



## **HAILSHAM TOWN COUNCIL AGENDA**

**COUNCILLORS ARE SUMMONED TO ATTEND the ANNUAL MEETING of  
the HAILSHAM TOWN COUNCIL to be held at the Civic Community Hall,  
Vicarage Lane, Hailsham, BN27 1BH  
on**

**Wednesday 20th May 2026 at 7.00 p.m.**

1. **Election of Chair of Council/Town Mayor**  
To receive
  - a) Retiring Chairman's Address
  - b) Nominations for Office
  - c) Nominated Members' Address
  - d) Members' ballot on nominations
  - e) Elected Chairman's Declaration of Acceptance of Office
  - f) Elected Chairman's Address to the Council
  
2. **Public Forum**  
(No more than 15 Minutes).
  
3. **Apologies for Absence**  
To receive apologies for absence from Council members.
  
4. **Declarations of Interest**  
To receive declarations of personal or prejudicial interest in respect of items on this agenda.
  
5. **Election of Vice-Chair of Council/Deputy Town Mayor**  
To receive
  - a) Nominations for Office
  - b) Nominated Members' Address
  - c) Members ballot on nominations
  - d) Elected Vice-Chairman's Address to Council
  
6. **Appointment of Committees, Working Groups and to External Bodies**  
To appoint members to the Committees and Working Groups and to agree member representation on external bodies for the 2026-2027 Council Year

7. **Meetings Timetable 2026-2027**  
To approve the schedule of meeting dates & times (which may be subject to amendments determined by each committee throughout the year)
8. **Confirmation of Minutes**  
To resolve that the minutes of the Meeting of Hailsham Town Council held on 25<sup>th</sup> March 2026 are confirmed as a correct record and signed by the Chairman.
9. **Finance Report**  
The Committee is RECOMMENDED to:  
(1) Note the Income and Expenditure Position for 2025/26  
(2) Note the Internal Auditors Report  
(3) Agree the Annual Governance Statements  
(4) Agree the Asset Register as at 31.03.26  
(5) Agree the Bank Reconciliations as at 31.03.26  
(6) Approve the Annual Statement of Accounts for the year ended 31st March 2026. Authorise the Mayor and Town Clerk to sign Section 1 Authorise the Mayor, as Chairman of the Council, to sign Section 2 of the 2025/26 Annual Governance and Accountability Return on behalf of the Council.  
(7) Note the Explanation of Variances  
(8) Note the Reconciliation of Reserves as at 31.03.26  
(9) Approve the dates of the Notice of Public Rights.  
(10) Note the Earmarked Reserves Position  
(11) Approve the continuation of bank accounts with Barclays, Unity Trust and CCLA
10. **Strategic Plan 2026-2030**  
To adopt the Town Council's Strategic Plan for 2026-2030
11. **Motion to Council RE Women's Sport**  
To consider a motion proposed by Cllr C. Bryant and seconded by Cllr D. Chapman
12. **Committee Recommendations to Council**  
To consider recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council.
13. **Confidential Business**  
To resolve that the press and public are excluded during the discussion on the next items of the agenda (14 and 15) as they concern: the terms and conditions of service or negotiations for contracts. (In accordance with the Council's Standing Orders No. 1E).
14. **Committee Recommendations to Council**

To consider confidential recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council.

15. **Motion re Council Property**

To consider a motion to the Town Council with regards to Council Property proposed by Cllr B. Carpenter and seconded by Cllr A. Blake-Coggins

A handwritten signature in black ink, appearing to read "John Harrison". The signature is fluid and cursive, with a horizontal line extending to the right from the end of the name.

John Harrison, Town Clerk  
14th May 2026

**Report to:** Hailsham Town Council Annual Meeting

**Date:** 20<sup>th</sup> May 2026

**By:** John Harrison, Town Clerk

**Title of Report:** COMMITTEES

**PURPOSE:**

This Report details the proposed Committee Structure, including the Terms of Reference and number of seats, for Hailsham Town Council for the Municipal year 2026-2027 and also proposals for representatives to External Bodies.

**1. APPOINTMENT OF COMMITTEES AND WORKING GROUPS**

**1.1 FIRST DECISION - Council is recommended to RESOLVE to agree to the Committee Structure and therefore appointment of standing committees (in accordance with Standing Order No.5) as follows:-**

- (a) Planning & Development Committee
- (b) Finance & Governance Committee
- (c) Assets Management Committee
- (d) Communities Committee
- (e) Neighbourhood Planning Committee
- (f) Staffing Committee
- (g) Post Office Committee
- (h) Strategy Committee

**1.2 SECOND DECISION – Council is recommended to RESOLVE to agree to the structure and therefore the appointment of Working Groups and Sub-Committees as follows:**

- a) Remembrance Sunday Sub-Committee (Reporting to the Communities Committee)
- b) Hellingly Liaison Group (Is not a sub-Committee and reports to full council/Strategy Committee)
- c) Devolution Working Group (Is not a sub-Committee and reports to full council/Strategy Committee)

Council may also wish to consider whether any other Working Groups or Sub-Committees are required at this time, however, standing committees may appoint Sub-Committees by resolution during any of their meetings if required.

### **1.3 THIRD DECISION – Membership of Committees, Working Groups and Sub-Committees**

**Nominations received to date are attached as an appendix to this report. Council needs to RESOLVE the membership of each Standing Committee, Working Group and Sub-Committee.**

As a 'political' council, the council has generally appointed its committee membership proportionately according to political representation, with the exception of the Strategy Committee, membership of which is appointed ex officio, consisting of the Chair and Deputy Chairs of each committee. There is no legal requirement to do so as there is for 'Principal' authorities.

In appointing membership, Council is also asked to consider the following:

- The numbers of members required to ensure the effective functioning of a committee and what could be considered 'too many' or 'too few'. A committee required 50% attendance, or the nearest majority, to be legally quorate.
- There have generally been seven members of each standing committee and this is reflected in the committee terms of reference.
- Individual Councillors are asked to consider their ability to attend meetings and the frequency and timing of each committee when appointing or nominating themselves for membership.
- The Council's Standing Orders determine that one or both of the Chair and Vice-Chair of council must be voting members of each standing committee and occupy one or two of the allocated 'seats' on each (this does not apply to Working Groups or Sub-Committees)
- Council has determined via an amendment to its Standing Orders that substitute members of each standing committee are all other councillors not appointed as members.

### **1.4. FOURTH DECISION – Terms of Reference for Committees**

**Council is recommended** to adopt the terms of reference for each committee as attached in this report, or consider whether any changes are necessary at this stage.

### **1.5 FIFTH DECISION – Appointment of Chairs and Deputy Chairs of Committees**

Council is asked to consider whether to appoint Chairs and Deputy Chairs of committees at this meeting (and thus the resolution to be made by full council) or at the first meeting of each committee (and thus the resolution to be made by the committee itself).

Council should consider that the Membership of the Strategy Committee is determined by

the appointment of Chairs and deputy chairs Standing Committees

## **REPRESENTATION ON EXTERNAL BODIES**

Council is asked to consider and agree to councillor representation on external bodies as proposed:

- Wealden District Association of Local Councils: Recommended - Chair and/or Vice Chair of Council
- Hailsham Aspires Board - One Member (plus one Member of HTC officer staff)
- Hailsham Active (formerly Hailsham and District Sports Alliance): Recommended - Chair or Vice Chair of Communities Committee or Assets Management Committee (to be agreed when elected)
- Hailsham Forward Executive: X2 members
- Cuckmere Community Bus Stakeholder's Group: X1 member
- Environment Hailsham Board: X1 Member
- Wealden and District Citizen's Advice Bureau Board: X 1 Member
- Wealden Dementia Action Alliance: X 1 Member
- Movement and Access Strategy for Hailsham and Hellingly ('MASHH') Steering Group: two members

**Please note: the next MASHH Meeting is scheduled for Thursday 29<sup>th</sup> May 14.30-16.00 via Teams and this is now a set date.**

**There is also an 'A22 North of Hailsham' Stakeholder Workshop meeting via Teams scheduled for Thursday 12<sup>th</sup> June 13.00-15.00. HTC should be represented at both of these meetings.**

- PCC Liaison Focus Group (biannual daytime meetings) – previously done on ad-hoc basis,.
- HTC Representative to Community Halls (Union Corner Hall etc)
- Save the DGH Campaign group (One member)

**No other appointment to external bodies are proposed to be made unless by invitation from those organisations.**

**HAILSHAM TOWN COUNCIL**  
**ASSETS MANAGEMENT COMMITTEE**  
**TERMS OF REFERENCE 2026-2027**

This Committee monitors the operation of all Town Council buildings, assets and some projects & services, ensuring a high standard of provision. It considers their further development and the development of other buildings or projects.

The Committee is responsible for working in partnership with other organisations to achieve these objectives.

The committee has delegated authority to make decisions related to these areas. All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested.

The committee has no delegated authority to make decisions outside of its terms of reference or for areas that would affect areas within the remit of other council committees (for example, in relation to staffing, budgets & finance, business development activities, festivities and events), nor does it have authority to authorise expenditure outside of the council's agreed budget parameters.

Membership:	Total/maximum number of seats allocated to the committee is SEVEN (unless council resolves otherwise)
Quorum:	Shall be half of appointed members or the closest majority to that number
Frequency of Meetings:	At least BI-MONTHLY or as and when appropriate (including less frequently if determined by committee resolution)
Time of Meetings:	Meetings shall commence at 7.00pm (or earlier or later if determined by committee resolution)
Membership eligibility:	Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other council meetings.  Substitute Members must also be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.  Other members may be co-opted from other organisations for specific purposes as and when appropriate. Other members who are not members of council will have no voting-rights.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to e-mail, or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

## Terms of Reference

1. To manage the use, maintenance, improvement, development and good management of all council owned or leased buildings, including:
  - The Cemetery & Cemetery buildings including Cemetery Lodge
  - The Fleur-De-Lys and Blackman's Yard Complex
  - 6 Market Square (The building leased to Kemer Kebabs)
  - Union Corner Hall
  - The Grovelands Barn Complex
  - 1 Market Street
  - James West Community Centre
  - 4 Market Square
  - The Maurice Thornton Pavilion
  - Hailsham Youth Service (The 'Station' and Manse)
  - Any other buildings adopted or leased by the Town Council in the future
  
2. To manage the use, maintenance, improvement, development and good management of all other council owned or leased assets, including;
  - Bus Shelters
  - Town seats
  - Street Lighting
  - HTCs contribution to the town's CCTV facilities.
  - Any other Assets adopted by council
  
3. To manage the use, maintenance, improvement, development and good management of all council owned, leased or otherwise controlled:
  - play areas and open spaces
  - Any new play areas and open spaces taken over by the Council
  - Sports and recreation grounds
  - Sports facilities where appropriate
  - Any new sports grounds taken over by the Council
  - Any new sports facilities taken over by the Council where appropriate
  - Allotments
  - Dog Bins/Litter Bins

To be responsible for:

  - Tree maintenance
  - Horticultural and Grass cutting contract
  - Dog bins
  
4. To act as responsible landlords for sites owned by the Town Council and leased to other organisations for management, reviewing leases and any other terms of agreement between the Council and the lessees or other parties and receive requests from them for developments or changes to council owned buildings and assets.
  
5. To act as liaison for and to project manage any developments or changes to council owned or leased buildings and assets as defined above.

6. To project manage or act as liaison with Council Services, in consultation with the appropriate officers and any other relevant stakeholders and partners. These services to include:
  - a. Council Communications and Marketing
  - b. Any other project related to council buildings, Play parks and open spaces, assets or services as adopted by council
7. To appoint sub-committees, small working parties, project management groups or individuals to oversee and report back to the committee on any of the above areas deemed necessary by the council or committee. This therefore includes the appointment of members of the committee for the following roles:
  - a. Cemetery Wardens
  - b. Community Halls
  - c. Allotments

These sub-committees, small working parties, project management groups or individuals will undertake their oversight functions according to the requirements of the role, the requirements of the committee and through the best and most efficient means possible, in consultation with the relevant officers and other stakeholders and partners.

They will report back to the Assets Management committee to an agreed reporting schedule and their reports will form substantive points of the committee's agenda moving forwards.

8. The committee may receive and consider representations, suggestions or complaints from any other member of council or outside organisation or person with regard to any aspect within its remit as delineated above and may invite such persons to attend the meeting and speak on those aspects.
9. The Committee has authority to spend up to £10,000 per item (up to a maximum of four items per year) from capital reserves on any remedial repair or maintenance required to the council's assets. This expenditure is subject to the council's financial regulations regarding the awarding of contracts etc. Excluded from this are any improvements or enhancements to the council's assets portfolio.

**HAILSHAM TOWN COUNCIL**  
**FINANCE AND GOVERNANCE COMMITTEE**  
**DRAFT TERMS OF REFERENCE 2026-2027**

This Committee is appointed to make recommendation to the council on all aspects of the Town Council's financial, budgetary management, and resources and to produce policy reports and to look at governance issues.

The committee makes recommendations to council on some of these areas and also has some delegated authority. All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested.

The Committee is responsible for working in partnership with other organisations to achieve these objectives.

Membership: Total number of seats allocated to the committee is seven, unless council resolves otherwise

A sub-committee comprising four members, one of whom should be the Committee Chairman or Vice-Chairman, will meet quarterly for the verification of financial statements

Quorum: Shall be half of appointed members or the closest majority to that number

Frequency of Meetings: The Sub-committee must meet quarterly and has delegated authority with regard to budgetary control, the verification of quarterly financial statements (Item 2 in the Terms of Reference below) and the council's overall financial position

A full committee meeting in **November** of each year should also consider such matters as appointment of Internal Auditor and audit plan, and **review of all policies including** Financial Regulations. The committee has delegated authority for this aspect of its remit.

**A full committee meeting in April of each year to consider the end of year accounts in preparation of the Annual Governance and Audit Report in accordance with remit (b-d) below.**

In addition, the committee will establish a second 'stream' of meetings, attended by all committee members, in order to make recommendations to Council on the budget for the following financial year. These meetings must be timed to ensure that council can resolve the precept to be levied in January and/or according to the timetable and deadlines for the precept request as set by the District Council. The committee has NO delegated authority with regard to this area of its terms of reference

Meetings shall ordinarily start at 7.00pm unless the committee resolves otherwise. Quarterly verification meetings may take place at other times including during office hours. They remain public meetings.

Membership eligibility: Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other meetings.

Other members may be co-opted from other organisations, or guests invited for specific purposes, if and when appropriate. Other members who are not members of council will have no voting-rights.

## Remit

1. Budget Preparation: The Committee is required to prepare a recommendation for income and expenditure during the financial year for recommendation to a council meeting in December/January in order that the precept to be levied for the ensuing financial year can be agreed in January.

The committee will seek recommendations from the other standing committees of council on what budgets are required for any activities within their remit that are planned for implementation in the next financial year.

The committee will seek recommendations from the Strategy Committee (or any other committee appointed to have oversight of the council's strategic aims and plans for the forthcoming year) that these planned activities are consistent with the council's overall strategic aims and any business plan that is in place and agreed. (process for the Town Council's budget setting is as set out below)(NO DELEGATED AUTHORITY) (FULL COMMITTEE)

2. Budgetary Control: The Committee (sub-committee) will examine the detailed summary of receipts and payments, comparing actual expenditure against that planned and confirm compliance to council on a quarterly basis. (HAS DELEGATED AUTHORITY) (SUB-COMMITTEE)
3. Annual Appointment of Internal Auditor – conditions of appointment for approval.(HAS DELEGATED AUTHORITY) (FULL COMMITTEE)
4. Accounting and Audit :
  - (a) Reconciliation and quarterly verification of statements with the appropriate records and confirm that the financial statements present fairly the current financial position of the Council and are effective in design to adequately detect fraud or malpractice. To be signed by **a member other than the Committee Chairman as per Financial Regulations.** (SUB-COMMITTEE)
  - (b) Receive the Internal Auditor's reports and consider any recommendations and means to achieve compliance, Annual Review of Internal Control to complete and present to Council.(FULL COMMITTEE)
  - (c) Annual Audit Report. (FULL COMMITTEE)
  - (d) Annual Internal Audit Report – to liaise with the RFO and Internal Auditor to prepare the Annual Audit Plan for presentation to Council (FULL COMMITTEE)
  - (e) To hold meetings with the Internal Auditor as required
  - (f) To review the Annual External Auditor's Report and draft response in collaboration with the RFO (FULL COMMITTEE)

- (g) To approve for presentation to Council the end of year Statement of Accounts and Annual Return and any other information required by the External Auditors prior to submission (FULL COMMITTEE)

(HAS DELEGATED AUTHORITY TO ALL OF THE ABOVE, ALTHOUGH SOME AREAS ARE FOR PRESENTATION TO COUNCIL AS NOTED)

5. Contracts : To work with other committees to discuss the financial implications of contracts as and when they are due for renewal.

In a situation where there is a time limited offer and opportunity to accept a quotation (e.g. energy supplier), that cannot be considered by any other relevant committee due to the timescales involved, the RFO may, after contacting the Chairman of the Finance, & Governance Committee and Town Clerk, authorise and proceed, and report to the next meeting of the Committee or Council as appropriate. (HAS DELEGATED AUTHORITY) (FULL COMMITTEE)

6. Annual Governance Statement: To satisfy that all items under Section 2 of the Annual Return are achieved, and signed off by the Chairman of the Council. (HAS DELEGATED AUTHORITY) (FULL COMMITTEE)
7. The Chairman of the Committee, or their representative, should meet **monthly**, or as decided by the Committee, with the RFO for two-way communication.
8. All members of the Committee shall comprise members of the Cheque Signatory Panel plus the Chairman of the Council, if for any reason that councillor is not a member of the Finance and Governance Committee.
9. All members must be conversant with the requirements of the Governance and Accountability for Local Councils manual.
10. The Annual Review of the Council's Financial Regulations – for report to Council. (HAS DELEGATED AUTHORITY) (FULL COMMITTEE)
11. The annual review of fees charged by Council (allotments, pitch hire, pavilion hire, Fleur de Lys hire, fishing permits, cemetery fees etc.) (HAS DELEGATED AUTHORITY) (FULL COMMITTEE)
12. To consider the annual subsidy request application from Hellingly Parish Council and the existing arrangements for funding with Hellingly Parish Council, if deemed necessary appointing a Working Group to liaise with Hellingly Parish Council for this purpose. (NO DELEGATED AUTHORITY) (FULL COMMITTEE)
13. The annual consideration of grants to external bodies (the committee may appoint a sub-committee for this purpose if it chooses to do so).(HAS DELEGATED AUTHORITY) (FULL COMMITTEE)
14. Consider and make recommendations to the council in respect of all aspects of resources, including equipment and vehicles, considering resource needs in relations to decisions of the council (NO DELEGATED AUTHORITY) (FULL COMMITTEE)
15. To hold ownership of all council policies, including a project managed annual review. To have delegated authority to approve policy renewals (DELEGATED AUTHORITY) (FULL COMMITTEE)
16. To review and recommend to council all new proposed policies (NO DELEGATED AUTHORITY) (FULL COMMITTEE)

17. Exclusions.

The committee is not responsible for making decisions or recommendations to council for any aspect of council services or projects that fall under the remit of other council committees, although it can make decisions/ recommendations on all financial, staffing or resource-related aspects of such areas.

**Hailsham Town Council Budget Setting Process:**

Date	Meeting	Activity
June/July	Finance & Governance Committee	Agree baseline budget according to known costs
August/September	All Standing Committees of Council	Consider additions to baseline budget according to plans for next financial year
October/November	Strategy Committee	Consider whether requests from Standing Committees are consistent with Council's Business Plan and Strategic Aims & raise any queries for committees.
November/December	All Standing Committees of Council	Address any queries from Strategy Committee
December	Finance & Governance Committee	Finalise recommended budget, including full information regarding tax base etc
January	Hailsham Town Council	Determine budget precept to be requisitioned from WDC

**Hailsham Town Council**  
**Communities Committee**  
**Terms of Reference 2026-2027**

The name of the Committee is the Communities Committee.

The Council or Committee shall elect a Chairman and Vice Chairman on an annual basis in May of each year.

The Committee will meet on a planned schedule with extra meetings scheduled in the month(s) leading up to any planned event if considered necessary, with a minimum of three days clear notice given.

The Committee will meet at 6.00pm and the first items on the agenda will deal with the Festivities Items.

The Committee shall consist of a maximum of seven Hailsham Town Council members (unless council resolves otherwise) plus representatives from local businesses and the community.

Substitute Members must also be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

Quorum shall be half of appointed members or the closest majority to that number.

Local business and community members will be members but without voting rights.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to e-mail or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

The business strategy will be to consider all aspects of commercial related activity in and around Hailsham that will provide a benefit to Hailsham residents/businesses with an overall aim of attracting new businesses to Hailsham and thus improving employment opportunities. Focusing on the Town Centre and outlying areas of Hailsham.

Committee will work with Hailsham Forward and other stakeholders in the establishment and delivery of a Business Focussed Plan for Hailsham.

The council and Hailsham Forward have agreed that the management of the Town Market should be undertaken by the Town Council and the Communities Committee will oversee this function.

The Festivities strategy will be to:

- Organise community events to include at least one summer event/fair and one Christmas event
- Work with and encourage participation from local shop keepers and businesses
- Encourage community participation
- Support other community events such as Hailsham Arts Festival

The budget areas that this committee makes recommendations for expenditure against

are:

- Festivities and Events (or any such budget identified by the council for the same purpose)
- The Revitalisation Fund (or any such budget identified by the council for the same purpose)

The Communities Committee will submit plans to full council detailing what it wishes to implement and what it will spend on the Festivities and Events budget and the Revitalisation budget for the following municipal year.

The Revitalisation Fund is set aside for items identified in the 'Hailsham – The Way Forward' business plan.

These plans are subject to approval by full council and once finally agreed, the committee will have delegated authority to implement these plans without reference back to full council.

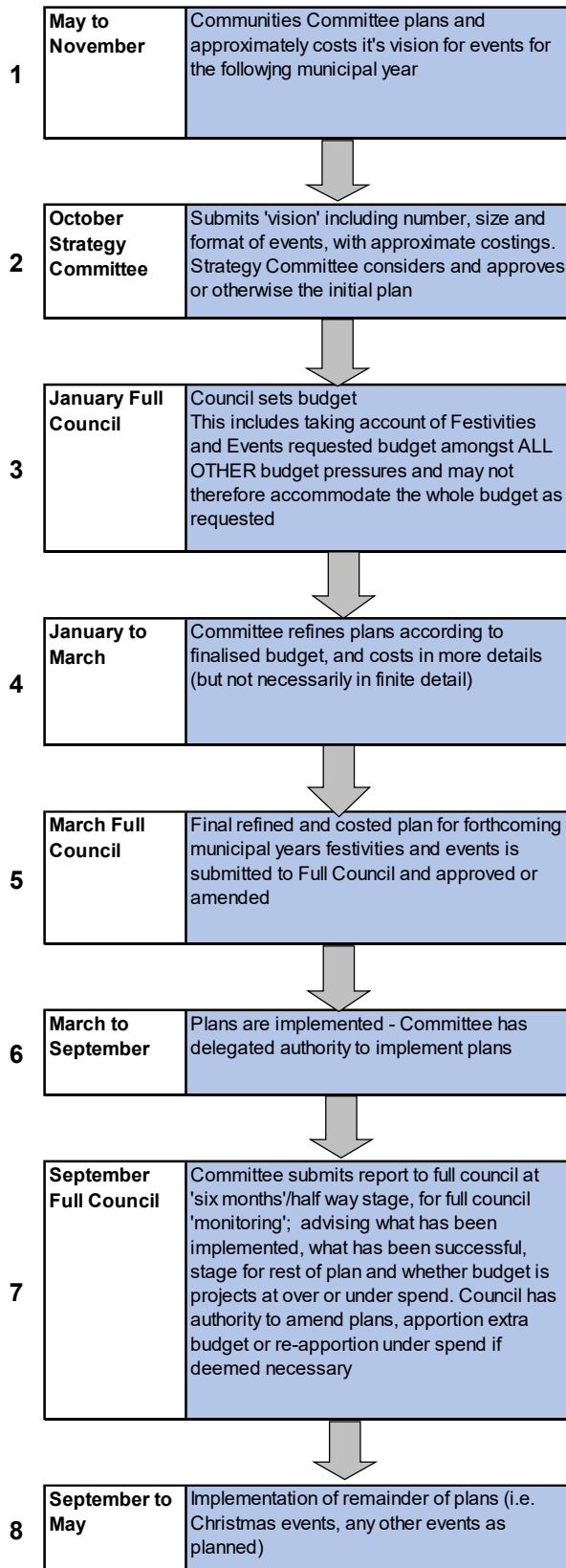
This will work on a rolling annual schedule, with two plan submission dates and a September 'six months progress' report back to council as follows:

The committee will project manage or act as liaison with the Council Youth Services (including the Youth Café, East Side Youth Club, The Friday Night Project, the Youth Council and Youth Mayor) in consultation with the appropriate officers and any other relevant stakeholders and partners.

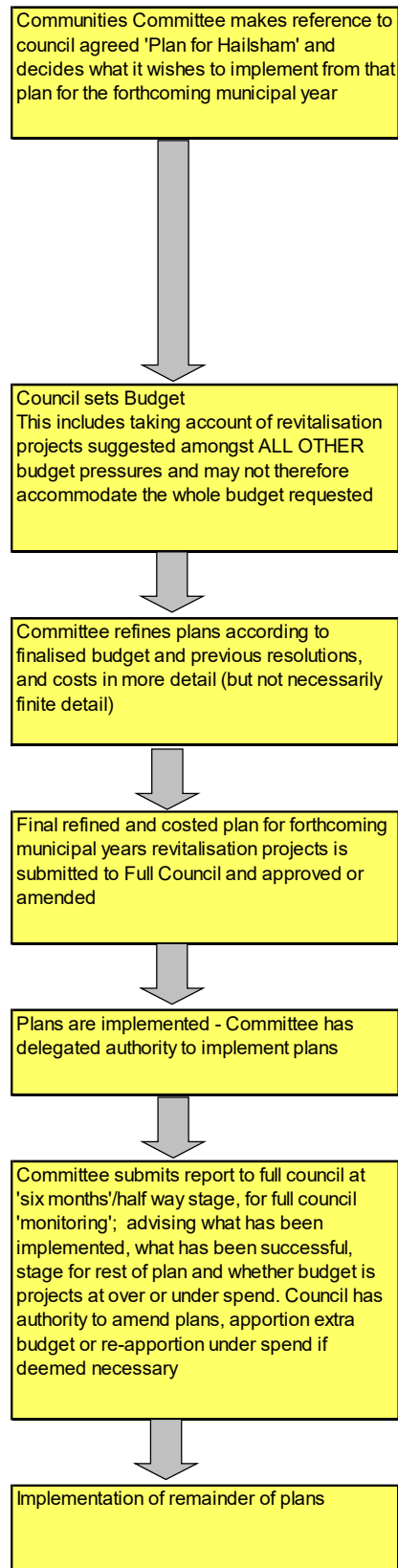
All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested.



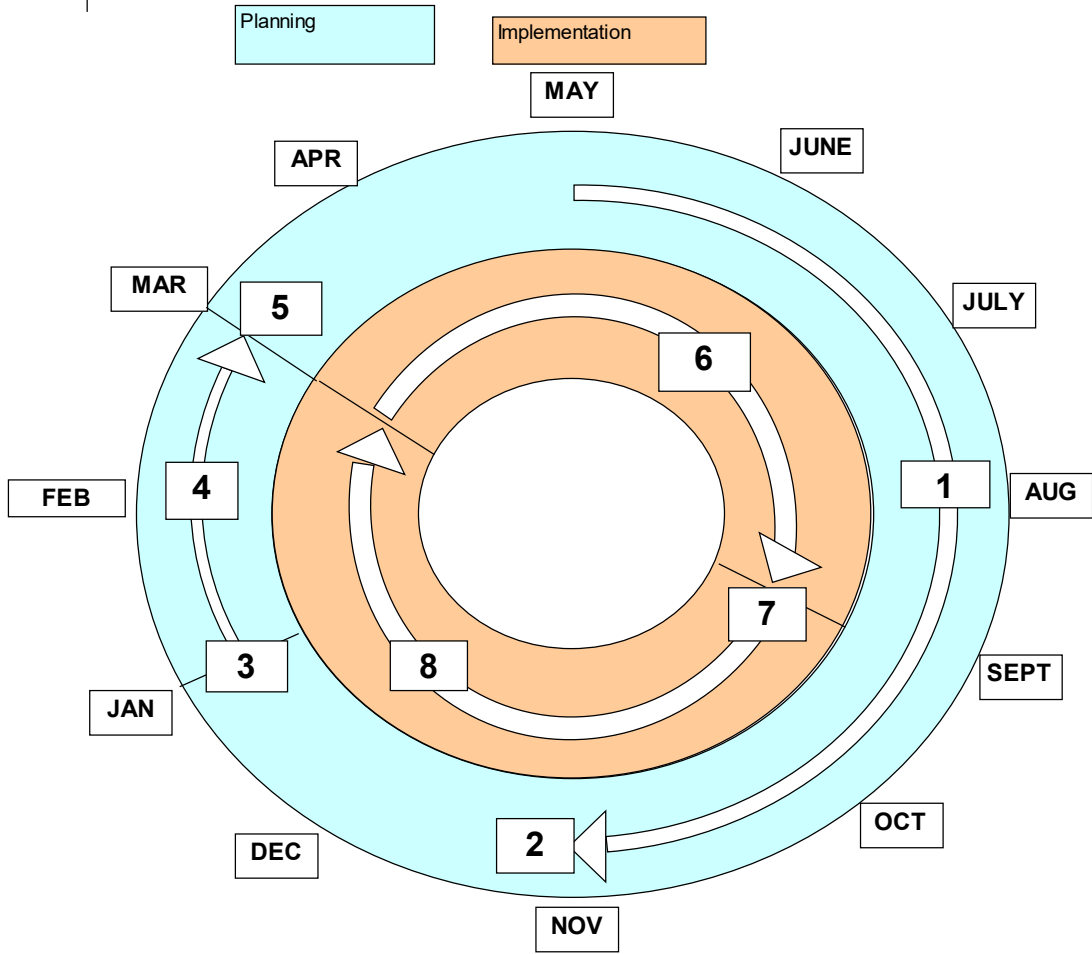
**Festivities and Events Budget**



**Revitalisation Fund**



**Communities Committee Planning and Implementation Cycle**



**HAILSHAM TOWN COUNCIL**  
**PLANNING & DEVELOPMENT COMMITTEE**  
**TERMS OF REFERENCE 2026-2027**

Hailsham Town Council is a consultee in the planning legislative process, it is the responsibility of the Planning & Development Committee to receive and respond to planning applications, planning appeals and applications for certificate of lawful development from Wealden District Council, East Sussex County Council and the South Downs National Park local Planning Authorities.

In reviewing planning applications its purpose is to ensure that they meet with current planning law, satisfy local development frameworks and published development guidance.

The committee will also comment on matters of local concern including major developments, proposed planning gain agreements in respect of developing community and commercial infrastructure, statutory, utility and common communal services and matters relating to the historical essence and character of Hailsham.

The committee will also provide responses for licensing applications and for matters determining, amending or stopping up Public Highway, Public Right of Way and will respond to proposed temporary, experimental or permanent traffic regulation orders.

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## **TERMS OF REFERENCE**

1. The Planning & Development Committee is constituted as a Standing Committee of Hailsham Town Council. The Committee composition shall be a maximum of Seven Councillors as voting members (unless council resolves otherwise).

Members and Substitute Members must be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

2. Quorum shall be half of appointed members or the closest majority to that number

3. The Chairman and Vice-Chairman of the committee shall be elected annually by the Committee or Town Council.

4. The Committee shall meet every three weeks, or unless otherwise required and agreed by resolution of the committee.

## **PLANNING**

5. A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.
6. The Committee has delegated authority to consider all planning applications pertaining to the Town and environs of Hailsham and to respond to Wealden District Council, East Sussex County Council or the South Downs National Park as local planning determination authorities. Minutes/Reports of all meetings will be presented for adoption at the next full Council meeting
7. The Planning & Development Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given a reasonable hearing – applicants, as well as objectors, will have the opportunity to speak prior to the commencement of meetings in accordance with the Town Council Standing Orders. Solely at the discretion of the Chairman the committee may seek clarification of views expressed by applicants or objectors when a specific application is presented and debated.
8. The committee clerk shall present each application for consideration by the committee. The clerk shall identify the location of the application, shall provide an outline of the application, present the planning history and shall make recommendations of options available to the committee. The clerk shall where appropriate have visited the application location to photograph any existing buildings on the site and the surrounding buildings and land.
9. Presentation of application plans and supporting documentation shall make full and appropriate use of electronic files and overhead projection systems, ensuring that this can be clearly viewed by both the committee and attending members of the public. The committee will use paper documentation only when suitable electronic systems are unavailable.
10. Applications considered to be controversial may be referred to the Full Council. A time sensitive response may be made by the Committee Chairman or Clerk following a majority decision by the Committee. Any two (2) Councillor members of the committee may request an application be deferred for a meeting of the Full Town Council.
11. Where an onsite meeting is arranged, it will be subject to the prior approval of the Chairman or Vice-Chairman. A Committee member will then present findings to the Committee.
12. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
13. All correspondence shall be conducted through the Town Clerk (or the delegated officer).
14. The Town Clerk (or the delegated officer) will write letters to the appropriate Planning Authority or other relevant body detailing the Planning Committee's response to each application and will ensure that these letters arrive within the timescale for each application.

15. Where an application is subject to an appeal, the Committee will prepare and recommend a draft written representation to the full Town Council and propose a member of the Committee to attend the hearing and speak on behalf of the council if called to give evidence.

16. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings to represent the Committee's views in respect of major and controversial planning applications.

17. Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to e-mail, or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

18. The Planning and Development Committee shall ensure that due regard is given to the content of the Hailsham Neighbourhood Plan when commenting on planning matters.

## **DEVELOPMENT**

19. The committee shall work with adjacent parishes, District and County Councils, Police, Fire & Rescue, Ambulance and NHS Authorities to ensure that appropriate development is fully and transparently determined for the residents of Hailsham being mindful that this should comply with current planning law and guidance.

20. The committee will seek to meet with land owners, agents and developers to offer pre-application advice about the council and community views of potential developments within Hailsham and also within adjacent parish locations that could impact visually or environmentally upon Hailsham Residents.

21. Any views expressed by members will be indicative of likely community views, the committee should not be regarded as determining the specific view of the council and residents prior to the council being consulted about finalised outline or full applications presented for determination by the appropriate planning authority.

22. The committee will seek to encourage developers of significant major applications to meet with the full council and to provide a presentation for residents. The Planning & Development Committee is empowered to ensure that such presentations are widely advertised to encourage public participation.

23. The committee will monitor the progress of s106/CIL planning gain agreements for developments within Hailsham and its environs, ensuring that applicants and planning authorities are advised of the views of the council and community about the provisions of the agreement at appropriate payment trigger points.

24. The chairman and committee clerk will provide progress reports to full council on behalf of the committee of all development consultation and s106 activities.

25. The Planning and Development committee will appoint members to the board of the Community Land Trust if required or requested.

**Hailsham Town Council**  
**Neighbourhood Planning Committee**  
**DRAFT Terms of Reference 2026-2027**

**1. Introduction**

Hailsham Town Council (HTC) took the decision in July 2015 to produce a Neighbourhood Plan (NP) following the Government's publication in 2011 of the Localism Act.

In order to produce the plan the Town Council established a Neighbourhood Planning Committee (NPC) to oversee a process resulting in the preparation of a Plan that was put to a public referendum and agreed.

The committee will then need to ensure processes are in place to address the implementation of the plan to ensure its policies are adhered to.

The committee will need to consider any necessary review and amendments to the plan when and if the Planning Authority publishes a revised Local Plan, as required by legislation.

In doing so it is deemed appropriate that the Committee are provided with and accept the following terms of reference;

**The Neighbourhood Development Plan will seek to:**

Identify all the important aspects of life in the Parish/Town for which plans for the future are needed, with particular regard to land use; and

Bring forward proposals which will enhance the quality of life in the Parish/Town in the years to come

Provide a framework for future land usage within the parish.

**2. Membership of the Neighbourhood Planning Committee (NPC)**

The NPC will be formed from up to seven Town Councillors, unless council resolves otherwise, (and previously up to five members of the public who are appointed as lay (non-voting) members)

Substitute Members must also be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

The NPC may from time to time form Working Groups or sub-committees to undertake various aspects of the work involved in producing the Neighbourhood Development Plan and may seek help from other members of the public or other organisations in order to do this.

The NPC may also co-opt further representation from any other person or organisation that is likely to bring additional benefit or specialisation to the project

The co-option of representatives, or the appointment of lay members should only be on the basis that they are representatives of groups or sections of the community, appointed by them.

The NPC should be supported by officers of Wealden District Council, who as The Local Planning Authority are obliged to provide assistance under the statutory provisions of the Localism Act 2011

The NPC shall exist until the Neighbourhood Plan has been assessed and approved by the independent examiner or such a time as the Town Council resolves to dissolve the NPC.

The NPC shall pass the draft neighbourhood plan to Hailsham Town Council for approval prior to independent examination (completed).

The committee has delegated authority to implement its agreed plans, subject to forward approval by the Town Council. Therefore the Neighbourhood Planning Process shall form a standing item on all ordinarily scheduled Town Council meetings and approval to implement future aspects of the plans will be granted or may be challenged.

All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested

The NPC will have access to funds as resolved by the town council as available for the process and any other funds held by the Town Council from external sources provided for the Neighbourhood Planning Process.

The NPC will invite representation from neighbouring parishes and relevant district and county councils to attend and participate in its meeting as appropriate.

The Council has previously agreed that it will seek to work with Hellingly Parish Council on the Neighbourhood Planning process. Hellingly Parish Council has declined the offer to work on a joint plan with HTC, but has previously asked that a member of its equivalent group attend the HTC NPC meetings and vice versa.

### **3. Roles and Responsibilities of the NPC**

#### **The Committee will;**

Elect a Chair (and Vice-Chair if deemed necessary), from amongst its council members, and re-appoint at the first meeting of each municipal year (unless council appoints these roles at its Annual Meeting)

If the Chairman is not present, the Vice Chairman shall preside at the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number of council members.

Promote the process of preparing, or reviewing and monitoring the Neighbourhood Plan and be encouraged to participate and provide their views and opinions on the specific topics which are covered during the preparation, monitoring or review of the Plan.

Arrange meetings and appoint sub-groups to gather views and consult on emerging policies which are considered appropriate for incorporation in the Draft Plan or the review of it.

Assess existing evidence about the needs and aspirations of the neighbourhood area.

Liaise with relevant organisations and stakeholders to secure their input in the process

Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan

Inform the Town Council of progress on a regular basis in order that NPC or Working Group Minutes can be noted

Support WDC and HTC during the referendum process.

Where appropriate keep proper records of all expenditure, time keeping or other costs of external parties engaged to assist in the preparation of the plan.

Produce a Project Plan and a Project Programme for delivery of the Neighbourhood Plan, or the review and amendment, and monitor the results of their work.

The NPC may also request assistance/advice from any other person or organisation that is likely to bring additional benefit of specialisation to the project.

**The Town Council will;**

Support the NPC throughout the process providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously providing that overall expenditure falls within the grants received and funds allocated by the Town Council

Appoint professional planning expertise and provide any relevant aid during the development or review of the Plan as deemed necessary. Drafting of the Plan will require professional assistance to ensure conformity to national and local policy and that the Plan will be sound and robust enough to withstand independent examination.

Work with the NPC and the Hailsham Area Action Plan Steering Group or any similar committee to establish that the future infrastructural needs of the area are provided alongside any housing or other development occurring within the Parish/Town.

Work with the NPC to develop policies to guide the future development and use of land in the area.

Support the NPC in developing assessments requested by the Local Planning Authority prior to the Plan being submitted.

Support the NPC in efforts of engagement and consultation with the local communities throughout the plan making process

Create and maintain a link to the Town Council web site for recording details of the NPC activities

Facilitate any required contact with the relevant statutory bodies or parties who must be consulted during the plan making process.

Carry out all statutory duties contained in the Neighbourhood Planning (General) regulations 2012 (and any subsequently made) and engage with Wealden District Council during the referendum process of the plan for which the principal authority are responsible.

Following the preparation of the draft Plan and with the agreement from the Group, submit the plan to the Local Planning Authority for inspection and independent examination

Appoint or re-appoint the membership of the NPC at its annual council meeting in May each year.

Review these terms of reference at each Annual Council meeting in May and may resolve to amend these terms of reference at any point by resolution.

**All Members of the Committee will;**

Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in both the neighbourhood area and to those wishing to undertake development or be involved in the plan making process

Work together for the benefit of the communities established within the Parish/Town.

Treat other Members of the Committee with respect and dignity, allowing Members to express their views without prejudice and interruption.

Half the appointed councillor membership, or the closest majority to that number, are required to be in attendance for a meeting to be quorate.

If inquorate meetings may proceed but any decisions taken may be advisory only and require future ratification by the NPC when a quorum can gather.

Any decisions taken by the NPC, other than those delegated to appointed officers, will be carried forward if the majority (more than 50% of members in attendance and voting) are in favour. The Chair will have the casting vote in instances where there is no majority, or the Vice-Chair in the absence of the Chair.

In accordance with the Town Council's Standing orders, voting (Town Council) members may be substituted by previously appointed substitute members, to attend in their place by notifying the committee or Town Clerk by 12.00 noon on the day of a meeting.

#### **4. Procedure of Meetings**

The NPC will meet on a regular basis, at least every four to six weeks, or more or less frequently if deemed necessary.

Meetings will ordinarily be at 7.00pm at the Town Council offices unless resolved otherwise by the Committee.

All NPC meetings shall be open and may be attended by residents or those who work in the area identified for the plan to observe proceedings or participate in the proceedings at the discretion of the committee chair.

The NPC shall keep Minutes of meetings which will be open to public scrutiny. These will be publicised on the NPC or Town Council web site

Notices, Agenda, Minutes and associated papers shall normally be despatched to NPC members by email unless otherwise specified or agreed.

Meetings shall be conducted in accordance with set procedure to be determined and agreed by the

NPC.

The NPC will regularly update and report its progress to the Clerk of the Town Council and the Responsible Financial Officer for the council, ensuring that they are aware of the on-going budgetary implications and requirements associated with the project.

The Terms of Reference will be reviewed throughout the project and amended as required. Any changes to NPC Terms of Reference shall require approval of the Town Council.

**HAILSHAM TOWN COUNCIL**  
**POST OFFICE AND BANKING HUB COMMITTEE**  
**DRAFT TERMS OF REFERENCE 2026-2027**

Membership:	Membership shall comprise of <b>FIVE</b> Councillors (unless Council resolves otherwise)
Quorum:	Shall be half of appointed members or the closest majority to that number
Frequency of Meetings:	The Committee shall meet every two months and may meet more often where there is a necessity.
Time of Meetings:	Meetings shall commence at 7.00pm (or earlier or later if determined by committee resolution)

**Membership eligibility:**

Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

The Membership will include the two members of council appointed as Directors of Hailsham Town Council CIC Ltd. Meetings will also be attended by officers who are also appointed as CIC Directors although in the context of this committee, they are not voting members.

Substitute Council Members must also be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

Other members may be co-opted from other organisations for specific purposes as and when appropriate. Other members who are not members of council will have no voting-rights.

Staff Members from the Post office/Banking Hub and either from Post Office Ltd or Cash Access UK Ltd may be asked to attend.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to email or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

**Terms of Reference**

The committee will consider and deal with all matters addressing the effective and commercial running of the Hailsham Town Council Post office and Banking Hub services and the fulfilment of the CIC's contracts with Post Office Ltd and Cash Access UK Ltd. The committee will liaise with the Staff and external stakeholders such as Post office Ltd and Cash Access UK to ensure compliance.

The Town Clerk shall be responsible for the day-to-day management of staff under delegated authority

The Post Office Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. To establish and keep under review the Post Office and Banking Hub Performance via income data and any other performance information available.
2. To help draft and approve a business plan for the Post office and Banking Hub which would then feed into the Town Council's Overall Strategic Plans.
3. To liaise with all Post Office staff to ensure the most effective and efficient operations possible including identification of training and development needs
4. To liaise with other stakeholders including the Post Office Regional Manager, and other Post office Ltd Staff, staff from Cash Access UK Ltd and from any other related organisation to ensure the effective operation of the branch(es) and fulfilment of the requirements of any existing contracts.
5. The submission of any necessary returns including financial returns to Companies House and reporting requirements such as to Post office Ltd or Cash Access UK Ltd.
6. The committee will report to full council on overall financial and other performance as required

The Post office Committee **does not** have delegated authority to make decisions where these matters are within the remit of another council appointed committee. Therefore it may make **recommendations only** to the relevant committee or to the full council on the following matters:

6. Staffing matters including disciplinary, performance management, health and safety, terms and conditions, salaries or pensions, overall staff structure, attendance issues, or staff policy - where council policy states that these are within the remit of the Staffing Committee at any stage.
7. Matters related to the development, enhancement, alteration or change of the branch premises (where these are controlled by the Town Council): These are addressed via recommendations to the Assets Management Committee where there is a direct effect on either the council's assets portfolio or resources & budget, including any maintenance requirements which may require Works Team input.
8. Matters that affect the overall budget required to effectively operate the Post Office and Banking Hub will be referred to the Finance and Governance Committee or other relevant committee or full council if required (for e.g. increases in staffing levels, staff terms and conditions, changes to capital assets, that require additional budget should be referred through the relevant committee and through to full council if necessary)

## FINANCE

1. Submit an annual proposed budget to Finance Committee.
2. Comply with the Council's Financial Regulations
3. Oversee the Submission of all required financial returns (i.e Companies House) etc via the RFO.

**HAILSHAM TOWN COUNCIL**  
**STAFFING COMMITTEE**  
**TERMS OF REFERENCE 2026-2027**

Membership:	Membership shall comprise of Seven Councillors (unless Council resolves otherwise)
Quorum:	Shall be half of appointed members or the closest majority to that number
Frequency of Meetings:	The Committee shall meet at least once a year and where there is a staffing necessity.
Time of Meetings:	Meetings shall commence at 7.00pm (or earlier or later if determined by committee resolution)
Membership eligibility:	Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other council meetings.  Substitute Members must also be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.  Other members may be co-opted from other organisations for specific purposes as and when appropriate. Other members who are not members of council will have no voting-rights.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to email or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

**Terms of Reference**

To consider and deal with all matters affecting staffing issues except where the overall staffing budget will be exceeded. In such cases the Committee will make a recommendation to the Finance & Governance Committee or to the Council.

To deal under delegated powers to resolve personnel issues, including contracts of employment, pay scales, redundancy, grievances and disciplinary matters.

The Town Clerk shall be responsible for the day-to-day management of staff under delegated authority

The Staffing Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. To establish and keep under review the staffing structure and make recommendations to the Council.

2. To draft, implement, review, monitor and revise policies for staff and report any governance and financial implications to the Finance & Governance Committee.
3. To review staff salaries and terms of conditions and make recommendations to Council.
4. To oversee execution of new employment contracts and changes to contracts
5. To keep under review staff working conditions and health and safety at work for all Council employees
6. To monitor and address regular or sustained staff absence
7. To appoint from its membership a recruitment panel of three when necessary for the appointment and dismissal of a Town Clerk making recommendations to Council
8. To appoint three members, who are not on the Staffing Committee when necessary to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Town Clerk.
9. To appoint from its membership (or the council if necessary) three members when necessary to hear any formal grievance made by the Town Clerk or staff and any appeal by other staff against the outcome of a grievance investigation undertaken.
10. To appoint an appraisal panel of three members for the Town Clerk's appraisal process as defined.
11. At least one member of the committee shall sit on any recruitment panel when employing new members of town council staff.
12. Any other matter which may be delegated by Council from time to time
13. The committee will have a role in ensuring cordial relations between the council and its staff, in line with the council's adopted Members–Officer Relations Protocol, exploring ways to ensure mutual respect and understanding is in place and maintaining an open dialogue.

## FINANCE

1. Submit an annual proposed budget to Finance Committee.
2. Comply with the Council's Financial Regulations

**HAILSHAM TOWN COUNCIL**  
**STRATEGY COMMITTEE**  
**TERMS OF REFERENCE 2026-2027**

**Background:**

This committee is appointed to make recommendation to the council in drawing up a strategic plan of priorities for the Town Council, monitoring progress against that plan and recommending any amendments or changes to the plan as it progresses.-

The committee is responsible for working in partnership with other organisations, members of the town council or other town council committees or sub-committees to achieve this objective.

**Membership:** The working group consists of appointed Chair and vice-Chair of Council and the Chair and Vice Chairs of Committees (but not Sub-Committees or other Working groups).

**Chairmanship** The working group shall be chaired by the Chairman of the Town Council or in their absence, the Vice Chair of council.

**Quorum:** Shall be half of appointed members or the closest majority to that number

**Frequency of Meetings:** The committee must meet quarterly (or more frequently if deemed necessary) in order to develop a strategic plan for the Town Council over the coming municipal year, monitoring progress against that plan and recommending any amendments or changes to the plan as it progresses.

**Membership eligibility:** Open to members of council who have been appointed as Chairs or Vice-Chairs of Council or Committees,

The members may therefore be any member of Hailsham Town Council.

The Committee may appoint non-council members of the committee, subject to this being a recommendation to the Council. Non-Council members of the Committee may not have voting rights.

Other members may be co-opted from other organisations, or guests invited for specific purposes, if and when appropriate.

## Remit

1. The Committee is appointed to draw up a Strategic Plan for the Town Council, containing key aims, priorities and objectives for the Town Council to implement over a given period.
2. The committee is appointed to monitor progress against that plan and recommend any amendments or changes to the plan as it progresses. It will report on these matters to full council
3. The Committee is able to respond to consultations on behalf of the town council, although it must recommend responses only, to be finally agreed by full council.
4. The committee exists to make recommendation to the council only. The acceptance of the plan at its key stages of progress, a final plan, or any recommended changes to the existing plan is to be agreed by resolution of full council only.
5. The strategic plan is expected to set out key priorities for the chosen time period, the resources required to implement them, any 'key milestones' to be reached during the life of the plan and any intended output or outcome targets arising from the actions identified in the plan, against which its success can be measured.
6. The Committee must be mindful of the legal and financial restrictions on its recommendations at all times and in particular employment law and statutory responsibilities as an employer
7. The Strategy Committee will ensure that the contents of the Hailsham Neighbourhood Plan are taken into account when considering the council's overall strategic direction.
8. Exclusions

This committee has no delegated authority to make decisions on any of the areas above, but is responsible for making recommendations to the Town Council.

The committee is not responsible for making recommendations to Town Council for any aspect of council services or projects that fall under the remit of other council committees or sub-committees (that is, areas of responsibility of those committees falling outside of the time scale of any recommended plan)

The committee is expected to set priorities, objectives, actions and targets within a plan which are directly within the control of the Town Council and not outside of its statutory or other remit. Although such priorities, objectives, actions and targets may include areas in which the Town Council seeks to influence other statutory service providers, local authorities or any other organisation. -



## Hailsham Town Council Meeting Dates 2026-2027

2026				2027											
May	June	July	August	September	October	November	December	January	February	March	April	May			
1 Fr	1 Mo <b>CC</b>	1 We	1 Sa	1 Tu <b>PDC</b>	1 Th	1 Su	1 Tu	1 Fr <small>New Year's Day</small>	1 Mo <b>CC</b>	1 Mo <b>CC</b>	1 Th	1 Sa			
2 Sa	2 Tu	2 Th	2 Su	2 We	2 Fr	2 Mo <b>CC</b>	2 We	2 Sa	2 Tu <b>PDC</b>	2 Tu	2 Fr	2 Su			
3 Su	3 We <b>FGC</b>	3 Fr	3 Mo <b>CC</b>	3 Th <b>NPC</b>	3 Sa	3 Tu <b>PDC</b>	3 Th	3 Su	3 We	3 We	3 Sa	3 Mo <small>Early May Bank Hol.</small>			
4 Mo <small>Early May Bank Hol.</small>	4 Th	4 Sa	4 Tu	4 Fr	4 Su	4 We	4 Fr	4 Mo	4 Th	4 Th <b>NPC</b>	4 Su	4 Tu			
5 Tu	5 Fr	5 Su	5 We	5 Sa	5 Mo <b>CC</b>	5 Th	5 Sa	5 Tu	5 Fr	5 Fr	5 Mo	5 We			
6 We	6 Sa	6 Mo <b>CC</b>	6 Th	6 Su	6 Tu	6 Fr	6 Su	6 We	6 Sa	6 Sa	6 Tu <b>PDC</b>	6 Th <b>ELECTN</b>			
7 Th	7 Su	7 Tu	7 Fr	7 Mo	7 We	7 Sa	7 Mo <b>CC</b>	7 Th	7 Su	7 Su	7 We	7 Fr			
8 Fr	8 Mo	8 We	8 Sa	8 Tu	8 Th <b>SFC</b>	8 Su	8 Tu	8 Fr	8 Mo <b>STC</b>	8 Mo	8 Th <b>SFC</b>	8 Sa			
9 Sa	9 Tu <b>PDC</b>	9 Th <b>SFC</b>	9 Su	9 We <b>AMC</b>	9 Fr	9 Mo <b>STC</b>	9 We <b>FGC</b>	9 Sa	9 Tu	9 Tu	9 Fr	9 Su			
10 Su	10 We <b>AMC</b>	10 Fr	10 Mo	10 Th	10 Sa	10 Tu	10 Th <b>POC</b>	10 Su	10 We <b>AMC</b>	10 We <b>ATM</b>	10 Sa	10 Mo			
11 Mo <b>CC</b>	11 Th	11 Sa	11 Tu <b>PDC</b>	11 Fr	11 Su	11 We <b>AMC</b>	11 Fr	11 Mo	11 Th	11 Th	11 Su	11 Tu			
12 Tu	12 Fr	12 Su	12 We <b>AMC</b>	12 Sa	12 Mo	12 Th	12 Sa	12 Tu <b>PDC</b>	12 Fr	12 Fr	12 Mo	12 We			
13 We <b>ATM</b>	13 Sa	13 Mo	13 Th	13 Su	13 Tu <b>PDC</b>	13 Fr	13 Su	13 We <b>FGC</b>	13 Sa	13 Sa	13 Tu	13 Th			
14 Th	14 Su	14 Tu	14 Fr	14 Mo	14 We <b>AMC</b>	14 Sa	14 Mo	14 Th <b>SFC</b>	14 Su	14 Su	14 We <b>AMC</b>	14 Fr			
15 Fr	15 Mo	15 We <b>AMC</b>	15 Sa	15 Tu	15 Th	15 Su	15 Tu <b>PDC</b>	15 Fr	15 Mo	15 Mo	15 Th <b>POC</b>	15 Sa			
16 Sa	16 Tu	16 Th	16 Su	16 We	16 Fr	16 Mo	16 We <b>AMC</b>	16 Sa	16 Tu	16 Tu <b>PDC</b>	16 Fr	16 Su			
17 Su	17 We	17 Fr	17 Mo	17 Th <b>POC</b>	17 Sa	17 Tu	17 Th	17 Su	17 We	17 We <b>HTC</b>	17 Sa	17 Mo			
18 Mo	18 Th <b>POC</b>	18 Sa	18 Tu	18 Fr	18 Su	18 We	18 Fr	18 Mo	18 Th	18 Th	18 Su	18 Tu			
19 Tu <b>PDC</b>	19 Fr	19 Su	19 We	19 Sa	19 Mo	19 Th	19 Sa	19 Tu	19 Fr	19 Fr	19 Mo	19 We <b>ACM</b>			
20 We <b>ACM</b>	20 Sa	20 Mo	20 Th	20 Su	20 Tu	20 Fr	20 Su	20 We <b>HTC</b>	20 Sa	20 Sa	20 Tu	20 Th			
21 Th	21 Su	21 Tu <b>PDC</b>	21 Fr	21 Mo	21 We <b>FGC</b>	21 Sa	21 Mo	21 Th	21 Su	21 Su	21 We	21 Fr			
22 Fr	22 Mo	22 We <b>HTC</b>	22 Sa	22 Tu <b>PDC</b>	22 Th	22 Su	22 Tu	22 Fr	22 Mo	22 Mo	22 Th	22 Sa			
23 Sa	23 Tu	23 Th	23 We <b>HTC</b>	23 Fr	23 Mo	23 We	23 We	23 Sa	23 Tu <b>PDC</b>	23 Tu	23 Fr	23 Su			
24 Su	24 We	24 Fr	24 Mo	24 Th	24 Sa	24 Tu <b>PDC</b>	24 Th	24 Su	24 We	24 We	24 Sa	24 Mo			
25 Mo <small>Spring Bank Hol.</small>	25 Th	25 Sa	25 Tu	25 Fr	25 Su	25 We <b>HTC</b>	25 Fr <small>Christmas Day</small>	25 Mo <b>STC</b>	25 Th <b>POC</b>	25 Th	25 Su	25 Tu			
26 Tu	26 Fr	26 Su	26 We	26 Sa	26 Mo	26 Th	26 Sa <small>Boxing Day</small>	26 Tu	26 Fr	26 Fr <small>Good Friday</small>	26 Mo <b>STC</b>	26 We			
27 We	27 Sa	27 Mo <b>STC</b>	27 Th	27 Su	27 Fr	27 Tu	27 Su	27 We	27 Sa	27 Sa	27 Tu <b>PDC</b>	27 Th			
28 Th <b>SFC</b>	28 Su	28 Tu	28 Fr	28 Mo	28 We	28 Sa	28 Mo <small>Substi-tute day</small>	28 Th	28 Su	28 Su	28 We <b>FGC</b>	28 Fr			
29 Fr	29 Mo	29 We	29 Sa	29 Tu	29 Th	29 Su	29 Tu	29 Fr		29 Mo <small>Easter Monday</small>	29 Th	29 Sa			
30 Sa	30 Tu <b>PDC</b>	30 Th	30 Su	30 We	30 Fr	30 Mo	30 We	30 Sa		30 Tu <b>PDC</b>	30 Fr	30 Su			
31 Su		31 Fr	31 Mo <small>August Bank Hol.</small>		31 Sa		31 Th	31 Su		31 We		31 Mo <small>Spring Bank Hol.</small>			

HTC Venues	
22.07.2026	Civic Hall (WDC)
23.09.2026	Civic Hall (WDC)
25.11.2026	Civic Hall (WDC)
27.01.2027	Civic Hall (WDC)
10.03.2027 ATM	Civic Hall (WDC)
17.03.2027	Civic Hall (WDC)
18.05.2027 ACM	Civic Hall (WDC)
<b>above all confirmed</b>	

- HTC** Hailsham Town Council, Wed 7.00pm
  - ATM** Annual Town Meeting, Wed 7.00pm (**MUST BE 1st March - 1st June**)
  - ACM** Annual Council Meeting, Wed 7.00pm - Must be within 14 days of election
  - STC** Strategy Committee, Mon 7.00pm
  - FGC** Finance & Governance Committee, Wed 7.00pm
  - FGC** FGC Budget Setting, Wed 7.00pm
  - PDC** Planning and Development Committee, Tues 6.30pm
  - AMC** Assets Management Committee, Wed, 7.00pm (Meeting every two months, with interim dates arranged only if needed)
  - CC** Communities Committee, Mon 6.00pm
  - SFC** Staffing Committee - Thursdays, 7.00pm
  - NPC** Neighbourhood Planning Committee, Thurs 7.00pm
  - POC** Post Office Committee, Thur 4pm (except full staff meetings 5.30pm)
- All Committee Meetings to be held in Fleur-De-Lys Council Chamber*



**Hailsham Town Council**  
Inglenook • Market Street • Hailsham • East Sussex • BN27 2AE

**T:** (01323) 841702  
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**W:** hailsham-tc.gov.uk

Town Clerk: John Harrison

**AGENDA ITEM NUMBERS:**

**MEETING DATE:** 20<sup>th</sup> May 2026

**COUNCIL/COMMITTEE:** Full Council

**TITLE:** Finance Report

**PURPOSE OF REPORT:** To note the Officers recommendations below

**SUPPORTING DOCUMENTS:** Appendix A – Income & Expenditure Report  
Appendix B – Internal Auditors report  
Appendix C – Annual Governance Statement  
Appendix D – Asset Register  
Appendix E – Bank Reconciliations March 2026  
Appendix F – Accounting Statements  
Appendix G – Bank Reconciliation  
Appendix H – Explanation of Variances  
Appendix I – Reconciliation of Reserves 31.03.26  
Appendix J - Full AGAR 25/26  
Appendix K – Notice of Public Rights  
Appendix L - Earmarked Reserves Movements

**OFFICER CONTACT:** Responsible Finance Officer (Locum)

**OFFICER RECOMMENDATIONS:**

	The Committee is RECOMMENDED to:	
<b>5.1</b>	(1)	<b>Note</b> the Income and Expenditure Position for 2025/26
<b>5.2</b>	(2)	<b>Note</b> the Internal Auditors Report
<b>5.3</b>	(3)	<b>Agree</b> the Annual Governance Statements
<b>5.4</b>	(4)	<b>Agree</b> the Asset Register as at 31.03.26
<b>5.5</b>	(5)	<b>Agree</b> the Bank Reconciliations as at 31.03.26
<b>5.6</b>	(6)	<b>Approve</b> the Annual Statement of Accounts for the year ended 31 <sup>st</sup> March 2026. <b>Authorise</b> the Mayor and Town Clerk to sign Section 1

<b>5.7</b>	<p style="text-align: center;"><b>Authorise</b> the Mayor, as Chairman of the Council, to sign Section 2 of the 2025/26 Annual Governance and Accountability Return on behalf of the Council.</p> <p>(7) <b>Note</b> the Explanation of Variances</p> <p>(8) <b>Note</b> the Reconciliation of Reserves as at 31.03.26</p> <p>(9) <b>Approve</b> the dates of the Notice of Public Rights.</p> <p>(10) <b>Note</b> the Earmarked Reserves Position</p> <p>(11) <b>Approve</b> the continuation of bank accounts with Barclays, Unity Trust and CCLA</p>

## 5.1 Income and Expenditure

Attached as Appendix A is the final 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

**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**

Council is asked to **note** these figures

## **5.2 Internal Auditors Report**

Please refer to Appendix B. There are no audit findings to report and all sections were signed off by the Internal Auditor

Council is asked to **note** this report.

## **5.3 Annual Governance Statements**

Please refer to Appendix C.

The purpose of the Annual Governance Statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for.

Smaller authorities (i.e. authorities with a gross annual income and expenditure for the year that does not exceed £6.5 million) prepare their annual governance statement by completing Section 1 of the Annual Return. This is in the form of a number of statements, known as assertions, to which the Council needs to answer 'Yes' or 'No'.

Councils are expected to make a number of representations and assertions in ten statements of assurance, which together comprise the Annual Governance Statement, about the accountability of the Council.

The Council needs to have appropriate evidence to support a 'Yes' answer to an assertion, for example a reference in a set of formal minutes. If a Council is not able to respond 'Yes' to any assertion, it needs to provide an explanation to the external auditor on a separate sheet describing how the authority will address the weaknesses identified.

The statements are explained in the following table. Evidence has been added to help determine whether the statement can be agreed.

The Annual Governance Statement forms part of the Annual Governance and Accountability Return, page 4.

Statement	Explanatory Note	Evidence
<p><b>1.</b> 'We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements'.</p>	<p>Through the act of formally approving the accounts the Council asserts that it has prepared those accounts in the way prescribed by law and in accordance with proper practices.</p>	<p>There are accounting systems in place. The accounting system is used to prepare the accounting statements.</p>
<p><b>2.</b> 'We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.'</p>	<p>This statement covers the Council's responsibility to ensure that its affairs are managed in accordance with proper standards of financial conduct &amp; arrangements exist to</p>	<p>Completed monthly bank reconciliations are examined &amp; signed off by a member of the F &amp; G Committee. All Committees receive periodic reports on</p>

Statement	Explanatory Note	Evidence
	<p>prevent &amp; detect fraud and corruption. The Council also asserts that it has tested those arrangements at least once in the year to make sure they are working in an adequate and effective way.</p>	<p>income and expenditure against budgets &amp; significant variances are highlighted. F&amp;G Committee annually review the Internal Controls and approve them. The Internal Auditor assesses the effectiveness of the Council's Internal Controls as part of the inspection. Internal Audit happened in December 2025 and May 2026</p>
<p>3. 'We took all reasonable steps to assure 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 on its finances.'</p> <p>4. 'We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.'</p>	<p>These statements cover the local Council's responsibility to act within the law and to put in place proper arrangements to ensure that its financial affairs are conducted in accordance with the law and relevant regulations, including providing the opportunity for electors to exercise their rights to inspect the financial records and ask questions of the auditor. The third statement confirms that the Council has only done what it has the legal power to do and the fourth statement, confirms that it has during the year allowed</p>	<p>The Town Council's Standing Orders, Financial Regulations and Scheme of Delegation are reviewed annually. The Notice of Electors' Rights is placed on the Town Council's website and notice boards in accordance with the Regulations and can be inspected by arrangement with the Town Clerk / RFO. All expenditure is published on the website together with internal and external audit reports, the Council Budget, Members</p>

Statement	Explanatory Note	Evidence
	all persons who may be interested the opportunity to exercise their rights.	Allowances, the Annual Investment Statement and the Annual Return.
<p>5. 'We carried out an assessment of the risks facing the Authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.'</p> <p>6. 'We maintained throughout the year an adequate and effective system of Internal Audit of the accounting records and control systems.'</p> <p>7. 'We took appropriate action on all matters raised in reports from internal and external audit.'</p>	<p>These representations cover the Council's responsibility to develop, implement and regularly monitor the effectiveness of systems of internal control covering:</p> <ul style="list-style-type: none"> <li>• the overall control environment, including internal audit;</li> <li>• the identification, evaluation and management of operational and financial risks;</li> <li>• budgetary control and monitoring arrangements; and</li> <li>• the documentation and application of control procedures.</li> </ul>	<p>Under the Town Council's Scheme of Delegation to Committees, the F&amp;G Committee has oversight of Governance and Audit matters. The Committee meets regularly and reviews the Internal Audit reports, of which there are two per year, the External Auditors Report, Internal Controls and the Corporate Risk Register</p>
<p>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.'</p>	<p>This statement covers the Council's responsibility to conduct its financial affairs and to put in place proper arrangements to ensure that its financial standing is soundly based. This statement provides assurance that the Council has considered and disclosed in the Annual Return all matters relevant to its business, including any relevant events which have taken</p>	<p>The Annual Return is reviewed by the F&amp;G committee before being presented to Full Council for approval.</p>

Statement	Explanatory Note	Evidence
	place in the period between the end of the financial year being reported and the date of the Annual Return, which could have an impact on its ability to continue its work.	
<p><b>9.</b> Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibility for the fund(s)/assets, including financial reporting and, if required, independent examination or audit</p>	<p>The Council is the sole managing Trustee of 4 Charitable trusts.</p>	<p>The annual accounts are presented to the Trustees and returns submitted to The Charity Commission. All transactions through the Trusts own bank accounts and accounting system and in agreement with the Charity Commission.</p>
<p><b>10.</b> We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.</p>	<p>This covers the Councils responsibility to demonstrate good management of digital, data, and information governance</p>	<p>Regular reports are taken to the F&amp;G Committee. All Councillors operate with a Town Council email domain. There is an IT Policy and Data Protection Policy in place. A data audit has happened. Training to be scheduled</p>

The Annual Governance Statement is signed on behalf of the Council by the Chair and Town Clerk and must be approved prior to the approval of the annual Accounting Statements (Section 2).

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

The Finance and Governance committee reviewed Section 1 of the AGAR at the meeting on the 29<sup>th</sup> April 2026 and agreed this under resolution number **148.6**, with the answer 'yes' to all statements.

The Finance and Governance Committee recommend that the Council **approves** section 1 of the AGAR.

**The Chair and Clerk to sign and date the form (page 4)**

#### **5.4 Asset Register**

Please refer to Appendix D which 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.

Council is requested to **approve** the asset register

#### **5.5 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 of the Finance & Governance Committee 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 E shows the signed bank reconciliations for each account along with the corresponding supporting bank reconciliations for March.

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

## 5.6 Accounting Statements and Annual Governance and Accountability Return for the financial year 2025/26

Please refer to Appendix F for the Accounting Statements for the financial year 2025/26.

### Background

The Council is required to complete an Annual Governance and Accountability Return (AGAR) which comprises the Annual Governance Statement and Statement of Accounts and to have it approved by Council by 30th June each year. The certificate or opinion issued by the external auditor must be published by 30<sup>th</sup> September 2025.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. The Finance and Governance Committee have reviewed the Internal Controls at the meeting on 10<sup>th</sup> December 2025.

The Auditor's job is to review the Annual Governance and Accountability Return and supporting documentation and report whether any matters have come to their attention that give cause for concern that the relevant legislation and regulatory requirements have not been met. This is a negative assurance Audit.

The Accounting Statements are attached as Appendix G. It forms part of the Annual Governance and Accountability Return and comprises four linked sections, which should be read as a whole (see Appendix J).

- Annual Internal Audit Report
- Section 1 - Annual Governance Statement (see 5.3 on this agenda)
- Section 2 - The Accounting Statements
- Section 3 - External Auditor Report and certificate (to be completed after the audit)

In addition to the Accounting Statements as set out in the Annual Return the Auditor has also asked for:

- A bank reconciliation. See Appendix G.
- An explanation of any variances of 15% or more from last year's figures. See Appendix H.
- A reserves reconciliation between boxes 7 and 8 on the accounting statement. See Appendix I.

Other points to note are

- Boxes 1 (b/f) and 7 (c/f) are the total useable reserves i.e. the General Reserve + Earmarked Reserves.

- Box 7 is adjusted for Debtors and Creditors to give Box 8 the cash at bank and in hand figure.
- Box 9 is the total book value of Fixed Assets without any deduction for depreciation. This also includes long term investments
- Fixed assets are valued at cost.
- Box 10 Total borrowings is the outstanding capital balance on all loans – not applicable to HTC as they don't have any long term borrowings.

The notice of appointment of date for the exercise of elector's rights will be posted on 15th June 2026 reporting that the Annual Return and supporting documentation will be available for public inspection between 22nd June 2026 to 1st August 2026. The notice is attached as Appendix K.

### Financial Summary

Box 7- Total balances carried forward is made up of the General Reserve + Earmarked Reserves.

The Table below shows that the General Reserve has increased by 4.6% to £469,208. It is prudent for the Council to hold enough in general reserves to cover between 3 to 9 months worth of operational expenses. The Councils reserves policy states that the general reserves should be in the region of 50% of the annual budget. The annual budget is currently £1,747,698 so General Reserves should be in the region of £873,849. Therefore, the general reserves need to increase by £404,641

The EMRs has increased by 34.8% to £3,460,171. This is mainly due to CiL money being received during the year. Detailed movements of Earmarked Reserves can be seen in Appendix L.

	2025/26	2024/25	Increase/(Decrease)	% Increase/(Decrease)
General Reserve	469,208	448,638	£20,570	4.6%
EMR	3,460,171	2,565,996	£894,175	34.8%
Total	3,929,379	3,014,634	£914,745	30.3%

Attached as Appendix A to this report is the is the detailed income and expenditure for the period 1 April 2025 to 31 March 2026 for each Committee compared to the projected annual budget.

The Finance and Governance Committee recommend that the Council **approves** section 2 of the AGAR.

**The Chair to sign and date the form (page 5)**

## 5.7 Council Bank Accounts

As per Financial Regulation 6.1, The council's banking arrangements shall be reviewed annually for security and efficiency.

The council has previously resolved to bank with Unity Trust Bank, Barclays Bank plc and CCLA.

Council is recommended to **agree** to continue with the three banking establishments

Acting RFO

Report to:	Hailsham Town Council
Date:	20 <sup>th</sup> May 2026
By:	John Harrison, Town Clerk
Title of Report:	Motion to Council – Women’s Sport

**PURPOSE:**

To consider a motion to Council proposed by Cllr C. Bryant and seconded by Cllr D. Chapman

**Motion**

To launch a campaign to promote and support women's sport across the town especially with respect to council run facilities, working with bodies like Hailsham news to promote successful projects. To look at national campaigns and funding to support women’s teams that use council assets.

Proposed and seconded by:

Cllr Chris Bryant

Cllr David Chapman