/03/2026	Castle Water Ltd	Common Pond Allotments	Water & Sewerage	Castle Water	49.64	0	49.64
31/03/2026	YU Energy YOUTH SERVICE Gas	Youth Provision	Gas/Electricity	Inv duplicate posting	9.09	1.82	10.91
31/03/2026	Toolstation Ltd	Machinery/Tools/Protective Clo	Tools	Toolstation Credit Note	18.27	3.65	21.92
31/03/2026	Toolstation Ltd	Machinery/Tools/Protective Clo	Tools	CN Tools	49.74	9.95	59.69
31/03/2026	Toolstation Ltd	Machinery/Tools/Protective Clo	Tools	CN Tools	41.15	8.23	49.38
31/03/2026	Lyons Electrical & Security Ltd	The Manse (HYS Complex)	General Maintenance	CONTRA/2677/Lyons Electrical &	486.75	97.35	584.1
31/03/2026	Castle Water	Western Road Recreation Ground	Water & Sewerage	Playing Field Westren rd	2718.61	0	2718.61
31/03/2026	Castel Water Ltd	Youth Provision	Water & Sewerage	Water The Station CN	916.97	183.39	1100.36
31/03/2026	Castle Water Ltd	Common Pond Allotments	Water & Sewerage	Castle Water	40.38	0	40.38
31/03/2026	Castle Water	Town Council Site	Water & Sewerage	Castle Water	131.06	0	131.06
31/03/2026	Castle Water Ltd	Cemetery Services & Overheads	Water & Sewerage	Water Cemetery	41.53	8.31	49.84
31/03/2026	Castle Water Ltd	Maurice Thornton Playing Field	Water & Sewerage	Water Oct'25	5	0	5
31/03/2026	Castle Water Ltd	Maurice Thornton Playing Field	Water & Sewerage	Water MT Playing Field	5	0	5
31/03/2026	Castel Water Ltd	Youth Provision	Water & Sewerage	Castle Water The Station CN	641.8	128.36	770.16
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Water Rec Westren Rd	5	0	5
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service activity supplie	50.7	10.14	60.84
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service activity supply	22.42	4.48	26.9
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	15.67	3.33	19
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	5.99	0	5.99
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	9.46	1.89	11.35
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	14.24	0	14.24


31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	8.32	1.67	9.99
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	10.82	2.17	12.99
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	18.06	3.62	21.68
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	66.64	13.34	79.98
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	14.06	2.99	17.05
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	14.99	2.1	17.09
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	14.19	2.9	17.09
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	13.29	2.66	15.95
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	21.66	4.33	25.99
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	500L934K0I4RI	5.47	1.17	6.64
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	7.04	1.5	8.54
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	49.28	0	49.28
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service activity	20.82	4.16	24.98
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	66.64	13.34	79.98
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	3021932/2564/AMAZON	41.07	8.21	49.28
31/03/2026	Viking Office UK Limited	Corporate Services	Stationery & Misc Equipment	stationary supplies	24.9	4.98	29.88
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	plotter paper	49	0	49
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	mattel games	6.7	0	6.7
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	music stones	39.99	0	39.99
31/03/2026	Viking Office UK Limited	Corporate Services	Stationery & Misc Equipment	5804236../2675/Viking Office U	24.9	4.98	29.88
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service activity supplie	82.32	16.48	98.8
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	202-3797962-9773153/1547/AMAZO	5.99	0	5.99
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	41.64	8.33	49.97
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	7.82	1.67	9.49
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Services Activities	10.82	2.17	12.99
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service activities	18.06	3.62	21.68
31/03/2026	Wealden District Council	Youth Provision	Rates	The Station Rates	815	0	815
31/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	NHP Regulation 14 consultation	1200	240	1440
31/03/2026	Town Crier	Tourism & Leisure	Misc. Expenses	Town Crier Attire	134.95	0	134.95
31/03/2026	Wealden District Council	Youth Provision	Rates	Rates Youth Service	815	0	815
31/03/2026	AFH Payroll Solutions Ltd	Corporate Services	Professional fees	Payroll Solutions	59.55	11.91	71.46
31/03/2026	St John Ambulance	Tourism & Leisure	Christmas Market	Xmas Market Medical Cover	143	28.6	171.6
31/03/2026	St John Ambulance	Tourism & Leisure	Christmas Market	Inv SP25008682 VAT total	28.6	0	28.6
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Incorrect posting	15.64	0	15.64
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Water Irrigation Rec Ground	20.1	0	20.1
31/03/2026	Wealden District Council	Youth Provision	Rates	Rates Youth Service	815	0	815
31/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	SOS Cartridge delivery charge	9.85	1.97	11.82
31/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Attending Consultation events	1935.79	387.16	2322.95

31/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Housing needs assessment repor	2000	400	2400
31/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	NHP Prep & Presentation	1750	350	2100
31/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	Photocopier Usage Post Office	4.88	0.98	5.86
31/03/2026	Wealden District Council	Youth Provision	Rates	Rates Youth Service	815	0	815
31/03/2026	Wealden District Council	Youth Provision	Rates	Rates Youth Serv Sept & Oct'25	1629.4	0	1629.4
31/03/2026	Castle Water Ltd	Town Council Site	Water & Sewerage	water inglenook	98.44	0	98.44
31/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	WASTE HTC	48.99	9.8	58.79
31/03/2026	Business Waste Ltd	Cemetery Services & Overheads	Repairs/Cleaning & Waste	Business Waste Cemetery	18.63	3.73	22.36
31/03/2026	AMAZON	Corporate Services	Stationery & Misc Equipment	Replacement Kettle	14.16	2.83	16.99
31/03/2026	Swain Brothers Ltd	Welbury Farm/Jim West Com Hall	General Maintenance	window lock & handle	191.66	38.34	230
31/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	WASTE HTC	40.94	8.19	49.13
31/03/2026	Business Waste Ltd	Cemetery Services & Overheads	Repairs/Cleaning & Waste	WASTE CEMETERY	23.23	4.65	27.88
31/03/2026	Swain Brothers Ltd	Welbury Farm/Jim West Com Hall	General Maintenance	Jw Door Lock Mechanism	38.34	0	38.34
31/03/2026	AMAZON	Youth Provision	Monday Club	TERRACOTTA POTS	53.3	10.66	63.96

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Barclays Current a/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/03/2026		39,734.74
			<u>39,734.74</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			39,734.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			39,734.74
		Balance per Cash Book is :-	39,734.74
		Difference is :-	0.00

Signatory 1:

Name  Signed GILL GILYAN WHITE Date 21/4/26

Signatory 2:

Name Signed Date

THE OFFICIALS
 HAILSHAM TOWN COUNCIL
 INGLENOOK
 MARKET STREET
 HAILSHAM
 EAST SUSSEX
 BN27 2AE

Your Business Current Account

At a glance


28 Feb - 31 Mar 2026

Date	Description	Money out £	Money in £	Balance £
28 Feb	Start Balance			42,677.18
2 Mar	DD Direct Debit to Wealden D C Ref: 111862687	42.00		42,635.18
	DD Direct Debit to Lex Autolease Ref: 564644V00090288	887.73		41,747.45
3 Mar	DD Direct Debit to SOS Systems Ltd Ref: SOS-Variable-4333	11.82		41,735.63
	DD Direct Debit to SOS Systems Ltd Ref: SOS-Variable-4333	11.82		41,723.81
4 Mar	DD Direct Debit to SOS Systems Ltd Ref: SOS-Variable-4333	15.68		41,708.13
	Card Payment to Amznmktplace*5U3ZD On 03 Mar	5.59		41,702.54
	Card Payment to Krystal* I2423570 On 03 Mar	8.40		41,694.14
6 Mar	Card Payment to Amznmktplace*1R1SZ On 05 Mar	47.98		41,646.16
9 Mar	DD Direct Debit to SOS Systems Ltd Ref: SOS-Variable-4333	5.86		41,640.30
	Commission Charges For The Period 13 Jan /12 Feb	8.50		41,631.80
11 Mar	Card Payment to Amznmktplace*UB46L On 10 Mar	24.47		41,607.33
16 Mar	DD Direct Debit to CF Corporate Finan Ref: C39556105239512	511.20		41,096.13
	Card Payment to Giffgaff On 14 Mar	6.00		41,090.13
17 Mar	DD Direct Debit to SOS Systems Ltd Ref: SOS-Variable-4333	57.60		41,032.53
	DD Direct Debit to SOS Systems Ltd Ref: SOS-Variable-4571	15.00		41,017.53

Continued

Start balance	£42,677.18
Money out	£2,942.44
▶ Commission charges	£8.50
▶ Interest paid	£0.00
Money in	£0.00
End balance	£39,734.74

Your deposit is eligible for protection by the Financial Services Compensation Scheme.


 21/4/26

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				41,017.53
17 Mar	Card Payment to Amazon.Co.UK*J71U2 On 16 Mar	16.99		41,000.54
	Card Payment to Amznmktplace*T63T0 On 16 Mar	21.98		40,978.56
18 Mar	DD Direct Debit to SOS Systems Ltd Ref: SOS-Variable-4333	251.48		40,727.08
20 Mar	DD Direct Debit to Lex Autolease Ref: 564644V00090288	469.83		40,257.25
23 Mar	Card Payment to Krystal* I2439090 On 20 Mar	13.20		40,244.05
	Card Payment to Krystal* I2440029 On 21 Mar	25.20		40,218.85
24 Mar	DD Direct Debit to Lex Autolease Ref: 564644V00090288	411.16		39,807.69
	Card Payment to Amazon Prime*RL56S On 23 Mar	8.99		39,798.70
26 Mar	Card Payment to Amznmktplace*AD5I8 On 25 Mar	63.96		39,734.74
31 Mar	Balance carried forward			39,734.74
Total Payments/Receipts		2,942.44	0.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

ay
21/4/26

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 3 - Barclays Interest

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
High Interest No 2 80449288	31/03/2026		27.88
			<u>27.88</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27.88
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			27.88
		Balance per Cash Book is :-	27.88
		Difference is :-	0.00

Signatory 1:

Name Clr K.WHILEY Signed  Date 21/4/26

Signatory 2:

Name Signed Date



HAILSHAM TOWN COUNCIL
HIGH INTEREST BUSINESS
NUMBER TWO ACCOUNT

Sort Code 20-27-91
Account No 80449288

SWIFTBIC BUKBGB22

IBAN GB90 BUKB 2027 9180 4492 88

Issued on 01 April 2026

THE OFFICIALS
HAILSHAM TOWN COUNCIL
INGLENOOK
MARKET STREET
HAILSHAM
EAST SUSSEX
BN27 2AE

Your Business Premium Account

At a glance


Date	Description	Money out £	Money in £	Balance £
28 Feb	Start Balance			27.81
2 Mar	% Interest Earned Gross For The Period 8 Dec 2025 - 1 Mar 2026		0.07	27.88
31 Mar	Balance carried forward			27.88
	Total Payments/Receipts	0.00	0.07	

28 Feb - 31 Mar 2026

Start balance	£27.81
Money out	£0.00
Money in	£0.07
▶ Gross interest earned	£0.07
End balance	£27.88

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.


21/4/26

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 2 - High Interest

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
High Interest Account 50072672	31/03/2026		376,413.67
			<u>376,413.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			376,413.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			376,413.67
		Balance per Cash Book is :-	376,413.67
		Difference is :-	0.00

Signatory 1:

Name Mr GUYAN WHITE Signed  Date 2/4/26

Signatory 2:

Name Signed Date



HAILSHAM TOWN COUNCIL
HIGH INTEREST BUSINESS
ACCOUNT

Sort Code 20-27-91
Account No 50072672

SWIFTBIC BUKBGB22
IBAN GB63 BUKB 2027 9150 0726 72

Issued on 01 April 2026

THE OFFICIALS
HAILSHAM TOWN COUNCIL
INGLENOOK
MARKET STREET
HAILSHAM
EAST SUSSEX
BN27 2AE

Your Business Premium Account

At a glance

Date	Description	Money out £	Money in £	Balance £
28 Feb	Start Balance			375,463.18
2 Mar	% Interest Earned Gross For The Period 8 Dec 2025 - 1 Mar 2026		950.49	376,413.67
31 Mar	Balance carried forward			376,413.67
	Total Payments/Receipts	0.00	950.49	

28 Feb - 31 Mar 2026

Start balance	£375,463.18
Money out	£0.00
Money in	£950.49
▶ Gross interest earned	£950.49
End balance	£376,413.67

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

WJ
21/4/26

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 5 - Unity Trust Current (Main)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Current account T2	31/03/2026		138,818.80
			<u>138,818.80</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			138,818.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			138,818.80
		Balance per Cash Book is :-	138,818.80
		Difference is :-	0.00

RFO:

Name Cllr Guyan White Signed [Signature] Date 21/4/26

Cllr (F&G C'ttee):

Name Signed Date

Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

[REDACTED]
Hailsham Town Council
Inglenook
Market Street
Hailsham East Sussex
BN27 2AE

Date: 31/03/2026

Account Name: Hailsham Town Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20463818

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: unity.co.uk

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
28/02/2026		Balance brought forward	£0.00	£0.00	£67,889.15
02/03/2026	Direct Debit	Direct Debit (CASTLE WATER LTD)	£15.64	£0.00	£67,873.51
02/03/2026	Direct Debit	Direct Debit (WEALDEN DC)	£478.00	£0.00	£67,395.51
02/03/2026	Direct Debit	Direct Debit (WEALDEN DC)	£273.00	£0.00	£67,122.51

21/4/26 Page number 1 of 13
Statement number 054

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Living Wage
WINNER

NACAB
WINNER

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
02/03/2026	Credit	[REDACTED]	£0.00	£50.00	£67,172.51
02/03/2026	Credit	Albion Counselling Ltd	£0.00	£20.00	£67,192.51
02/03/2026	Credit	[REDACTED] CL DEP	£0.00	£682.00	£67,874.51
02/03/2026	Credit	[REDACTED]	£0.00	£54.00	£67,928.51
02/03/2026	Credit	Headstart Educational Adolescent Se	£0.00	£150.00	£68,078.51
03/03/2026	Credit	CCLA Investment Management Limited	£0.00	£8,661.84	£76,740.35
03/03/2026	Credit	[REDACTED]	£0.00	£50.00	£76,790.35
03/03/2026	Credit	[REDACTED]	£0.00	£270.00	£77,060.35
04/03/2026	Faster Payment Debit	B/P to: Ernest Doe Sons	£943.20	£0.00	£76,117.15
04/03/2026	Faster Payment Debit	B/P to: Macey Ind Fixings	£300.70	£0.00	£75,816.45
04/03/2026	Faster Payment Debit	B/P to: Troy Hayes Plannin	£2,400.00	£0.00	£73,416.45
04/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£1,000.00	£0.00	£72,416.45
04/03/2026	Faster Payment Debit	B/P to: Ernest Doe Sons	£228.14	£0.00	£72,188.31
04/03/2026	Transfer	B/P to: SLCC	£495.00	£0.00	£71,693.31
04/03/2026	Faster Payment Debit	B/P to: Uniserve SE Ltd	£704.50	£0.00	£70,988.81
04/03/2026	Faster Payment Debit	B/P to: Macey Ind Fixings	£19.26	£0.00	£70,969.55
04/03/2026	Faster Payment Debit	B/P to: IDEA	£576.00	£0.00	£70,393.55
04/03/2026	Faster Payment Debit	B/P to: Haulaway Ltd	£306.00	£0.00	£70,087.55
04/03/2026	Faster Payment Debit	B/P to: Streetlights	£438.00	£0.00	£69,649.55
04/03/2026	Faster Payment Debit	B/P to: Troy Hayes Plannin	£6,990.00	£0.00	£62,659.55
04/03/2026	Faster Payment Debit	B/P to: Wealden District C	£8,143.03	£0.00	£54,516.52
04/03/2026	Faster Payment Debit	B/P to: Troy Hayes Plannin	£2,400.00	£0.00	£52,116.52
04/03/2026	Faster Payment Debit	B/P to: Ernest Doe Sons	£142.99	£0.00	£51,973.53
04/03/2026	Faster Payment Debit	B/P to: Ernest Doe Sons	£119.90	£0.00	£51,853.63

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Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
04/03/2026	Faster Payment Debit	B/P to: Troy Hayes Plannin	£2,322.95	£0.00	£49,530.68
04/03/2026	Faster Payment Debit	B/P to: Troy Hayes Plannin	£2,100.00	£0.00	£47,430.68
04/03/2026	Faster Payment Debit	B/P to: Evolution Water	£161.10	£0.00	£47,269.58
04/03/2026	Faster Payment Debit	B/P to: Hailsham Roadwa	£3,997.46	£0.00	£43,272.12
04/03/2026	Transfer	B/P to: SLCC	£70.20	£0.00	£43,201.92
04/03/2026	Faster Payment Debit	B/P to: Streetlights	£156.00	£0.00	£43,045.92
04/03/2026	Faster Payment Debit	B/P to: ██████████	£1,627.50	£0.00	£41,418.42
04/03/2026	Faster Payment Debit	B/P to: Juice Electrical	£436.34	£0.00	£40,982.08
04/03/2026	Faster Payment Debit	B/P to: Uniserve SE Ltd	£175.20	£0.00	£40,806.88
04/03/2026	Faster Payment Debit	B/P to: Gentis Ltd	£2,707.00	£0.00	£38,099.88
04/03/2026	Faster Payment Debit	B/P to: Troy Hayes Plannin	£2,400.00	£0.00	£35,699.88
04/03/2026	Faster Payment Debit	B/P to: Haulaway Ltd	£306.00	£0.00	£35,393.88
04/03/2026	Faster Payment Debit	B/P to: Anthony Perkins	£1,758.75	£0.00	£33,635.13
04/03/2026	Faster Payment Debit	B/P to: ██████████	£425.00	£0.00	£33,210.13
04/03/2026	Fee	Bulk Faster Pymt Transaction Fee	£7.50	£0.00	£33,202.63
04/03/2026	Credit	SumUp Payments Account	£0.00	£116.98	£33,319.61
05/03/2026	Direct Debit	Direct Debit (BRITISH GAS)	£101.72	£0.00	£33,217.89
05/03/2026	Credit	Credit 000158	£0.00	£2,795.70	£36,013.59
05/03/2026	Credit	Post Office Cash Deposit 279907 279907	£0.00	£615.00	£36,628.59
05/03/2026	Credit	██████████	£0.00	£155.25	£36,783.84
06/03/2026	Faster Payment Debit	B/P to: Post Office	£1,207.36	£0.00	£35,576.48
06/03/2026	Credit	3VA	£0.00	£45.00	£35,621.48
09/03/2026	Direct Debit	Direct Debit (YU ENERGY RETAIL L)	£77.95	£0.00	£35,543.53
09/03/2026	Direct Debit	Direct Debit (YU ENERGY RETAIL L)	£160.57	£0.00	£35,382.96

CPM
21/4/26

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Date	Type	Details	Payments Out	Payments In	Balance
09/03/2026	Credit	VOICES POP CHOIRS	£0.00	£89.12	£35,472.08
09/03/2026	Credit	BREATHEASY EASTBOURNE	£0.00	£121.00	£35,593.08
09/03/2026	Credit	ESCC AP	£0.00	£7.00	£35,600.08
09/03/2026	Transfer	Transfer from 20494913	£0.00	£100,000.00	£135,600.08
09/03/2026	Credit	Hailsham Town Council	£0.00	£7,500.00	£143,100.08
10/03/2026	Direct Debit	Direct Debit (YU ENERGY RETAIL L)	£489.92	£0.00	£142,610.16
10/03/2026	Credit	HAILSHAM FESTIVA	£0.00	£15.00	£142,625.16
10/03/2026	Credit	██████████	£0.00	£20.00	£142,645.16
10/03/2026	Credit	HAILSHAM ACT CIC	£0.00	£29.70	£142,674.86
10/03/2026	Credit	HAILSHAM AND DISTRICT UNIVERSITY OF	£0.00	£10.80	£142,685.66
10/03/2026	Credit	Headstart Residential Care Ltd	£0.00	£90.50	£142,776.16
11/03/2026	Direct Debit	Direct Debit (ALLSTAR)	£132.42	£0.00	£142,643.74
11/03/2026	Fee	Bulk Faster Pymt Transaction Fee	£7.50	£0.00	£142,636.24
11/03/2026	Credit	██████████ T A P W PERFORMER	£0.00	£121.52	£142,757.76
11/03/2026	Credit	██████████ T A P W PERFORMER	£0.00	£71.63	£142,829.39
11/03/2026	Credit	██████████ T A P W PERFORMER	£0.00	£121.52	£142,950.91
11/03/2026	Credit	██████████	£0.00	£85.00	£143,035.91
11/03/2026	Credit	Elementals Wellbeing	£0.00	£45.00	£143,080.91
12/03/2026	Faster Payment Debit	B/P to: D Sankey Ltd	£183.60	£0.00	£142,897.31
12/03/2026	Faster Payment Debit	B/P to: Balfour Beatty Ltd	£130.00	£0.00	£142,767.31
12/03/2026	Faster Payment Debit	B/P to: East Sx Pension	£13,716.89	£0.00	£129,050.42
12/03/2026	Faster Payment Debit	B/P to: D Sankey Ltd	£183.60	£0.00	£128,866.82
12/03/2026	Faster Payment Debit	B/P to: Ricochet Signs Ltd	£264.00	£0.00	£128,602.82

CS
21/4/26

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Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
12/03/2026	Faster Payment Debit	B/P to: Lyons Electrical	£114.00	£0.00	£128,488.82
12/03/2026	Faster Payment Debit	B/P to: Lyons Electrical	£351.00	£0.00	£128,137.82
12/03/2026	Faster Payment Debit	B/P to: CBL Fastenings	£66.37	£0.00	£128,071.45
12/03/2026	Faster Payment Debit	B/P to: The Edge Systems	£20.75	£0.00	£128,050.70
12/03/2026	Faster Payment Debit	B/P to: Chalvington Commun	£538.86	£0.00	£127,511.84
12/03/2026	Faster Payment Debit	B/P to: Wealden Leisure Lt	£63.00	£0.00	£127,448.84
12/03/2026	Faster Payment Debit	B/P to: NPOWER	£576.16	£0.00	£126,872.68
12/03/2026	Faster Payment Debit	B/P to: South East Emplo	£300.00	£0.00	£126,572.68
12/03/2026	Faster Payment Debit	B/P to: Balfour Beatty Ltd	£65.00	£0.00	£126,507.68
12/03/2026	Faster Payment Debit	B/P to: Balfour Beatty Ltd	£65.00	£0.00	£126,442.68
12/03/2026	Faster Payment Debit	B/P to: SKY Business	£713.09	£0.00	£125,729.59
12/03/2026	Faster Payment Debit	B/P to: ██████████	£50.00	£0.00	£125,679.59
12/03/2026	Faster Payment Debit	B/P to: Lyons Electrical	£90.00	£0.00	£125,589.59
12/03/2026	Faster Payment Debit	B/P to: ██████████	£50.00	£0.00	£125,539.59
12/03/2026	Faster Payment Debit	B/P to: Regional Media Gro	£240.00	£0.00	£125,299.59
12/03/2026	Faster Payment Debit	B/P to: Castle Water	£22.39	£0.00	£125,277.20
12/03/2026	Faster Payment Debit	B/P to: DFL Trucking Ltd	£99.98	£0.00	£125,177.22
12/03/2026	Faster Payment Debit	B/P to: Hailsham Writing	£250.00	£0.00	£124,927.22
12/03/2026	Faster Payment Debit	B/P to: Chamber of Comme	£600.00	£0.00	£124,327.22
12/03/2026	Faster Payment Debit	B/P to: Business Stream	£328.99	£0.00	£123,998.23
12/03/2026	Faster Payment Debit	B/P to: ██████████	£1,000.00	£0.00	£122,998.23
12/03/2026	Faster Payment Debit	B/P to: Knockhatch AP	£144.00	£0.00	£122,854.23
12/03/2026	Faster Payment Debit	B/P to: Lyons Electrical	£661.20	£0.00	£122,193.03
12/03/2026	Faster Payment Debit	B/P to: Uniserve SE Ltd	£140.40	£0.00	£122,052.63

WJ
21/4/26

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Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
12/03/2026	Faster Payment Debit	B/P to: ██████████	£150.00	£0.00	£121,902.63
13/03/2026	Faster Payment Debit	B/P to: ██████████	£2,281.19	£0.00	£119,621.44
13/03/2026	Fee	Bulk Faster Pymt Transaction Fee	£0.25	£0.00	£119,621.19
13/03/2026	Credit	Bee Netball Hailsh	£0.00	£44.55	£119,665.74
16/03/2026	Direct Debit	Direct Debit (BUSINESS WASTE LTD)	£1,658.08	£0.00	£118,007.66
16/03/2026	Direct Debit	Direct Debit (FUZION 4 LIMITED)	£67.97	£0.00	£117,939.69
16/03/2026	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£498.29	£0.00	£117,441.40
16/03/2026	Credit	Rugbytots Sussex By The Sea Llp	£0.00	£124.00	£117,565.40
16/03/2026	Credit	Bee Netball Hailsh	£0.00	£59.40	£117,624.80
16/03/2026	Credit	Bee Netball Hailsh	£0.00	£44.55	£117,669.35
17/03/2026	Direct Debit	Direct Debit (EDF ENERGY)	£76.40	£0.00	£117,592.95
17/03/2026	Credit	██████████	£0.00	£20.00	£117,612.95
18/03/2026	Direct Debit	Direct Debit (CASTLE WATER LTD)	£31.96	£0.00	£117,580.99
18/03/2026	Direct Debit	Direct Debit (ALLSTAR)	£79.58	£0.00	£117,501.41
18/03/2026	Credit	██████████ INVESTMENT A P W PERFORMER	£0.00	£205.89	£117,707.30
18/03/2026	Credit	Bee Netball Hailsh	£0.00	£74.25	£117,781.55
19/03/2026	Fee	Bulk Faster Pymt Transaction Fee	£6.25	£0.00	£117,775.30
19/03/2026	Direct Debit	Direct Debit (GOCARDLESS)	£336.99	£0.00	£117,438.31
19/03/2026	Faster Payment Debit	B/P to: Wightman Parish	£90.50	£0.00	£117,347.81
19/03/2026	Faster Payment Debit	B/P to: Uniserve SE Ltd	£93.60	£0.00	£117,254.21
19/03/2026	Faster Payment Debit	B/P to: Trade Paints	£71.15	£0.00	£117,183.06
19/03/2026	Faster Payment Debit	B/P to: NPOWER	£44.17	£0.00	£117,138.89
19/03/2026	Faster Payment Debit	B/P to: CBL Fastenings	£48.23	£0.00	£117,090.66
19/03/2026	Faster Payment Debit	B/P to: Newton Frost Fenci	£41.83	£0.00	£117,048.83

Page number 6 of 13

Statement number 054

21/4/26 *[Handwritten Signature]*

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Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
19/03/2026	Faster Payment Debit	B/P to: EON	£193.15	£0.00	£116,855.68
19/03/2026	Faster Payment Debit	B/P to: IHASCO	£3,305.47	£0.00	£113,550.21
19/03/2026	Faster Payment Debit	B/P to: EON	£158.66	£0.00	£113,391.55
19/03/2026	Faster Payment Debit	B/P to: D2D	£250.00	£0.00	£113,141.55
19/03/2026	Faster Payment Debit	B/P to: Agrifactors S Ltd	£1,200.00	£0.00	£111,941.55
19/03/2026	Faster Payment Debit	B/P to: DFL Trucking Ltd	£252.00	£0.00	£111,689.55
19/03/2026	Faster Payment Debit	B/P to: Macey Ind Fixings	£12.58	£0.00	£111,676.97
19/03/2026	Faster Payment Debit	B/P to: ██████████	£47.65	£0.00	£111,629.32
19/03/2026	Faster Payment Debit	B/P to: Sussex Mobile We	£2,499.00	£0.00	£109,130.32
19/03/2026	Faster Payment Debit	B/P to: E W Burrow Nursery	£124.44	£0.00	£109,005.88
19/03/2026	Faster Payment Debit	B/P to: EON	£26.89	£0.00	£108,978.99
19/03/2026	Faster Payment Debit	B/P to: EON	£108.66	£0.00	£108,870.33
19/03/2026	Faster Payment Debit	B/P to: Haulaway Ltd	£318.00	£0.00	£108,552.33
19/03/2026	Faster Payment Debit	B/P to: EON	£237.42	£0.00	£108,314.91
19/03/2026	Faster Payment Debit	B/P to: EON	£136.56	£0.00	£108,178.35
19/03/2026	Faster Payment Debit	B/P to: EON	£498.10	£0.00	£107,680.25
19/03/2026	Faster Payment Debit	B/P to: Uniserve SE Ltd	£67.54	£0.00	£107,612.71
19/03/2026	Faster Payment Debit	B/P to: ██████████	£1,000.00	£0.00	£106,612.71
19/03/2026	Faster Payment Debit	B/P to: Macey Ind Fixings	£23.99	£0.00	£106,588.72
19/03/2026	Fee	Bulk Faster Pymt Transaction Fee	£13.50	£0.00	£106,575.22
19/03/2026	Credit	THE PCC FOR SUSSEX	£0.00	£472.00	£107,047.22
19/03/2026	Credit	██████████	£0.00	£50.00	£107,097.22
23/03/2026	Credit	██████████	£0.00	£102.00	£107,199.22

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Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
23/03/2026	Credit	HAILSHAM AND DISTRICT UNIVERSITY OF	£0.00	£14.00	£107,213.22
23/03/2026	Credit	HAILSHAM AND DISTRICT UNIVERSITY OF	£0.00	£14.00	£107,227.22
23/03/2026	Credit	[REDACTED]	£0.00	£20.00	£107,247.22
24/03/2026	Direct Debit	Direct Debit (EDF ENERGY)	£238.89	£0.00	£107,008.33
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£102.48	£0.00	£106,905.85
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£127.48	£0.00	£106,778.37
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£353.22	£0.00	£106,425.15
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£2,050.04	£0.00	£104,375.11
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£102.48	£0.00	£104,272.63
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£421.94	£0.00	£103,850.69
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£128.08	£0.00	£103,722.61
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£4,255.42	£0.00	£99,467.19
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£3,175.11	£0.00	£96,292.08
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£102.48	£0.00	£96,189.60
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£2,286.30	£0.00	£93,903.30
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£26.73	£0.00	£93,876.57
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£1,694.06	£0.00	£92,182.51
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£698.97	£0.00	£91,483.54
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£395.80	£0.00	£91,087.74
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£2,376.71	£0.00	£88,711.03
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£1,765.92	£0.00	£86,945.11
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£1,665.58	£0.00	£85,279.53
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£102.48	£0.00	£85,177.05

Handwritten signature and date: 21/4/26

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Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£966.15	£0.00	£84,210.90
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£973.88	£0.00	£83,237.02
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£2,416.61	£0.00	£80,820.41
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£1,778.46	£0.00	£79,041.95
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£102.48	£0.00	£78,939.47
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£580.38	£0.00	£78,359.09
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£329.80	£0.00	£78,029.29
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£322.69	£0.00	£77,706.60
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£128.08	£0.00	£77,578.52
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£127.48	£0.00	£77,451.04
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£141.85	£0.00	£77,309.19
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£3,152.31	£0.00	£74,156.88
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£261.27	£0.00	£73,895.61
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£868.00	£0.00	£73,027.61
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£398.34	£0.00	£72,629.27
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£128.08	£0.00	£72,501.19
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£301.27	£0.00	£72,199.92
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£1,660.71	£0.00	£70,539.21
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£102.48	£0.00	£70,436.73
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£128.08	£0.00	£70,308.65
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£128.08	£0.00	£70,180.57
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£356.21	£0.00	£69,824.36
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£128.08	£0.00	£69,696.28
24/03/2026	Faster Payment Debit	B/P to: ██████████ ██████████	£2,185.87	£0.00	£67,510.41

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21/4/26

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£41.67	£0.00	£67,468.74
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£2,211.40	£0.00	£65,257.34
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£102.48	£0.00	£65,154.86
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£3,345.11	£0.00	£61,809.75
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£1,274.37	£0.00	£60,535.38
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£1,800.29	£0.00	£58,735.09
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£102.48	£0.00	£58,632.61
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£426.19	£0.00	£58,206.42
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£479.75	£0.00	£57,726.67
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£102.48	£0.00	£57,624.19
24/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£320.00	£0.00	£57,304.19
24/03/2026	Credit	[REDACTED]	£0.00	£175.00	£57,479.19
24/03/2026	Credit	Post Office Cash Deposit 279907 279907	£0.00	£80.10	£57,559.29
24/03/2026	Credit	[REDACTED]	£0.00	£35.10	£57,594.39
25/03/2026	Direct Debit	Direct Debit (HMRC SDDS)	£16,267.16	£0.00	£41,327.23
25/03/2026	Direct Debit	Direct Debit (ALLSTAR)	£159.32	£0.00	£41,167.91
25/03/2026	Fee	Bulk Faster Pymt Transaction Fee	£5.25	£0.00	£41,162.66
25/03/2026	Credit	MEDI TECH TRUST	£0.00	£20.00	£41,182.66
25/03/2026	Credit	Hailsham Lions Clu	£0.00	£20.00	£41,202.66
26/03/2026	Faster Payment Debit	B/P to: Sport Systems	£800.00	£0.00	£40,402.66
26/03/2026	Faster Payment Debit	B/P to: Travis Perkins	£142.67	£0.00	£40,259.99
26/03/2026	Faster Payment Debit	B/P to: Town Country Tree	£996.00	£0.00	£39,263.99
26/03/2026	Faster Payment Debit	B/P to: [REDACTED]	£1,016.20	£0.00	£38,247.79
26/03/2026	Faster Payment Debit	B/P to: Toolstation	£11.02	£0.00	£38,236.77

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Statement number 054

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Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
26/03/2026	Faster Payment Debit	B/P to: MS Print Service	£216.00	£0.00	£38,020.77
26/03/2026	Faster Payment Debit	B/P to: South East Employo	£300.00	£0.00	£37,720.77
26/03/2026	Faster Payment Debit	B/P to: Business Stream	£49.27	£0.00	£37,671.50
26/03/2026	Faster Payment Debit	B/P to: Juice Electrical	£97.44	£0.00	£37,574.06
26/03/2026	Faster Payment Debit	B/P to: ██████████	£65.00	£0.00	£37,509.06
26/03/2026	Faster Payment Debit	B/P to: D Sankey Ltd	£183.60	£0.00	£37,325.46
26/03/2026	Faster Payment Debit	B/P to: Macey Ind Fixings	£109.98	£0.00	£37,215.48
26/03/2026	Faster Payment Debit	B/P to: ██████████	£46.97	£0.00	£37,168.51
26/03/2026	Faster Payment Debit	B/P to: Bloomfields Floris	£90.00	£0.00	£37,078.51
26/03/2026	Faster Payment Debit	B/P to: Streetlights	£131.16	£0.00	£36,947.35
26/03/2026	Faster Payment Debit	B/P to: ██████████	£50.00	£0.00	£36,897.35
26/03/2026	Faster Payment Debit	B/P to: ██████████	£50.00	£0.00	£36,847.35
26/03/2026	Faster Payment Debit	B/P to: Streetlights	£438.00	£0.00	£36,409.35
26/03/2026	Faster Payment Debit	B/P to: Union Corner Hall	£1,000.00	£0.00	£35,409.35
26/03/2026	Faster Payment Debit	B/P to: Swain Brothers	£191.66	£0.00	£35,217.69
26/03/2026	Faster Payment Debit	B/P to: AFH Payroll Solut	£338.76	£0.00	£34,878.93
26/03/2026	Credit	HAILSHAM FOODBANK	£0.00	£1,800.00	£36,678.93
26/03/2026	Credit	██████████	£0.00	£20.00	£36,698.93
27/03/2026	Credit	██████████	£0.00	£50.00	£36,748.93
27/03/2026	Credit	Kayleigh Honeyball	£0.00	£119.00	£36,867.93
27/03/2026	Credit	Headstart Residential Care Ltd	£0.00	£266.40	£37,134.33
27/03/2026	Credit	Headstart Educational Adolescent Se	£0.00	£120.05	£37,254.38
30/03/2026	Direct Debit	Direct Debit (BUSINESS WASTE LTD)	£158.16	£0.00	£37,096.22
30/03/2026	Direct Debit	Direct Debit (CASTLE WATER LTD)	£15.64	£0.00	£37,080.58

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21/4/26

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Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/03/2026	Credit	[REDACTED]	£0.00	£50.00	£37,130.58
30/03/2026	Transfer	Transfer from 20494913	£0.00	£100,000.00	£137,130.58
31/03/2026	Fee	Manual Credit Handling Charge	£4.20	£0.00	£137,126.38
31/03/2026	Credit	[REDACTED] PL DEP	£0.00	£682.00	£137,808.38
31/03/2026	Credit	THE PCC FOR SUSSEX	£0.00	£472.00	£138,280.38
31/03/2026	Credit	[REDACTED] T A P W PERFORMER	£0.00	£237.02	£138,517.40
31/03/2026	Credit	[REDACTED] T A P W PERFORMER	£0.00	£219.40	£138,736.80
31/03/2026	Credit	[REDACTED]	£0.00	£41.00	£138,777.80
31/03/2026	Credit	Catherine Michell Therapy	£0.00	£60.00	£138,837.80
31/03/2026	Fee	Service Charge	£19.00	£0.00	£138,818.80

US
21/4/26

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 7 - Unity Instant Access Saver

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Instant Saver	31/03/2026		418,404.23
			<u>418,404.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			418,404.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			418,404.23
		Balance per Cash Book is :-	418,404.23
		Difference is :-	0.00

Signatory 1:

Name Mr GUYON WHITE Signed  Date 31/4/26

Signatory 2:

Name Signed Date

Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr John Harrison
Hailsham Town Council
Inglenook
Market Street
Hailsham East Sussex
BN27 2AE

Date: 31/03/2026

Account Name: Hailsham Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20494913

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The credit interest rate is 1.95% AER as of your statement date.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

Call us: **0345 140 1000**

Email us: **us@unity.co.uk**

Visit us: **[unity.co.uk](https://www.unity.co.uk)**

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
28/02/2026		Balance brought forward	£0.00	£0.00	£614,924.93
09/03/2026	Transfer	Transfer to 20463818	£100,000.00	£0.00	£514,924.93
30/03/2026	Transfer	Transfer to 20463818	£100,000.00	£0.00	£414,924.93
31/03/2026	Credit Interest	Credit Interest	£0.00	£3,479.30	£418,404.23

21/4/26

Page number 1 of 2

Statement number 028

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Bank Reconciliation Statement as at 31/03/2026
for Cashbook 9 - CCLA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA	31/03/2026		3,000,000.00
			<u>3,000,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,000,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,000,000.00
		Balance per Cash Book is :-	3,000,000.00
		Difference is :-	0.00

Signatory 1:

Name CHT GUYAN WHITE Signed  Date 21/4/26

Signatory 2:

Name Signed Date

Statement of Account

████████████████████
Hailsham Town Council
Inglenock
Market Square
Hailsham
BN27 2AE

2 April 2026

Account name: **HAILSHAM TOWN COUNCIL**
Account number: **PS1006942-001**
Statement period: **28/02/2026 to 28/03/2026**

Account summary

Total valuation as at 28 March 2026 **£3,000,000.00**
Total valuation as at last statement at 28 February 2026 **£3,000,000.00**

Holdings as at 28 March 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	3,000,000.0000	£1.00	£3,000,000.00
Total value			£3,000,000.00

The average Fund yield for this period was 3.74% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
Mar 2026	02/04/2026	Public Sector Deposit Fund SC4 - Public Sector	Paid to Nominated Bank Details	£9,539.11	

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

AS
21/4/26

Updated - 26.04.26													
Fixed assets value at 31.03.26(As per Practitioners Guide 2008 recommendation - ref paragraph 3.62)													
Location	Value at 31.3.20	Adj 31.3.21	Value at 31.3.21	Adj 31.3.22	Value at 31.3.22	Adj 31.3.23	Value at 31.3.23	Adj 31.3.24	Value at 31.3.24	Adj 31.3.25	Value at 31.3.25	Adj 31.3.26	Value at 31.3.26
Operational Buildings													
Grovelands Barn	25000		25000		25000		25000		25000		25000		25,000.00
Market Street complex	420850		420850		420850		420850		420850		420850		420,850.00
1 Market Square	90000		90000		90000		90000		90000		90000		90,000.00
Cemetery buildings	254500		254500	2770	254500	2770	257270		257270		257270		257,270.00
Cemetery Lodge	150000		150000	7008	150000	7008	157008		157008		157008		157,008.00
Rec Garage	0		0		0		0		0		0		0.00
Cricket Pavilion	0		0		0		0		0		0		0.00
Maurice Thornton Pavilion	135000		135000	1638	135000	1638	136638		136638		136638		136,638.00
MT Duchess Garage	10000		10000		10000		10000		10000		10000		10,000.00
James West CH	950000		950000		950000		950000		950000		950000		950,000.00
Changing Places Pod								107195	107195		107195		107,195.00
The Station and Manse.	0		0		0		0		0	700000	700000		700,000.00
Total	2,035,350.00	-	2,035,350.00	-	2,035,350.00	11,416.00	2,046,766.00	107,194.75	2,153,960.75	700,000.00	2,853,961.00	-	2,853,961.00
Community Assets													
3 Areas of Common Land	3		3		3		3		3		3		3.00
3 Areas of Allotments	3		3		3		3		3		3		3.00
10 Areas of POS	10		10		10		10		10		10		10.00
Total	15		15	0	15		15		15		15		15.00
Vehicle, Plant, Furniture and Equipment													
Vehicles													
Truck	0		0		0		0		0		0		0.00
Astravan	0		0		0		0		0		0		0.00
Escort Van	0		0		0		0		0		0		0.00
Cabstar	0		0		0		0		0		0		0.00
Minibus (01.06.07) Disposed 5.4.22	6,650		6,650		6,650	-6650	0		0		0		0.00
Youth Minibus (9.12.2020 Disposal)	4,000	-4000	-		0		0		0		0		0.00
Youth Minibus 9.12.2020		12894	12,894		12894		12894		12894	-12894	0		0.00
Youth Minibus (07.11.2024 Disposal)													
Plant, Furniture and Equipment													
Tipper	0		0		0		0		0		0		0.00
Office Equipment	35,780.84	5403	41,183.62	3252	44,435.45	5857.48	50,292.93	-1851	48,441.93	0	48,441.93		48,441.93
Youth Café	655	1384	2,038.74	7286	9,324.65	4006.48	13,331.13	1527	14,858.13		14,858.13		14,858.13
Mowers & Tools	21,435.53	398	21,833.53	826.31	22,659.84	1594.48	24,254.32	13	24,267.32	6139	30,406.32		30,406.32
Security Gates	8,085.00		8,085.00		8,085.00		8,085.00		8,085.00	1250	9,335.00		9,335.00
Changing Places			-		-		-		-	0	-		0.00
Water Bowser (June 10)			-		-		-		-		-		0.00
Christmas Lights/Festivities	45,582.00		45,582.00	2885	48,467.00	108	48,575.00		48,575.00		48,575.00		48,575.00
Miscellaneous Equip/Cemetery	52,197.95	5458	57,656.25	239.32	57,895.57	-83	57,812.57	3840	61,652.57	0	61,652.57		61,652.57
J West CH furniture/Lighting etc	16,794.00	3790	20,584.00	10875	31,459.00		31,459.00	2682	34,141.00	1872	36,013.00		36,013.00

Battle Road Gates												1,250	1,250.00
Harold Avenue Gates												4,000	4,000.00
The Hive Event Stage												11,750	11,750.00
Total	191,180.32	25,327.00	216,507.14	25,363.37	241,870.51	4,833.44	246,703.95	6,211.00	252,914.95	- 3,633.00	249,281.95	17,000.00	266,281.95
Infrastructure Assets													
Street Lights	110,188.00		110,188.00		110188		110188		110188		110188		110,188.00
Seats, bins, Noticeboards	57,575.00		57,575.00	565	58,140.00		58140		58140		58140		58,140.00
Flower Planters	600.00		600.00		600		600		600		600		600.00
Dog bins	3,196.00		3,196.00		3196	6273.24	9469.24		9469.24		9469.24		9,469.24
Signs&Display (7)	4,943.22		4,943.22		4943.22		4943.22	2341.00	7284.22	0.00	7284.22		7,284.22
Bus Shelters (9)	8,575.00		8,575.00		8575		8575	2548	11123		11123		11,123.00
Youth Shelter - café, W Rd & MT, Station	5,200.00		5,200.00		5200	16870	22070		22070	0	22070		22,070.00
Battle Rd Play Area	16,805.85		16,805.85		16805.85		16805.85	7464.00	24269.85		24269.85		24,269.85
Blacksmiths Copse	9,100.00		9,100.00	-9100	0		0		0		0		0.00
Cameron Close	10,200.00		10,200.00	-10200	0		0		0		0		0.00
Carpenters Way	9,100.00		9,100.00	-9100	0		0		0		0		0.00
Maurice Thornton (new play area acquired Ju	42,941.70		42,941.70		42941.7	630	43571.7	5342.22	48913.92		48913.92		48,913.92
Quinnell Drive	33,120.00		33,120.00		33120	767.16	33887.16		33887.16		33887.16		33,887.16
South Road (new play equipment 2021)/Track	74,451.68		74,451.68	4363.28	78,814.96	22526	101340.96	42146.62	143487.58		143487.58		143,487.58
Stroma Gardens	23,967.00		23,967.00		23967		23967	-6797.00	17170	0.00	17170		17,170.00
Diplocks Ball Park	32,300.00		32,300.00	-32300	0		0		0		0		0.00
Butts Field	23,800.00		23,800.00	-23800	0		0		0		0		0.00
Jubilee Garden	550.00		550.00		550		550		550		550		550.00
Outdoor Gym	8,459.00		8,459.00		8459		8459		8459	0.00	8459		8,459.00
Defibulators	3,723.00		3,723.00		3723	855.9	4578.9		4578.9		4578.9		4,578.90
James West Exterior Sign												1,872	1,872.00
Book of Remembrance												0	0.00
Maurice Thornton Skate Park												31,210	31,210.00
Total	478,795.45	-	478,795.45	- 79,571.72	399,223.73	47,922.30	447,146.03	53,044.84	500,190.87	-	500,190.87	33,082.00	502,062.87
SUMMARY													
Operational assets	2,035,350.00	-	2,035,350.00		2035350	11,416.00	2046766	107,195	2153961	700,000.00	2853961	-	2,853,960.75
Vehicle/plant. Etc	191,180.32	25,326.82	216,507.14	25,363.37	241,870.51	4,833.44	246703.95	6,211.00	252914.95	- 3,633.00	249282	17,000.00	266,281.95
Infrastructure	478,795.45	-	478,795.45	- 79,571.72	399,223.73	47,922.30	447146.03	53,044.84	500190.87	-	500191	33,082.00	533,272.87
Community Assets	15.00	0.00	15.00	0	15.00		15		15		15		15.00
							0		0		0		0.00
Total	2,705,340.77	25,326.82	2,730,667.59	- 54,208.35	2,676,459.24	64,171.74	2740630.98	166,450.59	2,907,081.57	696,367.00	3,603,448.57	50,082.00	3,653,530.57
Loan to Memorial Institute												68,328.00	68,328.00
Total assets	2,705,340.77	25,326.82	2,730,667.59	- 54,208.35	2,676,459.24	64,171.74	2,740,630.98	166,450.59	2,907,081.57	696,367.00	3,603,448.57	118,410.00	3,721,858.57
As Per annual			As Per annual		As per annual		As per annual		As per annual		As per annual		As per annual
Return box 9			Return box 9		Return box 9		Return box 9		Return box 9		Return Box 9		Return Box 9



Hailsham Town Council

Inglenook • Market Street • Hailsham • East Sussex • BN27 2AE

T: (01323) 841702

E: enquiries@hailsham-tc.gov.uk

W: hailsham-tc.gov.uk

Town Clerk: John Harrison

AGENDA ITEM NUMBER:	5.5
MEETING DATE:	24th April 2026
COUNCIL/COMMITTEE:	Finance and Governance
TITLE:	To receive update on Assertion 10 of the Annual Governance and Accountability Return
PURPOSE OF REPORT:	To receive an update on the council's compliance with Assertion 10
OFFICER CONTACT:	Town Clerk

Key Points – Assertion 10 (AGAR 2025/26)

- New Requirement: From 2025/26, local councils must complete *Assertion 10* in the Annual Governance and Accountability Return (AGAR), demonstrating responsible management of digital, data, and information governance.
- Purpose: Not extra bureaucracy, but about embedding good governance, resilience, and protection of personal data.
- Main Expectations under Assertion 10:
 - Use of a council-owned email domain (not personal or free services).
 - Council website must meet WCAG 2.2 AA accessibility standards.

- Councils must have an IT policy covering secure and lawful use of digital devices.
 - Confirmation of compliance with UK GDPR and Data Protection Act 2018.
- Data Protection is Continuous:
 - Councils must actively manage personal data, mapping what is held, why it is held, who has access, how it is stored/secured, and when/how it is disposed of.
 - Requires up-to-date policies, training for councillors and staff, and clear procedures for handling data access requests.
 - Compliance must be evidenced, not just assumed.
- Practical Compliance:
 - May involve data audits, risk assessments, refreshed documentation, or updated training.
 - Goal: move from *assumptions* to *assurance* - able to clearly demonstrate lawful and secure management of personal data.
- Why Councils Must Act Now:
 - Assertion 10 already applies to the **current financial year**.
 - Early action allows councils to identify gaps, strengthen practices, and avoid last-minute compliance pressures.
 - Benefits go beyond compliance: protecting personal data, demonstrating transparency, and maintaining community confidence.
- Support Available:
 - NALC and Breakthrough Communications are producing guidance to help councils.
 - Support includes data audits, toolkits, policy development, training, and tailored advice.

Action Plan

Finance and Governance Committee Meeting 25.10.2025 agreed to adopt the following action Plan for Assertion 10 Compliance

Area	Actions	Responsibility	Timeline	Evidence/Output	Status
Governance and Responsibility	<ul style="list-style-type: none"> • Appoint a lead officer/member for data governance • schedule regular updates to council 	F&G Committee / Clerk	Oct - Dec 2025	Named lead, agenda updates	Regular updates to council to be arranged
Email and Website Standards	<ul style="list-style-type: none"> • Ensure council-owned email domain is in place • migrate all councillors/staff • review website against WCAG 2.2 AA • commission updates if required 	Lead officer/ IT provider	Oct -Dec 2025	Domain live, website compliance report, accessibility statement	In Place. (Cllr Devices to be ordered to ensure all members have complete access to HTC Emails)
IT & Information Governance	<ul style="list-style-type: none"> • Draft/update IT policy • confirm backup & recovery systems • review secure storage of digital/paper records 	Lead officer/F&G Committee	Jan - Mar 2026	Approved IT policy, documented backup system	Complete
Data Protection Compliance	<ul style="list-style-type: none"> • Conduct full data audit, including CCTV • update privacy notices 	Lead officer/F&G Committee	Jan - Mar 2026	Data audit log, updated policies, supplier contracts reviewed	Complete

Area	Actions	Responsibility	Timeline	Evidence/Output	Status
	<ul style="list-style-type: none"> refresh policies (Data Protection, Retention, SARs, CCTV) check contracts with suppliers 				
Training & Awareness	<ul style="list-style-type: none"> Provide GDPR/data protection training for councillors & staff issue practical guidance/checklist embed into induction 	Clerk / External trainer	Jan - Mar 2026 (then annual)	Training records, checklists circulated, induction material	Training to be put in place. Checklist and Inductions in place.
Evidence & Assurance	<p>Create compliance file (policies, training, audits, minutes)</p> <p>undertake self-assessment/external review</p> <p>prepare AGAR evidence</p>	Lead officer/F&G Committee/RFO	Apr - Jun 2026	Compliance folder, completed self-assessment, AGAR documentation	Complete
Support & Resources	<ul style="list-style-type: none"> Use NALC guidance consider Breakthrough toolkit or audit budget for IT/website/training support 	Lead officer/F&G Committee/RFO	Ongoing	Budget line, advice taken, toolkit/audit reports	Complete

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must** explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Description	Tenant	Type of agreement	Date of agreement	Rent Review Mechanism	Rent Review Frequency	Rent Review Date	Lease End Date	Current Annual Rent
1 Market Square, Hailsham BN27 1AQ (Lower levels)	Nat2Gaming	Lease		CPI	Annual			£13,104 to be paid monthly in advance. Service charges to be applied, Tenant to pay all utilities
1 Market Square (Upper levels), Hailsham, BN27 1AQ	Downland Housing Society Ltd	99 year Lease	20.03.1998				20.03.2097	Peppercorn
Cemetery Lodge, Ersham Road, Hailsham, BN27 3LJ	Private	Short Term Tenancy Let						
Keymer Kebab, 6a Market Street, Hailsham, BN27 2AE	Kemar Kebab	Lease						
4 Market Square, Hailsham, BN27 1AG	Foodbank	Lease						
Beaconsfield, Western Road Recreation Ground, Hailsham, BN27 3EW	Hailsham Town Football Club	Lease						
Tennis Courts Western Road Recreation Ground, Hailsham, BN27 3EW	Hailsham Tennis Club	Lease						
Union Corner Hall & Car Park, Hawks Road, Hailsham, BN27 1ND	Union Corner Hall	License Agreement						

Southview, Western Road, Hailsham, BN27 3DN	Citizens Advice Bureau	Lease							
Memorial Institute, Western Road, Hailsham, BN27 3DN		Lease							
Hailsham Cricket Pavilion, Western Road, Hailsham	Hailsham Cricket Club	Lease							

CONTRACT REGISTER - HAILSHAM TOWN COUNCIL

Organisation Name	Title of Agreement	Contract type	Directorate/Service Responsible	Description of Goods & Services	Contract Start date	End Date	Review date	Notice period Required	Contract Value	Supplier Name
Hailsham Town Council	Vehicle Contract	Lease	TL	Ford Transit Tipper	23.7.2020	22.7.2025	May-25		19731	Lex Autolease
Hailsham Town Council	Vehicle Contract	Lease	TL	Vauxhall Vivaro & Cabstar	24.8.2020	23.8.2025	May-25		32959	Lex Autolease
Hailsham Town Council	Photocopiers	Lease	DTC	Photocopiers x 4	4.1.2021	3.1.2025	31.12.2025		4992	CF Corporate Finance Ltd
Hailsham Town Council	Copiers - printing & ink	Lease	DTC	Printing contract for copier	4.1.2021	3.1.2025	31.12.2025		5136	SOS Systems
Hailsham Town Council	Cemetery Grass Cutting	3 Year	TL	Cemetery Grass Cutting	1.4.2023	31.3.2026	31.12.2025		13,350	Countrywide Grounds Maintenance
Hailsham Town Council	Horticultural Contract	3 Years	TL	Horticultural Contract	1.4.2020	31.2.2025	31.12.2024		19980	Barcombe Landscapes
Hailsham Town Council	Telephone Contract -			Broadband and Line Rental	1.4.13	ongoing	TBA		3126.6	Vostel
Hailsham Town Council	Telephone Contract - IPEC system			Office Telephone system and call charges	25.06.24	Jun-30	Jan-30			Chalvington
Hailsham Town Council	Telephone Contract			Mobile Phone Charges		ongoing	TBA			Uniserve
Hailsham Town Council	Tree Inspection	ongoing	TL	Tree Services	1.4.2020	ongoing	TBA		3,325	RG Consultancy
Hailsham Town Council	Festive Illumination	3 year	KG	Town Festive Lighting	28.02.26	31.01.29	Nov-28		11400	Festive illuminations
Hailsham Town Council	CCTV Maintenance	ongoing	TL	CCTV	14.1.11	ongoing	TBA		37500	Sussex Police Authority
Hailsham Town Council	Street Lighting Maintenance	1 Year		Street Lighting maintenance	1.4.17	ongoing	TBA		13390	East Sussex County Council
Hailsham Town Council	Street Lighting Energy	ongoing		Energy supply for Street Lights	1.7.13	ongoing	TBA		9700	East Sussex County Council
Hailsham Town Council	Public Toilet Cleaning	ongoing	TL	Public Toilet Cleaning	1.6.14	ongoing	TBA		10080	Incleanation Cleaning Services
Hailsham Town Council	Blanket Insurance Policy	5 Years	RFO	Insurance Policy	1.6.2024	31.5.2027	31.1.2027		17,000	Zurich Municipal
Hailsham Town Council	Grave Digging	3 Years		Grave Digging	1.8.2024	31.7.2025	31.5.2025		15757	S Lawrenz
Hailsham Town Council	Energy Contracts	6 Years	RFO	Gas & electricity for all sites	24.03.26	24.03.32	Dec-31		52859	Corona - through The Green Energy Ad
Hailsham Town Council	Water Contracts	6 Years	RFO	Water for all sites	24.03.26	24.03.32	Dec-31		96722	Everflow - through The Green Energy Ac



Hailsham Town Council

Inglenook • Market Street • Hailsham • East Sussex • BN27 2AE

T: (01323) 841702

E: enquiries@hailsham-tc.gov.uk

W: hailsham-tc.gov.uk

Town Clerk: John Harrison

AGENDA ITEM NUMBERS:	5 - 7
MEETING DATE:	29 th April 2026
COUNCIL/COMMITTEE:	Finance and Governance
TITLE:	Periodic Statements and Committee Expenditure
PURPOSE OF REPORT:	<p>5.1 To note the current income and expenditure against budget</p> <p>5.2 To agree the payments made in March 2026</p> <p>5.3 To agree the bank reconciliation's in March</p> <p>5.4 To agree the asset register</p> <p>5.5 To approve the recommendation of the Annual Governance and Accountability Return for 2025/26 to Full Council</p> <p>5.6 To note the current schedule of leases</p> <p>5.7 To note the current contracts and financial considerations</p> <p>6.1 To note the Earmarked Reserves</p> <p>6.2 To note the expenditure of CiL funds</p> <p>6.3 To review the treasury management</p> <p>7.1 To review the Risk Management Policy</p>
SUPPORTING DOCUMENTS:	<p>Appendix B – Income & Expenditure Report</p> <p>Appendix C – Payments made in March 2026</p> <p>Appendix D – Bank Reconciliations March 2026</p> <p>Appendix E – Asset Register</p> <p>Appendix F – Draft AGAR 25/26</p> <p>Appendix G – Lease Schedule</p> <p>Appendix H – Contracts Register</p> <p>Appendix I – Earmarked Reserves</p> <p>Appendix J – CiL Expenditure</p> <p>Appendix K – Risk Management Policy</p>
OFFICER CONTACT:	RFO

OFFICER RECOMMENDATIONS:	
	<p>The Committee is RECOMMENDED to:</p> <ol style="list-style-type: none"> (1) Note the Full Council's current income and expenditure position. Appendix B (2) Agree and Resolve the payments made in March 2026. Appendix C (3) Agree and Resolve the bank reconciliations for March 2026. Appendix D (4) Approve the asset register. Appendix E (5) Approve the draft AGAR return for 2025/26. Appendix F (6) Note the current schedule of leases. Appendix G (7) Note the current financial commitments. Appendix H (8) Note the Earmarked Reserves. Appendix I (9) Note the expenditure through CiL. Appendix J (10) Note the current treasury situation and agree any further action (11) Review the Risk Management Policy. Appendix K

5.1 Income and Expenditure

Attached as Appendix B is the Income & Expenditure report for all Committees for the financial year **2025/2026**. **Any recent significant variances are shown in bold**

Assets Committee

Common Pond Allotments (100)

1000 Allotment Rent – Over budget by £289

Battle Road Allotments (105)

4510 General Maintenance - £1,250 for new gates included. Funds allocated from CiL. Despite this the budget have overspent by £310 due to skips being needed.

4550 Water – has exceeded budget due to higher than anticipated costs

Harold Avenue Allotments (110)

4510 General Maintenance - £4,000 for new gates included. Funds allocated from CiL
Western Road Recreation Grounds (115)

4510 General Maintenance – £2,499 for a 50% deposit for the Beacon included. Funds allocated from CiL.

4550 Water – We appear to have a water leak which is being investigated. Large invoices have been received which have been queried. These have been posted to the accounting software with payment being withheld until the issue is sourced

4560 Site Drainage - £6,487 for drainage works included. Funds allocated from CiL

Maurice Thornton Playing Field (120)

4510 General Maintenance - £9,857 for kerb drop included. Funds allocated from CiL

4550 Water – has exceeded budget

4610 Skate Park - £31,210 for skate park included. Funds allocated from CiL

Common Pond (135)

4510 General Maintenance - £14,624 for Common Pond works recently started

Horticultural & Grounds Maintenance (145)

4755 Tree Surgery – Has exceeded budget. Funds have been allocated from General Reserves (£15,000)

Environment Services (160)

1090 ESCC Urban Grass Sub – has slightly exceeded budget

4745 Urban Grass Cutting – has exceeded budget by £3,000

Town Council Site (300)

4115 Telephone – Has exceeded budgets. Costs seem excessively high so this will be at the top of the list to look at next year. This has been looked into and the contract is in place until 2029 so budgets will need to be increased

4130 Gas/Electricity – Is currently over budget. This includes an invoice for £5,088 which has been received in the Councils name but is not for one of our meters. This has been questioned and the provider are currently investigating

4140 Insurance – This includes the total cost of all insurances which haven't been split out against individual budgets

4510 General Maintenance – £9,101 has been spent on waste collections, cleaning suppliers and annual maintenance

5005 External Repairs – This includes expenses covered by CiL funds for the painting at Southview and also the £14,671 for the fence at the football club

5030 Office Rewire - £149,999 for office refurb included. Funds allocated from CiL

Maurice Thornton Pavilion (305)

4130 Gas/Electricity – £261 more than budgeted

4510 General Maintenance – majority of the expenditure due to essential electrical works

Grovelands Barn (310)

4510 General Maintenance – has exceeded budget due to skip hire and electrical works. £1,350 for the building survey has also been allocated from CiL

Union Corner Hall (315)

4510 General Maintenance – EICR electrical works for compliance on top of the annual maintenance cost

James West Community Centre (330)

4125 Rates – will slightly exceed budget due to higher charges than initially budgeted

4510 General Maintenance – This includes expenses covered by CiL funds for electrical bollard work but has also exceeded budget due to day to day running costs

4515 Cleaning – this will exceed budget as the budget set was too low. Regular caretaker/cleaning expense will mean that the anticipated expense will be around £13,000

4550 Water – actual costs £371 more than the budgeted figure

5025 Intruder and smoke alarm service – no budget set but regular costs incurred

1 Market Square (340)

4130 Gas/Electricity – actual costs £414 more than the budgeted figure

4510 General Maintenance - £1,210 for new carpet included. Funds allocated from CiL

4550 Water – no budget set

Cemetery Services & Overheads (405)

4510 General Maintenance – no budget set

5215 Fire Extinguisher/Boiler Service – compliance checks more than anticipated

5300 Grave Digging – has exceeded budget

5330 Cem WC's Refurb Project – all costs allocated from CiL funds

Street Lighting (500)

5380 Energy – this budget line has exceeded budget but the overall costs with the cost centre 500 for street lighting has come in slightly under budget collectively

Street Furniture (505)

5400 Bus Shelter Repairs – has exceeded budget due to essential works on the bus shelter at Horsebridge to make safe

Memorial Institute Trust (660)

5340 MIT Roof Project - all costs allocated from CiL funds

Communities Committee

Tourism and Leisure (200)

1400 Street Market and 1410 Christmas Market are combined under the budget allocation of £1,100 so income will exceed budget

1405 Christmas Lighting Donation – regular donation received which wasn't budgeted

4905 Misc Expenses - £11,750 costs allocated from CiL funds, balance is for Town Crier which has pushed the expenditure over the budgeted amount

4930 Christmas Light Switch On – includes road closure signs

4945 Street Market – slightly over budget by £106 due to stall refunds and banners

4955 Remembrance Sunday – has exceeded budget

5505 Hailsham Revitalisation Fund – website costs which were not budgeted

Youth Provision (615)

1115 Rental/Lease Income – no budget set and regular income from room hires

1310 Activity Income – has exceeded the initial budget

1300 Fundraising/donations – no budget set. Contribution from Hellingly Parish Council has been received

1600 External Grant Funding – no budget set and £12k grant received from Wealden

4125 Rates – will exceed budget due to rates for The Station as well as The Manse (rates for The Station not budgeted)

4130 Gas/Electricity - No budget set

4140 Insurance – no budget set

4510 General Maintenance – no budget set

4515 Cleaning – no budget set

4550 Water – no budget set

Staffing Committee

4000 Wages (Manual) – this code has exceeded initial budget by £34,108

4015 Pension – exceeded budget by £2,299

4030 Pension Youth Service – exceeded budget by £1,499

Cost centre collectively under budget by £79,925 although locum RFO costs currently shown under professional fees will offset some of this

Finance and Governance Committee

Corporate Services (605)

4120 Contract Cleaning – New contract in place

4150 Audit Fees – fees slightly more than anticipated

4160 Photocopier Lease – lease and usage costs more than budgeted

4180 Subscriptions and Publications – has exceeded budget due to a new management System subscription

4185 Professional fees – has exceeded budget due to locum RFO services

4200 Annual Extinguisher costs – budget set was too low. Annual costs more than the budget set

4205 Stationery & Misc Equipment - £258 over budget

4210 Commercial Rubbish Disposal – covers expenses across all sites

4220 Hailsham Neighbourhood Plan – costs exceeded budget. EMR funds have been used

4225 Vending/Water Machine – no budget set. Costs incurred in April before contract was terminated

4550 Water - £486 over budget

Machinery/Tools/Protective Clothing (620)

4355 Tools – exceeded budget due to new tools being purchased to cover the grass cutting that isn't now being outsourced

Vehicle Costs (625)

4360 Leasing – an additional vehicle now been leased

4370 Vehicle Overheads & service – slightly over budget by £461

Account Interest (655)

1080 Interest on Accounts – has exceeded budget due to funds being placed in higher interest accounts

In summary, total expenditure for the year was £1,886,092 and 1.045% more than the budgeted figure which is offset by the income being £1,878,669 and 1.041% more than the budgeted figure.

This means that income exceeded expenditure by £7,424

5.2 List of Payments Made

As per financial regulations 6.8, Appendix C shows a schedule of payments made in March.

Committee is asked to resolve to accept these payments.

5.3 Bank Reconciliations

As per the Financial Regulations 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & Governance Committee.

Attached as appendices D shows the signed bank reconciliations for each account along with the corresponding supporting bank reconciliations for March.

Committee is recommended to agree the bank reconciliations with the supporting statements and can confirm that there are no exceptions to report.

5.4 Asset Register

Please refer to Appendix E shows the asset register. In the year from April 2025 to March 2026 additions have been added to the asset register which amount to £50,082, which is mainly the Maurice Thornton Skate Park and The Hive Event Stage. Operational items above £1,000 are added to the asset register. Any operational items below this value will be logged on an asset inventory so that we have a complete list of what we own but are not deemed to be an asset for AGAR reporting purposes. The loan to the Memorial Institute Trust will be shown on the asset register as a loan asset until this is fully repaid.

Councillors are requested to approve the additions on the asset register and recommend the total to Full Council.

5.5 Draft AGAR for 2025/26

Please refer to Appendix F for the draft AGAR report for the financial year 2025/26.

It is important that the statements in section 1 are carefully read and considered. By making the recommendation to Full Council to approve the AGAR report the committee is acknowledging and agreeing to the statements made in section 1.

5.6 Leases and Rent review periods

Appendix G shows the start of a lease schedule so that committee is aware of all current leases and their review periods. To include summary of leases, licenses and agreements held by Hailsham Town Council with third parties.

This is a work in progress and will develop overtime in conjunction with the sub-committee appointed by the Assets Committee.

This information is for noting only.

5.7 Current Contracts and Future Financial Considerations

Appendix H shows the start of a contracts register.

For transparency and to assist with future planning and informed decision making, contracts and commitments will be listed on this.

This list is for information only.

6.1 Earmarked Reserves

The Councils EMR's for 2025/26 are attached as Appendix I.

Committee is asked to note the closing balances of the Earmarked Reserves at the end of the year with agreed underspends from the budgets being moved into these funds.

You will note that there is a list of committed expenditure from CiL funds at the bottom of the spreadsheet

6.2 Cil spend during 25/26

Appendix J shows a breakdown of the CiL expenditure during 2025-2026.

It is recommended that the projects highlighted in blue are closed to help keep the spreadsheet current

6.3 Treasury Management and Returns on Investments

At the end of the financial year 25/26 the Council had the following investments totalling **£3,973,499**

Unity Trust Current Account	£	138,818.80
Unity Trust Int rate (2.1%)	£	418,404.23
Barclays Current Account	£	39,734.74
Barclays Higher Interest Account (1.1%)	£	376,413.67
Barclays Higer Interest Account	£	27.88
Petty Cash	£	100.00
CCLA	£	3,000,000.00

£69,505 was received during the year through bank interest, which is broken down to:

CCLA	£42,007
Unity Trust	£24,276
Barclays	£ 3,182
Others	£ 41

We currently have in the bank accounts a total of **£3,772,491** between:

Unity Trust Current Account	£	28,412
Unity Trust Int rate (2.1%)	£	318,404
Barclays Current Account	£	49,123
Barclays Higher Interest Account (1.1%)	£	376,414
Barclays Higer Interest Account	£	27
CCLA	£	3,000,000

We are about to receive the half yearly precept of £873,848 plus CiL money of £194,532 = **£1,068,380**

At least £250,000 of this will be needed along with the money already in the instant savings accounts with Barclays and Unity Trust for day to day running.

Current interest rates are as follows:

Unity Trust Deposit Account	1.95%
Barclays Higher Interest Account	1.05%
CCLA Funds – Average Yield	3.74%

It is recommended that the CCLA be requested for any interest received to be paid back into that account so to achieve the highest rate of return on it.

Committee to decide on any action.

7.1 Risk Management Policy

As per the minutes of the Finance and Governance Meeting of the 22.10.25 FBR/24/6/99, the Risk Management Policy should be a standing item on the agenda. Appendix K shows the Risk Management Policy with the changes made at the last meeting.

Committee is asked to review and note this policy

Acting RFO

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Assets Committee								
<u>100 Common Pond Allotments</u>								
1000 Allotment Rent (Inc)	422	750	461	(289)			162.7%	
Common Pond Allotments :- Income	422	750	461	(289)			162.7%	0
4210 Commercial Rubbish Disposal	0	2	0	(2)		(2)	0.0%	
4510 General Maintenance	2,624	1,796	2,060	264		264	87.2%	
4550 Water & Sewerage	0	161	676	515		515	23.8%	
4998 Allotment Refunds	68	50	0	(50)		(50)	0.0%	
Common Pond Allotments :- Indirect Expenditure	2,692	2,008	2,736	728	0	728	73.4%	0
Net Income over Expenditure	(2,270)	(1,258)	(2,275)	(1,017)				
6000 plus Transfer from EMR	68	0	0	0				
6001 less Transfer to EMR	100	0	0	0				
Movement to/(from) Gen Reserve	(2,303)	(1,258)	(2,275)	(1,017)				
<u>105 Battle Road Allotments</u>								
1000 Allotment Rent (Inc)	2,434	1,647	2,070	423			79.6%	
Battle Road Allotments :- Income	2,434	1,647	2,070	423			79.6%	0
4510 General Maintenance	6,429	1,730	170	(1,560)		(1,560)	1017.6%	1,250
4550 Water & Sewerage	379	701	695	(6)		(6)	100.8%	
4998 Allotment Refunds	100	150	0	(150)		(150)	0.0%	
Battle Road Allotments :- Indirect Expenditure	6,907	2,581	865	(1,716)	0	(1,716)	298.4%	1,250
Net Income over Expenditure	(4,474)	(934)	1,205	2,139				
6000 plus Transfer from EMR	6,350	1,250	0	(1,250)				
6001 less Transfer to EMR	400	0	0	0				
Movement to/(from) Gen Reserve	1,476	316	1,205	889				
<u>110 Harold Ave Allotments</u>								
1000 Allotment Rent (Inc)	676	552	593	42			93.0%	
Harold Ave Allotments :- Income	676	552	593	42			93.0%	0
4510 General Maintenance	0	4,000	155	(3,845)		(3,845)	2580.6%	4,000
4998 Allotment Refunds	50	50	0	(50)		(50)	0.0%	
Harold Ave Allotments :- Indirect Expenditure	50	4,050	155	(3,895)	0	(3,895)	2612.9%	4,000
Net Income over Expenditure	626	(3,499)	438	3,937				
6000 plus Transfer from EMR	50	4,000	0	(4,000)				
6001 less Transfer to EMR	50	0	0	0				
Movement to/(from) Gen Reserve	626	502	438	(64)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 Western Road Recreation Ground								
1050 Rent Beaconsfield/Tennis/Pitch	430	30	1,093	1,063			2.7%	
Western Road Recreation Ground :- Income	430	30	1,093	1,063			2.7%	0
4130 Gas/Electricity	587	263	600	337		337	43.8%	
4510 General Maintenance	44,478	3,648	1,105	(2,543)		(2,543)	330.1%	4,998
4550 Water & Sewerage	2,380	40,070	1,751	(38,319)		(38,319)	2288.4%	
4560 Site Drainage	2,000	8,487	2,000	(6,487)		(6,487)	424.3%	8,407
Western Road Recreation Ground :- Indirect Expenditure	49,445	52,467	5,456	(47,011)	0	(47,011)	961.6%	13,405
Net Income over Expenditure	(49,015)	(52,437)	(4,363)	48,074				
6000 plus Transfer from EMR	43,305	13,405	0	(13,405)				
Movement to/(from) Gen Reserve	(5,710)	(39,033)	(4,363)	34,670				
120 Maurice Thornton Playing Field								
4130 Gas/Electricity	0	1	0	(1)		(1)	0.0%	
4510 General Maintenance	0	10,872	464	(10,408)		(10,408)	2343.2%	10,480
4550 Water & Sewerage	0	847	80	(767)		(767)	1058.3%	
4560 Site Drainage	0	80	2,000	1,920		1,920	4.0%	
4600 Annual Rent	1,000	1,000	1,000	0		0	100.0%	
4605 Pitch Marking Paint	480	0	546	546		546	0.0%	
4610 Skate Park Maintenance	0	31,210	0	(31,210)		(31,210)	0.0%	31,210
Maurice Thornton Playing Field :- Indirect Expenditure	1,480	44,010	4,090	(39,920)	0	(39,920)	1076.0%	41,690
Net Expenditure	(1,480)	(44,010)	(4,090)	39,920				
6000 plus Transfer from EMR	0	41,690	0	(41,690)				
Movement to/(from) Gen Reserve	(1,480)	(2,320)	(4,090)	(1,770)				
125 Play Areas								
4140 Insurance	1,030	0	1,300	1,300		1,300	0.0%	
4510 General Maintenance	29,707	823	2,569	1,746		1,746	32.1%	
4650 Safety Gates	0	0	1,000	1,000		1,000	0.0%	
Play Areas :- Indirect Expenditure	30,738	823	4,869	4,046	0	4,046	16.9%	0
Net Expenditure	(30,738)	(823)	(4,869)	(4,046)				
6000 plus Transfer from EMR	29,049	0	0	0				
Movement to/(from) Gen Reserve	(1,688)	(823)	(4,869)	(4,046)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Public Open Spaces								
1100 Fishing Permits	688	120	850	730			14.1%	
Public Open Spaces :- Income	688	120	850	730			14.1%	0
4620 Teen Shelter	0	0	1,000	1,000		1,000	0.0%	
4690 POS - General Main	1,174	0	357	357		357	0.0%	
4695 Vermin Control	612	459	614	155		155	74.8%	
4700 Plant & Skip Hire	1,564	0	4,636	4,636		4,636	0.0%	
4705 Outside Maintenance Fund	8,454	0	20,000	20,000		20,000	0.0%	
4715 Country Park - General Maint	0	0	538	538		538	0.0%	
4720 Orchard Park - General Maint	0	0	787	787		787	0.0%	
4725 Graffiti Cleaning	980	1,200	3,000	1,800		1,800	40.0%	
4730 Ersham Road Common - Gen Maint	0	0	57	57		57	0.0%	
4735 Signage	11,097	0	500	500		500	0.0%	
Public Open Spaces :- Indirect Expenditure	23,881	1,659	31,489	29,830	0	29,830	5.3%	0
Net Income over Expenditure	(23,192)	(1,539)	(30,639)	(29,100)				
6000 plus Transfer from EMR	8,848	0	0	0				
Movement to/(from) Gen Reserve	(14,344)	(1,539)	(30,639)	(29,100)				
135 Common Pond								
4510 General Maintenance	19,026	15,687	1,000	(14,687)	16	(14,703)	1570.3%	
Common Pond :- Indirect Expenditure	19,026	15,687	1,000	(14,687)	16	(14,703)	1570.3%	0
Net Expenditure	(19,026)	(15,687)	(1,000)	14,687				
6000 plus Transfer from EMR	17,780	0	0	0				
Movement to/(from) Gen Reserve	(1,246)	(15,687)	(1,000)	14,687				
145 Horticultural & Ground Maint								
4750 Grass & Hedge Cutting	30,230	27,772	28,000	228		228	99.2%	
4755 Tree Surgery	19,680	28,915	20,000	(8,915)		(8,915)	144.6%	
Horticultural & Ground Maint :- Indirect Expenditure	49,910	56,687	48,000	(8,687)	0	(8,687)	118.1%	0
Net Expenditure	(49,910)	(56,687)	(48,000)	8,687				
160 Environment Services								
1090 ESCC - Urban Grass Sub	6,128	8,071	8,000	(71)			100.9%	
Environment Services :- Income	6,128	8,071	8,000	(71)			100.9%	0
4745 Urban Grass Cutting	11,500	15,000	12,000	(3,000)		(3,000)	125.0%	
Environment Services :- Indirect Expenditure	11,500	15,000	12,000	(3,000)	0	(3,000)	125.0%	0
Net Income over Expenditure	(5,372)	(6,929)	(4,000)	2,929				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
180 Cortlandt Stable Block								
4995 Rent/Rates/Utilities	488	0	0	0		0	0.0%	
Cortlandt Stable Block :- Indirect Expenditure	488	0	0	0	0	0		0
Net Expenditure	(488)	0	0	0				
300 Town Council Site								
1078 CIL Received	692,053	0	0	0			0.0%	
1115 Rental/Lease Income	0	41	0	(41)			0.0%	
1200 Kemer Kebab	10,500	10,771	10,500	(271)			102.6%	
1205 4 Market Square (Inc)	7,540	7,400	7,200	(200)			102.8%	
1225 Miscellaneous rents	8,611	1,108	0	(1,108)			0.0%	
1275 Insurance Recharge	302	140	437	297			32.0%	
Town Council Site :- Income	719,006	19,461	18,137	(1,324)			107.3%	0
4115 Telephone & mobiles	6,005	10,362	5,000	(5,362)	(5,362)		207.2%	
4125 Rates	9,332	5,525	7,600	2,075	2,075		72.7%	
4130 Gas/Electricity	5,927	15,447	8,487	(6,960)	(6,960)		182.0%	
4140 Insurance	12,682	20,159	14,000	(6,159)	(6,159)		144.0%	
4200 Annual extinguisher etc., insp	474	0	0	0	0		0.0%	
4210 Commercial Rubbish Disposal	0	39	0	(39)	(39)		0.0%	
4510 General Maintenance	1,175	9,348	0	(9,348)	(9,348)		0.0%	15,690
4550 Water & Sewerage	4	260	0	(260)	(260)		0.0%	
5000 Internal Repairs/General Maint	3,787	0	515	515	515		0.0%	
5005 External Repairs/General Maint	0	30,011	709	(29,302)	(29,302)		4232.9%	14,671
5010 Electronic Gates	0	0	579	579	579		0.0%	
5015 Maintenance 4 Market Sq	673	0	1,000	1,000	1,000		0.0%	
5020 Gas Boiler - Annual Service	150	0	320	320	320		0.0%	
5025 Intruder & Smoke Alarm Service	483	91	400	309	309		22.7%	
5030 Office Rewire	61,053	149,999	0	(149,999)	(149,999)		0.0%	149,915
Town Council Site :- Indirect Expenditure	101,746	241,242	38,610	(202,632)	0	(202,632)	624.8%	180,277
Net Income over Expenditure	617,260	(221,781)	(20,473)	201,308				
6000 plus Transfer from EMR	64,394	180,277	0	(180,277)				
6001 less Transfer to EMR	692,053	0	0	0				
Movement to/(from) Gen Reserve	(10,399)	(41,504)	(20,473)	21,031				
305 Maurice Thornton Pavilion								
4130 Gas/Electricity	2,993	1,806	1,545	(261)	(261)		116.9%	
4200 Annual extinguisher etc., insp	61	0	0	0	0		0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4510 General Maintenance	214	599	562	(37)		(37)	106.6%	
4550 Water & Sewerage	396	233	330	97		97	70.6%	
Maurice Thornton Pavilion :- Indirect Expenditure	3,664	2,638	2,437	(201)	0	(201)	108.3%	0
Net Expenditure	(3,664)	(2,638)	(2,437)	201				
<u>310 Grovelands Barn</u>								
4130 Gas/Electricity	31	0	0	0		0	0.0%	
4200 Annual extinguisher etc., insp	71	0	0	0		0	0.0%	
4510 General Maintenance	0	4,414	290	(4,124)		(4,124)	1522.1%	1,350
4550 Water & Sewerage	61	60	0	(60)		(60)	0.0%	
5100 MT Hut/Grovelands Barn Energy	387	314	562	248		248	55.9%	
5105 Grovelands Barn Rates	3,112	3,144	3,296	152		152	95.4%	
Grovelands Barn :- Indirect Expenditure	3,661	7,932	4,148	(3,784)	0	(3,784)	191.2%	1,350
Net Expenditure	(3,661)	(7,932)	(4,148)	3,784				
6000 plus Transfer from EMR	0	1,350	0	(1,350)				
Movement to/(from) Gen Reserve	(3,661)	(6,582)	(4,148)	2,434				
<u>315 Union Corner Hall</u>								
4510 General Maintenance	1,000	1,367	1,000	(367)		(367)	136.7%	95
Union Corner Hall :- Indirect Expenditure	1,000	1,367	1,000	(367)	0	(367)	136.7%	95
Net Expenditure	(1,000)	(1,367)	(1,000)	367				
6000 plus Transfer from EMR	0	95	0	(95)				
Movement to/(from) Gen Reserve	(1,000)	(1,272)	(1,000)	272				
<u>320 Public Toilets - Stable Block</u>								
4515 Cleaning/Maintenance	3,390	0	0	0		0	0.0%	
Public Toilets - Stable Block :- Indirect Expenditure	3,390	0	0	0	0	0		0
Net Expenditure	(3,390)	0	0	0				
<u>325 Changing Pod</u>								
4510 General Maintenance	118	0	0	0		0	0.0%	
4515 Cleaning/Maintenance	32,341	18,658	19,000	342		342	98.2%	2,010
Changing Pod :- Indirect Expenditure	32,459	18,658	19,000	342	0	342	98.2%	2,010
Net Expenditure	(32,459)	(18,658)	(19,000)	(342)				
6000 plus Transfer from EMR	20,402	2,010	0	(2,010)				
Movement to/(from) Gen Reserve	(12,056)	(16,648)	(19,000)	(2,352)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Welbury Farm/Jim West Com Hall								
1210 Meeting Room Lets/J West	33,358	38,452	35,000	(3,452)			109.9%	
Welbury Farm/Jim West Com Hall :- Income	33,358	38,452	35,000	(3,452)			109.9%	0
4115 Telephone & mobiles	987	0	1,250	1,250		1,250	0.0%	
4125 Rates	7,883	9,855	9,528	(327)		(327)	103.4%	
4130 Gas/Electricity	4,840	6,680	6,695	15		15	99.8%	
4510 General Maintenance	3,963	7,584	2,575	(5,009)		(5,009)	294.5%	2,584
4515 Cleaning/Maintenance	6,389	8,900	5,202	(3,698)		(3,698)	171.1%	
4550 Water & Sewerage	930	2,431	2,060	(371)		(371)	118.0%	
5025 Intruder & Smoke Alarm Service	243	577	0	(577)		(577)	0.0%	
5150 Maintenance/Running Costs	8,147	235	515	280		280	45.6%	
5155 J West Refund	3,686	2,758	6,000	3,242		3,242	46.0%	
Welbury Farm/Jim West Com Hall :- Indirect Expenditure	37,068	39,019	33,825	(5,194)	0	(5,194)	115.4%	2,584
Net Income over Expenditure	(3,710)	(567)	1,175	1,742				
6000 plus Transfer from EMR	0	2,584	0	(2,584)				
Movement to/(from) Gen Reserve	(3,710)	2,017	1,175	(842)				
340 1 Market Square								
4125 Rates	0	6,362	6,900	538		538	92.2%	
4130 Gas/Electricity	290	1,414	1,000	(414)		(414)	141.4%	
4510 General Maintenance	0	7,924	500	(7,424)		(7,424)	1584.8%	6,946
4550 Water & Sewerage	0	1,010	0	(1,010)		(1,010)	0.0%	
1 Market Square :- Indirect Expenditure	290	16,710	8,400	(8,310)	0	(8,310)	198.9%	6,946
Net Expenditure	(290)	(16,710)	(8,400)	8,310				
6000 plus Transfer from EMR	0	6,946	0	(6,946)				
Movement to/(from) Gen Reserve	(290)	(9,765)	(8,400)	1,365				
350 The Station (HYS Complex)								
4130 Gas/Electricity	2,483	0	0	0		0	0.0%	
The Station (HYS Complex) :- Indirect Expenditure	2,483	0	0	0	0	0		0
Net Expenditure	(2,483)	0	0	0				
355 The Manse (HYS Complex)								
	0	0	0	0		0	0.0%	
Net Expenditure	0	0	0	0				

Detailed Income & Expenditure by Budget Heading 31/03/2026

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400 Cemetery Lodge								
1220 Cemetery Rent	7,686	7,744	8,100	356			95.6%	
Cemetery Lodge :- Income	7,686	7,744	8,100	356			95.6%	0
4510 General Maintenance	24	0	184	184		184	0.0%	
5175 Cemetery Lodge Repairs	459	527	492	(35)		(35)	107.2%	
Cemetery Lodge :- Indirect Expenditure	483	527	676	149	0	149	78.0%	0
Net Income over Expenditure	7,203	7,217	7,424	207				
405 Cemetery Services & Overheads								
1500 Burial Fees	38,474	42,725	56,275	13,550			75.9%	
Cemetery Services & Overheads :- Income	38,474	42,725	56,275	13,550			75.9%	0
4125 Rates	5,739	5,739	6,300	562		562	91.1%	
4130 Gas/Electricity	1,731	3,275	3,500	225		225	93.6%	
4510 General Maintenance	825	0	0	0		0	0.0%	756
4550 Water & Sewerage	276	185	500	315		315	37.0%	
4750 Grass & Hedge Cutting	13,350	674	8,000	7,326		7,326	8.4%	
5210 Telephone	535	51	800	749		749	6.4%	
5215 Fire Extinguisher/Boiler Servi	80	437	250	(187)		(187)	174.9%	
5220 Pest Control	143	0	338	338		338	0.0%	
5225 Repairs/Cleaning & Waste	4,589	1,866	2,274	408		408	82.0%	
5230 Burial Record IT-Licence	415	0	515	515		515	0.0%	
5300 Grave Digging	14,255	21,005	16,892	(4,113)		(4,113)	124.3%	
5305 Maintenance Flowers & Trees	3,299	656	3,686	3,030		3,030	17.8%	
5330 Cem WCs Refurb Project	14,262	56,036	0	(56,036)		(56,036)	0.0%	56,812
5350 Ditch Clearance	0	0	500	500		500	0.0%	
Cemetery Services & Overheads :- Indirect Expenditure	59,497	89,924	43,555	(46,369)	0	(46,369)	206.5%	57,568
Net Income over Expenditure	(21,023)	(47,199)	12,720	59,919				
6000 plus Transfer from EMR	13,074	57,568	0	(57,568)				
Movement to/(from) Gen Reserve	(7,949)	10,369	12,720	2,351				
500 Street Lighting								
4510 General Maintenance	13,940	17,657	17,389	(268)		(268)	101.5%	
5375 New Lighting	7,015	11,600	18,901	7,301		7,301	61.4%	
5380 Energy (145516 kwh per year)	13,203	11,838	17,266	5,428		5,428	68.6%	
5390 Annual Repairs	32,078	9,968	12,756	2,788		2,788	78.1%	
Street Lighting :- Indirect Expenditure	66,236	51,063	66,312	15,249	0	15,249	77.0%	0
Net Expenditure	(66,236)	(51,063)	(66,312)	(15,249)				
6000 plus Transfer from EMR	16,239	0	0	0				
Movement to/(from) Gen Reserve	(49,997)	(51,063)	(66,312)	(15,249)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505 Street Furniture								
5400 Bus Shelter Repairs	481	1,850	298	(1,552)		(1,552)	620.9%	
5410 Defibrulators	500	2,040	2,060	20		20	99.0%	
Street Furniture :- Indirect Expenditure	981	3,890	2,358	(1,532)	0	(1,532)	165.0%	0
Net Expenditure	(981)	(3,890)	(2,358)	1,532				
630 Twinning								
4395 Civic Events	0	244	400	156		156	61.0%	
Twinning :- Indirect Expenditure	0	244	400	156	0	156	61.0%	0
Net Expenditure	0	(244)	(400)	(156)				
660 Mem Institute Trust Bldg								
5340 MIT Roof Project	25,000	43,328	0	(43,328)	21,752	(65,080)	0.0%	43,328
Mem Institute Trust Bldg :- Indirect Expenditure	25,000	43,328	0	(43,328)	21,752	(65,080)		43,328
Net Expenditure	(25,000)	(43,328)	0	43,328				
6000 plus Transfer from EMR	0	43,328	0	(43,328)				
Movement to/(from) Gen Reserve	(25,000)	0	0	0				
Assets Committee :- Income	809,301	119,551	130,579	11,028			91.6%	
Expenditure	534,074	711,515	331,381	(380,134)	21,768	(401,901)	221.3%	
Net Income over Expenditure	275,227	(591,964)	(200,802)	391,162				
plus Transfer from EMR	219,560	354,501	0	(354,501)				
less Transfer to EMR	692,603	0	0	0				
Movement to/(from) Gen Reserve	(197,816)	(237,462)	(200,802)	36,660				

Communities

200 Tourism & Leisure								
1400 Street Market Stall Pitch Fee	1,593	817	1,100	283			74.2%	
1405 Christmas Lighting - Donations	308	250	0	(250)			0.0%	
1410 Christmas Market - Income	967	889	0	(889)			0.0%	
Tourism & Leisure :- Income	2,868	1,956	1,100	(856)			177.8%	0
4125 Rates	499	499	618	119		119	80.7%	
4905 Misc. Expenses	367	12,415	50	(12,365)		(12,365)	24829.7%	11,750
4906 Reception Decoration	44	0	0	0		0	0.0%	
4910 Event Advertising	350	0	614	614		614	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4925 Summer Event/Bunting	4,687	904	3,270	2,366		2,366	27.6%	
4930 Christmas Light Switch On	548	1,273	680	(593)		(593)	187.2%	
4935 Christmas Market	621	858	1,615	757		757	53.1%	
4940 Hailsham Community Run	4,971	6,050	6,000	(50)		(50)	100.8%	
4941 Stand Proud Event	980	1,420	1,500	80		80	94.7%	
4942 Hailsham Festival	700	1,000	1,000	0		0	100.0%	
4945 Street Market	623	606	500	(106)		(106)	121.2%	
4955 Remembrance Sunday	553	1,145	700	(445)		(445)	163.5%	
4965 Bonfire S Summer Event	3,047	3,096	3,500	405		405	88.4%	
4966 Hailsham Hero Award	0	1,412	1,700	288		288	83.1%	
5505 Hailsham Revitalisation Fund	0	120	0	(120)		(120)	0.0%	
Tourism & Leisure :- Indirect Expenditure	17,989	30,797	21,747	(9,050)	0	(9,050)	141.6%	11,750
Net Income over Expenditure	(15,121)	(28,841)	(20,647)	8,194				
6000 plus Transfer from EMR	350	11,750	0	(11,750)				
Movement to/(from) Gen Reserve	(14,771)	(17,091)	(20,647)	(3,556)				
<u>205 Festive Lighting</u>								
4975 Christmas Festoons	12,100	16,880	18,472	1,592		1,592	91.4%	
Festive Lighting :- Indirect Expenditure	12,100	16,880	18,472	1,592	0	1,592	91.4%	0
Net Expenditure	(12,100)	(16,880)	(18,472)	(1,592)				
<u>210 Filing</u>								
1415 Filming income	5,250	0	0	0			0.0%	
Filing :- Income	5,250	0	0	0				0
4905 Misc. Expenses	0	2,035	0	(2,035)		(2,035)	0.0%	
Filing :- Indirect Expenditure	0	2,035	0	(2,035)	0	(2,035)		0
Net Income over Expenditure	5,250	(2,035)	0	2,035				
<u>615 Youth Provision</u>								
1115 Rental/Lease Income	0	9,318	0	(9,318)			0.0%	
1300 Fundraising & Donations	2,364	8,296	0	(8,296)			0.0%	
1305 Donations/Refunds	10,632	0	2,000	2,000			0.0%	
1310 Activity Income	8,351	13,627	6,180	(7,447)			220.5%	
1600 External Grant Funding	0	12,000	0	(12,000)			0.0%	
Youth Provision :- Income	21,347	43,240	8,180	(35,060)			528.6%	0
4115 Telephone & mobiles	0	20	0	(20)		(20)	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4125 Rates	6,826	12,009	6,775	(5,234)		(5,234)	177.3%	
4130 Gas/Electricity	500	7,425	0	(7,425)		(7,425)	0.0%	
4140 Insurance	0	575	0	(575)		(575)	0.0%	
4300 Youth Service Activities	737,537	14,974	16,422	1,448		1,448	91.2%	
4305 FNP	4,809	2,046	2,761	715		715	74.1%	
4315 Safe Hub	0	0	437	437		437	0.0%	
4320 Hellingly Youth Club	269	0	328	328		328	0.0%	
4325 Mini Bus	2,678	0	0	0		0	0.0%	
4330 Monday Club	47	53	656	603		603	8.1%	53
4335 The Station	111,167	0	0	0		0	0.0%	
4340 The Manse	2,522	0	0	0		0	0.0%	
4510 General Maintenance	30	21,198	0	(21,198)		(21,198)	0.0%	13,855
4515 Cleaning/Maintenance	0	2,842	0	(2,842)		(2,842)	0.0%	
4550 Water & Sewerage	254	2,535	0	(2,535)		(2,535)	0.0%	
Youth Provision :- Indirect Expenditure	866,639	63,677	27,379	(36,298)	0	(36,298)	232.6%	13,909
Net Income over Expenditure	(845,292)	(20,436)	(19,199)	1,237				
6000 plus Transfer from EMR	810,917	13,909	0	(13,909)				
Movement to/(from) Gen Reserve	(34,375)	(6,528)	(19,199)	(12,671)				

Communities :- Income **29,465** **45,196** **9,280** **(35,916)** **487.0%**

Expenditure **896,728** **113,389** **67,598** **(45,791)** **0** **(45,791)** **167.7%**

Net Income over Expenditure **(867,263)** **(68,193)** **(58,318)** **9,875**

plus Transfer from EMR **811,267** **25,659** 0 (25,659)

Movement to/(from) Gen Reserve **(55,996)** **(42,534)** **(58,318)** **(15,784)**

Staffing Committee**600 Staffing Costs**

1280 Staff Recharge - YS	13,669	0	0	0			0.0%	
Staffing Costs :- Income	13,669	0	0	0				0
4000 Wages (Manual)	175,534	285,709	251,511	(34,198)		(34,198)	113.6%	
4005 Salaries (Admin.)	354,526	312,569	398,032	85,463		85,463	78.5%	
4010 Employer NICs (Manual/Admin)	78,701	73,765	90,881	17,116		17,116	81.2%	
4015 Pension (wages & salaries)	68,231	112,744	110,445	(2,299)		(2,299)	102.1%	
4020 Youth Service Salaries	142,204	171,402	174,094	2,692		2,692	98.5%	
4025 Employers NICs Youth Service	12,122	14,724	25,064	10,340		10,340	58.7%	
4030 Pension Youth Service	27,953	22,972	21,473	(1,499)		(1,499)	107.0%	
4040 Staff Review - new roles	92,732	0	0	0		0	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4055 Honoraria's (Bailiffs/Tree War)	843	0	2,186	2,186		2,186	0.0%	
4060 Members Allowances	27,320	28,127	28,251	124		124	99.6%	
Staffing Costs :- Indirect Expenditure	980,166	1,022,012	1,101,937	79,925	0	79,925	92.7%	0
Net Income over Expenditure	(966,497)	(1,022,012)	(1,101,937)	(79,925)				
Staffing Committee :- Income	13,669	0	0	0			0.0%	
Expenditure	980,166	1,022,012	1,101,937	79,925	0	79,925	92.7%	
Movement to/(from) Gen Reserve	(966,497)	(1,022,012)	(1,101,937)	(79,925)				

Finance and Governance170 Funded Projects

4980 Church Yard CCTV Service Cont	0	0	300	300		300	0.0%	
4985 War Memorial - All Costs	721	44	742	698		698	6.0%	
4990 CAB Rent & Grant	26,114	13,300	13,300	0		0	100.0%	
5510 CCTV - Camera costs	4,156	0	0	0		0	0.0%	
Funded Projects :- Indirect Expenditure	30,991	13,344	14,342	998	0	998	93.0%	0
Net Expenditure	(30,991)	(13,344)	(14,342)	(998)				

605 Corporate Services

1078 CIL Received	583,166	1,209,483	0	(1,209,483)			0.0%	1,209,483
1240 NHP - Grants Received	9,975	0	1,675	1,675			0.0%	
1600 External Grant Funding	5,100	0	0	0			0.0%	
Corporate Services :- Income	598,241	1,209,483	1,675	(1,207,808)			72208.0%	1,209,483
4100 Office Equipment	5,762	2,845	5,000	2,155	60	2,095	58.1%	
4101 New HTC Website Fund	0	0	2,500	2,500		2,500	0.0%	
4105 Newsletter	2,105	345	3,000	2,655		2,655	11.5%	
4110 Annual Town Meeting	297	0	500	500		500	0.0%	
4115 Telephone & mobiles	1,701	0	0	0		0	0.0%	
4120 Contract Cleaning	1,920	12,230	4,800	(7,430)	75	(7,506)	256.4%	
4135 Annual Electrical Test of Equi	0	0	358	358		358	0.0%	
4140 Insurance	55	0	0	0		0	0.0%	
4145 Franking machine/postage	325	534	700	166		166	76.2%	
4150 Audit fees	2,845	3,448	3,224	(224)		(224)	106.9%	
4155 Travelling, Training & seminar	7,930	6,628	10,000	3,372	199	3,173	68.3%	
4156 Long Service Award	0	1,582	2,200	618		618	71.9%	
4160 Photocopier lease & Monthly Us	3,742	5,309	3,148	(2,161)		(2,161)	168.7%	
4165 Room Hire Expenses	1,608	1,283	1,400	117		117	91.6%	
4170 Computer Software/licenses	9,306	12,503	12,376	(127)		(127)	101.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4175 Website Hosting/Domains	413	898	1,522	624		624	59.0%	
4180 Subscriptions & Publications	4,623	6,163	5,000	(1,163)		(1,163)	123.3%	
4185 Professional fees	6,822	54,932	9,850	(45,082)		(45,082)	557.7%	
4186 Survey Fees	7,895	0	2,000	2,000		2,000	0.0%	
4190 Election Fund	7,297	8,143	10,000	1,857		1,857	81.4%	
4195 Advertising / Publicity	2,228	302	562	260		260	53.7%	
4200 Annual extinguisher etc., insp	187	1,542	350	(1,192)		(1,192)	440.6%	
4205 Stationery & Misc Equipment	2,488	3,105	2,744	(361)		(361)	113.1%	
4210 Commercial Rubbish Disposal	8,626	11,657	9,200	(2,457)		(2,457)	126.7%	
4215 Civic regalia	500	0	282	282		282	0.0%	
4220 Hailsham Neighbourhood Plan	10,680	21,838	18,500	(3,338)		(3,338)	118.0%	519
4225 Vending/Water Machine	908	111	0	(111)		(111)	0.0%	
4550 Water & Sewerage	0	1,743	1,257	(486)		(486)	138.7%	
4905 Misc. Expenses	0	85	1,657	1,572		1,572	5.1%	
Corporate Services :- Indirect Expenditure	90,260	157,228	112,130	(45,098)	334	(45,432)	140.5%	519
Net Income over Expenditure	507,981	1,052,256	(110,455)	(1,162,711)				
6000 plus Transfer from EMR	8,741	519	0	(519)				
6001 less Transfer to EMR	583,166	1,209,483	0	(1,209,483)				
Movement to/(from) Gen Reserve	(66,444)	(156,709)	(110,455)	46,254				
<u>610 Chairmans Allowance</u>								
4280 Chairmans allowance	1,156	425	1,545	1,120		1,120	27.5%	300
Chairmans Allowance :- Indirect Expenditure	1,156	425	1,545	1,120	0	1,120	27.5%	300
Net Expenditure	(1,156)	(425)	(1,545)	(1,120)				
6000 plus Transfer from EMR	0	300	0	(300)				
Movement to/(from) Gen Reserve	(1,156)	(125)	(1,545)	(1,420)				
<u>620 Machinery/Tools/Protective Clo</u>								
4350 Protective Clothing	435	40	2,000	1,960		1,960	2.0%	
4355 Tools	1,163	15,966	1,657	(14,309)		(14,309)	963.5%	
Machinery/Tools/Protective Clo :- Indirect Expenditure	1,597	16,005	3,657	(12,348)	0	(12,348)	437.7%	0
Net Expenditure	(1,597)	(16,005)	(3,657)	12,348				
<u>625 Vehicle Fleet</u>								
4360 Leasing costs	8,079	14,688	14,206	(482)		(482)	103.4%	
4365 Vehicle Overheads - fuel	3,195	3,959	3,824	(135)		(135)	103.5%	

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4370 Vehicle Overheads - service &	4,674	1,491	1,030	(461)		(461)	144.8%	
4375 Vehicle Overheads - Insurance	3,137	404	3,296	2,892		2,892	12.3%	
Vehicle Fleet :- Indirect Expenditure	19,086	20,543	22,356	1,813	0	1,813	91.9%	0
Net Expenditure	(19,086)	(20,543)	(22,356)	(1,813)				
<u>635 Misc. Provision</u>								
4400 Annual Grants	16,000	15,505	16,000	495		495	96.9%	
4950 Misc./Emergency Provision	0	0	14,000	14,000		14,000	0.0%	
Misc. Provision :- Indirect Expenditure	16,000	15,505	30,000	14,495	0	14,495	51.7%	0
Net Expenditure	(16,000)	(15,505)	(30,000)	(14,495)				
<u>650 Funded Services</u>								
1235 Post Office - Non PO Sales	1,408	0	500	500			0.0%	
Funded Services :- Income	1,408	0	500	500			0.0%	0
5500 Hellingly P.C. subsidy (as pro	44,343	41,370	48,508	7,138		7,138	85.3%	
5505 Hailsham Revitalisation Fund	207	0	2,500	2,500		2,500	0.0%	
5510 CCTV - Camera costs	1,917	4,156	7,210	3,054		3,054	57.6%	
5515 Post Office Operation costs	65,101	40,000	60,000	20,000		20,000	66.7%	
5520 HTFC Changing Rm/WCs project	70,000	0	0	0		0	0.0%	
Funded Services :- Indirect Expenditure	181,568	85,525	118,218	32,693	0	32,693	72.3%	0
Net Income over Expenditure	(180,159)	(85,525)	(117,718)	(32,193)				
6000 plus Transfer from EMR	71,917	0	0	0				
Movement to/(from) Gen Reserve	(108,243)	(85,525)	(117,718)	(32,193)				
<u>655 Account Int & Commuted Sums</u>								
1076 Precept	1,582,898	1,644,120	1,644,120	0			100.0%	
1080 Interest on accounts	43,074	69,505	18,000	(51,505)			386.1%	
Account Int & Commuted Sums :- Income	1,625,972	1,713,625	1,662,120	(51,505)			103.1%	0
5550 Bank charges	726	957	990	33		33	96.7%	
Account Int & Commuted Sums :- Indirect Expenditure	726	957	990	33	0	33	96.7%	0
Net Income over Expenditure	1,625,246	1,712,667	1,661,130	(51,537)				
Finance and Governance :- Income	2,225,621	2,923,108	1,664,295	(1,258,813)			175.6%	
Expenditure	341,384	309,533	303,238	(6,295)	334	(6,629)	102.2%	
Net Income over Expenditure	1,884,237	2,613,575	1,361,057	(1,252,518)				
plus Transfer from EMR	80,658	819	0	(819)				
less Transfer to EMR	583,166	1,209,483	0	(1,209,483)				
Movement to/(from) Gen Reserve	1,381,729	1,404,911	1,361,057	(43,854)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>NHP</u>								
631 <u>NHP</u>								
4220 Hailsham Neighbourhood Plan	39,550	16,662	0	(16,662)		(16,662)	0.0%	19,481
NHP :- Indirect Expenditure	39,550	16,662	0	(16,662)	0	(16,662)		19,481
Net Expenditure	(39,550)	(16,662)	0	16,662				
6000 plus Transfer from EMR	9,792	19,481	0	(19,481)				
Movement to/(from) Gen Reserve	(29,758)	2,819	0	(2,819)				
NHP :- Income	0	0	0	0			0.0%	
Expenditure	39,550	16,662	0	(16,662)	0	(16,662)	0.0%	
Net Income over Expenditure	(39,550)	(16,662)	0	16,662				
plus Transfer from EMR	9,792	19,481	0	(19,481)				
Movement to/(from) Gen Reserve	(29,758)	2,819	0	(2,819)				
Grand Totals:- Income	3,078,057	3,087,855	1,804,154	(1,283,701)			171.2%	
Expenditure	2,791,903	2,173,110	1,804,154	(368,956)	22,102	(391,058)	121.7%	
Net Income over Expenditure	286,154	914,745	0	(914,745)				
plus Transfer from EMR	1,121,276	400,460	0	(400,460)				
less Transfer to EMR	1,275,769	1,209,483	0	(1,209,483)				
Movement to/(from) Gen Reserve	131,661	105,721	0	(105,721)				

Date Paid	Supplier Name	Cost Centre Description	Nominal Code Description	Transaction Detail	Net	VAT	Total
02/03/2026	Castle Water Ltd	Maurice Thornton Pavilion	Water & Sewerage	Water MT Pavillion	15.64	0	15.64
02/03/2026	Lex Autolease Ltd	Vehicle Fleet	Leasing costs	Vehicle Lease	739.77	147.96	887.73
02/03/2026	Wealden District Council	Cemetery Services & Overheads	Rates	111106505.MAR2026/Ersham Road	478	0	478
02/03/2026	Wealden District Council	Tourism & Leisure	Rates	111862687.MAR2026/Street Marke	42	0	42
02/03/2026	Wealden District Council	The Manse (HYS Complex)	Rates	503733198.MAR 2026/The Manse R	273	0	273
03/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	Copier Toner delivery charge	9.85	1.97	11.82
04/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Troy Hayes Planning updates	2000	400	2400
04/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Troy Hayes Planning	1750	350	2100
04/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Troy Hayes Planning cons	1935.79	387.16	2322.95
04/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	Photocopier printing	13.07	2.61	15.68
04/03/2026	ERNEST DOE & SONS LTD	Machinery/Tools/Protective Clo	Tools	ERNEST DOE & SONS - PRUNER	786	157.2	943.2
04/03/2026	ERNEST DOE & SONS LTD	Machinery/Tools/Protective Clo	Tools	ERNEST DOE & SONS - EQUIP	195.95	32.19	228.14
04/03/2026	Streetlights	Street Lighting	Annual Repairs	Streetlight repairs	365	73	438
04/03/2026	ERNEST DOE & SONS LTD	Machinery/Tools/Protective Clo	Tools	ERNEST DOE & SONS - BOOTS	139.16	3.83	142.99
04/03/2026	Streetlights	Street Lighting	Annual Repairs	Streetlights repairs	130	26	156
04/03/2026	Haulaway Ltd	Grovelands Barn	General Maintenance	Haulaway Ltd - waste	255	51	306
04/03/2026	Wealden District Council	Corporate Services	Election Fund	By Election recharges 27.11.25	8143.03	0	8143.03
04/03/2026	Evolution Water Services Ltd	Welbury Farm/Jim West Com Hall	Water & Sewerage	Water Testing JW Centre	161.1	0	161.1
04/03/2026	Krystal Hosting Ltd	Corporate Services	Website Hosting/Domains	domain hailsham NHP	7	1.4	8.4
04/03/2026	Stephen Lawrenz	Cemetery Services & Overheads	Cem WCs Refurb Project	Stephen Lawrenz - pet cemetery	425	0	425
04/03/2026	Hailsham roadways Constructiion Co Ltd	Town Council Site	General Maintenance	Hailsham roadwa - works	3331.22	666.24	3997.46
04/03/2026	Stephen Lawrenz	Cemetery Services & Overheads	Grave Digging	Stephen Lawrenz - GRAVES	1627.5	0	1627.5
04/03/2026	ERNEST DOE & SONS LTD	Machinery/Tools/Protective Clo	Tools	ERNEST DOE & SONS RYE GRASS	118.25	1.65	119.9
04/03/2026	Macey Industrial Fixings	Machinery/Tools/Protective Clo	Tools	Macey Industrial F - tools	250.58	50.12	300.7
04/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Troy Hayes Planning review	2000	400	2400
04/03/2026	Troy Hayes Planning Limited	Corporate Services	Hailsham Neighbourhood Plan	Troy Hayes Planning review	2000	400	2400
04/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Troy Hayes housing survey	5825	1165	6990
04/03/2026	C Beeney t/a Juice Electrical Services	Town Council Site	General Maintenance	C Beeney t/a Juice - maint	363.62	72.72	436.34
04/03/2026	Macey Industrial Fixings	Machinery/Tools/Protective Clo	Tools	Macey Industrial F - tools	16.05	3.21	19.26
04/03/2026	SLCC	Corporate Services	Travelling, Training & seminar	SLCC - KG TRAINING	58.5	11.7	70.2
04/03/2026	SLCC	Corporate Services	Travelling, Training & seminar	SLCC - TL TRAINING	495	0	495
04/03/2026	Haulaway Ltd	Grovelands Barn	General Maintenance	Haulaway Ltd - waste	255	51	306
04/03/2026	Locum RFO	Corporate Services	Professional fees	Karen Whitley - hours	1000	0	1000
04/03/2026	Uniserve SE Ltd	Corporate Services	Telephone & mobiles	Uniserve SE Ltd - mobiles	146	29.2	175.2
04/03/2026	Uniserve SE Ltd	Corporate Services	Telephone & mobiles	Uniserve SE Ltd - office365	587.08	117.42	704.5
04/03/2026	Uniserve SE Ltd	Town Council Site	Telephone & mobiles	IT COSTS	587.08	117.42	704.5
04/03/2026	Uniserve SE Ltd	Town Council Site	Telephone & mobiles	MOBILE SIM CONTRACTS	146	29.2	175.2

04/03/2026	Gentis Ltd	Corporate Services	Contract Cleaning	Gentis Ltd - cleaning	2707	0	2707
04/03/2026	Gentis Ltd	Corporate Services	Contract Cleaning	CLEANING SERVICES	624	0	624
04/03/2026	Gentis Ltd	Youth Provision	Cleaning/Maintenance	CLEANING SERVICES	936		936
04/03/2026	Gentis Ltd	Changing Pod	Cleaning/Maintenance	CLEANING SERVICES	1147		1147
04/03/2026	Improvement Development Agency Loc Gov	Corporate Services	Subscriptions & Publications	64032126/Subscription 2026-27	480	96	576
04/03/2026	AMAZON	Youth Provision	Youth Service Activities	wristbands for events	4.66	0.93	5.59
04/03/2026	Anthony Perkins	Youth Provision	General Maintenance	Anthony Perkins - youth final	1758.75	0	1758.75
05/03/2026	British Gas	Youth Provision	Gas/Electricity	GAS HTC	96.88	4.84	101.72
05/03/2026	British Gas	Youth Provision	Gas/Electricity	gas western road	96.88	4.84	101.72
06/03/2026	AMAZON	Youth Provision	Youth Service Activities	foam football	39.98	8	47.98
09/03/2026	YU Energy YOUTH SERVICE ELEC	Youth Provision	Gas/Electricity	electricity youth center	152.92	7.65	160.57
09/03/2026	YU Energy YOUTH SERVICE ELEC	Youth Provision	Gas/Electricity	electricity youth service	74.24	3.71	77.95
10/03/2026	YU Energy YOUTH SERVICE Gas	Youth Provision	Gas/Electricity	gas youth service	408.27	81.65	489.92
11/03/2026	AMAZON	Corporate Services	Long Service Award	Long Service Award	23.16	4.63	27.79
11/03/2026	Allstar Business Solutions Ltd	Vehicle Fleet	Vehicle Overheads - fuel	diesel	110.35	22.07	132.42
11/03/2026	AMAZON	Youth Provision	Youth Service Activities	MOTHERS DAY STICKERS	5.41	1.08	6.49
11/03/2026	AMAZON	Youth Provision	Youth Service Activities	GLASS JARS	11.24	2.25	13.49
11/03/2026	AMAZON	Youth Provision	Youth Service Activities	COLOURED CARD	3.74	0.75	4.49
12/03/2026	D Sankey Ltd	Public Open Spaces	Vermin Control	pest control	153	30.6	183.6
12/03/2026	Npower Commercial Gas limited	Corporate Services	Professional fees	Payroll services	59.55	11.91	71.46
12/03/2026	D Sankey Ltd	Public Open Spaces	Vermin Control	pest control	153	30.6	183.6
12/03/2026	PUZZLE PARTY GAMES	Youth Provision	FNP	ESCAPE ROOMS	150	0	150
12/03/2026	SKY UK LIMITED	Youth Provision	Youth Service Activities	SKY BUSINESS 6 MONTHS	594.24	118.85	713.09
12/03/2026	Knockhatch Adventure ParkLtd	Youth Provision	FNP	FNP evening booking	120	24	144
12/03/2026	East Sussex Pension Fund		Pension Cotrol	feb26 pension contributions	13716.89	0	13716.89
12/03/2026	Uniserve SE Ltd	Corporate Services	Computer Software/licenses	IT costs new starter setup	117	23.4	140.4
12/03/2026	Balfour Beatty Living places Ltd	Tourism & Leisure	Proms in the Park	banner prom in the park	65	0	65
12/03/2026	Business Stream	Western Road Recreation Ground	Water & Sewerage	waste water services	328.99	0	328.99
12/03/2026	CBL Fastenings Ltd	Machinery/Tools/Protective Clo	Tools	CABLE TIES	55.31	11.06	66.37
12/03/2026	Balfour Beatty Living places Ltd	Tourism & Leisure	Hailsham Community Run	Banner market square	65	0	65
12/03/2026	J West Refund	Welbury Farm/Jim West Com Hall	J West Refund	JW deposit refund	50	0	50
12/03/2026	Balfour Beatty Living places Ltd	Tourism & Leisure	Misc. Expenses	BUNTING HIGH STREET	130	0	130
12/03/2026	Chalvington Communications Ltd	Corporate Services	Telephone & mobiles	TELEPHONE CHARGES TC	449.05	89.81	538.86
12/03/2026	Locum RFO	Corporate Services	Professional fees	hours w/c 0203	1000	0	1000
12/03/2026	Lyons Electrical & Security Ltd	Maurice Thornton Playing Field	General Maintenance	Maurice remedial works	551	110.2	661.2
12/03/2026	Lyons Electrical & Security Ltd	Town Council Site	General Maintenance	foodback remedial works	75	15	90
12/03/2026	Lyons Electrical & Security Ltd	Union Corner Hall	General Maintenance	union corner remedial works	95	19	114
12/03/2026	Lyons Electrical & Security Ltd	Youth Provision	General Maintenance	electrical work youth center	292.5	58.5	351

12/03/2026	Ricochet Signs Ltd	Tourism & Leisure	Street Market	printer banner	220	44	264
12/03/2026	DFL TRUCKING LTD	Town Council Site	Office Rewire	20mm shingle	83.32	16.66	99.98
12/03/2026	The EdgeSystems Ltd	Corporate Services	Stationery & Misc Equipment	staff photo id	17.29	3.46	20.75
12/03/2026	JW Refund	Welbury Farm/Jim West Com Hall	J West Refund	JAMES WEST DEPOSIT	50	0	50
12/03/2026	South East Employers	Corporate Services	Professional fees	JOB EVALUATION	250	50	300
12/03/2026	Wealden Leisure Ltd	Youth Provision	Youth Service Activities	Bowling lane hire	63	0	63
12/03/2026	Npower Commercial Gas Limited	Welbury Farm/Jim West Com Hall	Gas/Electricity	Electricity JW Centre	576.16	0	576.16
12/03/2026	Castle Water Ltd	Town Council Site	Water & Sewerage	Water Inglenook	22.39	0	22.39
13/03/2026	Caretaker Duties	Corporate Services	Professional fees	CONSULTANCY	2281.19	0	2281.19
16/03/2026	Lloyds Bank	Youth Provision	Youth Service Activities	Corp Card Expenditure Mar'25	904.51	189.04	1093.55
16/03/2026	Lloyds Bank	Town Council Site	General Maintenance	Corp Card Expenditure Mar'25	462.81	0	462.81
16/03/2026	Fuzion 4 Ltd	Corporate Services	Photocopier lease & Monthly Us	CCTV Maint	10.09	2.01	12.1
16/03/2026	Fuzion 4 Ltd	Welbury Farm/Jim West Com Hall	Intruder & Smoke Alarm Service	FIRE ALARM MAINT	46.56	9.31	55.87
16/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	waste htc	110.63	22.12	132.75
16/03/2026	Business Waste Ltd	Cemetery Services & Overheads	Repairs/Cleaning & Waste	waste hailsham cemetery	7.37	1.47	8.84
16/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	waste allotments	1.84	0.37	2.21
16/03/2026	Business Waste Ltd	Welbury Farm/Jim West Com Hall	Cleaning/Maintenance	waste james west	57.43	11.48	68.91
16/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	waste htc	783.93	156.79	940.72
16/03/2026	Business Waste Ltd	Cemetery Services & Overheads	Repairs/Cleaning & Waste	waste cemetery	155.54	31.11	186.65
16/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	waste allotments	222.08	44.42	266.5
16/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	waste youth service	36.78	7.36	44.14
16/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	waste pavilion	6.13	1.23	7.36
16/03/2026	Lloyds Bank	Youth Provision	Youth Service Activities	Corp Card Expenditure Apr 2025	386.54	18.89	405.43
16/03/2026	Lloyds Bank	Town Council Site	General Maintenance	Corp Card Expenditure Apr 2025	213.5	0	213.5
16/03/2026	Lloyds Bank	Youth Provision	Youth Service Activities	Corp Card Expenditure Jul 2025	710.19	34.09	744.28
16/03/2026	Lloyds Bank	Town Council Site	General Maintenance	Corp Card Expenditure Jul 2025	324.7	0	324.7
16/03/2026	GIFGAF Ltd	Youth Provision	Telephone & mobiles	PHONE SIM	5	1	6
16/03/2026	CF Corporate Finance Ltd	Corporate Services	Photocopier lease & Monthly Us	LEASE RENTAL CANON	426	85.2	511.2
16/03/2026	Lloyds Bank	Youth Provision	Youth Service Activities	Corp Card Expenditure Feb'26	467.93	30.36	498.29
16/03/2026	Lloyds Bank	Town Council Site	General Maintenance	Corp Card Expenditure Feb'26	44.95	0	44.95
17/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	lease charge	48	9.6	57.6
17/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	photocopier charges	12.5	2.5	15
17/03/2026	EDF Energy	Town Council Site	Gas/Electricity	electricity inglenook	72.76	3.64	76.4
17/03/2026	AMAZON	Cemetery Services & Overheads	General Maintenance	CEMETERY VASE	18.32	3.66	21.98
18/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	Photocopier charges	209.58	41.9	251.48
18/03/2026	Allstar Business Solutions Ltd	Vehicle Fleet	Vehicle Overheads - fuel	diesel	66.32	13.26	79.58
18/03/2026	Castle Water Ltd	Common Pond Allotments	Water & Sewerage	water htc	31.96	0	31.96
19/03/2026	EON	Cemetery Services & Overheads	Gas/Electricity	Electricity Cem mortuary	11.27	2.25	13.52

19/03/2026	Npower Commercial Gas limited	Town Council Site	Gas/Electricity	Electricity Inglebrook	65.79	3.29	69.08
19/03/2026	Councillor Expenses	Corporate Services	Hailsham Neighbourhood Plan	MILEAGE	47.65	0	47.65
19/03/2026	DFL TRUCKING LTD	Town Council Site	General Maintenance	white limestone	210	42	252
19/03/2026	AGRIFACTORS SOUTHERN LTD	Western Road Recreation Ground	General Maintenance	maint western road	1000	200	1200
19/03/2026	Vostel Ltd	Town Council Site	Telephone & mobiles	Vostel - broadband	280.83	56.16	336.99
19/03/2026	EON	Cemetery Services & Overheads	Gas/Electricity	ELECTRICITY CEMETERY	108.66	0	108.66
19/03/2026	EON	Town Council Site	Gas/Electricity	GAS INGLENOOK MARKET	498.1	0	498.1
19/03/2026	EON	Cemetery Services & Overheads	Gas/Electricity	GAS CEMETERY	158.66	0	158.66
19/03/2026	EON	Grovelands Barn	MT Hut/Grovelands Barn Energy	ELECTRICITY COMMUNITY CENTRE	26.89	0	26.89
19/03/2026	EON	Town Council Site	Gas/Electricity	ELECTRICITY FLEUR DE LYS	237.42	0	237.42
19/03/2026	EON	Town Council Site	Gas/Electricity	GAS INGLENOOK HTC	136.56	0	136.56
19/03/2026	EON	Maurice Thornton Pavilion	Gas/Electricity	ELECTRICITY MAURICE FIELDS	183.95	9.2	193.15
19/03/2026	Npower Commercial Gas limited	Town Council Site	Gas/Electricity	electricity hailsham tc	42.07	2.1	44.17
19/03/2026	Uniserve SE Ltd	Corporate Services	Computer Software/licenses	IT SUPPORT	56.28	11.26	67.54
19/03/2026	Wightman & Parish Ltd	Corporate Services	Contract Cleaning	CITRUS AEROSOLS	75.42	15.08	90.5
19/03/2026	sussex mobile welding	Western Road Recreation Ground	General Maintenance	beacon western road dep	2499	0	2499
19/03/2026	sussex mobile welding	Western Road Recreation Ground	General Maintenance	50% deposit for beacon	2499	0	2499
19/03/2026	D2D	Youth Provision	General Maintenance	SURVEY FLOOR YOUTH CENTRE	250	0	250
19/03/2026	English Woodlands	Cemetery Services & Overheads	Cem WCs Refurb Project	SHRUB PLANTS	103.7	20.74	124.44
19/03/2026	IHASCO LTD	Corporate Services	Travelling, Training & seminar	training courses	2754.56	550.91	3305.47
19/03/2026	Haulaway Ltd	Grovelands Barn	General Maintenance	GROVELANDS BARN MIXED WASTE	265	53	318
19/03/2026	Locum RFO	Corporate Services	Professional fees	w/c 09/03 professional fees	1000	0	1000
19/03/2026	Newton and Frost Fencing Ltd	Town Council Site	General Maintenance	gravel boards	34.86	6.97	41.83
19/03/2026	Trade Paints	1 Market Square	General Maintenance	decorating materials	59.29	11.86	71.15
19/03/2026	Macey Industrial Fixings	Machinery/Tools/Protective Clo	Tools	MULTI-PURPOSE SCREWS	19.99	4	23.99
19/03/2026	Macey Industrial Fixings	Machinery/Tools/Protective Clo	Tools	SEALANT	10.48	2.1	12.58
19/03/2026	CBL Fastenings Ltd	Tourism & Leisure	Street Market	sockets & adapters	40.19	8.04	48.23
19/03/2026	Macey Industrial Fixings	1 Market Square	General Maintenance	sealant	91.65	18.33	109.98
19/03/2026	Uniserve SE Ltd	Corporate Services	Computer Software/licenses	IT SUPPORT NEW STARTER	78	15.6	93.6
20/03/2026	Lex Autolease Ltd	Vehicle Fleet	Leasing costs	LEASE TRANSIT	391.53	78.3	469.83
23/03/2026	Krystal Hosting Ltd	Corporate Services	Website Hosting/Domains	HTC DOMAIN	11	2.2	13.2
23/03/2026	Krystal Hosting Ltd	Corporate Services	Website Hosting/Domains	STREET MARKET DOMAIN	21	4.2	25.2
24/03/2026	AMAZON	Corporate Services	Subscriptions & Publications	Amazon Prime Subscription	7.49	1.5	8.99
24/03/2026	EDF Energy	1 Market Square	Gas/Electricity	GAS YOUTH CAFE	238.89	0	238.89
24/03/2026	Lex Autolease Ltd	Vehicle Fleet	Leasing costs	EXI2682561/Vehicle Leasing	342.63	68.53	411.16
25/03/2026	Allstar Business Solutions Ltd	Vehicle Fleet	Vehicle Overheads - fuel	Vehicle Fuel	35.91	7.18	43.09
25/03/2026	Allstar Business Solutions Ltd	Vehicle Fleet	Vehicle Overheads - fuel	FUEL	286.89	57.36	344.25
25/03/2026	Allstar Business Solutions Ltd	Vehicle Fleet	Vehicle Overheads - fuel	FUELCARD DIESEL	132.77	26.55	159.32

26/03/2026	Business Stream	Western Road Recreation Ground	Water & Sewerage	Water Westren Road Recreation	66.55	0	66.55
26/03/2026	JW Refund	Welbury Farm/Jim West Com Hall	J West Refund	JW DEPOSIT REFUND	50	0	50
26/03/2026	Business Stream	Maurice Thornton Pavilion	Water & Sewerage	waste water services	49.27	0	49.27
26/03/2026	Bloomfields Florist	Cemetery Services & Overheads	Maintenance Flowers & Trees	chapel arrangement	90	0	90
26/03/2026	South East Employers	Corporate Services	Professional fees	JE - RFO	250	50	300
26/03/2026	Streetlights	Street Lighting	Annual Repairs	light repairs	365	73	438
26/03/2026	JW Refund	Welbury Farm/Jim West Com Hall	J West Refund	JW DEPOSIT REFUND	50	0	50
26/03/2026	C Beeney t/a Juice Electrical Services	Western Road Recreation Ground	General Maintenance	light repairs Rec ground	81.2	16.24	97.44
26/03/2026	Town and Country Tree Services	Horticultural & Ground Maint	Tree Surgery	tree surgery	830	166	996
26/03/2026	M & S Print Services Ltd	Cemetery Services & Overheads	Cem WCs Refurb Project	cemetery sign	180	36	216
26/03/2026	Streetlights	Street Lighting	Annual Repairs	light repairs	109.3	21.86	131.16
26/03/2026	UNION CORNER HALL	Union Corner Hall	General Maintenance	GRANT	1000	0	1000
26/03/2026	Locum RFO	Corporate Services	Professional fees	consultancy	1016.2	0	1016.2
26/03/2026	AFH Payroll Solutions Ltd	Corporate Services	Professional fees	Payroll Services - March 26	282.3	56.46	338.76
26/03/2026	D Sankey Ltd	Public Open Spaces	Vermin Control	pest control	153	30.6	183.6
26/03/2026	Sport Systems Ltd	Tourism & Leisure	Hailsham Community Run	Management Fee - Fun Run	666.67	133.33	800
26/03/2026	Toolstation Ltd	Cemetery Services & Overheads	Cem WCs Refurb Project	TOOLS	9.18	1.84	11.02
26/03/2026	Macey Industrial Fixings	1 Market Square	General Maintenance	sealant	91.65	18.33	109.98
26/03/2026	Travis Perkins Trading Co Ltd	Machinery/Tools/Protective Clo	Tools	nails & plywood	118.89	23.78	142.67
26/03/2026	Town and Country Tree Services	Horticultural & Ground Maint	Grass & Hedge Cutting	TREE WORKS	970	194	1164
26/03/2026	Staff Expenses	Common Pond	General Maintenance	common pond plants	46.97	0	46.97
26/03/2026	Staff Expenses	Corporate Services	Professional fees	eye test / glasses	65	0	65
30/03/2026	Castle Water Ltd	Town Council Site	Water & Sewerage	Castle Water CN	106.14	0	106.14
30/03/2026	Castle Water Ltd	Maurice Thornton Playing Field	Water & Sewerage	WATER HTC	15.64	0	15.64
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Water Rec Westren Rd	5	0	5
31/03/2026	EDF Energy	Town Council Site	Gas/Electricity	Electricity Inglenook	31.73	1.59	33.32
31/03/2026	EON	Western Road Recreation Ground	Gas/Electricity	Electricity Recreation Ground	13.67	2.73	16.4
31/03/2026	EON	Cemetery Services & Overheads	Gas/Electricity	Electricity Cemetery	135.23	6.76	141.99
31/03/2026	EON	Town Council Site	Gas/Electricity	KCR-B408D046/2686/EON	661.69	33.08	694.77
31/03/2026	EON	Town Council Site	Gas/Electricity	KCR-B408DD046-003/2687/EON	132.77	6.64	139.41
31/03/2026	Viking Office UK Limited	Corporate Services	Stationery & Misc Equipment	CN 6.11.2026	2.94	0.59	3.53
31/03/2026	EON	Maurice Thornton Playing Field	Gas/Electricity	18.02.2026/2683/EON	20	0	20
31/03/2026	Wealden District Council	Youth Provision	Rates	111978681rates YS	4890.2	0	4890.2
31/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	SOS posting error	312	62.4	374.4
31/03/2026	Swain Brothers Ltd	Welbury Farm/Jim West Com Hall	General Maintenance	4605./2655/Swain Brothers Ltd	38.34	0	38.34
31/03/2026	Regional Media Group Ltd	Tourism & Leisure	Hailsham Hero Award	Hailsham Hero Advertising	200	40	240
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Rec Ground Irrig Supply	104.65	20.93	125.58
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Water Rec Westren Rd	125.58	0	125.58

31/03/2026	Castle Water	Western Road Recreation Ground	Water & Sewerage	Water Playingfield Westren Rd	2718.61	0	2718.61
31/03/2026	Trade Paints	Town Council Site	General Maintenance	CN 07.05.2025	246.87	49.37	296.24
31/03/2026	Castle Water Ltd	Youth Provision	Water & Sewerage	PR100111403951 Castle Water	26.6	5.32	31.92
31/03/2026	Castle Water	Western Road Recreation Ground	Water & Sewerage	Water Playingfield Westren Rd	2718.61	0	2718.61
31/03/2026	EDF Energy	Town Council Site	Gas/Electricity	Electricity Inglenook	32.86	1.64	34.5
31/03/2026	Viking Office UK Limited	Corporate Services	Stationery & Misc Equipment	Stationary supplies	29.99	6	35.99
31/03/2026	Castle Water	Western Road Recreation Ground	Water & Sewerage	Water Playingfield Westren Rd	2718.61	0	2718.61
31/03/2026	EON	Cemetery Services & Overheads	Gas/Electricity	Electricity Cemetery	11.27	2.25	13.52
31/03/2026	EON	Cemetery Services & Overheads	Gas/Electricity	KI-D1A02B08-0049 1/2695/EON	160.95	32.19	193.14
31/03/2026	Castle Water	Western Road Recreation Ground	Water & Sewerage	Water Playingfield Westren Rd	2718.61	0	2718.61
31/03/2026	Castle Water Ltd	Common Pond Allotments	Water & Sewerage	10007306578. Water CP Allotme	62	0	62
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Incorrect posting	49.95	0	49.95
31/03/2026	Castle Water	Western Road Recreation Ground	Water & Sewerage	Water Playingfield Westren Rd	2718.61	0	2718.61
31/03/2026	EON NEXT Energy Ltd	Western Road Recreation Ground	Gas/Electricity	Elec Rec Ground Western Rd	22.84	1.14	23.98
31/03/2026	Castel Water Ltd	Youth Provision	Water & Sewerage	Water The Station	464.25	92.85	557.1
31/03/2026	EON	Western Road Recreation Ground	Gas/Electricity	Electricity Rec Ground	15.62	0.78	16.4
31/03/2026	EON	Western Road Recreation Ground	Gas/Electricity	Electricity	135.23	6.76	141.99
31/03/2026	Castle Water Ltd	Common Pond Allotments	Water & Sewerage	Castle Water	49.64	0	49.64
31/03/2026	YU Energy YOUTH SERVICE Gas	Youth Provision	Gas/Electricity	Inv duplicate posting	9.09	1.82	10.91
31/03/2026	Toolstation Ltd	Machinery/Tools/Protective Clo	Tools	Toolstation Credit Note	18.27	3.65	21.92
31/03/2026	Toolstation Ltd	Machinery/Tools/Protective Clo	Tools	CN Tools	49.74	9.95	59.69
31/03/2026	Toolstation Ltd	Machinery/Tools/Protective Clo	Tools	CN Tools	41.15	8.23	49.38
31/03/2026	Lyons Electrical & Security Ltd	The Manse (HYS Complex)	General Maintenance	CONTRA/2677/Lyons Electrical &	486.75	97.35	584.1
31/03/2026	Castle Water	Western Road Recreation Ground	Water & Sewerage	Playing Field Westren rd	2718.61	0	2718.61
31/03/2026	Castel Water Ltd	Youth Provision	Water & Sewerage	Water The Station CN	916.97	183.39	1100.36
31/03/2026	Castle Water Ltd	Common Pond Allotments	Water & Sewerage	Castle Water	40.38	0	40.38
31/03/2026	Castle Water	Town Council Site	Water & Sewerage	Castle Water	131.06	0	131.06
31/03/2026	Castle Water Ltd	Cemetery Services & Overheads	Water & Sewerage	Water Cemetery	41.53	8.31	49.84
31/03/2026	Castle Water Ltd	Maurice Thornton Playing Field	Water & Sewerage	Water Oct'25	5	0	5
31/03/2026	Castle Water Ltd	Maurice Thornton Playing Field	Water & Sewerage	Water MT Playing Field	5	0	5
31/03/2026	Castel Water Ltd	Youth Provision	Water & Sewerage	Castle Water The Station CN	641.8	128.36	770.16
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Water Rec Westren Rd	5	0	5
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service activity supplie	50.7	10.14	60.84
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service activity supply	22.42	4.48	26.9
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	15.67	3.33	19
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	5.99	0	5.99
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	9.46	1.89	11.35
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	14.24	0	14.24

31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	8.32	1.67	9.99
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	10.82	2.17	12.99
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	18.06	3.62	21.68
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	66.64	13.34	79.98
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	14.06	2.99	17.05
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	14.99	2.1	17.09
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	14.19	2.9	17.09
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	13.29	2.66	15.95
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	21.66	4.33	25.99
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	500L934K0I4RI	5.47	1.17	6.64
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	7.04	1.5	8.54
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	49.28	0	49.28
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service activity	20.82	4.16	24.98
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activity	66.64	13.34	79.98
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	3021932/2564/AMAZON	41.07	8.21	49.28
31/03/2026	Viking Office UK Limited	Corporate Services	Stationery & Misc Equipment	stationary supplies	24.9	4.98	29.88
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	plotter paper	49	0	49
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	mattel games	6.7	0	6.7
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	music stones	39.99	0	39.99
31/03/2026	Viking Office UK Limited	Corporate Services	Stationery & Misc Equipment	5804236../2675/Viking Office U	24.9	4.98	29.88
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service activity supplie	82.32	16.48	98.8
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	202-3797962-9773153/1547/AMAZO	5.99	0	5.99
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	41.64	8.33	49.97
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service Activities	7.82	1.67	9.49
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Services Activities	10.82	2.17	12.99
31/03/2026	AMAZON	Youth Provision	Youth Service Activities	Youth Service activities	18.06	3.62	21.68
31/03/2026	Wealden District Council	Youth Provision	Rates	The Station Rates	815	0	815
31/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	NHP Regulation 14 consultation	1200	240	1440
31/03/2026	Town Crier	Tourism & Leisure	Misc. Expenses	Town Crier Attire	134.95	0	134.95
31/03/2026	Wealden District Council	Youth Provision	Rates	Rates Youth Service	815	0	815
31/03/2026	AFH Payroll Solutions Ltd	Corporate Services	Professional fees	Payroll Solutions	59.55	11.91	71.46
31/03/2026	St John Ambulance	Tourism & Leisure	Christmas Market	Xmas Market Medical Cover	143	28.6	171.6
31/03/2026	St John Ambulance	Tourism & Leisure	Christmas Market	Inv SP25008682 VAT total	28.6	0	28.6
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Incorrect posting	15.64	0	15.64
31/03/2026	Castle Water Ltd	Western Road Recreation Ground	Water & Sewerage	Water Irrigation Rec Ground	20.1	0	20.1
31/03/2026	Wealden District Council	Youth Provision	Rates	Rates Youth Service	815	0	815
31/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	SOS Cartridge delivery charge	9.85	1.97	11.82
31/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Attending Consultation events	1935.79	387.16	2322.95

31/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	Housing needs assessment repor	2000	400	2400
31/03/2026	Troy Hayes Planning Limited	NHP	Hailsham Neighbourhood Plan	NHP Prep & Presentation	1750	350	2100
31/03/2026	SOS Systems	Corporate Services	Photocopier lease & Monthly Us	Photocopier Usage Post Office	4.88	0.98	5.86
31/03/2026	Wealden District Council	Youth Provision	Rates	Rates Youth Service	815	0	815
31/03/2026	Wealden District Council	Youth Provision	Rates	Rates Youth Serv Sept & Oct'25	1629.4	0	1629.4
31/03/2026	Castle Water Ltd	Town Council Site	Water & Sewerage	water inglenook	98.44	0	98.44
31/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	WASTE HTC	48.99	9.8	58.79
31/03/2026	Business Waste Ltd	Cemetery Services & Overheads	Repairs/Cleaning & Waste	Business Waste Cemetery	18.63	3.73	22.36
31/03/2026	AMAZON	Corporate Services	Stationery & Misc Equipment	Replacement Kettle	14.16	2.83	16.99
31/03/2026	Swain Brothers Ltd	Welbury Farm/Jim West Com Hall	General Maintenance	window lock & handle	191.66	38.34	230
31/03/2026	Business Waste Ltd	Corporate Services	Commercial Rubbish Disposal	WASTE HTC	40.94	8.19	49.13
31/03/2026	Business Waste Ltd	Cemetery Services & Overheads	Repairs/Cleaning & Waste	WASTE CEMETERY	23.23	4.65	27.88
31/03/2026	Swain Brothers Ltd	Welbury Farm/Jim West Com Hall	General Maintenance	Jw Door Lock Mechanism	38.34	0	38.34
31/03/2026	AMAZON	Youth Provision	Monday Club	TERRACOTTA POTS	53.3	10.66	63.96

Updated - 26.04.26													
Fixed assets value at 31.03.26(As per Practitioners Guide 2008 recommendation - ref paragraph 3.62)													
Location	Value at 31.3.20	Adj 31.3.21	Value at 31.3.21	Adj 31.3.22	Value at 31.3.22	Adj 31.3.23	Value at 31.3.23	Adj 31.3.24	Value at 31.3.24	Adj 31.3.25	Value at 31.3.25	Adj 31.3.26	Value at 31.3.26
Operational Buildings													
Grovelands Barn	25000		25000		25000		25000		25000		25000		25,000.00
Market Street complex	420850		420850		420850		420850		420850		420850		420,850.00
1 Market Square	90000		90000		90000		90000		90000		90000		90,000.00
Cemetery buildings	254500		254500	2770	254500	2770	257270		257270		257270		257,270.00
Cemetery Lodge	150000		150000	7008	150000	7008	157008		157008		157008		157,008.00
Rec Garage	0		0		0		0		0		0		0.00
Cricket Pavilion	0		0		0		0		0		0		0.00
Maurice Thornton Pavilion	135000		135000	1638	135000	1638	136638		136638		136638		136,638.00
MT Duchess Garage	10000		10000		10000		10000		10000		10000		10,000.00
James West CH	950000		950000		950000		950000		950000		950000		950,000.00
Changing Places Pod								107195	107195		107195		107,195.00
The Station and Manse.	0		0		0		0		0	700000	700000		700,000.00
Total	2,035,350.00	-	2,035,350.00	-	2,035,350.00	11,416.00	2,046,766.00	107,194.75	2,153,960.75	700,000.00	2,853,961.00	-	2,853,961.00
Community Assets													
3 Areas of Common Land	3		3		3		3		3		3		3.00
3 Areas of Allotments	3		3		3		3		3		3		3.00
10 Areas of POS	10		10		10		10		10		10		10.00
Total	15		15	0	15		15		15		15		15.00
Vehicle, Plant, Furniture and Equipment													
Vehicles													
Truck	0		0		0		0		0		0		0.00
Astravan	0		0		0		0		0		0		0.00
Escort Van	0		0		0		0		0		0		0.00
Cabstar	0		0		0		0		0		0		0.00
Minibus (01.06.07) Disposed 5.4.22	6,650		6,650		6650	-6650	0		0		0		0.00
Youth Minibus (9.12.2020 Disposal)	4,000	-4000	-		0		0		0		0		0.00
Youth Minibus 9.12.2020		12894	12,894		12894		12894		12894	-12894	0		0.00
Youth Minibus (07.11.2024 Disposal)													
Plant, Furniture and Equipment													
Tipper	0		0		0		0		0		0		0.00
Office Equipment	35,780.84	5403	41,183.62	3252	44,435.45	5857.48	50,292.93	-1851	48,441.93	0	48,441.93		48,441.93
Youth Café	655	1384	2,038.74	7286	9,324.65	4006.48	13,331.13	1527	14,858.13		14,858.13		14,858.13
Mowers & Tools	21,435.53	398	21,833.53	826.31	22,659.84	1594.48	24,254.32	13	24,267.32	6139	30,406.32		30,406.32
Security Gates	8,085.00		8,085.00		8,085.00		8,085.00		8,085.00	1250	9,335.00		9,335.00
Changing Places			-		-		-		-	0	-		0.00
Water Bowser (June 10)			-		-		-		-		-		0.00
Christmas Lights/Festivities	45,582.00		45,582.00	2885	48,467.00	108	48,575.00		48,575.00		48,575.00		48,575.00
Miscellaneous Equip/Cemetery	52,197.95	5458	57,656.25	239.32	57,895.57	-83	57,812.57	3840	61,652.57	0	61,652.57		61,652.57
J West CH furniture/Lighting etc	16,794.00	3790	20,584.00	10875	31,459.00		31,459.00	2682	34,141.00	1872	36,013.00		36,013.00

Battle Road Gates												1,250	1,250.00	
Harold Avenue Gates												4,000	4,000.00	
The Hive Event Stage												11,750	11,750.00	
Total	191,180.32	25,327.00	216,507.14	25,363.37	241,870.51	4,833.44	246,703.95	6,211.00	252,914.95	-	3,633.00	249,281.95	17,000.00	266,281.95
Infrastructure Assets														
Street Lights	110,188.00		110,188.00		110188		110188		110188			110188		110,188.00
Seats, bins, Noticeboards	57,575.00		57,575.00	565	58,140.00		58140		58140			58140		58,140.00
Flower Planters	600.00		600.00		600		600		600			600		600.00
Dog bins	3,196.00		3,196.00		3196	6273.24	9469.24		9469.24			9469.24		9,469.24
Signs&Display (7)	4,943.22		4,943.22		4943.22		4943.22	2341.00	7284.22	0.00		7284.22		7,284.22
Bus Shelters (9)	8,575.00		8,575.00		8575		8575	2548	11123			11123		11,123.00
Youth Shelter - café, W Rd & MT, Station	5,200.00		5,200.00		5200	16870	22070		22070	0		22070		22,070.00
Battle Rd Play Area	16,805.85		16,805.85		16805.85		16805.85	7464.00	24269.85			24269.85		24,269.85
Blacksmiths Copse	9,100.00		9,100.00	-9100	0		0		0			0		0.00
Cameron Close	10,200.00		10,200.00	-10200	0		0		0			0		0.00
Carpenters Way	9,100.00		9,100.00	-9100	0		0		0			0		0.00
Maurice Thornton (new play area acquired Ju	42,941.70		42,941.70		42941.7	630	43571.7	5342.22	48913.92			48913.92		48,913.92
Quinnell Drive	33,120.00		33,120.00		33120	767.16	33887.16		33887.16			33887.16		33,887.16
South Road (new play equipment 2021)/Track	74,451.68		74,451.68	4363.28	78,814.96	22526	101340.96	42146.62	143487.58			143487.58		143,487.58
Stroma Gardens	23,967.00		23,967.00		23967		23967	-6797.00	17170	0.00		17170		17,170.00
Diplocks Ball Park	32,300.00		32,300.00	-32300	0		0		0			0		0.00
Butts Field	23,800.00		23,800.00	-23800	0		0		0			0		0.00
Jubilee Garden	550.00		550.00		550		550		550			550		550.00
Outdoor Gym	8,459.00		8,459.00		8459		8459		8459	0.00		8459		8,459.00
Defibulators	3,723.00		3,723.00		3723	855.9	4578.9		4578.9			4578.9		4,578.90
James West Exterior Sign													1,872	1,872.00
Book of Remembrance													0	0.00
Maurice Thornton Skate Park													31,210	31,210.00
Total	478,795.45	-	478,795.45	- 79,571.72	399,223.73	47,922.30	447,146.03	53,044.84	500,190.87	-	-	500,190.87	33,082.00	502,062.87
SUMMARY														
Operational assets	2,035,350.00	-	2,035,350.00		2035350	11,416.00	2046766	107,195	2153961	700,000.00		2853961	-	2,853,960.75
Vehicle/plant. Etc	191,180.32	25,326.82	216,507.14	25,363.37	241,870.51	4,833.44	246703.95	6,211.00	252914.95	- 3,633.00		249282	17,000.00	266,281.95
Infrastructure	478,795.45	-	478,795.45	- 79,571.72	399,223.73	47,922.30	447146.03	53,044.84	500190.87	-		500191	33,082.00	533,272.87
Community Assets	15.00	0.00	15.00	0	15.00		15		15			15		15.00
							0		0			0		0.00
Total	2,705,340.77	25,326.82	2,730,667.59	- 54,208.35	2,676,459.24	64,171.74	2740630.98	166,450.59	2,907,081.57	696,367.00	-	3,603,448.57	50,082.00	3,653,530.57
Loan to Memorial Institute													68,328.00	68,328.00
Total assets	2,705,340.77	25,326.82	2,730,667.59	- 54,208.35	2,676,459.24	64,171.74	2,740,630.98	166,450.59	2,907,081.57	696,367.00	-	3,603,448.57	118,410.00	3,721,858.57
As Per annual			As Per annual		As per annual		As per annual		As per annual			As per annual		As per annual
Return box 9			Return box 9		Return box 9		Return box 9		Return box 9			Return Box 9		Return Box 9



Hailsham Town Council

Inglenook • Market Street • Hailsham • East Sussex • BN27 2AE

T: (01323) 841702

E: enquiries@hailsham-tc.gov.uk

W: hailsham-tc.gov.uk

Town Clerk: John Harrison

AGENDA ITEM NUMBER:	5.5
MEETING DATE:	24th April 2026
COUNCIL/COMMITTEE:	Finance and Governance
TITLE:	To receive update on Assertion 10 of the Annual Governance and Accountability Return
PURPOSE OF REPORT:	To receive an update on the council's compliance with Assertion 10
OFFICER CONTACT:	Town Clerk

Key Points – Assertion 10 (AGAR 2025/26)

- New Requirement: From 2025/26, local councils must complete *Assertion 10* in the Annual Governance and Accountability Return (AGAR), demonstrating responsible management of digital, data, and information governance.
- Purpose: Not extra bureaucracy, but about embedding good governance, resilience, and protection of personal data.
- Main Expectations under Assertion 10:
 - Use of a council-owned email domain (not personal or free services).
 - Council website must meet WCAG 2.2 AA accessibility standards.

- Councils must have an IT policy covering secure and lawful use of digital devices.
- Confirmation of compliance with UK GDPR and Data Protection Act 2018.
- Data Protection is Continuous:
 - Councils must actively manage personal data, mapping what is held, why it is held, who has access, how it is stored/secured, and when/how it is disposed of.
 - Requires up-to-date policies, training for councillors and staff, and clear procedures for handling data access requests.
 - Compliance must be evidenced, not just assumed.
- Practical Compliance:
 - May involve data audits, risk assessments, refreshed documentation, or updated training.
 - Goal: move from *assumptions* to *assurance* - able to clearly demonstrate lawful and secure management of personal data.
- Why Councils Must Act Now:
 - Assertion 10 already applies to the **current financial year**.
 - Early action allows councils to identify gaps, strengthen practices, and avoid last-minute compliance pressures.
 - Benefits go beyond compliance: protecting personal data, demonstrating transparency, and maintaining community confidence.
- Support Available:
 - NALC and Breakthrough Communications are producing guidance to help councils.
 - Support includes data audits, toolkits, policy development, training, and tailored advice.

Action Plan

Finance and Governance Committee Meeting 25.10.2025 agreed to adopt the following action Plan for Assertion 10 Compliance

Area	Actions	Responsibility	Timeline	Evidence/Output	Status
Governance and Responsibility	<ul style="list-style-type: none"> • Appoint a lead officer/member for data governance • schedule regular updates to council 	F&G Committee / Clerk	Oct - Dec 2025	Named lead, agenda updates	Regular updates to council to be arranged
Email and Website Standards	<ul style="list-style-type: none"> • Ensure council-owned email domain is in place • migrate all councillors/staff • review website against WCAG 2.2 AA • commission updates if required 	Lead officer/ IT provider	Oct -Dec 2025	Domain live, website compliance report, accessibility statement	In Place. (Cllr Devices to be ordered to ensure all members have complete access to HTC Emails)
IT & Information Governance	<ul style="list-style-type: none"> • Draft/update IT policy • confirm backup & recovery systems • review secure storage of digital/paper records 	Lead officer/F&G Committee	Jan - Mar 2026	Approved IT policy, documented backup system	Complete
Data Protection Compliance	<ul style="list-style-type: none"> • Conduct full data audit, including CCTV • update privacy notices 	Lead officer/F&G Committee	Jan - Mar 2026	Data audit log, updated policies, supplier contracts reviewed	Complete

Area	Actions	Responsibility	Timeline	Evidence/Output	Status
	<ul style="list-style-type: none"> refresh policies (Data Protection, Retention, SARs, CCTV) check contracts with suppliers 				
Training & Awareness	<ul style="list-style-type: none"> Provide GDPR/data protection training for councillors & staff issue practical guidance/checklist embed into induction 	Clerk / External trainer	Jan - Mar 2026 (then annual)	Training records, checklists circulated, induction material	Training to be put in place. Checklist and Inductions in place.
Evidence & Assurance	Create compliance file (policies, training, audits, minutes) undertake self-assessment/external review prepare AGAR evidence	Lead officer/F&G Committee/RFO	Apr - Jun 2026	Compliance folder, completed self-assessment, AGAR documentation	Complete
Support & Resources	<ul style="list-style-type: none"> Use NALC guidance consider Breakthrough toolkit or audit budget for IT/website/training support 	Lead officer/F&G Committee/RFO	Ongoing	Budget line, advice taken, toolkit/audit reports	Complete

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Description	Tenant	Type of agreement	Date of agreement	Rent Review Mechanism	Rent Review Frequency	Rent Review Date	Lease End Date	Current Annual Rent
1 Market Square, Hailsham BN27 1AQ (Lower levels)	Nat2Gaming	Lease		CPI	Annual			£13,104 to be paid monthly in advance. Service charges to be applied, Tenant to pay all utilities
1 Market Square (Upper levels), Hailsham, BN27 1AQ	Downland Housing Society Ltd	99 year Lease	20.03.1998				20.03.2097	Peppercorn
Cemetery Lodge, Ersham Road, Hailsham, BN27 3LJ	Private	Short Term Tenancy Let						
Keymer Kebab, 6a Market Street, Hailsham, BN27 2AE	Kemar Kebab	Lease						
4 Market Square, Hailsham, BN27 1AG	Foodbank	Lease						
Beaconsfield, Western Road Recreation Ground, Hailsham, BN27 3EW	Hailsham Town Football Club	Lease						
Tennis Courts Western Road Recreation Ground, Hailsham, BN27 3EW	Hailsham Tennis Club	Lease						
Union Corner Hall & Car Park, Hawks Road, Hailsham, BN27 1ND	Union Corner Hall	License Agreement						

Southview, Western Road, Hailsham, BN27 3DN	Citizens Advice Bureau	Lease							
Memorial Institute, Western Road, Hailsham, BN27 3DN		Lease							
Hailsham Cricket Pavilion, Western Road, Hailsham	Hailsham Cricket Club	Lease							

CONTRACT REGISTER - HAILSHAM TOWN COUNCIL

Organisation Name	Title of Agreement	Contract type	Directorate/Service Responsible	Description of Goods & Services	Contract Start date	End Date	Review date	Notice period Required	Contract Value	Supplier Name
Hailsham Town Council	Vehicle Contract	Lease	TL	Ford Transit Tipper	23.7.2020	22.7.2025	May-25		19731	Lex Autolease
Hailsham Town Council	Vehicle Contract	Lease	TL	Vauxhall Vivaro & Cabstar	24.8.2020	23.8.2025	May-25		32959	Lex Autolease
Hailsham Town Council	Photocopiers	Lease	DTC	Photocopiers x 4	4.1.2021	3.1.2025	31.12.2025		4992	CF Corporate Finance Ltd
Hailsham Town Council	Copiers - printing & ink	Lease	DTC	Printing contract for copier	4.1.2021	3.1.2025	31.12.2025		5136	SOS Systems
Hailsham Town Council	Cemetery Grass Cutting	3 Year	TL	Cemetery Grass Cutting	1.4.2023	31.3.2026	31.12.2025		13,350	Countrywide Grounds Maintenance
Hailsham Town Council	Horticultural Contract	3 Years	TL	Horticultural Contract	1.4.2020	31.2.2025	31.12.2024		19980	Barcombe Landscapes
Hailsham Town Council	Telephone Contract -			Broadband and Line Rental	1.4.13	ongoing	TBA		3126.6	Vostel
Hailsham Town Council	Telephone Contract - IPEC system			Office Telephone system and call charges	25.06.24	Jun-30	Jan-30			Chalvington
Hailsham Town Council	Telephone Contract			Mobile Phone Charges		ongoing	TBA			Uniserve
Hailsham Town Council	Tree Inspection	ongoing	TL	Tree Services	1.4.2020	ongoing	TBA		3,325	RG Consultancy
Hailsham Town Council	Festive Illumination	3 year	KG	Town Festive Lighting	28.02.26	31.01.29	Nov-28		11400	Festive illuminations
Hailsham Town Council	CCTV Maintenance	ongoing	TL	CCTV	14.1.11	ongoing	TBA		37500	Sussex Police Authority
Hailsham Town Council	Street Lighting Maintenance	1 Year		Street Lighting maintenance	1.4.17	ongoing	TBA		13390	East Sussex County Council
Hailsham Town Council	Street Lighting Energy	ongoing		Energy supply for Street Lights	1.7.13	ongoing	TBA		9700	East Sussex County Council
Hailsham Town Council	Public Toilet Cleaning	ongoing	TL	Public Toilet Cleaning	1.6.14	ongoing	TBA		10080	Incleanation Cleaning Services
Hailsham Town Council	Blanket Insurance Policy	5 Years	RFO	Insurance Policy	1.6.2024	31.5.2027	31.1.2027		17,000	Zurich Municipal
Hailsham Town Council	Grave Digging	3 Years		Grave Digging	1.8.2024	31.7.2025	31.5.2025		15757	S Lawrenz
Hailsham Town Council	Energy Contracts	6 Years	RFO	Gas & electricity for all sites	24.03.26	24.03.32	Dec-31		52859	Corona - through The Green Energy Ad
Hailsham Town Council	Water Contracts	6 Years	RFO	Water for all sites	24.03.26	24.03.32	Dec-31		96722	Everflow - through The Green Energy Ac

<u>Nominal Code</u>	<u>Cost Centre</u>	<u>Earmarked Reserves</u>	<u>Opening Balance</u>	<u>In</u>	<u>Out</u>	<u>Balance as at</u>	<u>Committed</u>	<u>Projected</u>			
			<u>01/04/2025</u>			<u>31/03/2026</u>					
325		Ripleys Land	19,791			19,791	8,500	11,291	Bus Shelter		
328		Ripleys POS	23,790			23,790	20,000	3,790	Union Corner Hall - New Toilets Summer 2026		
			43,581	0	0	43,581	28,500	15,081			
329		Street Lighting	10,270	15,000		25,270		25,270			
330		S106	1,757			1,757		1,757			
336		Transport Grant	2,750			2,750		2,750	Community Bus		
			14,777	15,000	0	29,777	0	29,777			
331		Communities Building	18,618			18,618		18,618	Emergency Repairs for Communities buildings		
333		Youth Services	16,658		2,548	14,110		14,110			
335		Cemetery New Burial Fund	17,500			17,500		17,500	Emergency Burial Purposes		
342		Changing Places	3,659		3,659	0		0	Released back into GR		
344		Cemetery Lodge Boiler	3,617			3,617		3,617	Been done?		
355		4 Market Square Roof	6,000	1,000		7,000		7,000	Roof needs work		
358		Air Conditioning Units	1,750		1,750	0		0	Released back into GR		
			67,802	1,000	7,957	60,845	0	60,845			
337		NHP	20,000		20,000	0		0			
348		Revitalisation Fund	4,231	2,500		6,731	2,000	4,731	Advertising of Markets. General contingency		
354		Chairmans Allowance	344	1,000	300	1,044		1,044			
			24,575	3,500	20,300	7,775	2,000	5,775			
350		Storm Damage	4,900			4,900		4,900	Emergency Tree Works		
			4,900	0	0	4,900	0	4,900			
356		Allotments	5,742			5,742		5,742	Contingency		
			5,742	0	0	5,742	0	5,742			
357		CIL 2023/2024	1,129,399		400,601	728,798	50,208	678,590	See List to right for committed	Church	£12,887
359		CIL 2024/2025	1,275,219			1,275,219		1,275,219		James West Signs	£1,000
361		CIL 2025/2026		1,209,483		1,209,483		1,209,483		Market Street Bollards	£3,321
						0		0		Graffiti Boards	£6,000
			2,404,618	1,209,483	400,601	3,213,500	50,208	3,163,292		Graffiti Washing Machine	£11,000
370		Site Drainage		1,900		1,900		1,900	Maurice Thornton Drainage Issue		
		Safety Gates		1,000		1,000		1,000	Replacement of gate at Battle Road Play Area		
		Outside Maintenance Fund		20,000		20,000		20,000	Build up of fund towards future replacement of play areas		
		Graffiti Cleaning		1,800		1,800		1,800	Fund for graffiti cleaning		
		Grass & Hedge Cutting		7,000		7,000		7,000	Equipment required		
		Maintenance of Flowers and Trees		3,000		3,000		3,000	Equipment required		
			0	34,700	0	34,700	0	34,700		Graffiti Washing Machine	£11,000



Risk Management Strategy and Policy Statement 2025/26

Owner	John Harrison, Town Clerk
Reviewer	Responsible Finance Officer
Previous versions	Risk Management Strategy and Policy Statement 2024/25
Templates used/adapted	
Approver	Finance & Governance Committee
Date approved	22.10.25
Date of next review	Annually
Related policies/procedures	
Policy covers	Hailsham Town Council Hailsham Youth Service Hailsham Post Office

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1 Introduction to Risk Management

1.1 In all types of undertaking, there is the potential for events and consequences that may either be opportunities for benefit or threats to success. Corporate risk management is defined as the threat that an event or action will adversely affect the Council's ability to achieve its objectives or to successfully execute its strategies.

1.2 Risk management is the process whereby local councils methodically address the risks associated with what they do and the services which they provide. The Council recognises that it has a responsibility to take all reasonable steps and practical measures to manage risk, safeguard its employees, the people it works with and

provides services for and to protect the natural environment and buildings/assets for which it is responsible for.

2 The objectives of Risk Management

2.1 Risk management is regarded as an essential element of good governance and as an integral part of internal control. It provides the foundation for effective management throughout the Council and focuses attention on the achievement of corporate objectives together with a consistent and structured approach to risk.

2.2 The objectives of the risk management policy are to:

- Integrate risk management into the culture of the council.
- Manage risk in accordance with best practice and legislative requirements.
- Minimise loss, disruption, injury and damages.
- Inform policy and operational decisions by identifying risks and their likely impact.
- Raise awareness of the need for risk management.

3 Risk Management Policy Statement

3.1 Hailsham Town Council provides a range of services to the community and visitors to the area. To secure these services, some amount of risk-taking is inevitable. However, the Council recognises that effective risk management will improve strategic, operational and financial management by helping to maximise opportunities, minimise losses and maximise resources for the services it provides.

3.2 It is the policy of the Council to adopt a risk process that supports better decision making through understanding of risks, whether a positive opportunity or negative threat and their likely impact.

3.3 The policy seeks to confirm the commitment of the Council to a risk managed culture by ensuring that every member and employee has regard for the management of risks in the decision-making process and everyday work situations. The Council is committed to the management of risks to:

- Achieve its Aims and Objectives.
- Ensure compliance with statutory obligations.

- Safeguard its employees, members, service users and all other persons to whom the Council has a duty of care.
- Protect its assets, including property, equipment, vehicles, other resources and reduce associated losses and claims.
- Maintain effective control of public funds.
- Improve performance and service delivery.
- Minimise waste, fraud, and poor value for money.
- Support better project management.
- Promote the reputation of the Council.

3.4 This policy statement has the support of the Council, which recognises that achievement of these identified risk management objectives will benefit the whole community.

Hailsham Town Council Risk Register

Number	Area of Risk	Risk	Level of Risk	Control Measures	Review and Comments
A1	Assets	Inability to maintain existing services	Medium	<p>Previous budget cuts have meant that ongoing maintenance hasn't happened</p> <p>Conditional surveys happened so all required works are known</p> <p>5 year budgets to cover annual maintenance works</p> <p>A planned maintenance schedule is in place</p>	Reserves to be used to bring buildings up to standard
A2	Assets	Protection of physical assets	Medium	<p>All assets are insured. Insurance provider to be reviewed every three years</p> <p>All leases and land registration details documented</p>	A schedule of leases to be created with a review of all by April 26
A3	Assets	Encroachment on Public Land	Low	Work closely with ESCC and Neighbourhood Policing Team	
A4	Assets	Security of buildings, equipment	Low	Most buildings have alarm systems. All offices locked routinely overnight. Planned programme of testing electrical and safety equipment is in place	
R1	Reputation	Contractors may fail to deliver required standards	Low	<p>Only well established contractors used</p> <p>Checks / references made before contract</p> <p>Tender process used for all jobs over £10k</p> <p>Procurement scoring matrix in place</p>	

Risk Management Strategy and Policy Statement 2025/26

I1	Information	Lack of Business Continuity and Disaster Recovery Plans	Low	IT systems all in the cloud Alternative office space available in The Church and also staff have the capacity to work remotely	Disaster Recovery Plan to be created by April 26
I2	Information	Possible Cyber Attacks or Reliability of firewall and security of IT systems could compromise security	Medium	Firewall and security on IT equipment are regularly updated. Regular updates provided from outside IT consultants	Regular training for all staff and members to be included on the training schedule
F1	Financial	That the Council's finances are run effectively and efficiently	Medium	SMT to review and discuss budgets monthly Full Council to review all current income and expenditure at each meeting Each committee to review their budget at each meeting Internal and external audits Staff to have regular training if required	
F2	Financial	Risk of consequential loss of income	Low	Insurance cover in place for insurable risks Aim for bank account reserves to be 50% of precept All electronic records kept on the cloud Committees consider budgets and income and expenditure Regular bank reconciliations which are approved by committee Earmarked reserves are in place for contingent liabilities	
F3	Financial	Financial Controls and Records	Low	Experienced staff in place Strict internal controls are in place to separate functions. Dual authorisation for all payments is in place. All audit reports taken to committee to review	

Risk Management Strategy and Policy Statement 2025/26

				Financial regulations regularly reviewed Internal controls reviewed annually	
F4	Finance	Comply with outside body regulations	Low	Experienced staff in place VAT returns completed quarterly Internal auditors reviews HMRC returns	
F5	Finance	Bad Debts	Low	A regular review of aged debts by Officers Finance Committee review at each meeting Any decisions to write off debts taken by Full Council	Debtor policy created Robust review of all leases currently in place
P1	People	Inability to recruit and retain staff may result in the non-delivery of services	Medium	Regular review of staffing structures and responsibilities. All staff to partake in an annual appraisal system Budget allocated to a training program Council to ensure 'best practice' to always strive for excellence	Review of the staff restructure to take place. Staff morale to be considered and action plan put in place to help improve this if required
P2	People	Council has in place sufficient qualified or experienced staff to operate and manage its activities and structures are in place to protect operations against loss of a key member of staff	Low	Key staff have assigned duties Managers to have shared knowledge of roles to ensure continuation of operations Written procedure notes to be produced for key duties Training program in place All contracts have been reviewed and updated Schemes of delegation to be made	Review of staffing review

Risk Management Strategy and Policy Statement 2025/26

P3	People	Inability to manage during periods of change and/or absence	High	Update Strategic Plan to include staff development and training schedule	Process notes / maps to be created
P4	People	Inability to meet increasing demands/ expectations within available resources	Low	Staff restructure taken place Annual review to happen 5 year Budget review annually to make the best use of resources 5 year Strategic plan reviewed quarterly by strategy committee Adequate reserves held to meet unforeseen expenditure	
P5	People	Risk of violence to staff	Low	Regular review of lone working policy Risk assessment for vulnerable staff	Panic button in place
P6	People	Protection of Staff Absence	Medium	Risk of staff abusing benefits of Local Government contracts Sickness policy in place	Return to work interviews in place Monitoring of absence and reasons behind it Possible review of contracts for new starters
RC1	Regulatory Categories	Failure to maintain the required standards for the proper governance of the Council	Low	3 CiLCA qualified staff. SMT members to train to this qualification Member of NALC – receive regular updates	3 audits undertaken during the year

Risk Management Strategy and Policy Statement 2025/26

RC2	Regulatory Categories	Failure to comply with relevant legislation	Low	Policies in place and on a rolling review cycle Risk assessments carried out regularly Annual audits undertaken	Schemes of delegation to be written
RC3	Regulatory Categories	Council's business is protected against loss, damage and claims made upon it	Low	Council has a combined insurance for buildings, property, employers and public liability Insurance cover to be thoroughly reviewed every three years going through the quote/tender process Insurance provider to be an expert in council insurance Major assets to be valued regularly to ensure insured values are correct	
RC4	Regulatory Categories	Failure to comply with Health & Safety legislation	Low	Council has a comprehensive health and safety risk assessment process Regular ROSPA checks by trained staff IOSH qualified Operations Manager	
RC5	Regulatory Categories	Protection of Council against theft by officers or former officers of the council	Low	The council's insurance includes a fidelity guarantee in respect of staff fraud or theft	
RC6	Regulatory Categories	Data protection and freedom of information – risk of being non-compliant	Low	The Council has a publication scheme for freedom of information requests on its website and is registered with the Information Commissioners Office (ICO) for data protection requirements Conducting yearly audit compliance reviews	Council to conduct thorough data review audit by Mar 26

Risk Management Strategy and Policy Statement 2025/26

RC7	Regulatory Categories	Ensuring activities are within legal powers	Medium	Town Clerk to clarify legal position of any new proposal taking outside legal advice where necessary	
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Report to:	Finance and Governance Committee
Date:	29.04.26
By:	John Harrison, Town Clerk
Title of Report:	Policies

1. PURPOSE:

To adopt the following council policies:

Name of policy	Officer	Reviewed by	Approved by other Committee or notes
Extreme weather & Civic Emergency Policy NOV 25	CSM/TC	HTC Managers including Hailsham Youth Service and the Post Office Reviewed by F & G Working Group Sent to staff asking for comments	Recommended for adoption by Assets ATM/4/25/89 11.02.26
Policy for the Use of electronic devices and the procedure for emails	CSM	TC and then considered by F&GC 23.03.2026	Recommended for adoption by F&GC 23.03.2026 with definition of 'negligence' clarified.
Disciplinary Policy	HRM	HRM Staffing Committee	Recommended for adoption by Staffing Committee 23/04/2026
Sickness Management Policy	HRM	HRM Staffing Committee	Recommended for adoption by Staffing Committee 23/04/2026
Annual leave and other leave policy	HRM	HRM Staffing Committee	Recommended for adoption by Staffing Committee 23/04/2026
Maternity, Paternity and other parental leave policy	HRM	HRM Staffing Committee	Recommended for adoption by Staffing Committee 23/04/2026

Flexible Working Policy	HRM	HRM Staffing Committee	Recommended for adoption by Staffing Committee 23/04/2026



Extreme Weather and Civic Emergency Policy

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager Kaylee Butcher, Corporate Services Officer
Previous versions	Procedure for extreme Weather & Civic Emergency 2010
Templates used/adapted	
Approver	Finance and Governance
Date approved	
Resolution number	
Next Review Due:	2 years
Review date:	
Related policies/procedures	Health and Safety Policy Statement <i>All policies should be read in conjunction with other policies where appropriate.</i>
Policy covers	All Hailsham Town Council
Revisions	

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Recovery and Review	5

Snow/Ice Clearing Arrangements

- 1 Under the **Occupiers' Liability Acts 1957 and 1984**, the Town Council has a duty of care to ensure the safety of all visitors to its premises and land. This includes:
 - Footpaths from streets or car parks to main/staff entrances.
 - Public access routes when inviting visitors to council premises.
- 2 A Risk Assessment must be conducted and regularly reviewed to identify hazards, including snow and ice and outline mitigation procedures.

Office Access and Closure Protocol

- 3 In the event of extreme snow or Ice: Initial Assessment: Determine if staff can safely access the car park and workshops. If not, safe access for others cannot be guaranteed.
- 4 Closure Decision: In consultation with the Chair of the Council and Senior Management Team (SMT), the Town Clerk may decide to close the offices.
- 5 Communication: Update the reception telephone message. Place a notice in the window. Use social media to broadcast the closure.
- 6 Responsibility: The Town Clerk is responsible for initiating or delegating these actions.
- 7 Ongoing Review: Weather conditions must be monitored to reopen offices as soon as practicable.
- 8 Early Closure: If conditions worsen during the day, staff may be sent home early for safety.

Partial Access and Delayed Opening

- 9 If some staff can access the premises: Conduct a site review to determine if safe access can be established. Consider delaying public opening hours and advising staff to arrive later.
- 10 Assess: Number of available Works Team staff, Availability of tools and grit/sharp sand. Estimated time to clear access routes.

11 If grit is insufficient, do not attempt clearance, as untreated cleared areas may pose greater risks (e.g., black ice).

Wider Premises and Facilities Review

12 Once main premises are safe, assess other Council-owned sites:

Priority Sites (based on usage and bookings):

- The Station (Youth Service)
- James West Community Centre
- Cemetery
- Recreation Ground footpaths
- Common Pond footpaths
- Maurice Thornton Playing Fields & Pavilion
- Ersham Road Triangle
- Allotments (Battle Road & Common Pond)
- Country Park car park and paths
- Play Areas: South Road, Battle Road, Stroma Gardens, Carpenters Way, Blacksmiths Copse, Cameron Close, Diplocks, Maurice Thornton, Diplocks Ball Park
- Public Open Spaces: Gleneagles Estate, Grovelands Barn/Orchard Park, Solway

Note: Outdoor facilities may not be used during poor weather. Attempting to clear these may divert resources from higher-risk areas and create additional hazards.

Town Centre and Partnership Working

13 Once priority sites are addressed, Works Team staff may assist with:

- Clearing town centre footways and churchyard paths.
- Collaborating with Wealden District Council (WDC) and East Sussex County Council (ESCC).

14 The Town Council should actively participate in emergency planning with ESCC and WDC.

Other Extreme Weather Events

15 The same procedures apply to other events such as floods, hurricanes, or similar emergencies.

Travel, Childcare, and Payment Arrangements

- 16 Staff Travel: Staff must assess their own ability to travel safely. If public transport is unavailable, taxi costs may be reimbursed with prior approval from the Town Clerk. Staff must notify the office as soon as possible if unable to attend due to weather.
- 17 Office Status: Staff should confirm office status before travelling. A staff notification system will be developed for emergency closures.
- 18 Pay and Work Arrangements: Statutory guidance: Pay is due only when staff are ready and willing to work.
- 19 Options include: Remote working (if feasible), Making up time, taking leave, or pay deductions (as per Section 13 of the Employment Rights Act 1996). All arrangements must be agreed with the Town Clerk.
- 20 Childcare and Family Responsibilities: If schools or care arrangements are disrupted, staff may request flexible arrangements, The same principles apply as above.

Ongoing Review

- 21 The Town Clerk, in consultation with the Chair of the Council and SMT will review the situation at least twice daily.
- 22 If the Council closes the offices, staff will be paid for the affected period, as they are unable to work due to the Council's decision.

Other Civic Emergencies

23 Civic emergencies may include, but are not limited to:

- Major fires
- Power outages
- Terrorist incidents
- Transport accidents
- Environmental hazards (e.g. chemical spills)
- Pandemics or public health emergencies
- Structural failures (e.g. building collapse)

These events may threaten serious damage to human welfare, property, the environment, or public services.

24 Council's Role and Responsibilities: While principal authorities (County and District Councils) lead emergency responses, the Town Council plays a vital supporting role:

- Communication and Coordination
 - Act as a local liaison point for emergency services.
 - Disseminate accurate information via noticeboards, website, and social media.

- Maintain contact with local groups and volunteers.
- Facilities and Resources:
 - Make community buildings available for emergency use (e.g. shelter, food stations).
 - Maintain a list of local volunteers, equipment, and vehicles.
- Emergency Expenditure:
 - The Council may authorise emergency spending for urgent needs related to security and safety.

25 Integration with Local Resilience Forums: The Town Council should actively participate in Local Resilience Forums (LRFs), which include emergency services, health bodies, and voluntary organisations. This ensures coordinated planning and response across agencies.

Recovery and Review

26 Post-event, the Council must: Review procedures. Identify necessary equipment or supplies (e.g., grit spreaders, grit/sand stockpiles). Update contingency plans accordingly.



Policy for the use of electronic devices and the procedure for emails April 26

Owner	John Harrison, Town Clerk
Reviewer	Karen Giddings, Corporate Services Manager
Previous versions	N/A
Templates used/adapted	
Approver	Finance & Governance Committee
Date approved	
Resolution number	
Date of next review	March 2028
Related policies/procedures	
The policy covers	All Hailsham Town Councillors
Revisions	

Contents

1. Introduction
2. Procedure for the use of devices
3. Damaged devices
4. Paper copies
5. Procedure for emails
6. Training
7. Return of equipment
8. Technical support

If you require any support in understanding or applying this policy, please contact the Corporate Services Manager. In addition, in line with the Equality Act 2010, we will make reasonable adjustments to remove or reduce disadvantages faced by disabled employees, Councillors, or applicants.

1. Introduction

- 1.1 **Assertion 10** is a new requirement for Parish and Town Councils in the UK, introduced in the 2025 Annual Governance and Accountability Return (AGAR).

It focuses on digital and data compliance, requiring councils to have proper governance frameworks for their digital presence and to comply with the **UK GDPR** and the **Data Protection Act 2018**.

Key requirements include:

Having a generic email account hosted on a council-owned domain.

Ensuring all websites meet accessibility standards (WCAG 2.2 AA).

Maintaining up to date accessibility statements and documentation as required by the Freedom of Information Act and the Transparency Code.

Under Assertion 10 the Town Council is no longer allowed to send emails to, or receive emails from, Councillors personal email addresses. Emails can only be sent to a Councillor email address

This Policy establishes the guidelines for all Hailsham Town Council Councillors in the use of Council devices and the correct procedure for communication via email

The Council will ensure the devices are adequately insured

2. Procedure for the use of devices

- 2.1 The Town Council will provide all Councillors with a device, for the use of Town Council business only
- 2.2 On receipt of the device, Councillors must sign to confirm receipt of their device. By signing for the device, the Councillor is agreeing to the Terms and Conditions set out in the Device Policy
- 2.3 Devices must only be used for their intended purpose (Council business) and only for the use of the individual Councillor

3. Damaged devices

- 3.1 Councillors must report to the Town Clerk immediately if the device is lost, stolen or damaged
- 3.2 Councillors must take all reasonable steps to ensure the safety of the device and to prevent damage to the device. The device must not be left in an unsecured place or public area and care must be taken to keep beverages, liquids or any item away from the device that could cause damage. If the device or device equipment is lost, stolen

or damaged, because the Councillor did not take reasonable steps to ensure the safety of the device, then the Councillor may be expected to pay for the cost of a replacement, on a like for like basis (full or part charge)

- 3.3 If the device or the device equipment is either faulty or broken due to wear and tear, Hailsham Town Council will fix or replace the device at no cost to the Councillor

4. Paper Copies

- 4.1 Paper copies of minutes, agendas, reports and other Council documents will not be provided to Councillors who have received and accepted devices

5. Procedure for Emails

- 5.1 Councillors emails must only be used for Council business
- 5.2 Councillors must report any suspicious activity in their email account to the Communications Officer and Uniserve
- 5.3 Councillors must not write or send emails that might be defamatory or incur liability to Hailsham Town Council
- 5.4 Councillors must not distribute any inappropriate content or material via email
- 5.5 Councillors must not open attachments from unknown sources
- 5.6 Councillors must not send offensive or abusive emails to others
- 5.7 Any Councillor receiving inappropriate or offensive emails must report the matter to the Town Clerk
- 5.8 The Official Council disclaimer will be set up on all Councillor emails. This must not be removed or changed

6. Training

- 6.1 Councillors may request training on the use of the device. The training will be organised when possible

7. Return of equipment

- 7.1 All equipment remains the property of the Town Council and must be returned by the Councillor when the Councillor's Term of Office is ended
- 7.2 Council elections – all councillors must return their devices as soon as possible before the elections and the devices will be returned to Councillors if re-elected

8. Technical Support

8.1 For any technical support, please contact Uniserve South East Ltd on 01825 873 008



Disciplinary Policy

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager
Previous versions	2021 (NALC Model 2013), Dec 24
Templates used/adapted	NALC 2024 Disciplinary Policy, 2015 ACAS Code of Practice, ACAS guide on discipline and grievances at work
Approver	Initial: Staffing Committee Final: Finance & Governance Committee
Date approved	29.01.25
Resolution number	FBR/24/5/54
Next Review Due:	2 years
Review date:	
Related policies/procedures	Grievance policy Capability and Performance Management (to be written) Sickness and absence
Policy covers	All HTC including Post Office and Hailsham Youth Service
Revisions	Added in resolution number and disability statement, amendments in red

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If you require any support in understanding or applying this policy, please contact the Corporate Services HR Manager. In addition, in line with the Equality Act 2010, we will make reasonable adjustments to remove or reduce disadvantages faced by disabled employees, Councillors, or applicants. This policy is designed to be inclusive and to support a culture where everyone is treated with dignity, respect and fairness. The Council is committed to upholding all equality, diversity and inclusion legislation and ensuring that no employee, worker, councillor or applicant receives less favourable treatment on the grounds of protected characteristics or personal circumstances.

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Commented [RB1]: Updated to reflect a more fair and inclusive statement to reflect practice that it equitable opportunities for all removing barriers

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Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>).
- 2 It also takes account of the ACAS guide on discipline and grievances at work. https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf
- 3 The policy ~~is designed to help and encourages employees to achieve and maintain standards of conduct, attendance and job performance. Its aim is to help improvement and to ensure consistent and fair treatment for everyone in the Council. It is not intended to be contractual and the Council may in some circumstances and at its absolute discretion deviate from the policy below. employees improve unsatisfactory conduct and performance in their job. Wherever possible issues will be resolved informally before formal action. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.~~
- 4 See appendix 1 for a [summary of ACAS principles](#)
- 5 ~~The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.~~

65 This policy confirms:

- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- the Council will fully investigate the facts of each case
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. ~~For more information see ACAS "Performance Management" at <https://webarchive.nationalarchives.gov.uk/ukgwa/20210104113253/https://archive.acas.org.uk/index.aspx?articleid=6608>~~
- employees will be informed in writing about the nature of the ~~complaint/misconduct against them~~ and given the opportunity to state their case
- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and

confer with the employee. The companion ~~cannot~~may not answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining ~~his/her~~their case

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result ~~in~~in the meeting going ahead in their absence and a decision being taken based on the information available. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within 7 calendar days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. ~~The employee's disciplinary records will be held by the Council in accordance with the Data Protection Act 2018. Records will be kept for the period time that information is retained as set out in the Data Protection legislation.~~
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all ~~affected~~ parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct, ~~when~~when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, ~~this~~this will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the Council's and consent of ~~affected~~all parties

Examples of misconduct

76 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions

- breach of health and safety rules.

Examples of gross misconduct

87 Gross misconduct is misconduct that is ~~so~~ considered serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- Anything related to safeguarding/child protection issues – refer to Hailsham Youth Service Safeguarding policy
- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

98 If allegations of gross misconduct or serious misconduct are made, the ~~council~~ Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable a full and fair ~~further~~ investigation.

109 While on suspension, the employee is required to continue to be available during normal hours of work in the event that the ~~council~~ Council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or ~~councillor~~ Councillor.

110 The employee must not attend work. The ~~council~~ Council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

121 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.

- inadequate application of management instructions/office procedures
- failure to fulfil requirement of job description or contract
- unsatisfactory people management ~~of staff~~ skills
- unsatisfactory communication skills

The Procedure

~~43~~12 Preliminary enquiries. The ~~council~~Council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

~~44~~13 If the employee's line manager believes there may be a disciplinary case to answer, the ~~council~~Council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed the alleged misconduct.

~~45~~14 Informal Procedures. Where minor concerns about conduct become apparent, it is the Line manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the Line manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the Line manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

~~46~~15 A formal disciplinary investigation may sometimes be required to establish the facts and to determine whether there is a disciplinary case to answer.

~~47~~16 If a formal disciplinary investigation is required, the Town Clerk will appoint a senior manager or impartial individual as an investigator. It would be escalated to the Staffing Committee if the investigation concerned a member of the senior management team. The Investigator will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and ~~will normally~~may be be a Councillor. If the staffing committee ~~and HR Manager~~ considers that there are no ~~Councillors~~Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it ~~will~~may appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to ~~examine~~consider
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

~~48~~17 The Investigator will be asked to submit their findings usually within ~~24-35~~30 Calendar days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be deemed necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 25).

~~49~~18 The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have reasonable time to prepare for it. The letter will explain the investigationary process and that the meeting is part of that process. The

employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.

~~2019~~ Employees may be accompanied ~~or represented~~ by a workplace colleague ~~or~~ a trade union representative ~~or a trade union official~~ at any ~~investigatory-investigation~~ meeting.

~~2420~~ If there are other persons (e.g. employees, ~~councillors~~ **Councillors**, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

~~2321~~ The Investigator has no authority to ~~take-instantiate~~ disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not ~~there is a case to answer which may require invoking the~~ disciplinary ~~action should be considered under the~~ policy.

~~2322~~ The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:

- the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
- the matter is not serious enough to justify ~~further use of invoking~~ the disciplinary procedure and can be ~~dealt with/resolved~~ informally or
- the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.

~~2423~~ The Investigator will submit the report to the staffing committee and HR Manager which will decide whether further action will be taken.

~~2524~~ If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

~~2625~~ If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of 3 councillors, to formally hear the allegations. The staffing sub-committee will appoint a ~~Chairman~~ **Chair** from one of its members. The Investigator shall not sit on the sub-committee.

~~2726~~ No ~~councillor~~ **Councillor** with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:

- the names of its ~~Chairman~~ **Chair** and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that they ~~has-have~~ sufficient time to prepare ~~for it~~
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least 5 working days before the meeting

- that the employee and the Council will provide each other with all supporting evidence at least 5 working days before the meeting. If witnesses are not attending the meeting, witness statements will be submitted to the other side at least 5 working days before the hearing
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

~~2827~~ The purpose of the disciplinary meeting hearing is for the allegations ~~to be put~~ presented to the employee and then for the employee to set out their case and have the ability to respond to the allegation against them. give their perspective. It will be conducted as follows:

- the ~~Chairman~~Chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the ~~Chairman~~Chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the ~~Chairman~~Chair will invite the employee to present their account
- the employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

~~2928~~ The ~~Chairman~~Chair will provide the employee with the sub-committee's decision with reasons, in writing, within 7 calendar days of the meeting. The ~~Chairman~~Chair will also notify the employee of the right to appeal the decision.

~~3029~~ The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

~~3430~~ If the sub-committee decides that there should be a disciplinary actionsanction, it may be any one of the following:

~~3231~~ OralVerbal-Verbal warning

An ~~oral~~Verbal warning is issued for most first instances of minor misconduct. The council will notify the employee:

- of the reason for the warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- of the right to appeal
- that a note confirming the ~~oral~~Verbal warning will be placed on the employee's personnel-HR file, that a copy will be provided to the employee and that the warning will remain in force for six months.

First written warning

~~3332~~ If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will-may result in more-further serious disciplinary action
- the employee's right of appeal

- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for ~~a specified period of time (e.g. 12 months)~~ a period of 12 months.

Final written warning

3433 If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for ~~a specified period of time (e.g. 12 months)~~ a period of 12 months.

Dismissal

3534 The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

3635 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

3736 An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within 7 calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

3837 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting.

3938 Where possible, the appeal will be heard by a panel of 3 members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the Council who may include members of the staff committee. The appeal panel will appoint a ~~Chairman~~ Chair from one of its members.

4039 The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague ~~- or~~ a trade union representative ~~or a trade union official~~.

4140 At the appeal meeting, the ~~Chairman~~Chair will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear and consider the employee's reasons for appealing against the disciplinary decision
- explain the action that the appeal panel may take.

4241 The employee (or companion) will be asked to explain the grounds for appeal.

4342 The ~~Chairman~~Chair will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

4443 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's ~~personnel~~HR file.

4544 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

4645 The appeal panel's decision is final.

DRAFT

Appendix 1

Summary of Disciplinary Policy

Purpose & Scope

This policy sets out a clear and fair process for handling disciplinary matters in line with the ACAS Code. It applies to all employees and aims to resolve issues promptly and fairly.

Key Principles

- Fairness and consistency
- Confidentiality
- Right to be accompanied
- Opportunity to respond before decisions are made

Process Overview

Informal → Investigation → Hearing → Decision → Appeal

Step-by-Step Process

1. Informal Stage – Manager discusses concerns with the employee.
2. Investigation – Independent fact-finding within 21 days.
3. Disciplinary Hearing – Employee can respond and be accompanied.
4. Decision & Sanction – Based on evidence and seriousness.
5. Appeal – Employee can appeal within 7 days.

Roles & Responsibilities:

- Manager: Handles informal stage
- Investigator: Collects facts
- Staffing Sub-Committee: Makes decisions
- Appeal Panel: Reviews decisions

Summary Table of Disciplinary Sanctions

Sanction	When Applied
Oral Verbal Warning	Minor misconduct
Written Warning	Repeated or serious misconduct
Final Written Warning	Further misconduct after warning
Dismissal	Gross misconduct or continued failure

Employee Rights

Employees have the right to:

- Be informed of allegations
- Be accompanied at hearings
- Ask for reasonable adjustments for support
- Appeal decisions



Sickness Management Policy

Owner	John Harrison, <i>Town Clerk</i>
Reviewer	Kaylee Butcher, Corporate Services Officer Emily Hastings, Corporate Services Manager Rachel Brazier, HR Manager
Previous versions	Sickness Management Policy Jan 25; Sickness absence Management Policy 2023
Templates used/adapted	NALC/ACAS
Approver	Initial: Staffing Committee Final: Finance & Governance Committee
Date approved	
Resolution number	
Date of next review	2 years
Related policies/procedures	Annual Leave
Policy covers	Hailsham Town Council Hailsham Youth Service For Post Office see individual contracts
Revisions	Updated absence triggers 11.11.25 Added in resolution numbers and disability statement

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If you require any support in understanding or applying this policy, please contact the ~~Corporate Services~~HR Manager. In addition, in line with the Equality Act 2010, we will make reasonable adjustments to remove or reduce disadvantages faced by disabled employees, Councillors, or applicants.

1- Introduction

1.1 - Hailsham Town Council is committed to ~~dealing-engaging~~ fairly and sympathetically with employees who are absent from work due to ill health. In cases of long-term sickness absence, the Council will ~~assist-support employees~~ with ~~their rehabilitation and eventual~~ return to work, including making reasonable adjustments to jobs or working arrangements where possible.

1.2 - This procedure does not form part of employees' terms and conditions of employment and is subject to change. Hailsham Town Council staff follow the National Joint Council "Green Book" sick leave entitlement. Hailsham Youth Service staff follow the Joint Negotiating Committee for Youth and Community Workers "Pink Book" sick leave entitlement. For Post Office staff see individual contracts for sick leave entitlement.

1.3 - In all cases, data and information regarding absences from work and health conditions will be treated as sensitive personal data in accordance with the Council's Data Protection Policy.

2- Reasonable Adjustments for Disabled Employees

2.1 - Whilst managing sickness absence the Council is mindful of the obligation under the Equality Act 2010 to consider reasonable adjustments for disabled employees. The Council will work with an employee to support their continued employment, explore reasonable adjustments and identify any additional support that may reasonably be provided.

2.2 - Guidance on suggested reasonable adjustments may be sought from Occupational Health or other medical practitioners if appropriate. Adjustments may include, for example:

- Minor changes to the job, tasks, or the way that work is done
- Changes to place of work, hours of work or the introduction of remote or hybrid working
- Adaptations to the workplace
- Provision of specialist equipment or software

2.3 - The assessment of reasonableness will rest with the Council and will be determined after consideration of all relevant circumstances including effectiveness, practicability, impact on service users and financial consequences. Employees will be encouraged to engage with the government's Access to Work scheme where appropriate.

3- Sickness Absence Reporting

3.1 - On the first day of sickness absence, employees ~~should-must~~ contact their Line Manager or Reception, no later than 15 minutes after their usual start time, to confirm that they are absent due to sickness and to give an indication of the likely duration of the absence. Employees must remain in regular contact with their Line Manager throughout any period of sickness absence.

3.2 - Line Manager should report any absences to ~~Corporate Services~~HR Manager/Officer.

3.3 – For any absences staff ~~should-must~~ complete a Sickness Absence Self Certification Form (Appendix 1).

3.4 - If still unfit to attend work after 7 calendar days of absence, the employee must obtain a 'fit note' from a GP or authorised health professional indicating the nature of the absence and the likely duration. Fit notes must be sent to the Line Manager and these should be forwarded to ~~Corporate Services~~HR Manager/Officer for ~~confidential~~ filing in HR files. ~~All files will be kept confidential.~~

3.5 - Fit notes must continue to be submitted to cover the full duration of any absence lasting more than seven calendar days.

3.6 - If an employee is unable to communicate with the Council themselves as a result of their illness or condition, they may nominate a friend or family member to act as their designated contact.

3.7 - The sick pay scheme is set out in the Council's terms and conditions of employment. Receipt of sick pay is conditional on employees following the sickness absence reporting procedure, remaining in regular contact with the Council during any period of absence, providing updates on their health situation if requested, and submitting fit notes as required. Employees should also attend third party medical examinations if requested to do so by the Council. If an employee does not give permission to attend third party medical examinations the Council will make decisions based on information available to them.

3.8 - If the sickness absence is due to a planned surgery or a medical procedure where possible the employee is to give as much notice of the planned absence as possible. For absence for other medical appointments ~~see is set out in the~~ Annual leave and other leave policy.

3.9 - All sickness or injury absence will be entered on your employment record and will be monitored from time to time.

3.10 – Annual leave continues to accrue while on sick leave, ~~and the Council abides by ACAS guidelines regarding this.~~

~~4 Abuse of the sick pay scheme~~

~~4.1 Instances of abuse or suspected abuse of the Sick Pay Scheme will be investigated and treated as a disciplinary matter. This includes if it is known or suspected that:~~

- ~~• absence is not due to genuine ill health, or not for the reason stated~~
- ~~• the employee is undertaking inappropriate activities while off sick, such as carrying out similar work for another employer~~
- ~~• the employee knowingly engages in activities which further endanger their health or recovery during a period of sickness absence~~

5-4- Short term sickness absence

5.1 - Short-term sickness absence is defined as any single period of absence lasting less than ~~28-7~~ calendar days.

5.2 - After any period of short-term sickness, the Line Manager will have an informal conversation with the employee to:

- Check on their health and understand whether the absence is likely to reoccur
- Provide any information or updates to the employee about anything they have missed during the absence period
- Respond to any questions or concerns the employee raises
- Understand whether any temporary adjustments need to be made to assist the employee during their recovery

5.3 - In the case of frequent or persistent short-term absences, it may be necessary to work with the employee to develop a plan to improve attendance. This may include discussion of reasonable adjustments or adaptations to either the job, the workplace or ways of working. Medical advice may also be sought.

5.4 - It will not normally be necessary to convene formal meetings as a result of short-term sickness absence. However, the Council may choose to enter formal sickness absence management procedures where there are:

Commented [RB1]: I do not consider this is necessary to have set out in the policy, as this is part of the implied term of trust and confidence. This is very draconian in its nature and detracts from this being an engaging policy to support individuals. It creates a sense of mistrust of your employees

Commented [RB2]: This should be adjusted to 7 calendar days as the definition of short term absence. It provides more clarity about short term absence as this is the period for self certification.

- ~~an employee has been absent for five or more occasions totalling 12 days or more of absence in any 12 month period; or~~
- 3 separate occasions of sickness absence within a rolling 12-month period or
- 8 or more working days in a rolling 12-month period
- Any patterns of frequent short term absences that may be concerning ~~absence pattern emerges;~~ or
- an attendance improvement plan has been unsuccessful

Commented [RB3]: I would expand this point to have clearer AMP triggers, these proposed indicators would help to flag any possible underlying issues including health concern, stress or conduct related matters

6-5- Long term Sickness absence

6.1 - Long term sickness absence is defined as any absence lasting 28 calendar days or more. During all periods of long-term absence, employees are required to maintain regular communication with their Line Manager to provide updates on their condition, recovery and likely duration of the absence.

6.2 - The Council reserves the right to seek advice from appropriately qualified medical professionals, including Council nominated Occupational Health practitioners, at any stage during a long-term sickness absence. The purpose of a referral to a medical professional may include:

- to seek information or a medical report on the employee's condition, including where a condition is unclear ~~or ambiguous~~
- to establish prognosis, or an indication of when the employee may be fit to return to work either to their original role or to an alternative or adapted role
- to seek guidance on an employee's disability status and any reasonable adjustments which may reasonably be considered to facilitate a return to work
- to seek to understand the impact of the employee's health condition on their ability ~~to attend to work and do their job~~ perform their role.

6.3 - Such referrals will be carried out in accordance with the Access to Medical Reports Act 1988 where applicable.

6.4 - Return to Work

6.4.1 - At the point of returning to work after any long-term sickness absence the Line Manager ~~will~~ must meet with the employee to conduct a Return to Work meeting. This should ~~ideally~~ take place ~~before prior to~~ the planned return date ~~but and the Line Manager also~~ should meet the employee on ~~be on~~ the first day back to work ~~at the latest~~. During ~~this a~~ return-to-work meeting the following points should be discussed:

- the specific arrangements for the employee's return to work, including any temporary reasonable adjustments that are being made such as a phased return or homeworking
- what work the employee will be doing on their return to work and a plan for the ~~first week~~ backphased return to work
- any ongoing medical issues of which the employer is not already aware, including any updated guidance from a GP or other healthcare professional
- arrangements for monitoring the employee's progress and ongoing fitness to work
- what the employee should do if they have any difficulties ~~with fulfilling~~ during the return to work ~~plan~~ phased period

6.5 - Guidelines for a Phased Return

6.5.1 - A phased return to work allows an employee to transition from long-term absence back to full work duties. A phased return to work plan should be based on the employee's health needs and could, for example, involve a gradual increase in hours over a period of weeks, or a temporary period of increased home or flexible working.

6.5.2 - If a phased return to work plan is agreed, the plan should set out:

- when it starts, and with what duties, hours and work location

- any temporary changes to the employee's work environment, workplace, duties or ways of working during the phased return to work
- when and how the employee's work duties, hours and location will change during the phased return period
- how the employee's progress during the phased return to work will be monitored
- what the employee will be paid during any phased return to work (this may be a combination of normal pay and sick pay where the phased return includes reduced hours)
- what happens if the phased return needs to be extended

6.5.3 - The phased return to work plan should be set out in writing. The Line Manager should liaise with the ~~Corporate Services Manager/Officer~~ HR Manager. The phased return will be actively monitored by both the employee and their Line Manager.

7- Absence Attendance Management Procedure Process

Short Term Absence

The attendance management process begins on the first day that an employee experiences unplanned absences when an employee falls ill and is unable to work. Should employees reach short term absence triggers the Line Manager, along with the support of HR will commence the AMP and will follow the stages set out below.

Stage 1 – first trigger point has been reached for short term absence. An employee would attend an initial absence meeting with their Line Manager conducted on their return to work following the absence that has triggered the prompt. The emphasis of the meeting should be ensuring the employee is not suffering from any underlying long term medical condition. It should review the absence history, stress the importance of good attendance and agree a way forward to improve attendance. The outcome of the meeting may result in an employee being placed on level 1 of the Absence management process (AMP Level 1). Please note that days counted towards placing an employee on AMP Level 1 cannot be counted again towards another prompt.

Stage 2 – An employee who has been placed on AMP Level 1, should be asked to attend a further meeting, if during the time they are on this level the following occurs:

- Sickness absence occurs on 3 or more occasions, or for a total of 4 or more working days the 3 months period following being placed on an AMP and/or
- If sickness absence occurs on 3 or more occasions, or for a total of 8 or more working days in any 12 month period.

The absence counselling meeting should follow the process to determine whether an employee should be placed on AMP level 2.

If an employee who has been placed on AMP level 2 and accrues further absences within the following 12 months to the extent that they reach a further prompt, and they do not have an underlying medical condition, they should be asked to attend a contractual review meeting.

Stage 3 – if at any point throughout the process it comes to light that the employee has an underlying medical condition which medically well evidenced and the employee has worked with the Council to help manage their condition, a further absence meeting will apply, which may result in being placed on an AMP Level 3. This extra stage in the process is designed to explore further support and consideration to any reasonable adjustments or restrictive duties in line with the Equality Act of 2010, under the advice of an Occupational Health and/or clarification and support from the Employees GP. Following reasonable adjustments and support it may be found appropriate to review on going absence for a longer period of time depending on the underlying medical condition.

Contractual Review Meeting

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At a contractual review meeting, the employee should be invited to attend a meeting and the process will follow that set out with an appropriate nominated Chair (see point 7.4.3 below for identifying a suitable Chair). At this meeting the employee will be reminded of their overall absence history and of the procedures that the Council has followed to date. They will be given every opportunity to raise any facts which may mitigate any decision to end their employment. Whilst emphasis of any such meeting is clearly on the individual's absence record, the Chair conducting the review will have discretion to take account of the employee's overall record. In particular account, should be taken of length of service and overall attendance performance.

Following the meeting, the employee should be notified in writing of any decision within 7 calendar days. If the meeting results in the employment contract being terminated, the letter should include any reference to appropriate notice to which they are entitled and the right of appeal (as set out in 7.5 below).

Long Term Absences

7.1 Informal stage

7.1.1 - Employees may be required to attend informal meetings to discuss their absence and recovery at any stage whilst absent due to sickness. This may include meetings with third party medical practitioners if requested. These meetings may take place at Council offices, a third party consulting venue, or the employee's home with their permission and subject to prior appointment. The Council will also consider an employee request for a remote meeting (e.g. by telephone or video call), but the Council reserves the right to require in-person attendance at such meetings.

7.1.2 - As these meetings are informal, employees will not be entitled to be accompanied except in cases where a companion is necessary as a reasonable adjustment ~~for a disabled employee~~.

7.1.3 - Informal meetings will seek to explore the employee's health condition and its impact on their ability to attend work and ~~deliver the requirements~~ perform of their role. Meetings may explore temporary adjustments to the role, work pattern, work location or duties to allow the employee to return to work sooner than may otherwise be the case.

7.1.4 - If there is no change in the health condition, no adjustments can be agreed to facilitate a return to work, and where there is no prospect of the employee returning to their existing job within what the Council considers to be a reasonable timescale, meetings with the employee will move to the formal stage of this procedure. This can be done before the expiry of full or half pay under the Sick Pay Scheme if appropriate.

7.2 Formal stage

7.2.1 - The Council will notify an employee in writing if they are required to attend a formal meeting under this Sickness Absence Management Procedure. The purpose of the formal stage will be to ensure that all options have been explored to enable the employee to return to work. If it is established during the formal stage of the procedure that the employee cannot return to work within a reasonable timescale, the Council may ultimately make the decision to terminate the employee's employment on grounds of capability.

7.2.2- If at any formal stage the employee or their representative is unable to attend a meeting at the time and date set by the Council, reasonable efforts will be made to rearrange the meeting for a mutually convenient date and time. Unreasonable and repeated delays are unacceptable however, so if it is not possible to agree on a date and time after three attempts, the meeting will go ahead in the employee's absence and the Council will make their decision on the basis of the information available to them. The employee may make advance written submissions if they are not attending in person.

7.2.3 - At all stages during the formal process, reasonable adjustments to the process itself will be considered in respect of disabled employees, where requested.

Commented [RB4]: This is a process to be followed to support managing short term absences. Setting out the stages to follow when using Absence management triggers

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7.2.4 – Where there is a right to be accompanied by colleague or Trade Union representative the employee will inform the Council of their names in advance of the meeting. The representative cannot answer questions on the employee's behalf.

7.3 First Formal Meeting

7.3.1 - The Council will write to the employee to request that they attend a first formal meeting, giving at least five working days' notice of the meeting. The employee will be informed of their right to be accompanied at the meeting by a colleague or a Trade Union representative, where the employee holds Trade Union membership. The employee will be informed in this letter that ultimately, the outcome of the formal process may result in the termination of their employment. The employee will also be provided with a copy of this policy and procedure.

7.3.2 - The meeting will be chaired by a member of the Senior Management Team. The Chair will be accompanied by the employee's Line Manager, or another Council employee senior to the absent employee. The Council may also, at their discretion, choose to invite an external HR representative to provide advice to the panel. Notes of the meeting will be taken, and a copy provided to the employee within five working days of the meeting.

7.3.3 - The purpose of the first formal meeting will be to:

- establish the current situation regards the employee's health, the progress of their recovery and the likely length of their absence, checking especially whether the situation has changed since the most recent discussion under the informal stage of this procedure
- review the advice in the employee's most recent fit note or any medical reports received
- determine whether further medical or Occupational Health reports are required
- review discussions with the employee regarding what steps can be taken to assist the employee in returning to work (for example, a phased return, amended job duties, altered hours of work, workplace adaptations etc.) and to set out any adjustments or adaptations which have already been considered and why these have either not been implemented, or have not been effective
- consider the employee's skills and experience in order to look at options for redeployment to an alternative role

7.3.4 - If further medical or Occupational Health advice is required, the First Formal meeting will be adjourned to allow this to be provided. The meeting will be reconvened once this advice is received, to consider the implications of this advice, and whether any adaptations or adjustments not previously considered are available.

7.3.5 - At the conclusion of the meeting, the panel will confirm the appropriate course of action to the employee. This may include one or more of the following:

- agreement to continued absence from work with an agreed review date to obtain further medical advice
- implementation of adjustments or adaptations to facilitate a full or partial return to work
- options and consideration of redeployment to an alternative role, within a reasonable timescale
- return to work
- the possibility of ill health retirement
- the possibility of a decision to dismiss the employee
- a decision that the case should proceed to a Final Formal Meeting

7.3.6 - The panel's decision and any agreed actions will be set out in writing to the employee within five working days of the meeting.

7.4 Final Formal Meeting

7.4.1 - A Final Formal Meeting will be convened where:

- it is clear from medical advice received that the employee is unable to return to either their original role or an alternative role in the foreseeable future; and/or
- all reasonable steps to assist the employee in returning to work have been exhausted

7.4.2 - The Council will write to the employee to request that they attend the Final Formal Meeting, giving at least five working days' notice of the meeting. The employee will be informed of their right to be accompanied at the meeting by a colleague or a Trade Union representative, where the employee holds Trade Union membership. The employee will be informed in this letter of the possible outcomes of this meeting, which will include the possibility of the termination of their employment.

7.4.3 – A panel comprising three councillors will be convened wherever possible from the Staffing Committee, acting as a Staffing sub-committee. In extraordinary circumstances the panel could comprise individuals from outside of the Council, with the agreement of all parties concerned. The sub-committee will appoint a Chair from one of the three members. No councillor with previous involvement in the case will sit on the sub-committee. The employee's Line Manager, the Town Clerk or the Corporate Services Manager will attend to present the management case and summarise actions taken to date. External individuals.

7.4.4 - The Council may also, at its discretion, choose to invite an external HR representative to provide advice to the panel. Notes of the meeting will be taken, and a copy provided to the employee with five working days of the meeting.

7.4.5 - At the Final Formal Meeting, the panel will consider all circumstances of the employee's case, including:

- the length of the employee's sickness absence
- the likely length of any future absence
- the prospect of a return to work within a reasonable timescale
- the medical advice received on the employee's condition, recovery and prognosis
- if applicable, the possibility of ill-health retirement
- any adjustments and adaptations discussed to facilitate a return to work, and whether these are reasonable
- any other adjustments or adaptations which could reasonably be made
- the effect of the employee's continued absence on service users, colleagues and the Council's operations
- whether redeployment has been considered

7.4.6 - The meeting may be adjourned and reconvened at a later date to allow additional information or medical advice to be obtained if necessary.

7.4.7 - After the meeting, the Chair will write to the employee setting out the outcome of the Final Formal Meeting. The outcome of the meeting could be:

- a decision that the employee remains absent on sick leave until they have recovered (typically where an approximate return to work date within a reasonable timescale can be identified)
- that steps to pursue ill-health retirement will commence
- confirmation of adjustments or adaptations to enable a return to work
- a warning that continued absence is unacceptable
- a recommendation that redeployment is pursued
- a decision to dismiss the employee

7.4.8 - The employee will receive the panel's decision, and confirmation of any right of appeal, in writing within five working days of the meeting.

7.5 Appeal

7.5.1 - The employee will have the right of appeal against the following outcomes of a Final Formal Meeting:

- a warning
- redeployment
- dismissal, including ill-health retirement

7.5.2 - The employee should set their appeal out in writing, addressed to the Town Clerk, within five working days of receiving the written outcome of the Final Formal Meeting. The appeal should set out the grounds on which the employee believes that the decision was flawed or unfair.

7.5.3 - An appeal hearing will be convened no earlier than 10 working days after the appeal is received. The appeal will not be unreasonably delayed. The Appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. In the event that there are insufficient members of the Staffing Committee who have not previously been involved, the appeal panel will be a committee of three members of the council who may include members of the Staffing Committee. The appeal panel will appoint a Chair from one of its members. The Council may also, at their discretion, invite an external HR representative to provide advice to the panel. The employee will have the right to be accompanied at the meeting by a colleague or a Trade Union representative, where the employee holds Trade Union membership. Notes will be taken and a copy provided to the employee within five working days of the meeting.

7.5.4 - The purpose of the hearing will be to review the decision made at the Final Formal Meeting and the employee will be entitled to make representations about the appropriateness of the decision. At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the Staffing Sub-Committee and to review that decision
- explain the action(s) that the appeal panel may take

7.5.5 - The Appeal is not a complete re-hearing of the entire case. The Appeal panel will focus solely on the grounds of appeal. The employee (or their companion) will be asked to explain the grounds for appeal. The panel may adjourn the hearing if additional information is required before a decision can be made.

7.5.6 - The Appeal Panel may:

- uphold the original decision
- substitute an alternative decision
- refer the matter back to an earlier stage of the process (formal or informal)

7.5.7 - The decision of the appeal panel will be confirmed to the employee in writing within five working days of the conclusion of the appeal hearing and will explain the grounds on which the decision was reached. There is no further right of appeal.

7.5.8 - If an appeal against dismissal is upheld, and the dismissal has already taken place, the employee will be reinstated and will receive normal pay (in accordance with the sick pay scheme where the employee remains absent from work) for the period from the date of dismissal. Continuity of service will be preserved.

8- Redeployment

8.1 - The Council will consider redeployment to an alternative role where medical advice indicates that an employee absent due to long-term sickness absence will be unable to return to their existing

role within a reasonable timescale, and where it is not possible to make temporary or permanent adjustments to their existing role to enable the employee to return to work.

8.2 - The Council will discuss with the employee their skills and experience and will take account of medical advice in seeking a suitable alternative role. An employee absent due to long-term sickness may be considered for redeployment at any stage during formal absence management processes. If offered redeployee status as an outcome of a formal meeting, this may be offered for a defined period determined by the panel. This will not normally exceed a maximum of three months. If it is not possible to redeploy the employee to a suitable alternative role within the agreed timescale, the only alternative available will usually be dismissal.

8.3 - At the Council's discretion, a redeployment period may run concurrently with the employee's notice period where a decision to dismiss has been made in a Final Formal Meeting. In this case, if a suitable alternative role is accepted and is considered successful after a trial period, a variation of contract will be offered and, if accepted by the employee, notice of termination of employment will then be withdrawn. Notice may be extended at the Council's discretion to allow completion of a trial period in an alternative role, where appropriate.

8.4 - During any redeployment period, if the employee remains unfit to attend work they will be paid in accordance with the sick pay scheme set out in their terms and conditions of employment.

8.5 - Any vacancy offered as a redeployment opportunity will be offered on the basis of the salary, working conditions, work pattern/hours, work location and terms and conditions of that vacant role. Reasonable adjustments will be considered for disabled employees. If an employee accepts an offer of redeployment on health grounds, they will be asked to agree to a variation of contract.

8.6 - While the employee is free to refuse any offer of redeployment, the only alternative available will usually be dismissal.

Appendix 1 Sickness Absence Self Certification Form



Sickness Absence Self Certification Form

This form is to be completed on your return to work following any period of sickness.

If you are returning to work after a sickness absence of more than seven calendar days, you should also provide a medical certificate/fit note.

Name:

Position:

Dates of Absence (actual working days)

From:

To:

Details of sickness or injury (provide a brief description, detailed medical information is not required):

Employee signature:

Date:

Line Manager signature:

Date:

Line Manager to forward to HR (~~Corporate Services~~ Manager/Officer)

This form and the information contained within will be handled in accordance with the General Data Protection Regulation (GDPR).

Annual Leave and other leave policy

Owner	John Harrison, Town Clerk
Reviewer	Rachel Brazier, HR Manager
Previous versions	
Templates used/adapted	NALC/ACAS
Approver	Initial: Staffing Committee Final: Finance & Governance Committee
Date approved	
Resolution number	
Date of next review	2 years
Related policies/procedures	Sickness Policy (reviewed March 26) Maternity/paternity and other parental leave (Updated March 26)
Policy covers	Hailsham Town Council Hailsham Youth Service For Post Office individual contracts
Revisions	18.03.2026 Updated for Employment Rights Bill Changes 11.11.25 Added in resolution number and disability statement

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If you require any support in understanding or applying this policy, please contact the Corporate Services Manager. In addition, in line with the Equality Act 2010, we will make reasonable adjustments to remove or reduce disadvantages faced by disabled employees, Councillors, or applicants.

1- Annual Leave entitlement

1.1 Hailsham Town Council (HTC) staff follow the National Joint Council "Green Book" annual leave entitlement. Hailsham Youth Service staff follow the Joint Negotiating Committee for Youth and Community Workers "Pink Book" annual leave entitlement. For Post Office see individual contracts

1.2 Within this policy a 'week' means the length of time an employee usually works over 7 days.

2- Working Part-time

2.1 If you work part time your paid annual leave entitlement is pro rata your full-time equivalent (FTE) percentage e.g. if you work 18.5 hours out of 37 hours this is 0.5 FTE.

2.2 You will receive pro-rata entitlement for bank holidays. If your entitlement to Bank Holidays exceeds the number of days that fall on your normal working days (typically because you don't work on Mondays), you will be able to take the excess as annual leave. If your entitlement to Bank Holidays is less than the number of Bank Holidays that fall on your normal working days (typically because your normal working days include Mondays), then you can make up the

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difference by using your annual leave entitlement. With agreement from your Line Manager, you may be able to work additional hours to make up the deficit.

2.3 Part-time employees are responsible for "taking off" bank holidays using their bank holiday entitlement and annual leave entitlement, if necessary.

3- Leave year

3.1 The annual leave year runs from 1st April to 31st March. It is your responsibility to manage your annual leave in such a way that you can take it all during the annual leave year. Your annual leave entitlement will be pro-rated in your first and last year of employment with the Council.

4- Carrying over leave

4.1 The Council would prefer and should encourage employees to use their statutory annual leave within an annual leave year. However, the Council does realise there are circumstances where this is not always possible, or employees need more annual leave in the preceding year. Up to a week of annual leave can be carried over to the next annual leave year. Carrying over more than 1 week of annual leave would need approval from Senior Management team.

5- Christmas closure

5.1 The Youth Service closes for two weeks over Christmas; Youth Service employees use their annual leave entitlement to cover this closure.

5.2 HTC's office typically closes mid-afternoon on Christmas Eve and opens on the 2nd of January unless the 2nd is a public holiday or non-working day. HTC employees use the two days given by the Council for Christmas closure and then use their annual leave entitlement to cover working days. If employees work between Christmas and New Years on non-public holidays e.g. the Works Team, they can use the two statutory days at another time if agreed by their Line Manager by prior agreement.

5.3 Employees are responsible for taking off and having enough annual leave to cover the Christmas closure. This will be monitored by Line Managers.

6- Requesting leave

6.1 You should request annual leave from your Line Manager. Requests for annual leave must be made as far in advance as practicable in order to enable managers to make the necessary arrangements to ensure adequate staffing levels in the service delivery.

6.2 Before granting annual leave your Line Manager will consider:

- Tasks/meetings which will be impacted,
- The team's workload,
- The need for office or team cover, and,
- Whether other staff have or are likely to ask for the same time off (e.g. a popular holiday time).
- The personal/cultural requirements of the employee.

6.3 Holidays or other excursions should not be booked before annual leave has been approved by the Line Manager. The Council is not liable for any costs incurred by employees in booking trips or excursions when annual leave has not been approved.

6.4 If you take annual leave without Line Manager permission, it will be treated as an unauthorised absence and dealt with under the Disciplinary Procedure.

7- Recording leave

7.1 Line Managers should oversee the recording of annual leave taken within Excel. The Senior Management Team should have access to this information.

7.2 Reception should be informed of upcoming annual leave.

7.3 Employees or their Line Managers should let their team know about upcoming annual leave once this is approved.

7.4 Annual leave which has been approved should be recorded in Outlook Calendars and any team calendars managed for your work area.

8- Sickness during leave

8.1 If you become ill during a period of paid annual leave, you must comply with the requirements of the sickness reporting and certification procedure if you wish to have this sickness period discounted from the period of paid annual leave taken. It is important that you contact your Line Manager on the first day of sickness and keep the Council up to date during the period of sickness. Employees who fall sick on a bank/public holiday, irrespective of whether they were scheduled to work, will not be entitled to take that bank/public holiday leave at another time.

9- Payment of annual leave

9.1 If you work regular hours or a full year, holiday pay will be the same as the pay you will have received if you had been at work and working.

10- Public and Extra Statutory Holidays

10.1 Employees required to work on a public or extra statutory holiday shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked within their normal working hours for that day. In addition, at a later date, time off with pay shall be allowed as follows:

- Time worked less than half the normal working hours on that day — half day
- Time worked more than half the normal Working hours on that day — full day

11- Payment in lieu

11.1 The Council cannot offer payment in lieu of annual leave entitlement unless you are leaving the Council and have not taken annual leave entitlement that you have accrued at the time of leaving. If you leave during the course of an annual leave year and cannot take any outstanding accrued annual leave before your last day, you will receive a payment in lieu of any outstanding accrued annual leave. In such a case, a calculation will be made of the amount of paid annual leave due to you, on a pro rata basis, for that part of the annual leave year up to the date of termination of the contract. Holiday pay will be based on your current rate of pay including any regular overtime.

11.2 If, however, you have taken more paid annual leave than is due by this calculation, then a deduction will be made from your salary payments for an amount at your basic daily rate for the days in question. Such a deduction will be deemed to be a contractually authorised deduction.

12- Medical appointments

12.1 There's no legal right to time off work for a medical appointment (except for maternity leave and time off for antenatal appointments, see maternity leave policy). However, the Council has a 'duty of care' to do all they reasonably can to protect their employees' health, safety and wellbeing at work. Medical appointments can include doctors, dentist, appointments for mental health – for example counselling. Employees are expected to make every effort to make medical appointments outside their working hours.

12.2 To be able to attend their appointment, employees could consider:

- using their unpaid breaks
- making up the time they take off later
- rearranging an appointment to be outside of work hours
- organising the appointment for the beginning or the end of the working day
- using holiday entitlement

12.3 Hospital, consultation, or specialist clinic appointments are considered an authorised absence. The Council will pay time off for this.

12.4 There's no legal requirement for an employee to provide proof of a medical appointment. However, if an employee is happy to provide it, proof can be helpful. It can help everyone agree how the employee can take the time they need for the appointment. Proof could be a hospital letter or a text message confirming a GP appointment.

12.3 See sickness policy for time off for surgery.

13- Carer's leave entitlement

13.1 All eligible employees, regardless of hours worked or length of service, have the right to take a maximum of one week's unpaid carer's leave during any 12-month period to provide or arrange care for a dependant with a long-term care need. They can either take a whole week off or take individual days or half days throughout the year. The entitlement to a maximum of one week's unpaid leave is irrespective of the number of dependants.

13.2 A "dependant" is a parent, spouse, civil partner, child, or someone who lives in the same household as the employee, but excluding tenants, lodgers or boarders, or someone who is employed by the employee.

13.3 Long term care is when the dependant has:

- any physical or mental illness or injury that requires or is likely to require care for more than three months.
- a condition or illness that is considered a disability under with the Equality Act 2010
- care needs connected with their old age.

13.4 To help the Council to manage the planned absence from work, if you intend on taking a period of carer's leave, you are required to provide notice that is double the length of time that is being requested or at least three days in advance, whichever provides the greater amount of notice. (See below for emergency leave).

13.5 The Council reserve the right to postpone carer's leave if it believes that the absence would unduly disrupt the Council. If it is deemed necessary to postpone carer's leave, the Council will notify you in writing within seven days of receipt of your request for carer's leave, setting out the reason for the postponement. The Council will also offer alternative dates on which carer's leave can be taken. The leave will not be postponed later than one month after the start of the original request.

13.6 Failure to follow the Council's procedures for taking carer's leave could lead to disciplinary action under our disciplinary procedure for absence without leave

13.7 During the unpaid time off, you continue to be bound by and remain entitled to the benefit of your normal terms and conditions of employment, except for terms relating to wages or salary. You will remain employed by the Council and accrue unbroken continuity of service and continue to accrue holiday entitlement.

14- Parental leave

14.1 ~~Unpaid parental leave is a day one right for all employees with parental responsibilities. There is no longer a need to complete qualifying service before becoming eligible. To be eligible for unpaid parental leave the parent must have worked for the employer for 1 year or more.~~ The employee must have parental responsibility for the child. All eligible employees, regardless of hours worked, have the right to take up to 18 weeks of parental leave for each child until each child is 18 years old. If an employee takes it, it must be in blocks of weeks, a maximum of 4 weeks a year for each child.

Commented [RB1]: This reflects the change in legislation under the Employment Rights Bill Parental leave becoming a day one right with effect from 6 April

14.2 If an employee is taking parental leave for a disabled child, they can take parental leave in blocks of days or hours if they are entitled to one of the following for their child: Disability Living Allowance or Personal Independence Payment.

14.3 An employee might take parental leave to be with their child so they can:

- provide care when usual childcare arrangements are disrupted and the time off can be planned in advance
- look after them during school holidays
- care for them when they're off school sick
- go to school open days or events with them
- settle them into new childcare arrangements

14.4 An employee wishing to take parental leave should give 21 days' notice before the date they want to start a block of parental leave and give the exact dates they plan to start and finish the block of parental leave. See below for emergency leave.

14.5 The Council reserve the right to postpone parental leave if it believes that the absence would unduly disrupt the Council. If the Council deemed it necessary to postpone parental leave, it

will notify you in writing within seven days of receipt of your request for parental leave, setting out the reason for the postponement. The Council will also offer alternative dates on which parental leave can be taken. The leave will not be postponed later than six months after the start of the original request.

14.6 Failure to follow the Council's procedures for taking parental leave could lead to disciplinary action under our disciplinary procedure for absence without leave.

14.7 During the unpaid time off, you continue to be bound by and remain entitled to the benefit of your normal terms and conditions of employment, except for terms relating to wages or salary. You will remain employed by us and accrue unbroken continuity of service and continue to accrue holiday entitlement.

14.8 For leave associated with maternity or paternity or adoption, please see the Council Policy entitled Maternity/paternity/adoption and other parental leave.

15– Neonatal Care Leave

15.1 Neonatal care leave allows parents to have additional time off to be with a baby who is receiving neonatal care. The law is the Neonatal Care (Leave and Pay) Act 2023.

15.2 The right to take neonatal care leave applies from the first day of work. Eligible parents can take neonatal care leave once their child has been in neonatal care for at least 7 consecutive days.

15.3 Parents who have a baby admitted to neonatal care up to the age of 28 days might be eligible for up to 12 weeks of leave. This includes fathers and partners of birth parents.

15.4 The Council will follow the ACAS guidelines: [What the law says - Neonatal care leave and pay - Acas](#)

16– Emergency Leave

16.1 From time to time, employees may need to take unplanned absences to attend to urgent or serious situations affecting their dependants or other issues. The purpose of emergency leave is to provide the employee with a short period to deal with the emergency situation.

16.2 Employees are not entitled to pay while taking emergency dependant leave. However, all other terms and conditions of employment are preserved. Employees could take annual leave, take time in lieu or make up the time.

16.3 Notification of emergency leave: As soon as reasonably practicable, an employee should contact their Line Manager by phone to explain their absence. Employees may not wish others to know why they are absent, so the Line Manager should exercise discretion to protect their privacy.

16.4 The Line Manager to discuss with the employee how long they expect to be off; ask employee to let the Line Manager know if anything changes; discuss any immediate work matters that may need attention; discuss how the emergency leave will be covered e.g. annual leave, TOIL.

16.5 The Council will adopt a flexible, understanding approach and recognise that the situation may be stressful for the employee.

16.6 The Council will consider whether the employee needs support on their return to work, depending on the circumstances of their absence.

16.7 Where an employee needs to care for a dependant on an ongoing basis see Carer's and parental leave above.

17- Compassionate leave

17.1 The Council aims to extend sympathy, compassion and understanding should employees suffer a bereavement.

17.2 Application for bereavement leave should be made via your Line Manager.

17.3 Employees have a right to paid 2 weeks off if their child dies under the age of 18 or is stillborn after 24 weeks of pregnancy. This is called 'parental bereavement leave' and is also known as 'Jack's Law'.

17.4 The Council will normally grant up to 5 days paid leave in the event of the death of an immediate relative (spouse, civil partner, parent, stepparent, grandparent, brother, sister, brother-in-law, sister-in-law, mother-in-law and father-in-law). Any time off in addition to this will be unpaid and should be discussed with the employee's Line Manager. Reasonable unpaid compassionate leave will be granted taking into account such factors as the relationship with the deceased person and the timing and location of the funeral.

17.5 We accept that sometimes the need to take this leave can arise at very short notice, but request that employees should discuss their requirements with their manager before taking any time off and, in any event, at the earliest opportunity. All requests for compassionate leave will be dealt with on a confidential basis.

18- Jury Service

18.1 The Council will not pay your earnings if you are on jury service. Employees can claim for loss of earnings allowance from the court. The exception to this rule is if you are receiving less than your usual take home pay. In this case the Council will top up, so you do not lose out on pay.

18.2 The Council reserves the right to ask you to defer or be excluded from jury service if it believes that the absence would unduly disrupt the Council.



Maternity, Paternity and other Parental Leave Policy

Owner	John Harrison, Town Clerk
Reviewer	Rachel Brazier, HR Manager
Previous versions	
Templates used/adapted	NALC
Approver	Initial: Staffing Committee Final: Full Council
Date approved	25.09.25
Resolution number	HTC/25/3/158
Date of next review	2 years
Related policies/procedures	
Policy covers	All HTC
Revisions	<u>17.03.2026 updated in line with Employment Rights Bill</u> 11.11.25 Added in resolution numbers and disability statement

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If you require any support in understanding or applying this policy, please contact the Corporate Services Manager. In addition, in line with the Equality Act 2010, we will make reasonable adjustments to remove or reduce disadvantages faced by disabled employees, Councillors, or applicants.

Maternity Leave

1- Purpose and Scope

- 1.1 The legal name for the time off is 'statutory maternity leave'. If an employee is not comfortable calling it maternity leave, they can let the Council know so we can support them.
- 1.2 This policy and procedure applies to all current employees, whether full or part-time, temporary or fixed term.
- 1.3 The purpose of this policy and procedure is to provide clear information about our maternity provisions. This document sets out our policy on maternity leave, pay, and arrangements surrounding returning to work after maternity leave. It also sets out the procedures which we need to follow at various stages, before, during and after maternity leave.
- 1.4 This document provides basic guidance on the health and safety aspects of working whilst pregnant.

2- Procedure

Telling your manager that you are pregnant

- 2.1 As soon as you know that you are pregnant, you are encouraged to let us know. This is in your own interests and ensures that we can take any necessary steps to look after your health and safety and that of your baby.
- 2.2 As soon as you tell us that you are pregnant, we will conduct an assessment of any health and safety risks to you or your baby (appendix A). Early notice also allows us to let you know what your rights will be to maternity leave and pay. However, you do have the right to wait until the 15th week before you expect the baby before telling us that you are pregnant. Either way, you are required to confirm in writing the fact that you are pregnant, attaching a copy of your MAT B1 and indicating when you expect to start your maternity leave. You should note that you have the right to change the start date of your maternity leave provided that you give at least 28 days written notice of the change.
- 2.3 The MAT B1 is a form signed by a doctor/midwife confirming your expected week of childbirth (EWC). Hospitals and GP surgeries have different policies regarding when the MAT B1 should be signed and by whom. The MAT B1 is not always issued automatically and you may have to ask your doctor/midwife for a copy.

3- Entitlements

3.1 Ante-natal care

- 3.1.1 During your pregnancy, your doctor/midwife will make regular appointments with you for ante-natal checks, scans, tests etc. You are entitled to take reasonable time off work to attend these appointments, regardless of your length of service or the hours that you work. This time off will be paid and you will not be expected to make up the time. You should, however, give us as much notice as possible of your appointments and, after the first one, if possible, should present the appointment card from the hospital or clinic.

3.2 Fertility Treatment

3.2.1 We will allow reasonable time-off arrangements for employees undergoing fertility treatment.

3.3 Maternity leave

3.3.1 You are entitled to take up to 52 weeks' maternity leave. This is made up of 26 weeks of ordinary maternity leave (OML) plus 26 weeks' additional maternity leave (AML). You also have the right to return to work after the end of your OML or AML. This right applies to all employees regardless of length of service or the number of hours worked per week.

3.3.2 You can choose when to start your maternity leave. This can be any date from the beginning of the 11th week before the week the baby is due. The law requires that an employee take a minimum of two weeks maternity leave immediately following the birth.

3.4 Sick leave during your pregnancy or maternity leave

3.4.1 If you are off sick due to a pregnancy-related illness any time after the beginning of the fourth week before the start of the expected week of childbirth (EWC), then your maternity leave period will begin straight away.

3.4.2 If you are off sick due to a non-pregnancy-related illness any time after the beginning of the fourth week before the start of the expected week of childbirth (EWC), it will be treated as sick leave in the usual way.

3.4.3 Any pregnancy related sick leave taken before the start of the fourth week will be treated as sick leave in the usual way.

3.4.4 Maternity leave will not be treated as sick leave and will not therefore be taken into account for the calculation of the period of entitlement to sickness leave.

3.5 Rest facilities

3.5.1 The council will provide somewhere where a pregnant or nursing employee can rest. This may be a staff room, first aid room or if space does not permit, a comfortable chair away from the work area may have to suffice.

3.6 Early births

3.6.1 If the birth of your baby occurs before the 11th week before the EWC or your planned date of leaving, your maternity leave will commence the day after your baby is born.

3.7 Miscarriage, Termination, Still-birth and Death of a Baby

3.7.1 If the baby dies or is still-born after 24 weeks' pregnancy the maternity scheme applies. Where this occurs before 24 weeks (miscarriage) or there is a termination the Council will consider the circumstances and where necessary grant special leave or sick leave, as appropriate on the basis of the individual circumstances. The decision will be based on the needs of the employee and medical opinion.

3.8 Maternity pay

3.8.1 You are eligible to receive 39 weeks statutory maternity pay (SMP) if:

- You have at least 26 weeks' continuous service with the council by the end of the 15th week before the expected week of childbirth (EWC) ("the qualifying week"), and,
- You have average weekly earnings in the eight weeks up to and including the qualifying week of at least the lower earnings limit for Class 1 National Insurance contributions.

3.8.2 If you qualify for SMP, it will usually be paid for a period of up to 39 weeks. Rates are fixed by law and are subject to tax and National Insurance deductions. During the first 6 weeks of this 39-week period, SMP is paid at 90% of your average weekly earnings; thereafter you will receive the weekly lower statutory maternity rate or 90% of your weekly earnings, whichever is the lesser amount. Your average weekly earnings are calculated over the 8 weeks prior to the end of your qualifying week (15th week before the EWC) (see here for details of statutory rates - www.gov.uk/maternity-pay-leave/pay).

3.8.3 If you do not qualify for SMP you may be eligible to receive Maternity Allowance. If you are not entitled to statutory maternity pay, we will issue you an SMP1 form to allow you to claim the Maternity Allowance.

3.8.4 Payments for employees who have more than 26 weeks continuous service but less than 1 year's continuous local government service at the beginning of the 11th week before the EWC shall be the employee's entitlement to Statutory Maternity Pay (SMP), where eligible.

3.8.5 Payments for employees who have completed 1 year's continuous local government service at the 11th week before the EWC shall be as follows: -

- i. For the first six weeks of absence an employee shall be entitled to nine-tenths of a week's pay offset against payments made by way of SMP or Maternity Allowance (MA) for employees not eligible for SMP.
- ii. An employee who declares in writing that they intends to return to work will for the subsequent 12 weeks receive half a week's pay without deduction except by the extent to which the combined pay and SMP (or MA and any dependant's allowances if the employee is not eligible for SMP) exceeds full pay. Alternatively, the equivalent amount (i.e. 6 weeks' pay) may be paid on any other mutually agreed distribution.
- iii. For the remainder of the maternity leave period the employee will receive their entitlement to SMP currently 39 weeks in total), where eligible.
- iv. For employees not intending to return to work payments during the subsequent 20 weeks shall be the employee's entitlement to SMP.
- v. Payments made by the Council during maternity leave under (ii) above shall be made on the understanding that the employee will return to the Council's employment for a period of at least three months, which may be varied by the Council on good cause being shown and, in the event of her not doing so, they shall refund the monies paid, or such part thereof, if any, as the Council may decide. Payments made to the employee by way of SMP are not refundable.

4- Shared Parental Leave (SPL)

4.1 You are entitled to curtail your maternity leave and pay and instead take SPL and pay with your partner/the father of the child, subject to meeting the eligibility criteria. SPL enables parents to choose how to share the care of their child during the first year of birth. Its purpose

is to give parents more flexibility in considering how to best care for, and bond with, their child. (<https://www.gov.uk/shared-parental-leave-and-pay>)

5- The effect of maternity leave on contractual benefits

5.1.1 During your maternity leave you will be entitled to receive the contractual benefits that you would normally receive if you were at work with the exception of cash benefits (e.g. remuneration and allowances).

5.1.2 On return to work following OML and AML you are entitled to benefit from any general improvements to the rate of pay (or other terms and conditions) that you would have received had you been at work. This may also lead to a re-calculation of your SMP Entitlements.

5.2 Annual leave

5.2.1 Your contractual annual leave entitlement continues to accrue during your maternity leave. You can choose to take any leave accrued, as a block, either before you commence maternity leave, immediately upon your return to work or a combination of the two. You should be aware that if you take the annual leave before starting maternity leave and then leave employment mid-way through the maternity leave, the usual deductions will apply from your final salary or the Council may ask for an appropriate refund.

5.3 Pension scheme

5.3.1 Occupational pension contributions continue during OML and during any period of paid maternity absence.

6- Maintaining contact during maternity leave

6.1 Some people choose to have little if any contact with work during their maternity leave while others want to maintain a high level of contact. Before you start your maternity leave, we will meet with you to discuss reasonable contact arrangements during your maternity leave. Below is a list of the sorts of information you may want to be kept informed about:

- Notes of important meetings or announcements affecting staff
- Details of internal vacancies which arise
- Details of significant developments to working practices
- Details of any training courses which are offered to the team

6.2 There may be occasions when we need to contact you even if you have indicated that you do not wish to be contacted. In these circumstances contact will only be made when there is significant information which might affect you. For example, where there are changes proposed to the job you are expected to return to.

7- Keeping in touch (KIT) Days

7.1 You may work for up to 10 days during your maternity leave. KIT days can only be worked by mutual agreement; that is to say both you and the council must agree to the work / training taking place. When agreeing KIT days, we will agree the type of work to be carried out and the duration in advance. Particular care should be taken when agreeing a rate of pay because payment for KIT days is off-set against Statutory Maternity Pay and not in addition to it. Therefore, we should agree a rate for that week which must be equal to or in excess of the rate of SMP.

7.2 Keeping in touch (KIT) days are intended to facilitate a smooth return to work for women returning from maternity leave. Before going on leave, the employer and the employee should discuss and agree any voluntary arrangements for keeping in touch during the employee's

maternity leave. An employee may work for up to 10 KIT days during OML or AML without bringing her maternity leave to an end. An employee may not work during the two weeks of compulsory maternity leave immediately after the birth of her baby. (b) The work can be consecutive or not and can include training or other activities which enable the employee to keep in touch with the workplace. Any such work must be by agreement and neither the employer nor the employee can insist upon it.

8- Returning to work

- 8.1 We will assume that you will take your full maternity leave entitlement and intend to return to work doing the same job (see paragraph below regarding entitlement to return to the same job after maternity leave), with the same hours, unless you notify us, in writing, or request otherwise. In other words, you do not have to notify us if you intend to return to work at the end of your AML.
- 8.2 Within 28 days of receipt of the initial notification the Council will write to the employee informing them of the last day of their maternity leave and the expected date of their return.
- 8.3 If you want to return to work before the end of your maternity leave, you will need to notify us in writing giving at least eight weeks' notice of your intended return date. If you do not give at least eight weeks' notice, we may delay your return to work by up to a further eight weeks where there is good reason.
- 8.4 You have the right to resume working in the same job if returning to work from OML. If you return to work after a period of AML, you are entitled to return either to the same job or, if this is not reasonably practicable, to another suitable job that is on terms and conditions not less favourable.
- 8.5 If you decide not to return to work after your maternity leave, you will need to resign giving the appropriate notice as specified in your contract of employment. See section 3.8.5 v regarding refunding the monies paid, or such part thereof.
- 8.6 Where an employee is unable to return on the expected day due to sickness the absence will be covered by the sickness scheme in the normal way.

9- Requesting a change to your work pattern of work

- 9.1 You have the right to request that we consider changing your pattern of work (subject to eligibility criteria). See the Flexible Working Policy.

10- Health and Safety

Risk assessment

- 10.1 Whilst most women are able to work normally during pregnancy there are some duties which are best avoided or minimised. We may be able to reorganise your work to avoid/minimise such duties or may arrange different work for you for health and safety reasons. Only in exceptional cases would other action be required e.g. suspension on medical grounds or other appropriate action.
- 10.2 Once you tell us of your pregnancy, we will hold a meeting with you to discuss health and safety issues. In consultation with you, we will complete a risk assessment (appendix A), agreeing with you any measures to be taken. We will hold regular meetings with you throughout your pregnancy in order to review the initial assessment. If you have any concerns please raise these directly with the council.

10.3 The needs of breastfeeding employees should be taken into account.
(<https://www.hse.gov.uk/mothers/>)

11 Redundancy

11.1 You should be assured that in the event a redundancy situation should arise, you will not be dismissed or selected for redundancy for reasons related to pregnancy, nor because you intended to take or took, maternity or shared parental leave in accordance with this policy. It is however lawful to dismiss or select employees for redundancy on unrelated grounds if these are fair. In this situation, our normal redundancy consultation procedure would be followed.

11.2 If the role of an employee who is either pregnant, is on maternity, or shared parental leave is proposed to be made redundant, the employee will be included in the applicable redundancy consultation process. In some cases, it may be appropriate to extend consultation periods for employees on family leave.

11.3 Furthermore, if an employee's role becomes redundant during a protected period of pregnancy, or whilst taking maternity leave or shared parental leave, they will be offered a suitable alternative vacancy in preference to other employees if one is available.

11.4 Employees who are made redundant at or following the 15th week prior to the expected week of childbirth, and who are eligible for SMP, and those who are on shared parental leave and eligible for ShPP will still receive the full entitlement to statutory pay. In these circumstances, SMP, or ShPP may be paid weekly or as one lump sum. Any other benefits such as holiday entitlement would only be provided or accrued to the end of the notice period.

12 Data Protection

12.1 When managing your maternity leave and pay, we will process personal data collected in accordance with the data protection policy. Personal and or sensitive information is held securely and accessed by, and disclosed to, those who need to manage maternity leave and pay. Inappropriate access or disclosure of personal data would breach our data protection policy and should be reported immediately. A data breach may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

Paternity Leave

13 Eligibility

13.1 The legal name for the time off is 'statutory paternity leave'. If an employee is not comfortable calling it paternity leave, they can let the Council know so we can support them.

~~13.2 From 6 April 2026 employees will qualify for statutory paternity leave from their first day of employment, this will be unpaid until they have worked for the Council for 26 weeks.~~

~~13.3~~ 13.3 To qualify for ordinary paternity leave and pay, you will need to have at least 26 weeks service by the end of the 15th week before the expected week of childbirth (EWC) or ending with the week in which you were notified of having been matched with the child. You must also have, or expect to have, responsibility for the upbringing of the child.

14 Ante- natal appointments

14.2 An expectant father or the partner (including same sex) of an expectant partner is entitled to take unpaid time off work to accompany the expectant partner to up to 2 of the ante-natal

Commented [RB1]: Change reflects Employment Rights Bill providing day one right for unpaid paternity leave; paid leave still requires qualifying period

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appointments. The time off is capped at six and a half hours for each appointment. "Partner" includes the spouse or civil partner of the expectant partner and a person (of either sex) in a long-term relationship with them.

14.3 The right applies whether the child is conceived naturally or through donor insemination. It also extends to those who will become parents through a surrogacy arrangement if they expect to satisfy the conditions, and intend to apply, for a Parental Order for the child born through that arrangement.

14.4 You should endeavour to give the council as much notice as possible of when you need the time off for the antenatal appointment. We may ask you for a declaration stating the date and time of the appointment and that you qualify for the unpaid time off through your relationship with the expectant partner or child, and that the time off is for the purpose of attending an antenatal appointment with the expectant partner that has been made on the advice of a registered medical practitioner, nurse or midwife.

15 Ordinary Paternity Leave (OPL)

15.2.1 An employee whose partner gives birth to a child, or who is the biological father is entitled to two weeks' ordinary paternity leave. OPL can commence from the date of the child's birth, or child's placement with the adopter, or within 52 weeks after the birth or date of placement

15.2.2 Ordinary Paternity Leave may be taken as either, one week, or two weeks in one consecutive block or two weeks in two one week non-consecutive blocks.

15.2.3 If you choose to start your OPL on a fixed and predetermined date and the child is not born or placed for adoption by that date, you must change the date you want to start your leave and notify us in writing as soon as you reasonably can. If you take both OPL and shared parental leave you must take ordinary paternity leave first.

Notification of Ordinary Paternity Leave

15.2.1 You must inform the council in writing, of your eligibility and intention to take paternity leave in or before the 15th week before the EWC.

15.2.2 You must then provide us with at least 28 days' notice before the dates upon which they intend to take each period of leave, unless this is not reasonably practicable (in which case as soon as it is reasonably practicable).

15.2.3 The notification should specify:

- the week the baby is due
- the date of starting the leave
- that you are taking leave for the purpose of taking time off to look after your child in line with your entitlement to paternity leave
- How you wish to take the leave
- You can choose to take two one-week non-consecutive blocks of leave may inform us of when you want each block of leave to begin in one notification, or you may choose to provide us with a separate notification at a later date once you have made a decision. However, as above, you must ensure that a minimum of 28 days' notice is provided before the beginning of each period of leave.

15.2.4 In the case of an adopted child, you must give notice of your intention to take ordinary paternity leave no later than seven days after the date on which notification of the match with the child was given by the adoption agency. The notice must specify the date the child is expected to be placed for adoption, the date you intend to start ordinary paternity leave, the length of the intended ordinary paternity leave period and the date on which the adopter was notified of having been matched with the child.

15.2.5 You can change your mind about the date on which you want the leave to start providing you tell your manager at least 28 days in advance (unless this is not reasonably practicable).

16- Ordinary Statutory Paternity (OSPP)

16.1 You will qualify for OSPP if your weekly earnings in the 8 weeks up to and including the Qualifying Week (QW) are not less than the lower earnings limit for the payment of National Insurance contributions. The QW is 15 weeks before the baby is due or the week during which you are notified of being matched with a child for adoption.

16.2 Paternity leave will be paid at the prevailing rate of SPP or 90% of average weekly earnings if this figure is less than OSPP.

17- Shared Parental Leave (SPL) – see section 4

18- Pay increases awarded during pregnancy leave

18.1 We will ensure that whilst you are on PL you are not left out of a pay award which you would ordinarily have been entitled to. This means that if we make a pay award which takes effect during your PL, then when you return to work, you will return to the 'new' rate of pay that applies to the job you are returning to.

19- Returning to work

19.1 On resuming work after PL, you are entitled to return to the same job as you occupied before commencing paternity leave on the same terms and conditions of employment as if you had not been absent.

20- Requesting a change to your pattern of works

20.1 You have the right to request that the organisation considers changing your pattern of work (subject to eligibility criteria). See the Flexible Working Policy.

21- Additional paternity leave

19.1 Additional paternity leave is available to eligible employees who may take up to 26 weeks' unpaid additional paternity leave within the first year of their child's life provided that their partner has returned to work.

22- Data protection

22.1 When managing your paternity leave and pay, we will process personal data collected in accordance with the data protection policy. Personal and or sensitive information is held securely and accessed by, and disclosed to, staff who need to manage paternity leave and pay.

22.2 Inappropriate access or disclosure of personal data would breach our data protection policy and should be reported immediately. A data breach may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

23- Adoption

23.1 In order to be entitled to adoption leave and pay you must have a child matched and placed for adoption through an adoption agency. If you apply directly to a court for an adoption order you will not be eligible for adoption leave. Parents who have a child through a surrogacy arrangement and are eligible for a Parental Order and foster parents who are prospective adopters are entitled to adoption leave and pay. [Leave and pay - Adoption leave and pay - Acas](#)

24- Other parental leave

24.1 For other unpaid parental leave (a maximum of 4 weeks unpaid leave per year, per child) see Annual Leave and other leave policy.

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APPENDIX A: RISK ASSESSMENT TEMPLATE FOR NEW OR EXPECTANT EMPLOYEES

		Reference:	
Name:	[Name of employee]	Contact number:	
Job role: (including typical tasks)		Department / location:	
Expected date of delivery:		Actual date of birth:	
Manager completing assessment:		Initial assessment date:	
Any health / wellbeing issues:			

Risk assessment: Hazards and controls

Significant Hazard	Perceived Nature of Risk	Generic Control Measures	Residual Risk/Low Medium/High	Additional Control Measures	Managers Comments
Display Screen Equipment	Increased susceptibility to musculoskeletal disorders and deep vein thrombosis (DVT)	DSE assessment to be undertaken if not already in place. Workstation should provide adequate adjustment to allow for increase in abdominal size. Advice on posture to prevent musculoskeletal problems. Adjust working practices to avoid continuous sitting at workstation (risk of DVT)	Low	Review DSE assessment as pregnancy progresses	
Slips, Trips & Falls	Increased risk of injury due to physical change and or hormonal changes	Maintain high standards of housekeeping in work area. Individual may have difficulty negotiating stairs during later stages of pregnancy	Low		
Lifting and Carrying Loads	Musculoskeletal injury Weakening of the skeletal structure	Reduce amount of physical work associated with task. Physical tasks become more difficult to achieve as pregnancy progresses Carrying heavy loads to be avoided	Low		
Welfare	Access to toilets to protect against risk of infection and kidney disease	Provision of easy access to toilet facilities and more frequent breaks from work activity Consideration should be given to providing access to quiet area where the individual can rest as necessary	Low	Agree provision of suitable rest facility as necessary	
Fatigue	Fatigue from prolonged standing or physical activity	Avoid long periods of time standing. Task modified to provide seating or more frequent rest periods.	Low		

		Aspects of the work may need to be modified as physical capability will reduced as a result of pregnancy			
Work Related Stress	Individual vulnerable to stress due to hormonal, psychological and physiological changes during pregnancy	Monitoring and reduction of risks in relation to work demands, relationships with colleagues / manager and requirements of the role.	Low		
Temperature / Humidity	Lower tolerance to heat and humidity resulting in discomfort/ faint	Temperature of the working environment to be suitably controlled. Individual may require access to fresh air for periods during the working day. Individual to have ready access to fresh drinking water	Low	Provision of equipment to provide local heating / cooling as necessary	
Out of Hours Working	Long working hours or shift work patterns can affect the health of pregnant women.	Allowance made for tiredness and nausea at early stages of pregnancy. Consult with occupational health and individual on modification to working hours / avoidance of night work	Low		
Personal Safety	Violence or fear of violence can increase	If there is a perceived risk of violence or threat of violence / abuse consideration needs to be given to modifying the role to reduce the risk to the individual and or make provision for staff to be available should support be required	Low		
Access / Egress	Mobility may be impaired during later stages of pregnancy	Seek to modify the individual's work task to avoid walking significant distances or traversing flights of steps.	Low	PEEP assessment should be completed with health and safety team	

Working at Height	Loss of agility and or balance	Modify task to avoid aspects of working at height	Low		
Biological or	Exposure to certain biologicals e.g. bacteria, viruses, moulds, fungi.	Expectant or nursing employees must not be exposed to biological agents. Consider alternative tasks to working environment where exposure is recognized			
Chemical	Exposure to certain Chemicals; dust, fumes, gas vapour, mist, liquids solids, fibres	Expectant or nursing employees must not be exposed to chemical agents. Consider alternative tasks to working environment where exposure is recognized.			

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Risk assessment: Risk Assessment Review

Action to be taken to further reduce risk	Person responsible for completing action	Target completion date (Prioritized on risk)		Action closure	
		Date	Priority	Signature	Date
Review DSE assessment as pregnancy progresses	DSE Assessor				
Agree provision of suitable rest facility if necessary	Manager of work area				
Provision of equipment to provide local heating / cooling if necessary	Manager of work area / E&FM				
Additional procedures for lone working / working off site	Manager of work area				
PEEP assessment form to complete	Safety Adviser for the work area				
Seek advice from medical practitioner / Occupational Health before making International travel arrangements	Manager of work area				
	Date	Employee signature		Manager signature	
Initial risk assessment completed:					
Proposed date for next assessment:					
Assessment reviewed on:					



Flexible Working Policy

Owner	John Harrison, Town Clerk
Reviewer	Kaylee Butcher, Corporate Services Officer <u>Rachel Brazier, HR Manager</u>
Previous versions	N/A
Templates used/adapted	NALC 2024, <u>ACAS</u>
Approver	Staffing Committee Finance & Governance Committee
Date approved	29.01.25
Resolution number	FBR/24/5/54
Date of next review	2 years
Related policies/procedures	Hybrid working – to be written
Policy covers the following	All HTC including Post Office and Hailsham Youth Service
Revisions	<u>Reviewed March 2026</u> : 11.11.25 Added in resolution numbers and disability statement

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If you require any support in understanding or applying this policy, please contact the ~~Corporate Services~~HR Manager. ~~In addition, in line with the Equality Act 2010, we will make reasonable adjustments to remove or reduce disadvantages faced by disabled employees, Councillors, or applicants.~~ This policy is designed to be inclusive and to support a culture where everyone is treated with dignity, respect and fairness. The Council is committed to upholding all equality, diversity and inclusion legislation and ensuring that no employee, worker, councillor or applicant receives less favourable treatment on the grounds of protected characteristics or personal circumstances.

Commented [RB1]: Updated to reflect a more fair and inclusive statement to reflect practice that it equitable opportunities for all removing barriers

1. What is flexible working

1.1 Every staff member has a contract of employment that sets out the working hours. A request to work flexibly is a request ~~from the employee~~ to change either the number of working hours, when or where or how they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Commented [RB2]: This is an unnecessary draconian approach

1.2 Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the council. Common examples of flexible working include part-time working; zero-hours / casual working; variable hours; ~~flexitime~~flexitime; job-sharing; term-time working; ~~compressed hours such as full time hours over say 4 day week or 9 day fortnight~~; career breaks; and sabbaticals.

4.2

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1.3 Flexible working can result in benefits ~~to for the~~ councils, in that such arrangements can help make the most of ~~today's our~~ diverse workforce and improve ~~the council's our~~ ability to recruit and retain staff. ~~It is good practice to make flexible working open to all staff.~~

Commented [RB3]: It is an unnecessary statement which is implicit within the policy

1.3

1.4 This policy ~~has been written to explain~~explains the process which ~~we will use~~will be used to respond to flexible working requests. ~~by staff to vary hours, pattern or place of work.~~

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2. Scope

~~You~~All employees have a statutory right to request a change to ~~their~~your contractual terms and conditions of employment to work flexibly from the first day of ~~your~~ employment, regardless of whether ~~you~~they work full or part-time or have a temporary contract of employment. It does not apply to agency staff.

3. Policy

Our policy is to comply with both the spirit and the letter of the law ([Flexible working: Overview - GOV.UK \(www.gov.uk\)](#)) on the right to request flexible working. To this end its aim is to inform all staff of their right to request flexible working and to ensure those rights are understood and that staff feel confident any decisions regarding their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements. All requests will be considered on a case by case basis.

4. Making the request

- To apply for flexible working, please provide the following information in writing, and submit this ~~to the relevant member of senior management, copying in~~ your line manager. In the case of the Town Clerk, the request should be submitted to the Chair of the Council:
- The date of the application,
- A statement that this is a statutory request,
- Details of how you would like to work flexibly and when you want to start,
- An explanation of how you think flexible working might affect the council and how this could be dealt with, e.g. if ~~you're you are working less days not at work on certain days,~~
- A statement ~~saying if and when you've~~ declaring when the last flexible working request was made ~~a previous application,~~
- If you are making the request because you consider the change could be a reasonable adjustment ~~to support a disability.~~

4.1 ~~You can~~ An employee make two statutory flexible working requests in any 12-month period.

5. Responding to your request

5.1 Once we receive your written request, we will arrange a discussion with you as soon as possible, unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request, we will inform you. You may be accompanied at the meeting by a work colleague or trade union ~~representation~~ representative.

5.2 Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on the working conditions for you as an employee and the council and weighing these against any adverse impact of implementing the changes.

5.3 Having considered the ~~changes, you are requesting~~ flexible working request and weighing up the advantages, possible costs and potential logistical implications of granting the request, ~~we we~~ will write to you with the outcome decision. The decision will be either:

- To accept the request and establish a start date, with or without a trial period and review date. Where the request is granted, we will set out what changes will be made to your terms and conditions of employment, or,
- To propose an alternative, which may require further discussion, or,
- To confirm a compromise agreed at the discussion, or,
- To reject the request, setting out the reasons, how these apply to the application and the appeal process.

5.4 Requests to work flexibly will be considered objectively, however we may not always be able to grant a request to work flexibly if it cannot be accommodated. If we turn

down your request, it will be because of one, or a combination of the following reasons, and we will explain why.

- The burden of additional costs is unacceptable to the council
- Detrimental effect on the council's ability to deliver for the community
- Inability to re-organise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes to the council

5.5 If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

5.6 You must be aware that if your request is approved you only have the statutory right to make two requests in a 12-month period, although you may still ask without the statutory right.

6. Timeframe for dealing with requests

We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete within two months of first receiving a request, including any appeal. If the request cannot be dealt with within two months, we may ask to extend the consideration process, provided you agree to the extension.

7. Handling requests in a fair way

We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working arrangements this does not mean that we can also agree to a similar change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others' contractual terms into account and we may ask you if there is any room for adjustment or compromise before coming to a decision.

8. Appealing the decision

8.1 If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible. You may wish to be accompanied at that meeting by a work colleague or trade union representative.

8.2 There may be circumstances when the council is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.

9. The effect on your contract of employment

9.1 Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions, unless the change is agreed on a trial basis. This means that you will not automatically be able to revert back to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

9.2 Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

9.3 Any changes to your terms and conditions as a result of a change to your working pattern will be confirmed in your decision letter, however if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the Town Clerk.

10. Data protection

When managing a flexible working request, we will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

Organisation Name	Contact	Telephone	Email	Project Description	Amount Applied For	Previous Application Date	5 Key Criteria	6 - 9 Activities/Membership	No of members/people grant would benefit	10 Finance	11 Future Project	12 Organisation	13 Project Cost	Officer Notes
Wealden Works	Lisa Crozier	07437 496651	lcrozier@wealdenworks.co.uk	Support young people from Hailsham. Covering transport, interview clothing and qualifications.	500.00		Provide services for young people, the elderly or vulnerable	✓		The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Charitable Organisation	116,000.00	
Children with Cancer Fund	Penny Shearer	01323 488561	grants@childrenwithcancerfund.org.uk	To enable support families in Hailsham who have a child aged 0-17 with a cancer diagnosis to attend our family events throughout the year.	500.00		Provide services for young people, the elderly or vulnerable	✓	4 families, 17 individuals	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Charitable Organisation	30,000.00	
Hailsham Cricket Club	Rob Wilkinson	07980 146841	Hailshamcc@outlook.com	To improve the machinery, we use at the ground to prepare wickets.	500.00	Apr-25	Improve sport, physical activity, health and wellbeing	✓	Adults 180 / Junior (under 16) 150	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Local Group	4,000.00	
Baby Bank & Beyond CIC	Nicola Walker	07355 445502	nicky@babybankbeyond.org	To purchase essentials items, toiletries, underwear, bedding and new mattresses.	750.00	Apr-25	Provide services for young people, the elderly or vulnerable	✓	50 to 100 children	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Other Non Profit	5,000.00	
Medi Tech Trust	Helen Deane	01323 442211	execoff@meditechtrust.co.uk	Aims to donate manual lifting chairs to Volunteer Community First Responder groups.	500.00		Provide services for young people, the elderly or vulnerable	✓	All elderly people in Hailsham	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Charitable Organisation	100,000.00	
Hailsham Community Land	Liz Eastland	07702 217209	lizeastland@aol.com	Lego Events and Quiz	500.00	Apr-25	Provide services for young people, the elderly or vulnerable	✓	All in Hailsham that are homeless	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	CIC	1,100.00	
Liberty Place Residents Association	Ali Stevens	07967 212941	altruthstevens@gmail.com	To cover costs for our founding residents association meeting and AGM.	454.08		Go towards community development/public improvements	✓	About 300 homes	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Local Group	454.08	
Hailsham Bonfire Society	Curtis Musk	07973 415984	treasurer@hailshambonfire.co.uk	Contribution towards costs of event	3,500.00	Apr-25	Improve sport, physical activity, health and wellbeing	✓	All residents	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Local Group	15,000.00	
Connections Café	Sarah Savill	07783 693522	connections.cafe.cic@gmail.com	To open a dementia group in Hailsham. Currently there is not one supporting people with dementia on a weekly basis.	1,000.00		Provide services for young people, the elderly or vulnerable	✓		The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Charitable Organisation	1,000.00	
St Wilfred's Hospice (Eastbourne)	Elizabeth Veale	01323 434214	elizabeth.veale@stwhospice.org	Travel costs for community team of nurses	1,000.00	Apr-25	Provide services for young people, the elderly or vulnerable	✓	305 patients	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Charitable Organisation	16,000.00	
Hailsham Allotment Society	Claire Reynolds	01323 843927 / 07512 712920	claire.reyn@icloud.com	Purchase materials to construct noticeboards for all three Hailsham allotment sites	500.00		Improve sport, physical activity, health and wellbeing	✓	More than 100	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Local Group	0.00	
Friends of White House School	Emma Millar	07854 725319	fowhitehouse@hotmail.co.uk	Creation of dedicated Sensory garden.	500.00		Go towards community development/public improvements	✓	200 pupils	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Charitable Organisation	12,000 - 15,000	emailed 31/03 for copy of bank statement
Instructions Not Required	Dale Richards	07396 801360 / 01323 884250	info@instructionsnotrequired.co.uk	Continure work with bricks of belonging project, community lego wellbeing sessions	500.00	Dec-25	Go towards community development/public improvements	✓	100 - 150	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Local Group	2,220.00	
Hailsham Choral Society	Simon Marsden	01435 812927	simondmarsden@googlemail.com	Help with cost of running choir and staging concerts	500.00		Improve sport, physical activity, health and wellbeing	✓	75 in Choir / 250 in audience approx	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Charitable Organisation	0.00	
Hailsham Writing Group	Jenny Seale	07887 910150	jennyseale@gmail.com	Secure venue for year to invite speakers.	500.00	Dec-25	Go towards community development/public improvements	✓	12 to 16	The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Local Group	500.00	
Hailsham Table Tennis Club	Diane Griggs	07743 961758	dianegriggs@hotmail.co.uk	New equipment, tables and barriers	500.00	Apr-25	Improve sport, physical activity, health and wellbeing	✓		The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation	✓	Local Group	500.00	
								✓			✓			
								✓			✓			
								✓			✓			
								✓			✓			



Grants to Local Organisations Policy Criteria

Owner	Responsible Finance Officer
Reviewer	Responsible Finance Officer
Previous versions	2023, 2024
Templates used/adapted	N/A
Approver	Finance & Governance Committee
Date approved	10.12.25
Resolution number	FBR/24/7/110
Date of next review	1 year
Related policies/procedures	N/A
Policy covers	All HTC
Revisions	11.11.25 Added in resolution number 10.12.25 Updates agreed FBR/24/7/110

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If you require any support in understanding or applying this policy, please contact the Corporate Services Manager. In addition, in line with the Equality Act 2010, we will make reasonable adjustments to remove or reduce disadvantages faced by disabled employees, Councillors, or applicants.

Introduction

1. Subject to funding being available, Hailsham Town Council (HTC) is committed to providing assistance and support to local community groups which are set up to promote community life for Hailsham residents. The Council's financial support is provided by way of small 'one off' Grants which are decided against criteria set by, and which can be amended from time to time by Hailsham Town Council. This does not apply to Community Services Grants or Community Events Grants
2. In order for the Town Council to be able to rationally and objectively assess applications, many which will inevitably be totally dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.
3. An overall limit for the annual provision of grant aid will be determined as part of the budget setting process, and applications will be invited to be assessed normally only once during the year. An exception to this will be if the budgeted funds are not all allocated during the first round, a further grant application stage will take place.

Guidelines for funding

4. When considering Grants the Town Council will take into account the following guidelines.
5. Applications will be considered on fulfilling one or more of the following criteria:
 - Go towards community development/public improvements
 - Support economic development, tourism or cultural activities
 - Provide services for young people, the elderly or vulnerable
 - Improve sport, physical activity, health and wellbeing
 - Improve the physical environment or address the problem of climate change
6. Activities of the organisation or association should be readily available to the community in general.
7. Applicants must be able to demonstrate how a grant would be of benefit to the community of Hailsham.
8. Membership should be appropriate to the activity and should encompass junior, senior, full and part time residents and be available for disabled people if possible.
9. The range of activities undertaken and the programme of the organisation should be available for reference.

10. The current financial situation should be substantiated by either audited accounts or a business plan for a new group or organisation.
11. Grants will not be made retrospectively. Except in exceptional circumstances.
12. Grants will not be made to individuals.
13. Grants will not routinely exceed 50% of the cost of the project/activity.
14. The amount of the grant will generally be restricted to £500.00.
15. Each application will be assessed on its own merits.
16. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure must be supplied to the council as requested by the end of the relevant financial year.
17. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
18. As a condition of receiving a grant, organisations will be required to acknowledge the Town Council's support in publicity material. (Prior viewing necessary).
19. Any unspent money by the end of the financial year in which the grant was awarded must be returned to the council.

Not acceptable criteria

20. Hailsham Town Council will not fund the following:
 - Organisations that do not provide a service to the community of Hailsham
 - Individuals or appeals supporting an individual
 - General appeals
 - Statutory organisations or direct replacement of statutory funding
 - Political groups or activities promoting political beliefs
 - Religious groups where funding is to be used to promote religious beliefs.
 - Arts and Sports projects with no community or charitable element.
 - Medical Research or treatment
 - Projects that may take place before an application can be decided.
 - Equipment or other costs that have already been purchased or incurred prior to the application being considered.
 - Commercial ventures
 - National organisations from outside the town unless it can be shown that the local population will be able to derive some benefit from the services provided.

Revenue Grant Application Form

(Please complete the form in block capitals)

NAME OF ORGANISATION	
When was your organisation formed	
Registered Charity Yes / No Charity Registration No	
Contact Name	
Address	
Post Code	
Tel No	
Email	
Website	
Position in the organisation (i.e. Chairman, Treasurer, Secretary etc)	

Nature of the Organisation	
Amount of Grant applied for	
Purpose of Grant	
How will/does your project or activity benefit the residents of Hailsham?	
Total Cost of Project	
How will you be funding the running costs of your Project/Organisation in future years?	
How many people in Hailsham will benefit if you are awarded a grant?	
Has your organisation previously applied for / or received a Town Council grant? Yes / No If "Yes", please give details	

Has a grant application been made to any other Body or Organisation for the purpose? Yes / No If "Yes", please give details	
MEMBERSHIP How many members does your organisation have? This includes people who are involved in the activity.	Adults Junior(under 16)
What % of your membership lives in Hailsham:	
What is the Annual Subscription, if any?	
FUNDRAISING What additional fundraising events or activities will you be holding this year?	

FINANCIAL

Please enclose your latest audited accounts and/or Business Plan if a new organisation and other information as follows:

1. Income and Expenditure Account / Business Plan
2. Balance Sheet
3. Club/Organisation's Constitution or Rules
4. Is your organisation registered for VAT?
5. Are you a profit-making Organisation? Yes / No

Please note that if any part of the application is not completed or any of the financial or other information not enclosed, your application may not be considered.

I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant Aid.

I confirm I have read the Policy Criteria for Grants and agree to comply with them.

Signature of Applicant	
Date	

Please provide bank details for the organisation

Bank	
Name	
Account number	
Sort Code	

Please return your completed application to:-

Please return your completed application to: Finance@hailsham-tc.gov.uk THE RESPONSIBLE FINANCE OFFICER, HAILSHAM TOWN COUNCIL, INGLENOOK, MARKET STREET, HAILSHAM, EAST SUSSEX, BN27 2AE

If you are uncertain about any of the questions on the form, please contact the Town Council on 01323 841702.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

ALL REVENUE GRANT APPLICATIONS MUST BE RECEIVED BY THE TOWN COUNCIL BY **FRIDAY 27TH MARCH 2026**. APPLICATIONS FOR REVENUE GRANT ASSISTANCE ARE CONSIDERED ONCE ANNUALLY AT A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE AND RECOMMENDATIONS WILL BE SUBJECT TO FORMAL RATIFICATION AT A FULL COUNCIL MEETING. ALL APPLICANTS WILL BE ADVISED OF THE COUNCIL'S DECISION BY THE END OF MAY OF THAT FINANCIAL YEAR.