



Hailsham
TOWN COUNCIL

Hailsham Town Council

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Town Clerk: John Harrison

HAILSHAM TOWN COUNCIL AGENDA

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

on

Wednesday 28th January 2026 at 7.00 p.m.

1. **Public Forum**
(No more than 15 Minutes)
2. **Apologies for Absence**
To receive apologies for absence from Council members.
3. **Declarations of Interest**
To receive declarations of personal or prejudicial interest in respect of items on this agenda.
4. **Hailsham Neighbourhood Plan**
To receive a presentation and update from the Neighbourhood Plan consultant and Chair of the committee on the revised neighbourhood plan and ongoing consultation
5. **Confirmation of Minutes**
To resolve that the minutes of the Meeting of Hailsham Town Council held on 26th November 2025 are confirmed as a correct record and signed by the Chairman.
6. **Chairman's Update**
To receive a verbal update from the Chairman of Hailsham Town Council
7. **Town Clerk's Update**
To receive a verbal update from the Town Clerk
8. **East Sussex County Council Update**

To receive an update from the East Sussex County Councillors for Hailsham

9. **Wealden District Council Update**

To receive an update from the Wealden District Councillors for Hailsham

10. **Standing Orders**

To review and consider any amendments to the council's Standing Orders (as adjourned from the last meeting)

11. **Financial Regulations**

To consider updates to the council's Financial Regulations.

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. **Committee Membership**

To consider amendments to the Council's Committee Membership

14. **Internal Audit Report**

To note the Internal Audit Report

15. **Policies**

To resolve to adopt the Data Protection Policy and the Data Transparency, Freedom on Information and Publication Scheme

16. **Report of the Independent Wealden Parish Remuneration Panel 2026/27**

To consider the recent report and recommendations of the Wealden Parish Remuneration panel and their implications for Hailsham Town Council

17. **Precept 2026-2027**

To consider the recommendations of the Finance, Budget and Resources Committee (21st January 2026) and any additional resolutions or budget pressures that will affect the budget for 2026-2027.

To resolve the precept for the financial year April 2026 to March 2027 to be requisitioned from Wealden District Council

18. **Confidential Business**

To resolve that the press and public are excluded during the discussion on the next item of the agenda (19) as it concerns: the terms and conditions of service or negotiations for contracts. (In accordance with the Council's Standing Orders No. 1E).

19. **The Station Building**

To consider a request to provide additional funding for amendments to the Station Building

A handwritten signature in black ink, appearing to read "John H.", with a stylized flourish at the end.

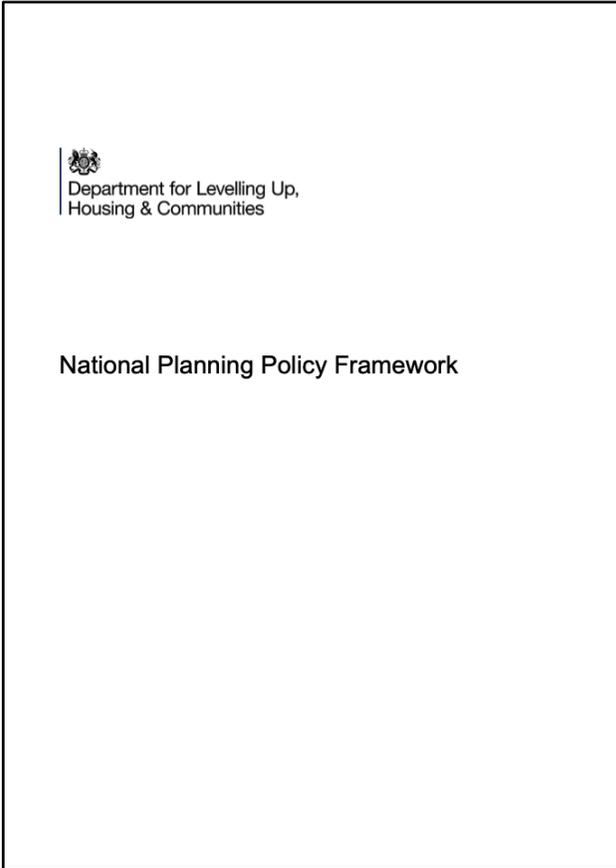
John Harrison, Town Clerk
22nd January 2026



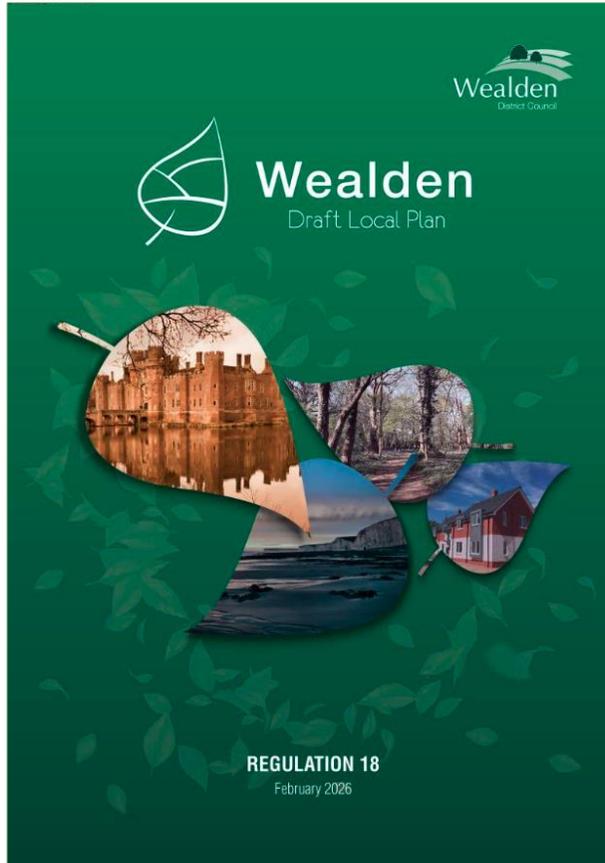
Presentation to Full Council, 28 January 2026

The Development Plan

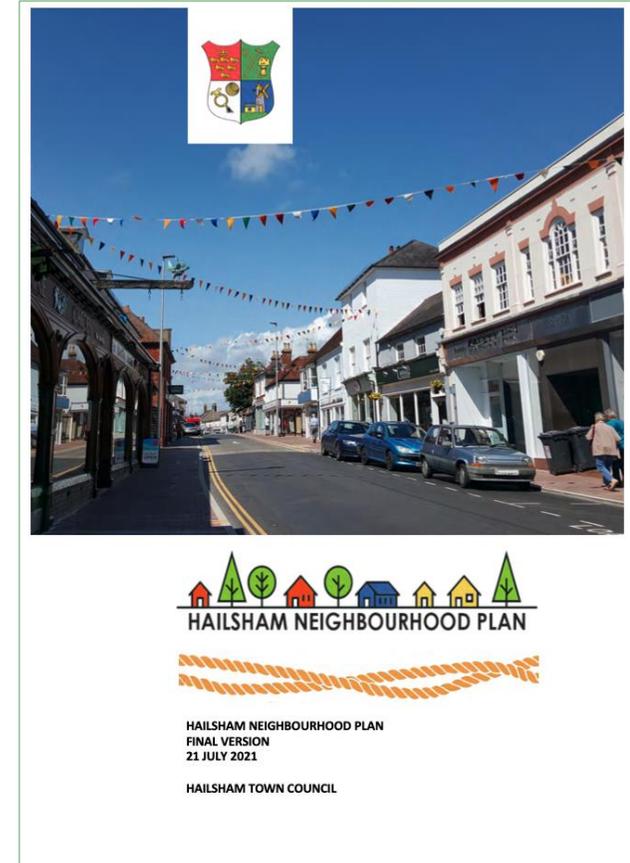
Strategic direction and locally specific policies



National



District



Local (Town and Parish Councils)

Required

Optional

Neighbourhood Plans

A 'development planning' document

Policies :

Apply where planning permission is required for development or land use change

Do not apply to permitted development

Alignment with national and Wealden policy

Projects :

Wider ideas and aspirations

Can direct neighbourhood portion of Community Infrastructure Levy (25%) to these

Work in partnership with WDC / ESCC etc to deliver these

Codes :

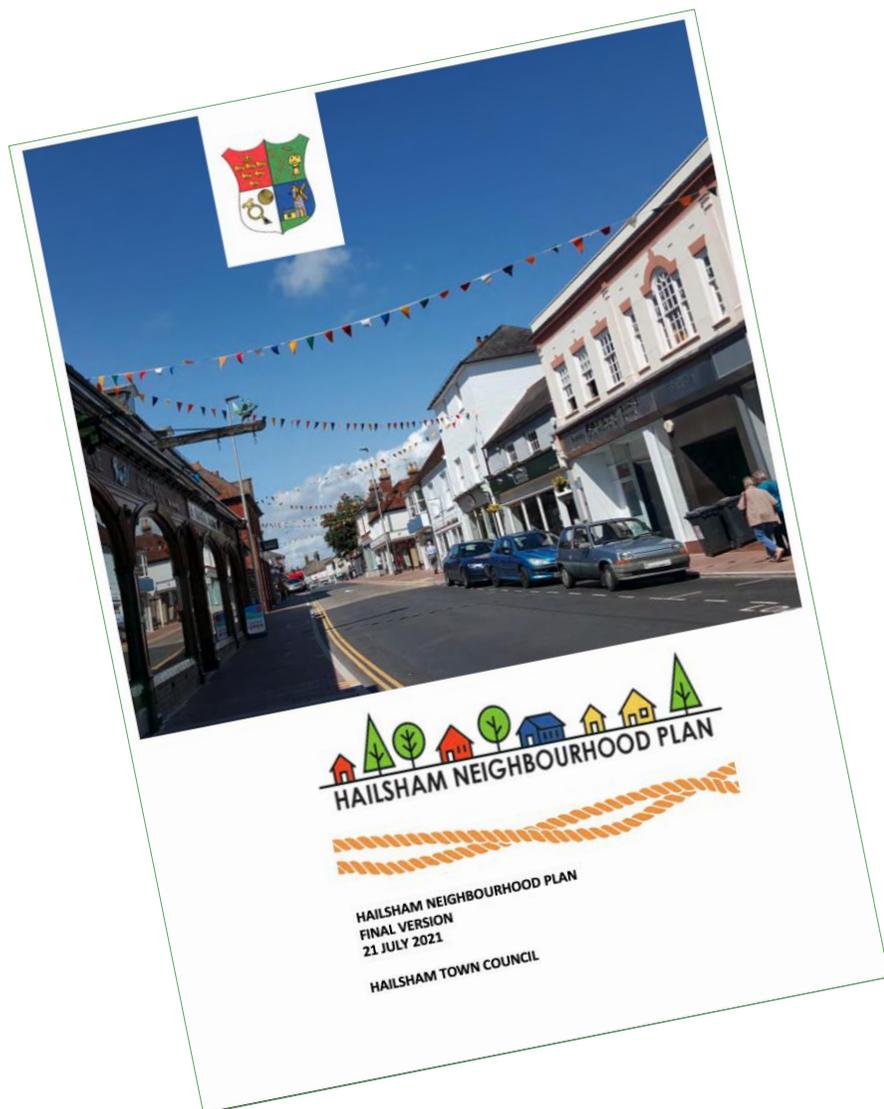
Establishing design requirements to be met in new development

Providing clarity on design expectations to help create good, attractive and inclusive places

Used alongside policies to inform planning applications

A Plan for Hailsham

The need for a review



- ‘Made’ in 2021
- Informed by consultation dating back to 2016
- Filled a policy vacuum
- Since then... Covid, financial crisis, climate change awareness, demographic change etc
- Changes to national policy
- A new Wealden Local Plan

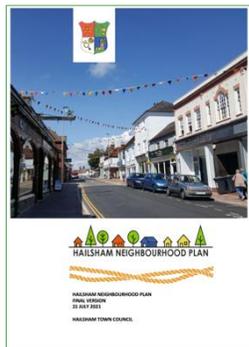


tcpa



A Plan for Hailsham

Review process



'Health check',
April 24



'Lego Builders' event,
October 24



Presentations, drop-ins,
Focus sessions, June 25



Formal consultation,
Jan - Feb 26



'Mayor for the Day'
survey, October 24



Presentations, drop-ins, College
workshop, survey, Feb 25

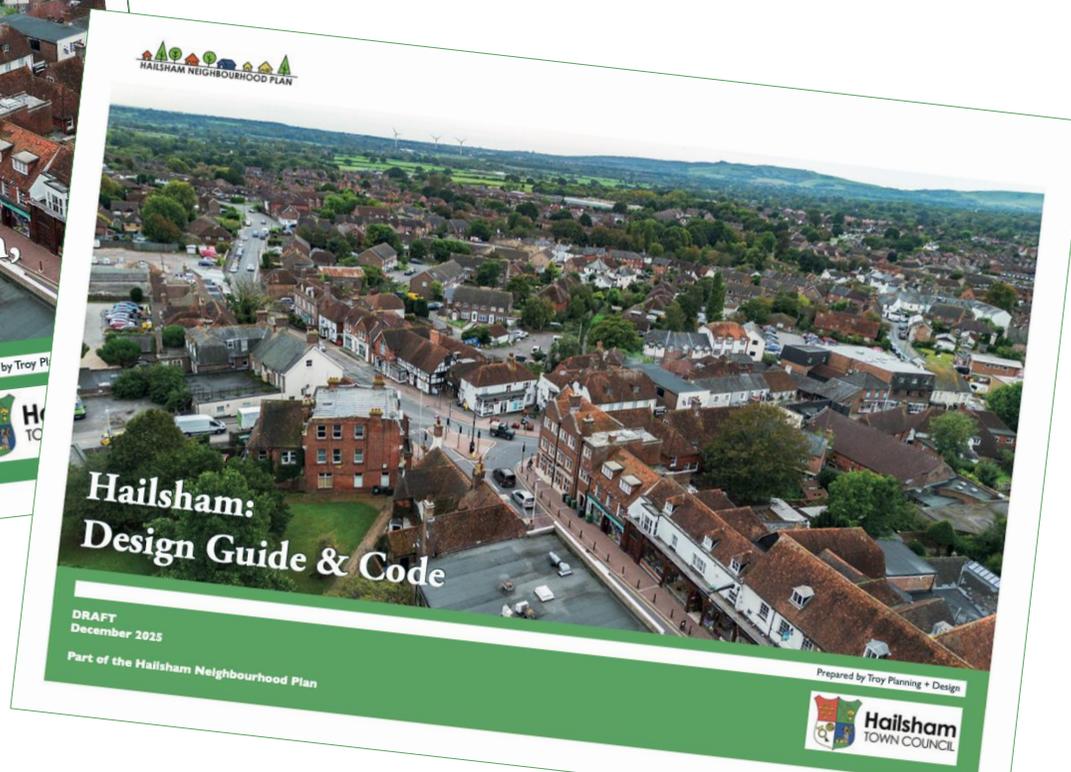
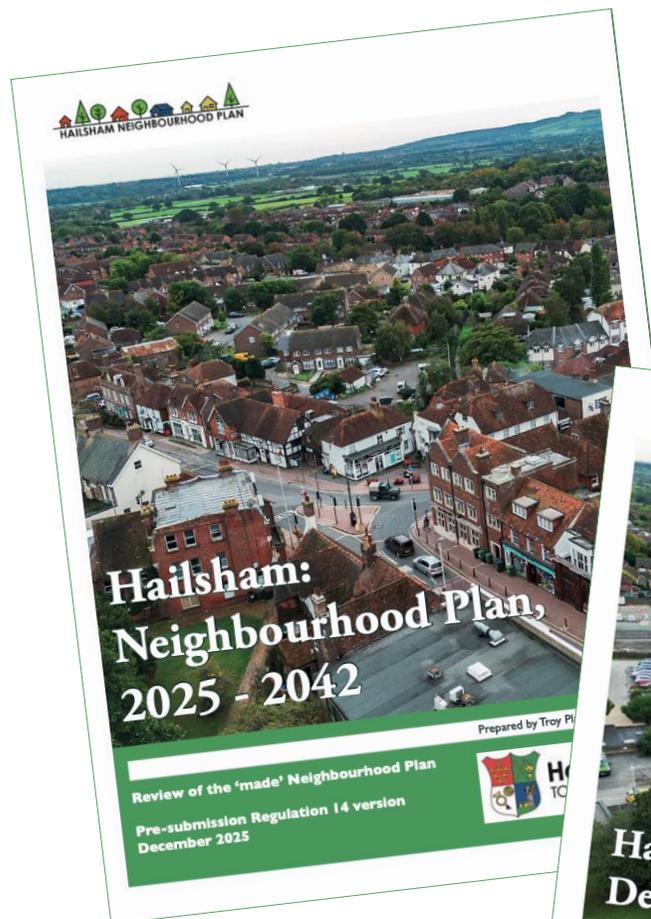


WDC engagement,
Autumn / Winter 25

Revised draft Plan

and supporting Design Guide & Code

- Covers period to 2042
- Five main objectives and supporting policies
- Design Guide and Code
- Projects and aspirations for CIL funding
- Government reorganisation – a voice for the town



Objective 1: Community

You said that: "The scale and quantum of development that has and continues to take place around Hailsham is placing pressure on local services and facilities... There is a need for new and improved facilities and, ideally, facilities required as a result of development should be put in place during the first stages of that development."

DRAFT POLICIES INCLUDE:

HaCF1: Healthcare

Supports the development of a new, accessible medical centre with a range of health services, including provision of a temporary facility in the short-term until a permanent facility is delivered.

HaCF2: Education and early years

Encourages the expansion of primary schools and early years facilities, especially where accessible by foot and supporting safe routes to school.

HaCF3: Community halls, centres & hubs

Supports new or improved community spaces that are flexible, inclusive, accessible, and integrated with sustainable transport options.



Above: The Western Road Recreation Ground is a highly valued community facility in the centre of Hailsham.

HaCF4: Allotments and food growing

Requires major residential developments to provide growing spaces like allotments or community gardens, accessible by foot and aligned with national standards.

HaCF5: Sports facilities & playing pitches

Encourages development of new or improved sports facilities, including shared use of school grounds, with attention to accessibility, lighting, and environmental impact.

HaCF6: Play and amenity space

Requires inclusive, well-integrated green and play spaces in new developments, designed for all ages and linked to wider green infrastructure.

HaCF7: Burial space

Supports new burial grounds, including natural burial sites, that are environmentally sensitive and located near existing facilities.

HaCF7: Community infrastructure delivery

Encourages early delivery of community facilities in major developments and recommends production of community use agreements to ensure shared access to these.

Objective 2: Town centre

You said that: "The quality and experience of the town centre should be improved, including the public realm, provision of new areas of greenery and a more diverse range of shops and services, including arts and culture."

DRAFT POLICIES INCLUDE:

HaTC1: Town centre uses

Promotes a diverse mix of retail, leisure, cultural, and residential uses in the town centre, with support for temporary use of vacant space.

HaTC2: Town centre design principles

Sets design standards for new development such that it responds sensitively to the setting and historic character of the town centre, and creates attractive and welcoming spaces that people feel safe and are happy to spend time in.

HaTC3: Safety by design

Requires development to incorporate design principles that reduce crime, such as avoiding blank walls, left over spaces, hidden spots and dark routes.

HaTC4: Shopfront design & signage

Encourages provision of high-quality shopfronts and signage that enhance the town centre's visual appeal and heritage.

HaTC5: Public realm, gateways & wayfinding

Supports improvements to public spaces, twitters and town centre gateways, including new green infrastructure and wayfinding.



Above: Policies in the Plan seek to reinforce local character and identity whilst also supporting efforts that make the town centre a more diverse and vibrant place with an improved visitor offer.

HaTC6: Public art

Encourages provision of public art installations that enhance the vibrancy of the town centre, support legibility and draw upon the identity of Hailsham.

HaTC7: Roofscape

Promotes the use of rooftops for green infrastructure, renewable energy, and community uses where these minimise visual and environmental impacts.

HaTC8: Town centre car parking

Supports rationalisation of surface parking with multi-storey solutions in appropriate places, and where these are well integrated with active uses and green infrastructure.

Objective 3: Housing, development & design

You said that: "Where new housing development does take place, it should be well-designed, well-integrated within the existing built form, and provide a mix of homes that respond to local needs."

DRAFT POLICIES INCLUDE:

HaHD1: Housing Design and character

Requires new residential development to reflect the Hailsham Design Guide & Code, ensuring integration with existing areas, use of local materials, and creation of attractive, well-defined streets and spaces.



Above: A Design Guide and Code sites alongside the Neighbourhood Plan. This identifies the key qualities of the built and natural environment in Hailsham that should influence the design of new development.

HaHD2: Well-integrated residential development

Promotes layouts that connect with existing communities, avoid car-dominated designs, and include accessible community facilities and green infrastructure.

HaHD3: Sustainable design & construction

Encourages energy-efficient, climate-resilient buildings that make use of renewable energy and which incorporate efficient use of water.

HaHD4: Housing mix

Supports a diverse mix of housing types, including affordable, adaptable and age-friendly homes, with flexible layouts for multi-generational living and home working.

HaHD5: Self & custom build homes

Encourages provision of self and custom build plots within larger developments, with clear design parameters and utility connections, to help diversify housing options.

HaHD6: Street types, design & hierarchy

Requires new developments to include a hierarchy of well-connected, walkable streets that prioritise pedestrians and cyclists, and discourage through-traffic.

HaHF7: Parking in new residential development

Promotes well-integrated, unobtrusive parking solutions that support walkable neighbourhoods, discourage pavement parking, and include landscaping and sustainable drainage.



<https://www.hailsham-tc.gov.uk/>

Objective 4: Movement

You said that: "The growth of the town has resulted in additional traffic and increasing congestion, particularly in the town centre, and the quality of roads, footpaths and cycle routes is generally poor... improved transport choices for all are required, including improved public transport, walking and cycling options. The opportunity should also be taken to make better use of the Cuckoo Trail."

DRAFT POLICIES INCLUDE:

HaM1: Active & healthy travel

Supports infrastructure for walking, wheeling, and cycling, including safe, inclusive routes and secure cycle parking, aligned with national design standards.

HaM2: The Cuckoo Trail

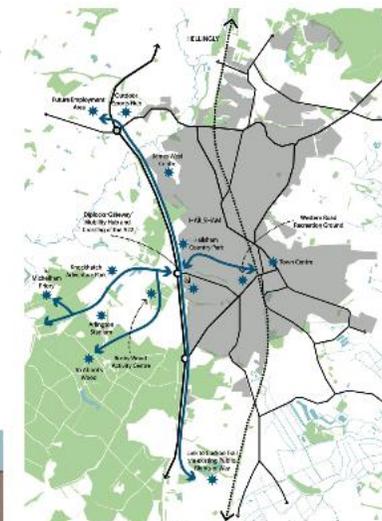
Encourages improvements to the Cuckoo Trail, including better access, surface upgrades and integration with surrounding development.

HaM3: Public transport

Requires major developments to be within walking distance of frequent bus services or to provide new routes, with high-quality shelters and real-time information.



Above: Artists' illustration showing the potential for a visitor and mobility hub at the 'entrance' to the Cuckoo Trail at the South Road Car Park, with new artwork, wayfinding and linked walking and cycling routes.



Above: Idea for a new walking and cycling route across and along the A22, opening up safe access by foot and bike to various leisure and recreation facilities.

HaM4: Community mobility hubs

Supports the creation of mobility hubs combining transport options with community services, making it easier for people to access different transport choices.

HaM5: Electric vehicles

Promotes well-designed EV charging infrastructure that avoids pedestrian obstruction and allows for future upgrades (to charging speeds) and expansion of services.



<https://www.hailsham-tc.gov.uk/>

Objective 5: Green and blue infrastructure

You said that: "The town should be a cleaner, safer, greener place, including new street tree planting and improved areas of play. Better use should be made of previously developed land and existing green spaces preserved, protecting the environment, areas of wildlife value and the floodplain."

DRAFT POLICIES INCLUDE:

HaGI1: Biodiversity

Requires a minimum 10% biodiversity net gain in new developments, prioritising on-site delivery and integration with green corridors and wildlife-friendly features.

HaGI2: Access to green & blue infrastructure

Encourages development to improve access to natural spaces via well-designed, all-weather walking and cycling routes.

HaGI3: Diversifying and improving existing amenity green space

Supports the diversification of green amenity spaces in the public realm to include play areas, gardens, and improved walking routes.

HaGI4: The Pevensey Levels

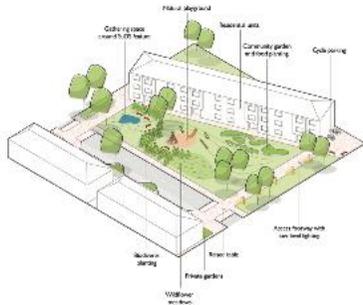
Protects the sensitive Pevensey Levels from development impacts, enhancing the landscape, biodiversity and wetland areas.

HaGI5: Sustainable drainage

Requires developments to manage surface water flood risk through sustainable drainage systems, integrated with new green infrastructure.

HaGI6: Paving of front gardens

Seeks to regulate the paving over of front gardens to retain permeable surfaces, maintain greenery and prevent increased flood risk from surface run off.



Above: Example of rain gardens retrofitted into existing streets, providing areas of biodiversity and helping to manage surface water run-off.

Left: Example illustration showing how opportunities for local food growing may be integrated into existing amenity green spaces alongside other green space types.

The Design Guide and Code

PURPOSE OF THE CODE:

The Hailsham Design Guide and Code forms a free-standing appendix to the Neighbourhood Plan.

It highlights the qualities of the built and natural environment which characterise Hailsham. It uses these to present guidance that illustrates what good design means in the context of Hailsham and how applicants for development should respond to this. It has a focus on matters of concern raised through consultation, including the overall appearance of the town centre and street environment, and how new development should be well-integrated with the existing built form, strengthening the sense of place and character.



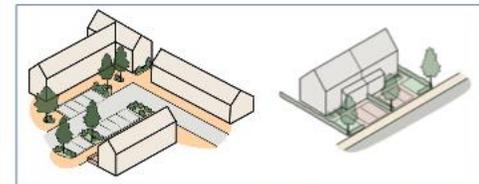
Above: The Code illustrates a good practice approach to creating well-integrated edge of settlement development, supporting sustainable travel, the provision of community infrastructure and usable green space.



Above: The Code identifies common building materials, colours and details found in Hailsham, and which should inform the choice of materials and architectural features in new development.



Above: The Code illustrates how the use of landscape, a locally derived palette of materials, roofscape and building form can be combined to create interest, variety and local character in new development.



Above: The Code illustrates different ways in which car parking can be sensitively integrated into areas of residential development.

Projects



- Street greening
- Public realm improvements
- Improved connectivity
- Etc

A new Plan for Hailsham

Process and next steps

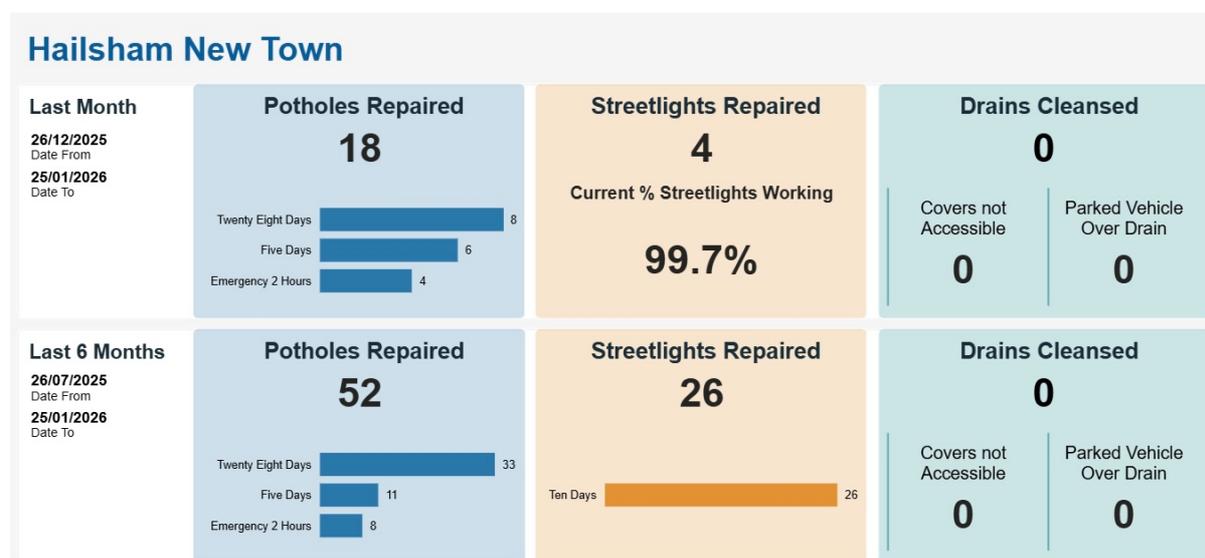


Thank you!

County Councillor Gerard Fox, Hailsham New Town Division: January 2026 Report to Hailsham Town Council

Highways

I've had some interaction with officers around the traffic problems associated with utilities works of various kinds and also displacement of diverted traffic by flooding in Old Swan Lane. It is said that it is always darkest before the dawn. As a keen amateur astronomer, I can attest to this experience. And so, it also seems to be with the state of the highways in January/February following the regular cycles of winter storms, freezes, and thaws. Keep in mind that 13 county stewards have over 2200 miles of road to monitor and maintain. Last week our steward mentioned that as of Monday they had 1200 reports to assess-and determine actions around by Friday. As ever I encourage residents to use the highways website to report potholes & other related issues. Keep in mind that many fills will be temporary and that follow-up work will follow. Enclosed is a dashboard snapshot of recent works in my Hailsham New Town division (which sits west of the Cuckoo Trail).



Local Authority Combined Authority & Local Elections – Update

Many of you will recall that last year's County Council elections were cancelled to allow for the transition to a Mayoral Combined Unitary Authority comprising East & west Sussex with Brighton & Hove. In response, we delivered the preparatory work required to deliver Mayoral elections scheduled for May 2026, in line with government direction. At that point, the expectation was

that residents would elect a mayor in 2026 and, since both County, District and Borough Councils are being abolished, move straight to electing around 100 members of the new Unitary Authority, which takes on their responsibilities, in May 2027.

Two competing proposals for the future unitary boundary in East Sussex are currently under consideration by government, alongside two proposals for West Sussex. There is near-unanimous support from local authorities, partners and stakeholders for a unitary authority aligned with the existing East Sussex County boundary. Brighton & Hove City Council, however, does not support this approach and is proposing a more costly, complex and less administratively efficient alternative.

Compounding this uncertainty, the government has now cancelled the Mayoral election previously scheduled for May 2026. Instead, the immediate focus has shifted to establishing a Combined Authority by the end of March. We are now working to meet this revised timetable. In order to support this, we anticipate receiving up to 40% of the total funding that would be allocated by the government for the fully established Combined Mayoral Authority once all devolution arrangements are finally in place, for the next two years. You can [read more here](#):

The Mayoral election is now expected to take place in 2028. We have lobbied government strongly for the Mayoral and Unitary elections to be held together in 2027, as this would provide clarity for residents, reduce cost, and support democratic accountability. Unfortunately, that position has not been accepted. We remain concerned that a Mayoral election has effectively been cancelled despite prior commitments, completed preparations, and the fact that prospective candidates had already begun campaigning.

Pre-County Council Budget Position

- East Sussex County Council faces a projected £50–55m funding gap for 2026/27, driven by rising demand for statutory services, particularly adult social care and children’s services where the complex needs of a significant minority impose prohibitive costs. Social care accounts for around 75% of our budget, while Home-to-school transport costs have almost doubled over the last 4 years under increasing demand and costs.

- Government funding has not kept pace with demographic pressures with 26% of residents over 65 and a static business rates tax base, leaving East Sussex under-funded relative to need and heavily constrained in its capacity to raise money.
- Reserves are limited and unsustainable as a long-term solution, forcing difficult savings decisions.
- The Government have given greater certainty with their proposed 3-year settlement for local authorities, but the certainty conveyed to East Sussex is that after making £156 million in savings since 2010 we are having to explore more of the same
- We believe that the changes made to the funding formula may cost County Hall as much as a further £30 million annually by 2028/29. This position will force us to seek Exceptional Financial Support (borrowing £70 million to fund service delivery) for the coming financial year alone
- The County Council has been more prudent than other comparable authorities over the past decade-and-a-half and so it carries a modest amount of debt. Nevertheless, borrowing these kinds of sums perpetually on expensive terms is not a viable medium-term strategy.
- Despite all of this, County Hall continues to be highly rated by independent external assessment bodies for its services and for its financial management.
- You can [Read More Here](#):

Adult Social Care

Support for adults wanting to quit smoking

-
A new digital tool called AI Quit Coach is being piloted in East Sussex to support adults who want to stop smoking. The WhatsApp-based service provides 24/7 personalised guidance, including strategies for managing triggers, distraction techniques, providing encouragement and staying focused on quitting goals. The initiative is commissioned by One You East Sussex, a lifestyle service funded by East Sussex County Council with the help of funding from the Office for Health Improvement and Disparities, Department of Health and Social Care.

Local public health officials say the tool is intended to complement existing stop smoking services, which already include nicotine replacement therapies, e-cigarettes, and one-to-one support. Last year, more than 1,700 residents used these services to successfully quit smoking. The AI tool is available to residents aged 18 and over and can communicate in multiple languages.

More information can be found [here](#)

Communities, Economy and Transport

Winter events for everyone at East Sussex Libraries

-
A programme of free events is taking place in libraries across the county over the lead up to Christmas. Adults and children are being invited to visit their local library this winter to enjoy festive craft activities, songs and story sessions, author events and storytelling experiences. Library events are free, but booking may be required. For more information on the events taking place over the coming weeks, visit the Winter Events section on eastsussex.spydus.co.uk.

More information can be found [here](#)

Tourism contributed over £4 billion to Sussex economy in 2024

New research from Experience Sussex shows that tourism made a significant contribution to the East and West Sussex economy in 2024. According to the report, 50.6 million visitor trips generated more than £4.06 billion for the region (excluding Brighton & Hove). The report also notes a 21% increase in overseas visitors staying in Sussex compared with 2023.

Experience Sussex provides free marketing, training, networking and funding guidance for businesses operating in the visitor economy. The programme is co-funded by East and West Sussex County Councils and works in partnership with Visit England, Visit Britain and Visit Brighton, aiming to strengthen the attraction of high spending visitors to the area.

Further information is available at [Sussex Visitor Economy Resources & Toolkits](#).

The full report can be found [here](#).

Governance Services

Secretary of State welcomes ambitious Get Sussex Working Plan

East Sussex County Council, alongside Brighton & Hove City Council and West Sussex County Council, have launched the Get Sussex Working Plan – a bold strategy to boost employment, tackle inequalities and build a thriving local economy. The initiative has been co-designed by a partnership comprising the Department for Work and Pensions (DWP) and the Sussex Chamber of Commerce. The Get Sussex Working Plan sets out 6 strategic ambitions to help residents access good jobs and develop new skills for employment. It aims to create a dynamic workforce, supported by integrated services across employment, health, post-16 education and skills.

It has been drafted in collaboration with more than 200 stakeholders across Sussex, including local employers, community organisations and people who access employment support services, drawing on a comprehensive data-mapping exercise. The plan addresses key challenges facing Sussex communities, such as economic inactivity and health-related barriers to work, skills shortages and unequal access to opportunity. A collaborative, place-based approach is central to delivering the plan's vision of a dynamic Sussex economy, where all residents are empowered to aspire and to develop the skills, they need to access meaningful employment. The plan identifies priority groups for support, including:

- young people not in education, employment or training (NEET)
- unemployed adults
- residents with a disability or long-term health condition
- global majority communities
- migrants and refugees
- parents and unpaid carers
- adults with low skill levels and low incomes

More information can be found [here](#)

As ever, if any questions please do contact me.

Councillor Gerard Fox
Hailsham New Town Division

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Follow my news at: www.gerardfox.org.uk

Conservatives

East Sussex County Council

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Hailsham
BN27 3HY

County Hall
St Anne's Crescent
Lewes
East Sussex

BN7 1SW
Tel: 0345 60 80 190



Report to Hailsham Town Council 28 Jan 2026

Local Government Re-organisation/Devolution

The Government has announced that the proposed County elections are cancelled this year. This means that existing councillors will be sitting until vesting day in 2028. The Government has also decided to delay the Sussex Mayoral election until 2027. So the new unitary Authority will be elected in 2027 as will the town and parish councils. There will be a year with the old legacy County Council and the new Authority working towards a hand over of responsibilities in 2028.

This is still causing much uncertainty when the Government has still to decide on what exactly the new Unitary Authority will look like. There are still the two options I reported at the last Town council meeting in November 2025. Many people have spent many hours working towards the election this year only to be disappointed with the Government decisions.

Old Swan Lane flooding

This matter has been a problem for years and it is one that has multi agencies involved or not involved. Firstly it is not the sole responsibility of the county Council highways. They have cleaned out the ditches many times. Old tyres and other bulky items like a freezer get dumped in the ditches. When Highways empty the ditches the rubbish arising is then the responsibility to remove the rubbish falls to Wealden District Council.

The problem is that the water course crosses the land owned by Southern Water and so far, despite efforts to get them to attend meetings they have not. The County Flood Risk management team have been trying to get SW to attend.

The Environment Agency have said that it is not their responsibility as the water course from the highway does not discharge into a river.

The ultimate responsibility lies with the Pevensey and Cuckmere Water Level Management Board. This Board is made up from County and District councillors plus nominated members and should be doing a lot more to pressure SW water to act to solve this problem.

Exceat Bridge construction

I am on the review board for the new Exceat Bridge construction across the Cuckmere river on the A259 to ensure that the project comes in on time and on budget.

Exceat Bridge was originally built around 1870 and it was extensively repaired in the 1970s but is now reaching the end of its life. It is a single-lane bridge with priority given to traffic travelling east which means that traffic backs up in both directions at peak times.

East Sussex County Council has secured funding to replace the existing bridge with a new, two-lane bridge to the north of the current bridge with improved footways, viewing platforms and a shared space outside the Cuckmere Inn. The project has been funded by:

- £7.9m funding from the Government's Levelling Up Fund in 2021,
- £11.28m from the Bus Service Improvement Plan Round 1 funding, and
- Funding from the County Council's capital funds.

Following a Public Inquiry in May 2025, the Secretary of State for Transport has confirmed three legal orders necessary to build the new bridge, including a compulsory purchase order for land, a Side Roads Order and a Bridge Order. Preliminary works to prepare the site for construction have begun, with award of the construction contract due in November 2025, and construction expected to begin in Spring 2026.

I suggested a time capsule be buried within the brickwork pier somewhere which was taken up as a good idea and community engagement team will be following that up. As a matter of interest Metaltech Ltd on the Diplocks Industrial estate made a time capsule that was buried in the Haisham East Community centre at the Official opening in 2000.

Highways and Street works

Heavy Construction vehicles through the High Street.

I raised a question can we prevent heavy vehicles using the High Street to the Lead member for Highways and Transport at the last full council meeting in December and the full reply was as follows. This response passes the responsibility to the District Council to place conditions on the major developers to prevent heavy vehicles passing through the High Street. The reference to a Traffic Regulation Order with a weight limit on vehicles will be problematic in my view due to the livestock vehicles travelling to the market, so careful thought must be given to all the ramifications.

Response by the Lead Member for Transport and Environment

a) Will ESCC Highways seek to review the existing signs and licenses to ensure that the large vehicle do stay out of the High Street?

Routing of construction vehicles is generally controlled through Construction Traffic Management Plans (CTMP), which are secured through planning conditions attached to the corresponding planning permissions. The request for large vehicles to stay out of the High Street would be dependent on the details of each Construction Transport Management Plan (CTMP) associated with the various planning permissions and where the construction site is. Ultimately, it will be the planning authority (Wealden District Council) to agree the CTMPs, although ESCC are generally a consultee on these. Where possible, ESCC do highlight / advise avoiding the High Street and try to ensure any unnecessary signage is removed. We will continue to do this.

b) Will ESCC Highways adopt a policy on all new license applications of no large construction vehicles in the High Street?

See our response to question a. We would also point out that this depends where the development site is exactly, what the access options may be and the specific requirements for a given development.

c)

c) Will ESCC Highways write to Google Maps, Marin, Tom-Tom and any other satellite navigation system and inform them that the Hailsham High Street is not suitable for large vehicles?

We are aware that other Highway Authorities have made approaches to these companies in the past, but little to no change has resulted This is not a problem exclusive to East Sussex and it appears there is no easy solution, apart from putting up signs and the use of specialist sat navs for

larger vehicles, however many lorry drivers don't appear to use these as they are more expensive than standard. A more permanent solution would be a TRO such as a weight limit. We will raise this matter at our regional forum of Highway Authorities, to see if there is a way to guide these companies better on such matters.

St Marys Avenue junction with Marshfoot lane

I have been discussing with a resident living very near this junction who is alarmed at the level of traffic turning left at speed from Marshfoot lane into St Marys Ave. The Liberty Place development at the end of Marshfoot Lane of 300 housing units is nearing completion with 220 units now fully occupied. The traffic assessment of 155 vehicles movement per hour each way was made at the planning stage as was assumed to be using the swan neck bend at the Vicarage lane junction. Not surprisingly many vehicles appear to be using St Marys Avenue causing the distress to the residents. I have requested the Transport, Development and Planning team to look not this to see if any additional traffic calming could be installed in St Marys Avenue

The Street works review board

We have been meeting with major utility companies to discuss with them a better way to co-ordinate Streetworks. We have met with a large team from UKPN and we plan to meet with Southern water, Openreach and SGN in the coming weeks. The report with recommendations will go to Place Committee in March and a full report to the County Council in May

I continue to report all manner of potholes, blocked drains, collapsed drains. Also I have regular monthly catch up meetings with the local Highways Steward to make sure that projects are continually updated.

Cllr Steve Murphy

25th January 2026

Email: cllr.steve.murphy@eastsussex.gov.uk

Mob: 07510 074256



Standing Orders

Owner	John Harrison, Town Clerk
Reviewer	John Harrison, Town Clerk Emily Hastings, Corporate Services Manager
Previous versions	Feb 2024
Templates used/adapted	NALC
Approver	Full Council
Date approved	23.07.25, 25.09.25, and standing adjourned from 26.11.2025
Resolution number	HTC/25/01/139.2, HTC/25/3/145.1 & HTC 26/4/172
Date of next review	1 year
Related policies/procedures	Financial Regulations
Policy covers	All HTC

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1. Meetings generally

- F Full Council meetings
- C Committee meetings
- S Sub-committee meetings

- FCS** a. Meetings of the Council shall be held at the Hailsham Town Council Offices, Market Square, Hailsham at 19:00 (7.00 p.m.) hours unless the Council otherwise decides at a previous meeting.

It should be noted that public statements should be concise and limited to three minutes per person.

The Meetings of Committees and Sub-Committees shall be held at the Town Council Offices or at some other place or time as shall be decided.

- F** b. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- F** c. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- C** d. The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.
- FC** e. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a

meeting shall be by a resolution which shall give reasons for the public's exclusion.

f. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

g. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chair of the meeting.

h.,A member of the public shall not speak for more than three minutes.

i. A question from a member of the public shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

j. A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.

k. A person who speaks at a meeting shall direct their comments to the chair of the meeting.

l. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

FC m. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.

FC n. Subject to standing order 1(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

FC n. The press or any other person shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

F o. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).

- F p. The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting, subject to that meeting being quorate.**
- FCS q. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or non-councillors with voting rights present and voting.**
- FCS r. The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the council.

- FCS s. Unless standing orders provide otherwise, voting on a question shall be by a show of hands. The voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question or abstained from voting.**

If at least two members so request, voting on a question may be done by signed ballot.

- t. The minutes of a meeting shall include an accurate record of the following:**
- i. the time and place of the meeting;**
 - ii. the names of councillors present and absent;**
 - iii. interests that have been declared by councillors and non-councillors with voting rights;**
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;**
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;**
 - vi. if there was a public participation session; and**
 - vii. the resolutions made.**
- FCS u. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- F v. No business may be transacted at a meeting of the council unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

See standing orders below for the quorum of a committee or sub-committee meeting.

FCS **w. If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x. A meeting shall not exceed a period of three hours.

CS y. If three council committee members present at a meeting of a Committee or Sub-Committee request it not to exercise its executive powers, or any delegated authority it has as defined in its terms of reference, in respect of a matter under consideration, then it shall not do so and shall make a recommendation to Council instead. This must be before any motion is carried on that agenda item. This will then be debated fully at the next meeting of full council and no decision shall be made except by resolution of full council.

2. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least three clear working days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion (and other items) on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

3. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

4. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

5. Committees and sub-committees

- a The Chair, Vice Chair of Council, or both, shall be voting members of every committee as appointed by council at the Annual Council meeting or subsequently
- b **Unless the council determines otherwise, a committee may appoint a sub-committee**

whose terms of reference and members shall be determined by the committee.

- c **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- d **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- e The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall then permit a committee to alter the number and time of its meetings;
 - iv. shall appoint and determine the terms of office of members of such a committee;
 - v. **Shall appoint and determine the terms of office of the substitute members to a committee who can replace the ordinary members at a meeting of a committee if the ordinary members of the committee are unable to attend**
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee by resolution.

6. Ordinary Council Meetings

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e **The first business conducted at the annual meeting of the council shall be the election of the Chair and Vice-Chair of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g **The Vice-Chair of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;

- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees
- ix. Review of representation on or work with external bodies and arrangements for reporting back;
- x. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

7. Extraordinary meetings of the council and committees and sub-committees

- a The Chair of the Council may convene an extraordinary meeting of the council at any time.**
- b If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair.
- j Only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

- q A point of order shall be decided by the chair of the meeting and their decision shall be final.

- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements or legal requirements.

- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- t Excluding motions moved, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

10. Closure

- a. At the end of any speech a member may, without comment, move “that the question be now put”, that “the debate be adjourned” or “that the debate be now adjourned” or “that the Council do not adjourn”. If such a motion is seconded and if the Chair is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), they

shall forthwith put the motion. If the motion “that the question be now put” is carried, they shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

(Note: Where a meeting is adjourned, the subsequent proceedings are part of the original meeting and no new notices or agendas need be issued, except a notification of the date of continuation of the meeting, to members not present.)

11. Rescission Of Previous Resolution

- a. A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution carried by a majority of two-thirds of those present and voting.

12. Disorderly conduct at meetings

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under the standing order 12b above is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

13. Management of Information

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of the personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or personal data without legal**

justification.

- d Councillors, staff, the Council's contractors and agents shall not disclose confidential or personal data without legal justification.**

14. Draft Minutes

- a Draft Minutes of a preceding meeting will be served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy and shall be taken as read
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with these standing orders
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
 - “The chair of this meeting does not believe that the minutes of the meeting of the (*committee name*) held on [*date*] were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

15. Code of conduct and dispensations

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Dispensations requests shall be considered [by the Proper Officer] before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- h **A dispensation may be granted if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

16. Code of Conduct Complaints

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall report this to the council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take.
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

17. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **Ensure that at least three clear days before a meeting of the council, a committee and a sub-committee a summons is served on councillors, by email, or is posted to them, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.**
 - ii. **Ensure that the public are given notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
 - iii. include on the agenda all motions in the order received unless a councillor has given written notice at least three days before the meeting confirming their withdrawal of it;
 - iv. convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - v. **facilitate inspection of the minute book by local government electors;**
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - xi. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;

- xii. manage the organisation, storage of, access to, security of and destruction of information held by the council in paper and electronic form; subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xiii. arrange for legal deeds to be executed;
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xv. manage the recording of every planning application notified to the council and the council's response to the local planning authority;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

18. Responsible Finance Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Finance Officer when the Responsible Finance Officer is absent.

19. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Finance Officer shall inform each councillor as soon as practicable after 30 June, 30 September and 31 December in each year that statements are available which summarise:
 - i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Finance Officer shall provide:

- i. each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 2 of the annual return, as required by proper practices, for consideration and approval.
- e. The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

20. Financial controls and procurement

- a. The council shall consider and approve financial regulations drawn up or approved by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

Further details regarding this process can be found in the Council's Financial Regulations.

- d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility or relevant terms of reference.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility or relevant terms of reference for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

21. Responsibilities to provide information

- a **In accordance with the freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. Responsibilities Under Data Protection Legislation

- a The Council shall appoint a Data Protection Officer
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f The council shall maintain a written record of its processing activities.

23. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. Execution and sealing of legal deeds

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 24(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

25. Communicating with District and County councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council
- b Unless the council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council representing the area of the Council shall be sent to the ward councillor(s) representing the area of the council.

26. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions to all and any council officer .

27. Standing Orders Generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements (which are in bold), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b Any motion to suspend Standing Order No 11 ('Recission of a previous resolution') will require a special resolution carried by a majority of two-thirds of those present and voting.
- c A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements (which are in bold), shall be proposed by a special motion, and when proposed and seconded, shall stand adjourned without discussion to the next ordinary meeting of the council.
- d The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- e The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

28. Canvassing Of and Recommendations by Members

- a **Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council, shall disqualify the candidate for such appointment. The Town Clerk shall make known the purport of the sub-paragraph of this Standing Order to every candidate.**
- b **A member of the Council or of any committee, shall not solicit for any person, any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character, for submission to the Council with an application for appointment.**
- c **Standing Order No. 28a and b (above) shall apply to tenders and contracts as if the person making the tender were a candidate for an appointment.**

29. Interests

If a candidate for any appointment under the Council is to their knowledge, related to any member of, or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Town Clerk. A candidate who so fails to do, *shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Town Clerk shall report to the Council, or to the appropriate committee, any such disclosure. Where relationship to a member is disclosed, this Standing Order shall apply.*

30. Planning Applications

- a. The Council shall appoint, at the Annual Meeting, a Planning and Development Committee (or such committee with relevant terms of reference), to meet at three-weekly intervals, for inspection of local planning applications submitted to the Council by the Local Planning Authorities for consultation and submission of observations; and to consider and comment on all planning and development matters affecting the Town and Parish of Hailsham.
- b. The Town Clerk shall, as received, ensure the recording of the particulars of every planning application notified to the Council, and the submission of details to the next meeting of the appointed Planning and Development Committee (or such committee with relevant terms of reference).
- c. Copies of the Reports of the meetings of the Planning and Development Committee (or such committee with relevant terms of reference), showing observations and comments sent to the Appropriate Planning Authority, shall be available for inspection by Council members within 3 (three) working days of such meeting.

Report to:	Hailsham Town Council
Date:	28 th January 2026
By:	Karen Whiley, Locum Responsible Finance Officer
Title of Report:	Financial Regulations

PURPOSE:

To consider updates to the council's Financial Regulations.

Financial Regulations

The current Financial Regulations are attached below with a few proposed changes which have been tracked and are shown in another colour

The Finance and Governance Committee meeting 21.01.2026 Resolved to recommend to council to accept these changes.

Council is asked to review and agree to the changes.



Financial Regulations

Owner	Responsible Finance Officer (RFO)
Reviewer	Responsible Finance Officer (RFO)
Previous versions	March 2025 (FBR/24/5/54)
Templates used/adapted	
Approver	Finance & Governance Committee
Date approved	
Resolution number	
Date of next review	1 year
Related policies/procedures	N/A
Policy covers	All HTC
Revisions	Updates in blue and red

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.

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1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk, with the RFO, shall prepare, for approval by the council or a delegated committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk, with the appropriate service manager, shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member of the Finance and Governance Committee other than the Chair ~~{or a cheque signatory}~~ 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 (or similar document) as evidence of this. This activity, including any

exceptions, shall be reported to and noted by the Finance & Governance Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually ~~in October~~ for the following financial year ~~and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.~~

4.3. No later than November each year, the RFO, with input from the council's committees and senior management team shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the Finance & Governance Committee not later than the end of ~~October~~ December each year.
- 4.6. The draft budget, with any committee proposals and a three year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & Governance Committee with a recommendation made to the full Council.
- 4.7. Having considered the proposed budget and forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

- 5.6. For contracts estimated to range between £5,000 to £29,999 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council..
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts ranging between £2,500 to £5,000 excluding VAT the Clerk or RFO shall seek at least three fixed-price quotes;
- 5.9. where the value is between £500 and ~~£3,000~~ 2,500 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates.
- 5.10. For smaller purchases, shall seek officers to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £5,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 -
 - the council for all items over £10,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

~~5.20. Confirmation of orders for goods and services over £1,500 excluding VAT should be made in writing and copies retained by the relevant service manager to be checked against invoicing prior to sign~~

~~5.21.~~ 5.20. Clear protocols for ordering should be in place with regular monitoring and review by the RFO

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank, ~~and~~ Barclays Bank plc and CCLA. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. ~~Wherever possible,~~ More than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. Any payments up to the amounts included for that class of expenditure within the approved budget where these are required to meet contractual obligations or operational efficiency..
 - ii. payments of up to £5,000 excluding VAT on items outside the approved budget in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the Clerk or RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance & Governance Committee
 - iv. Fund transfers within the councils banking arrangements up to the sum of £~~6~~100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

~~6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.~~

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk and/or the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify at least four councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.

- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online ~~and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.~~
- 7.8. A full list of all payments made in a month shall be provided at least quarterly to the next Finance & Governance Committee meeting and displayed on the council's website once noted.
- 7.9. With the approval of the authorised signatories in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the Finance & Governance Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Finance & Governance Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two authorised members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Finance & Governance Committee at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~two of, the or the Finance Officer and RFO and/or a member.~~ This is a potential area for fraud and the individuals involved should ensure that any change is genuine. ~~Data held should be checked with suppliers every two years.~~
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported to the Finance & Governance Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance & Governance Committee. Transactions and purchases made will be reported to and authority for topping-up shall be at the discretion of the Finance & Governance Committee
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and designated officers and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy and with the prior knowledge and agreement of the Clerk

10. Petty Cash

- 10.1. **The RFO shall maintain a petty cash float of £100 and may provide petty cash to officers for the purpose of defraying operational and other expenses.**
 - a) **Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.**
 - b) **Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.**
 - c) **Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.**

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Where the payroll services are outsourced, each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded via confidential reports to be retained by the RFO, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by RFO to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Finance & Governance Committee or Full Council (in line with the Debtor Policy) by the RFO and shall be written off in the year. Minute references for this approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority will be given by the Managing Trustees of the charity meeting separately from any council meeting.)

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. Service Managers shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

~~16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.~~

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council or relevant committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Report to:	Hailsham Town Council
Date:	28th January 2026
By:	John Harrison, Town Clerk
Title of Report:	Committee Membership

PURPOSE: To consider amendments to the council’s committee membership

AMENDMENTS TO COMMITTEE MEMBERSHIP:

Councillors Mickey Caira (Reform) was elected to the Casual Vacancy in the Hailsham West Ward in the by-election held in November 2025. Councillor Caira was requested that he be appointed to the Assets Management and Staffing Committees, by resolution of council.

Total Posts (6X7+5) = 49	49	% of Council	Committee Seats Per Group	Seats Occupied	Seats Left	Committee Seats per Group = 49
Council Make Up	18 Seats	100.00%	49	43	6.00	
Liberal Democrat	8	44.44%	21.78	14	7.78	21.78
Conservative	2	11.11%	5.44	6	-0.56	5.44
Reform	1	5.56%	2.72	2	0.72	2.72
M. Laxton	1	5.56%	2.72	3	-0.28	2.72
K. Nicholls	1	5.56%	2.72	3	-0.28	2.72
C. Mitchell	1	5.56%	2.72	5	-2.28	2.72
A-M Ricketts	1	5.56%	2.72	3	-0.28	2.72
D. Chapman	1	5.56%	2.72	3	-0.28	2.72
B. Carpenter	1	5.56%	2.72	3	-0.28	2.72
A. Clarke	1	5.56%	2.72	1	1.72	2.72
	18	100.00%	49	43	6.00	49

STANDING COMMITTEES							
	Finance & Governance (7)	Planning & Development (7)	Communities (7)	Assets Management (7)	Neighbourhood Planning (7)	Staffing (7)	Post Office Committee (5)
1	Blundell-Smith, Kelly-Marie	Bryant, Chris	Bryant, Chris	Blake-Coggins, Anne	Bryant, Chris	Blake-Coggins, Gavin	Laxton, Mary
2	Mitchell, Colin	Chapman, Dave	Chapman, Dave	Bryant, Chris	Chapman, Dave	Blundell-Smith, Kelly-Marie	Mitchell, Colin
3	Rusu, Doina	Nicholls, Karen	Clarke, Alexa	Carpenter, Barry	Laxton, Mary	Carpenter, Barry	Holbrook, Paul
4	White, Glynn	Ricketts, Anne-Marie	Clarke, Frankie	Laxton, Mary	Mitchell, Colin	Nicholls, Karen	Carpenter, Barry
5	Holbrook, Paul	Crittenden, Jo	Nicholls, Karen	Mitchell, Colin	Blake-Coggins, Anne	Ricketts, Anne-Marie	Crittenden, Jo
6		Holbrook, Paul	Ricketts, Anne-Marie	White, Glynn		Rusu, Doina	
7				Caira, Mickey*		Holbrook, Barbara	
8						Mitchell, Colin	
9						Caira, Mickey*	
10							
	5	6	6	7	5	9	5

*appointment subject to resolution

Report to:	Hailsham Town Council
Date:	28 th January 2026
By:	Karen Whiley, Locum Responsible Finance Officer
Title of Report:	Internal Audit Report

PURPOSE:

To note the Internal Audit Report.

Internal Audit Report

The internal auditors report and comments after the first interim audit for 2025/26 are attached below.

Pages 16 and 17 of this report provides an overview of the auditors comments.

RFO comments to these action points:

Page 16 Achievements of Control Assertions shows that the periodic bank account reconciliations were not properly carried out during the year. This relates to the Financial Regulations which state that bank account reconciliations should be approved by Committee at least every quarter. Due to absence of the RFO a meeting did not take place in July/August for this to be actioned. They have been completed retrospectively and are being approved on a regular basis.

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Audit Point B – Financial Regulations being changed to reflect this

Audit Point C – Fidelity Insurance will be looked at renewal

Audit Point E – Website will be updated to reflect current allotment rates

Audit Point I – as above answer to Page 16

Financial Regulations

The current Financial Regulations are attached below with a few proposed changes which have been tracked and are shown in another colour

The Finance and Governance Committee meeting 21.01.2026 Resolved to recommend to council to accept these changes.

Council is asked to review and agree to the changes.

Council is asked to note the contents of this report, as previously noted by the Finance and Governance Committee 21.01.2026



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

8 December 2025

Dear John

Re: Hailsham Town Council
Internal Audit for Financial Year Ended 31 March 2026 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 8 December 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines, and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Hailsham Town Council are well established and followed.

Regulation

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. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years’ experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

The audit was conducted on site. The information advised in advance of the visit had been prepared, with some reports forwarded in advance of attending on site, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with officers and a review of the council website www.hailsham-tc.gov.uk

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

The system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered with sufficient narrative detail to identify the source and purpose of each transaction.

I reviewed the nominal ledger entries for the period 1 April to 31 March to ensure items were posted to the correct heading and that there were no instances of netting off and the expenditure was correctly posted to the headings to which the line item related. This has confirmed that the accounting package is being properly used.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report for 2024/25 was not qualified and has been published on the council website along with the Notice of Conclusion of Audit and was reported to the council meeting held on 22 October 2025 (minute ref FBR/24/6/96).

Under other matters, the External Auditor commented *'The smaller authority has confirmed that it has not complied with the governance Assertions in Section 1, Boxes 2 and 5, but it has not provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor's response to internal control objective C.*

One of the bank statements submitted in support of the bank reconciliation and Section 2, Box 8, is dated 28 March 2025 and not 31 March 2025. There is no evidence to suggest there are any transactions through the account between the statement date and the year-end date.'

I note the council received and considered the previous internal auditor report at the council meeting held on 4 June 2025 (minute ref FBR/24/5/80.2).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign “Acceptance of Office” forms, and the Town Clerk confirmed as part of the onboarding process, councillors also sign a formal acceptance to receive information by electronic means in the form “As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time.”

The council website includes a councillor page where the individual Register of Members’ Interests forms are published.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner’s Guide (March 2025) contains updated guidance on the matter as below, including details of the new Governance Assertion to be included in the 2025/26 AGAR:

Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).

1.50 All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency Code for Smaller Authorities](#) (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

The council has a Privacy Notice, Website Accessibility Statement, FOI Publication Scheme and IT Policy published on its website. I note that the Website Accessibility Statement refers to compliance with WACG 2.1 AA. Through discussion with the officer responsible, I understand that an audit of the requirements is ongoing at present and she is aware of the additional measures required for the council to meet the requirements of Governance Assertion 10.

Confirm that the council is compliant with the relevant transparency code

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure in place, with terms of reference published on the council website, along with details of future meeting dates and historic agendas and minutes for meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note the council also publishes the non-confidential supporting papers for meetings on the council website with the agendas in accordance with the requirements of the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website

Minutes are uploaded to the council website and clearly annotated as draft where applicable.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in July 2025, with the final approval of the amendments made at the council meeting held in September 2025 (minute ref HTC/25/3/145.1).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in March 2025 (minute ref FBR/25/5/54). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- *the Clerk, under delegated authority, for any items below £5,000 excluding VAT.*
- *a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £10,000 excluding VAT*
- *in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.*
- *the council for all items over £10,000*

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

FR 5.18 In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate.

I tested a sample of invoices and was able to confirm that amounts have been properly authorised in accordance with the adopted Financial Regulations. This includes testing of invoices relating to the rewiring of the council offices, where I was able to trace the recommendations from the Asset Management committee and subsequent approval of the spending by council in 2024.

The Financial Regulations include a section covering the payment process for online banking, and states:

FR 7.4 The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to authorised signatories.

FR 7.5 In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

FR 7.6 Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

FR 7.7 Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

FR 7.8 A full list of all payments made in a month shall be provided at least quarterly to the next Finance & Governance Committee meeting and displayed on the council's website once noted.

The council has in place a system to segregate duties in terms of the setting up and subsequent release of payments made via online banking in accordance with the council's adopted Financial Regulations, and has sufficient individuals authorised to complete these steps, minimising the risk of being unable to make payments in a timely fashion.

Through discussion with the officers, I recommend that FR 7.7 is amended to remove the requirement to attach a printout of each payment to the invoices, as this is unrealistic and impractical given the volume of transactions completed by the council.

Confirm the council has adopted the General Power of Competence (GPC) and met the eligibility criteria at the time of adoption, or if GPC not adopted, confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £11.10 per elector

The council has confirmed its eligibility and adopted the General Power of Competence (GPC) and the section 137 threshold does not apply.

Check receipt of VAT refund matches last submitted VAT return

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 September 2025 which showed a refund amount due of £39,508.34 and was fully supported by the required details. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE**Internal audit requirement**

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council's adopted Financial Regulations include a section covering Risk Management and state:

- FR 2.1 The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.*
- FR 2.2 The Clerk, with the RFO, shall prepare, for approval by the council or a delegated committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.*
- FR 2.3 When considering any new activity, the Clerk, with the appropriate service manager, shall prepare a draft risk assessment including risk management proposals for consideration by the council.*
- FR 2.4 At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.*

The council most recently reviewed and approved its Risk Management Strategy and Policy at the council meeting held on 22 October 2025 (minute ref FBR/24/6/99).

I reviewed the document, which sets out an introduction to risk management and includes a summary of the roles of individuals within the process. The document also includes a Risk Management Policy Statement and Action Plan, setting out actions taken by the council, the deadline for completion, the progress to date and the review and supporting comments. The document concludes with a Strategic Risk Assessment Log, which identifies specific risks, notes the actions taken, any further actions needed and who is responsible for taking the required action.

The Risk Assessment may benefit from the inclusion of a risk matrix, assessing the likelihood and impact of an occurrence to support the council's decision making in addressing any sensible risk management actions.

I note the council finance team completed a series of internal controls on 1 December 2025.

I confirmed that the council has a valid insurance policy in place with Zurich Insurance in a long-term agreement expiring on 1 June 2027. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £2 million. **Based on the balances held by the council at the date of the interim audit, I recommend the council considers increasing the fidelity guarantee to ensure that it covers the maximum balance held at any point during the year.**

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £1,644,120 for 2025/26. With a tax base of 7,796.1, this equates to a band D equivalent of £210.89 (compared to the average in England of £92.92). I was able to confirm receipt of the full precept amount and that it has been correctly processed in the accounting system to be reported in Box 2 of the AGAR.

I was able to view a draft budget proposal at the interim internal audit. This includes a useful summary page and lays out a series of options for councillors to consider showing the associated increases in the precept for each option.

The budget report dated 1 October 2025 shows income reported as 102% of budget (98% when adjusted for transfers to EMR) and expenditure at 66% (50% when adjusted for transfers from EMR), suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

The reserves report dated 17 October 2025 shows that the council holds circa £2,377,000 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately by year of receipt.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

A review of the general reserve balance will be conducted at the final internal audit, and the council is advised to follow the recommended guidance in determining an appropriate level.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives income from a wide range of sources.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

I tested a sample of invoices issued for hall hires, cemetery fees and allotments. **I was able to confirm rates charged were consistent with the council's published charging schedule for the hall hire and cemetery, although the published allotment fees on the council website differ from those being charged, and may need updating to the most recently agreed version.**

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.

Audit findings

The council has no petty cash and the testing for this internal control objective does not apply.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Payroll is processed is outsourced to a third party, who complete all the PAYE calculations and provide the information to the council each month. I reviewed the payroll summary and payslips provided for the interim audit and the payroll deductions appear correct. I was able to confirm that HMRC and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There is a councillor allowance scheme in place with eligible (elected) members paid via payroll and correctly assessed for tax and national insurance purposes.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on assets and asset registers as below:

5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

5.59 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

5.60 One item or group of similar items shall be regarded for inclusion in the fixed asset register.

5.61 Assets should be first recorded in the asset register at their actual purchase cost.

5.62 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

5.63 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

5.64 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.

5.65 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.

5.66 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.

5.67 For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.

5.68 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

5.69 *The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.*

The council has a fixed asset register in place, maintained in a tabular format. This lists assets within different areas of the council's operations and then shows values including any adjustments year on year from 2020 to date, along with the most recent insurance valuation. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on investments, and defines a long-term investment as below:

2.23 *Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:*

- a. are denominated in pounds Sterling;*
- b. be realisable at full value on demand or have a maturity end date of not more than 12 months;*
- c. the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and*
- d. the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.*

2.26 *A long-term investment arises where the authority invests money in anything other than a short-term investment.*

1.11 *Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's [Statutory Guidance on Local Government Investments](#). If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.*

The council has an Investment Strategy to support its future decision making on placement of funds in accordance with the statutory guide. The Investment Strategy was most recently reviewed by the Finance Committee at its meeting held on 22 October 2025 (minute ref FBR/24/96/93.1) and this was then considered for adoption by the council at the November council meeting.

The council has no borrowing through the PWLB.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Financial Regulation 2.6 states 'At least once in each quarter, and at each financial year end, a member other than the Chair {or a cheque signatory} 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 (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & Governance Committee.'

I reviewed the latest bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

I note that the bank reconciliations have been signed, although all are dated October 2025 so have been completed retrospectively, but no bank statements have been signed.

Accordingly, the council is currently not completing this process in accordance with its adopted Financial Regulations, and I will need to see evidence of signed reconciliations and statements for quarters 3 and 4, along with the activity being reported to the Finance Committee meetings, to achieve a positive sign-off for this internal control objective.

As the council's annual budget exceeds the €500,000 (£430,950 as of 3 July comparative date) threshold, it is not protected by the Financial Services Compensation Scheme (FSCS). The council holds accounts with a range of providers to mitigate the risk.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

To be tested at the final internal audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

Audit findings

The council did not certify itself exempt in 2024/25 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

The council is reminded that the following requirements apply.

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority's website)
- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)
- 13(2)** Where documents are published under paragraph (1), the authority must
- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
 - (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

Testing for publication to meet this requirement will be completed at the final internal audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual
Date AGAR signed by council	11 June 2025
Date inspection notice issued	13 June 2025
Inspection period begins	16 June 2025
Inspection period ends	25 July 2025
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

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

Before 1 July 2025 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 2024/25, approved and signed, page 4*

- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

Not later than 30 September 2025 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.

Audit findings

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2025.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2025.

The council has therefore met the publication requirements for 2024/25.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council is the trustee of The War Memorial Institute (charity number 252291), Western Road Memorial Institute (charity number 255104), Allotment for Recreation Ground (charity number 255105) and Allotment for the Labouring Poor (charity number 255106).

I reviewed the information available on the Charity Commission website and was able to confirm that all reporting is up to date and that the council is correctly listed as the sole trustee for each trust.

I was able to confirm that trustee meetings and accounts are recorded separately from those of the council, and the most recent meeting of the trustees took place on 28 November 2025

The council has met its responsibilities as a trustee.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	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 Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses 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	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with the 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), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	To be tested at final internal audit		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

Should you have any queries please contact me directly on andy@mulberrylas.co.uk or 07428 647069.

Yours sincerely



Andy Beams

Director, Mulberry Local Authority Services Ltd

Interim Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	Through discussion with the officers, I recommend that FR 7.7 is amended to remove the requirement to attach a printout of each payment to the invoices, as this is unrealistic and impractical given the volume of transactions completed by the council.	
C. RISK MANAGEMENT AND INSURANCE	Based on the balances held by the council at the date of the interim audit, I recommend the council considers increasing the fidelity guarantee to ensure that it covers the maximum balance held at any point during the year.	
E. INCOME	I was able to confirm rates charged were consistent with the council's published charging schedule for the hall hire and cemetery, although the published allotment fees on the council website differ from those being charged, and may need updating to the most recently agreed version.	
I. BANK AND CASH	Accordingly, the council is currently not completing this process in accordance with its adopted Financial Regulations, and I will need to see evidence of signed reconciliations and statements for quarters 3 and 4, along with the activity being reported to the Finance Committee meetings, to achieve a positive sign-off for this internal control objective.	



Data Protection Policy

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager
Previous versions	
Templates used/adapted	
Approver	Full Council
Date approved	
Resolution number	
Next Review Due:	1 year or earlier in the event of legislative changes
Review date:	
Related policies/procedures	Data Transparency, Freedom of Information & Publication Scheme I.T. Policy Retention and Erasure Policy CCTV policy <i>All policies should be read in conjunction with other policies where appropriate.</i>
Policy covers	All HTC
Revisions	

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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.

Policy statement and purpose

1. Hailsham Town Council is committed to processing personal data lawfully, fairly, transparently and securely.
2. This policy follows the UK GDPR and the Data Protection Act 2018, including rules for special category and criminal-offence data.
3. This policy sets out the Council's governance, controls and accountabilities for personal data processed in the delivery of council services and functions.

Scope

4. This policy applies to all councillors, employees, temporary staff, volunteers, and contractors who access or process personal data on behalf of the Council, whether in council systems (e.g., Microsoft 365) or approved third-party systems used under contract. It covers all formats (digital, paper, audio/video).

Legal and standards framework

5. UK GDPR and DPA 2018 (including special category and criminal offence data rules and Schedule 1 conditions), Information Commissioner's Officer (ICO) Accountability Framework, Data (Use and Access) Act 2025, Freedom of Information Act 2000, Public Sector Bodies (Websites and Mobile Applications), Accessibility Regulations 2018, Web Content Accessibility Guidelines (WCAG) 2.2 AA for web accessibility.

Roles and responsibilities

6. **Controller:** Hailsham Town Council.
7. **Contact:** Clerk/Proper Officer, Hailsham Town Council, enquiries@hailsham-tc.gov.uk, 01323 841702.
8. All councillors/staff/volunteers: must complete training, follow this policy and related procedures, and promptly report incidents/breaches.

9. Processors/Contractors: must meet the Council's data processing terms and security standards (see Sections 11 and 12).

The data protection principles and how the council meets them

10. **Lawfulness, fairness, transparency:** maintains an Article 30 Record of Processing (ROPA) and publishes privacy notices for core services.
11. **Purpose limitation:** Purposes are recorded per business area.
12. **Collecting only the information the Council actually needs:** Only information strictly necessary is collected; special category/criminal offence data is limited and supported by an data protection impact assessment (DPIA).
13. **Accuracy:** The Council will review key data regularly for accuracy.
14. **Storage limitation:** Retention follows the Council's schedule see Records Retention & Erasure Policy.
15. **Integrity & confidentiality (security):** role-based access, encryption, physical controls and restricted folders for sensitive data.
16. **Accountability:** Documented policies/procedures, training, DPIAs for higher-risk processing

Assertion 10 – the Council's commitments

17. Council-owned email/domain: all official correspondence uses @hailsham-tc.gov.uk accounts (no personal/free webmail). Generic addresses (e.g., Clerk@) are maintained.
18. Accessible website: the Council will keep its website compliant with WCAG 2.2 AA, has an up-to-date Accessibility Statement, and publish FOI/Transparency Code documents.
19. Policies & IT governance: maintains this Data Protection Policy, an Information Technology Policy, Records Retention & Erasure Policy, FOI/SAR Policy and Social Media/Communications Policy.
20. Data protection compliance: Maintain an up-to-date ROPA/data map, conduct DPIAs where required, and ensures regular training for staff and councillors.

The Council's processing of data – where your data is used

21. The Council processes personal data in the following areas:
22. Corporate Services personal data includes agendas/minutes (may capture political opinions), consultations, complaints, electoral roll copies (Wealden District Council is the controller), visitor sign-in.
23. Communications personal data includes images with consent; social media interactions; newsletters/mailling lists (consent-based).

24. Finance personal data includes payroll, pension administration, and information about suppliers and contractors.
25. Human Resources personal data includes recruitment (short-term retention for unsuccessful candidates), personnel records (sickness, occupational health, ID photos, next-of-kin), training records, DBS checks.
26. Operations & Facilities personal data includes H&S incident/accident reports, insurance claims, CCTV in buildings, risk assessments, access control logs, market holder information, allotments, leases/tenancies, burial records.
27. Youth Service personal data includes safeguarding (restricted), medical/consent information, attendance, supervision notes, youth programme communications, CCTV at venues.
28. James West Community Centre personal data includes room bookings and payments.
29. Post Office/Banking Hub personal data includes anti-money laundering/know your customer identification, postal proofs, transaction records (primarily in Post Office/Banking Hub systems), CCTV.
30. I.T personal data included within email, SharePoint/OneDrive/Teams.
31. Details of the purposes, data types, recipients, retention and lawful bases are recorded in the Council's data mapping/ROPA and service-specific DPIAs.

Individual rights and how to exercise them

32. You have the rights of access, rectification, erasure, restriction, objection, portability, and to withdraw consent (where applicable), and to complain to the ICO. For ICO complaints: <https://ico.org.uk/make-a-complaint/>.
33. Requests should be sent to enquiries@hailsham-tc.gov.uk (subject line: 'Data protection request').
34. The Council will verify identity, respond within statutory timeframes, and maintain a log of requests.

Records management, retention and erasure

35. Retention periods are recorded in the Retention & Erasure policy/schedule and within the data map. Where law requires longer retention (e.g., burial registers permanent), the Council complies; otherwise, data is deleted/anonymised when the purpose ends.

Security and IT/cyber controls

36. Microsoft 365: role-based access, access limited to authorised staff/councillors and administrators (Microsoft 365/and I.T. provider as processors).

37. Physical security: secure and controlled storage of sensitive material.
38. CCTV: signage, limited retention, access controls, incident downloads only when justified; Sussex Police is controller for town CCTV scheme (see CCTV policy).
39. Acceptable use/own devices: councillors and staff must use council email accounts, this ensures data is kept secure and helps us meet audit requirements and FOI/SAR requests; personal devices used for council business must meet the Council's security standards. E.g. e.g. secure email and storage.

Processors (external organisations/contractors who handle data for the Council) and data sharing

40. The Council only engages processors with appropriate safeguards.
41. Data sharing with public bodies occurs where lawful and necessary.
42. Processor links/records are maintained in the Council's data map.

International transfers

43. Where possible, the Council will keep data within the UK or EEA. Where vendors/platforms may involve restricted transfers, the Council ensures appropriate transfer mechanisms and safeguards (e.g., Microsoft's EU Data Boundary).

Personal data breaches

44. All staff/councillors must report suspected/actual breaches immediately to the Clerk.
45. The Council will investigate, mitigate harm, document outcomes, and notify the ICO within 72 hours where required (and affected individuals when risk is high).
46. Evidence of incidents and learning is retained.

Training and awareness

47. Induction and periodic (every 2 years) training is mandatory for staff and councillors, with records kept.
48. Targeted refreshers follow incidents, policy changes, or DPIA outcomes.



Data Transparency, Freedom of Information and Publication Scheme

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager Terry Hall, Communications Officer
Previous versions	Feb 2025, October 2022
Templates used/adapted	
Approver	Finance & Governance Committee
Date approved	30.04.25
Resolution number	FBR/24/5/70
Next Review Due:	2 years or earlier in the event of legislative changes
Review date:	
Related policies/procedures	
Policy covers	Hailsham Town Council Hailsham Youth Service Hailsham Post Office
Revisions	15.01.26 Added in more detailed procedure for handling FOI/SAR requests 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.

1- Introduction

1.1 Hailsham Town Council is committed to being open and transparent in the way it serves the public.

2- Data Transparency

2.1 The Local Government Transparency Code 2015 (the code) came into effect on 1 April 2015: [Local government transparency code 2015 - GOV.UK](#)

2.2 Hailsham Town Council complies with the requirements of the code by publishing the information on its website: hailsham-tc.gov.uk. Hard copies are available on request from the Town Council offices.

3- Freedom of Information/Subject Access Request/Environmental Information Regulations

3.1 Hailsham Town Council handles requests for information in accordance with the Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIR), the UK General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018.

3.2 Under the Freedom of Information Act/Environmental Information Regulations/UK General Data Protection Regulation the public has the right to access information held by Hailsham Town Council, this is called a FOI (anyone may request recorded (non- personal) information in writing) or SAR (Individuals have the right to request access to their own personal data).

3.3 It gives a general right of access to all types of recorded information held by public authorities. It sets out exemptions from that right and places a number of obligations on public authorities.

3.4 Anyone wishing to exercise the right has to make a written request to Hailsham Town Council. If such a request is made the Council is under obligation to inform that person whether or not the requested information exists and to supply access to the information, unless it is subject to an exemption.

3.5 The Council will respond within **20 working days (FOI), within one month (SAR), extendable by two months for complex cases, or 40 working days for certain EIR requests, unless an exemption applies.**

3.6 If you wish to make a request for further information under the FOIA/EIR/UK GDPR, you must:

- Make your request in writing or by email to the Town Clerk
- Supply your name and address so that we can respond to the relevant request
- State clearly the information you require in order for us to be able to identify and locate it.
- **Identity verification for SAR will be required where necessary.**

3.7 To make a request, write to: The Town Clerk, Hailsham Town Council, Market Street, Hailsham, East Sussex, BN27 2AE or email enquiries@hailsham-tc.gov.uk with the subject line Freedom of Information request.

3.8 The Council maintains a record of FOI, EIR and SAR requests, including outcomes and response times, in line with its obligations under Assertion 10.

4- Publication Scheme

4.1 This publication scheme commits Hailsham Town Council to make information available to the public as part of its normal business activities.

INFORMATION TO BE PUBLISHED	HOW INFORMATION CAN BE OBTAINED	MAXIMUM COST
Class 1 – Who we are and what we do		
Current organisational information, structures including staffing, locations and contacts	hard copy and website	disbursement cost
The number of employees whose remuneration was at least £50,000	hard copy and website	
Who's who on the Council and its Committees	hard copy and website	disbursement cost
Contact details for Town Clerk and Council members	hard copy, website and town council-maintained notice boards	disbursement cost
Location of main Council office and accessibility details	hard copy and website	disbursement cost
Class 2 – What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year, plus others as available	hard copy	disbursement cost
Annual return form and report by auditor	hard copy and website	disbursement cost
Finalised budget	hard copy and website	disbursement cost
Precept	hard copy and website	disbursement cost
Financial Regulations & Standing Orders	hard copy and website	disbursement cost
Grants given and/or received	hard copy and website	disbursement cost
List of current contracts awarded and value of contract	hard copy	disbursement cost
Members' allowances and expenses	hard copy and website	disbursement cost
Class 3 – What our priorities are and how we are doing		
Strategies and plans, audits, inspections and reviews Current and previous year, plus others as available	hard copy	disbursement cost
Annual Report to Town Meeting	hard copy and website	disbursement cost
Newsletter	hard copy and website	disbursement cost
Class 4 – How we make decisions		
Decision making processes and records of decisions Current and previous council year as a minimum	hard copy and website	disbursement cost
Timetable of meetings Council and committee meetings	hard copy and website	disbursement cost
Agendas of meetings (as above)	hard copy and website	disbursement cost
Minutes of meetings (as above) – this will exclude information that is properly regarded as private/confidential to the meeting	hard copy and website	disbursement cost
Reports presented to council meetings - this will exclude information that is properly regarded as private/confidential to the meeting	hard copy	disbursement cost

Responses to consultation papers	hard copy	disbursement cost
Responses to planning applications	hard copy and website	disbursement cost
Bye-laws	hard copy	disbursement cost
Class 5 - Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities	hard copy and website	disbursement cost
Policies and procedures for the conduct of council business <i>i.e.</i> : Procedural standing orders Committee and sub-committee Terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	hard copy and website	disbursement cost
Policies and procedures for the provision of services and about the employment of staff <i>i.e.</i> Internal policies relating to the delivery of services Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy and website	disbursement cost
Schedule of charges (for the publication of information)	hard copy and website	disbursement cost
Class 6 - Lists and Registers		
Currently maintained lists and registers only	Hard copy - some information may only be available by inspection	disbursement cost
Any publicity available register or list	hard copy	disbursement cost
Assets Register	hard copy	disbursement cost
Register of members' interests	hard copy	disbursement cost
Register of gifts and hospitality	hard copy	disbursement cost
Class 7- The Services we offer		
Information about the services we offer, including leaflets, and guidance Current information only	Hard copy or website some information may only be available by inspection	Free of Charge
Allotments	hard copy and website	Free of Charge
Parks, playing fields, play areas, open spaces and recreational facilities	hard copy	Free of Charge
Seating, litter bins, memorials etc	hard copy	Free of Charge
Bus shelters	hard copy and website	Free of Charge
Graffiti removal and cleansing services	hard copy and website	Free of Charge
Cemetery	hard copy and website	Free of Charge
Festivities and events	hard copy and website	Free of Charge
Youth Service	hard copy and website	Free of Charge

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	hard copy	Free of Charge
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	hard copy	Free of Charge
Town Guide/Map	hard copy and website	£1

5. Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 1p per sheet black and white	Actual costs incurred
	Postage	Actual cost of Royal Mail 2 nd Class
Other		Time of the Clerk for bulk requests

Report to	Hailsham Town Council
Date	28.01.2026
By	John Harrison, Town Clerk
Title of Report	REPORT OF THE INDEPENDENT WEALDEN PARISH REMUNERATION PANEL 2026-27

PURPOSE:

To consider the recent report and recommendations of the Wealden Parish Remuneration panel and their implications for Hailsham Town Council

BACKGROUND.

The Report of the Independent Wealden Parish Remuneration Panel 2026-27 was received by the Council on 8th December 2025. The report is attached as an appendix to this report below

KEY POINTS MADE IN THE REPORT

The Panel recommends:

- a) That allowances should be paid in accordance with three bands, Levels 1 to 3 as
- b) That there be an increase in allowances in line with that recommended for district Councillors, with Basic and Chairman’s Allowances rounded to the nearest pound. These allowances for 2025/26 to be as set out below.

2026/27	LEVEL 1	LEVEL 2	LEVEL 3
Basic Allowance	£201	£500	£1,595
Chairman’s Allowance	£349	£785	£2,203

- c) That the policy to fix Travelling Allowances in line with HM Revenue & Customs ‘Approved Mileage Allowance Payment’ (AMAP) rates be re-affirmed;
- d) Subsistence Allowance – the following allowances for Councillors to apply:

Breakfast	£8.00	When away from home on approved Council business before 8 a.m.
Lunch	£11.00	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£20.00	When away from home on approved Council business after 7 p.m.
Overnight absence	£98.30	When outside London

London and specified Conferences	£110	
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All claims must be accompanied by a valid receipt and payment is subject to Councillors signing to say they have actually and necessarily incurred the amount being claimed.

e) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2025/26. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and

f) The Panel notes with regret that it is still not possible under the current legislation to recommend a Carers’ Allowance for Parish/ Town Councillors, but would wish for all Parish and Town Councils to consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover care costs where need be to attend meetings.

FINANCIAL IMPLICATIONS

Previous recommendation and resolutions:

The table below shows the IRP recommendations, whether council resolved to accept them, and the allowances paid, for financial years from 2015-2016 to the current.

Councillors' Allowances

£ Year	IRP Recommendation			Meeting	Accepted	Allowance Paid by HTC	
	Basic	Chairman	Increase			Basic	Chairman
2026-27	£1,595	£2,203	3.8%	28.01.2026			
2025-26	£1,537	£2,122	3.0%	22.01.2025	Y	£1,537	£2122
2024-25	£1,492	£2,060	4.6%	24.01.2024	Y	£1,492	£2,060
2023-24	£1,426	£1,969	3.0%	25.01.2023	N	£1,358	£1,875
2022-23	£1,384	£1,912	3.0%	24.11.2022	Y	£1,358	£1,875
2021-22	£1,344	£1,856	2.0%	27.01.2021	N	£1,318	£1,820
2020-21	£1,318	£1,820	2.5%	30.01.2020	Y	£1,318	£1,820
2019-20	£1,286	£1,776	2.0%	29.01.2019	Y	£1,286	£1,776
2018-19	£1,261	£1,741	2.0%	24.01.2018	Y	£1,261	£1,741
2017-18	£1,236	£1,706	1.0%	25.01.2017	Y	£1,236	£1,706
2016-17	£1,224	£1,689	1.0%	30.03.2016	N	£1,200	£1,655
2015-16	£1,212	£1,672	1.0%	12.08.2015	N	£1,200	£1,655

HTC has usually awarded the Basic Allowance to each eligible member, plus the Chairman’s Allowance to form the total budget amounts. From May 2019 these amounts were reduced to 17 X the Basic Allowance and the Chairman’s Allowance as a result of the Community Governance review agreeing to reduce the number of members of Hailsham Town Council from 24 to 18.

For 2025-2026 the recommended allowance levels were accepted; this resulted in the total being £28,251.00

(17 X £1537 = £26,129 + £2127 = £28,251.00).

For the following financial year 2026-2027, to accept a 3.8% increase the total would be £29,318.00

$17 \times £1595 = £27,115 + £2,205 = £28,318.00$

This would be an increase in budget of £1607.00

The total amount of £29,318.00 has been built into the projected budget for 2026-2027

CONSIDERATIONS.

Council is asked whether to accept the recommendations of the report – that is whether to accept the full rise as recommended in the report, a variation of the recommendation or no rise at all.

Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2026/27

Introduction

1. This is the report of the Parish Independent Remuneration Panel to make recommendations regarding the amount of allowances that may be made to Town and Parish Councillors. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

Recommendations

2. The Panel recommends:
 - a) That allowances should be paid in accordance with three bands, Levels 1 to 3, as defined in Appendix A.
 - b) That there be an increase in allowances in line with that recommended for District Councillors, with Basic and Chairman's Allowances rounded up to the nearest pound. These allowances for 2026/27 to be as set out below.

2026/27	LEVEL 1	LEVEL 2	LEVEL 3
Basic Allowance	£201	£500	£1,595
Chairman's Allowance	£349	£785	£2,203

- c) That Travelling Allowances continue to be in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' (AMAP). These allowances for 2026/27 are set out in the table below.

Car or Van	45p per mile for the first 10,000 miles and 25p per mile thereafter
Motor cycle	24p per mile (all miles)
Cycle	20p per mile (all miles)
Passenger supplement	5p per mile for up to four passengers
Public transport	Actual cost subject to the Council's approval

- d) Subsistence Allowance to be the same as those indicated for District Councillors. These allowances for 2026/27 are set out in the table below.

Breakfast	£8.00	When away from home on approved Council business before 8 a.m.
Lunch	£11.00	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£20.00	When away from home on approved Council business after 7 p.m.
Overnight absence	£98.30	When outside London

London and specified Conferences	£110	
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- e) That all Travelling and Subsistence Allowance claims must be accompanied by a valid receipt and payment is subject to Councillors signing to say they have actually and necessarily incurred the amount being claimed.
- f) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2026/27. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and
- g) That all Parish and Town Councils consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover costs if needed to attend meetings.

Membership of Panel and Meetings

- 3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Stephen Hallam and Mr Clive Mills.
- 4. The Panel initially met on 10 October 2025, again on 31 October 2025 and communicated by telephone and email at other times.

Panel Remit

- 5. The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the Local Authorities (Members' Allowances) (England) Regulations 2003, as to:
 - a) the amount of parish basic allowance payable to members of such town and parish councils;
 - b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;
 - c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members;
 - d) whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable; and
 - e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

Parish Basic and Chairman's Allowances

- 6. As in previous years, the Panel has examined available data in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.

7. The Panel has considered previous year's reports to Town and Parish Councils recommending allowances.
8. The Clerk to the Panel had invited all Town and Parish Councils, via the clerks, to provide any comments on the allowance scheme. Ten responses had been received and welcomed.
9. The Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so.
10. Following discussion, the Panel recommends that the increase in the Parish / Town Council Basic allowance is in line with that recommended for Wealden District Councillors, at 3.8% (in line with the Consumer Prices Index inflation rate as defined by the Office of National Statistics in September 2025), rounded up to the nearest pound (£).
11. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £5,496 per annum for the financial year 2026/27. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

12. Individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or to all of its members. The Chairman's Allowance, as recommended by this report, is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.
13. Town and Parish Councils are reminded that the Chairman's Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
14. The Panel recommends an increase to the Chairman's Allowance of 3.8%, on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

Travelling Allowance

15. The Panel wanted to clarify that under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the categories set out in that Regulation. This also includes provision for encouraging car sharing.
16. Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (AMAP), and Town and Parish Councils are recommended to adopt the HM Revenues and Customs rates.
17. It was confirmed that payment should still be subject to Parish/Town Councillors certifying that they had actually and necessarily incurred the amount being claimed.

Subsistence Allowance

18. The Panel recommends that the current level of subsistence rates be the same as those indicated for District Councillors.
19. It was confirmed that payment should still be subject to Parish/Town Councillors certifying that they had actually and necessarily incurred the amount being claimed.
20. The Panel noted that subsistence allowance was a 'top up' on the amount it would cost a councillor to eat at home.

Co-opted Members

21. The Panel received independent legal advice on the payment of allowances to co-opted members of the Council.
22. Regulation 24 of the 2003 Regulations provides that "a reference to a member is, unless otherwise specified or the context otherwise requires, a reference to a member of a parish council, whether or not elected to such office."
23. Regulation 25 of the 2003 Regulations, concerning the payment of Basic Allowance, subsection 10 expressly provides that "for the purposes of this Regulation any reference to a member is a reference to an elected member of a parish council."
24. Therefore, the Basic Allowance is not payable to co-opted members of the Council.
25. Regulation 26 of the 2003 Regulations, concerning the payment of Travelling and Subsistence Allowances, does not contain such a distinction so the definition of a member contained in Regulation 24 prevails.
26. Therefore, Travelling and Subsistence Allowances may be paid to co-opted members of the Council.

Carers' Allowance

27. In response to questions raised, the Panel cannot recommend the payment of Carers' Allowance as this is not provided for within the scope of the 2003 Regulations.

Communication of Allowances

28. On receipt of this Report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).
29. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and Parish Council what scheme of allowances is adopted. The Panel has expressed its preference that an allowance scheme is adopted by all Councils, even if not claimed by individual Councillors. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.

Edward Stone
Chairman

Dated: 25 November 2025

Appendix A

	LEVEL1	LEVEL2	LEVEL 3
<i>Parish Basic Allowance:</i>	£201	£500	£1,595
<i>Parish Basic Allowance as a percentage of the recommended District Basic Allowance:</i>	3.66%	9.09%	29.02%
<i>Chairman's Allowance:</i>	£349	£785	£2,203
<i>Applicable Towns/Parishes:</i>	<p><i>Cuckmere Valley</i></p> <p><i>Berwick</i></p> <p><i>Wartling</i></p> <p><i>Long Man</i></p> <p><i>Hooe</i></p> <p><i>Arlington</i></p> <p><i>Laughton</i></p> <p><i>Isfield</i></p> <p><i>Chiddingly</i></p> <p><i>Hellingly</i></p> <p><i>Hadlow Down</i></p> <p><i>Fletching</i></p> <p><i>Warbleton</i></p> <p><i>Frant</i></p> <p><i>Alfriston</i></p> <p><i>East</i></p> <p><i>Hoathly/Halland</i></p> <p><i>Chalvington/Ripe</i></p> <p><i>Horam</i></p> <p><i>East</i></p> <p><i>Dean/Friston</i></p> <p><i>Framfield</i></p> <p><i>Hartfield</i></p> <p><i>Ninfield</i></p> <p><i>Danehill</i></p> <p><i>Buxted</i></p> <p><i>Withyham</i></p> <p><i>Herstmonceux</i></p> <p><i>Mayfield/ Five</i></p> <p><i>Ashes</i></p> <p><i>Maresfield</i></p> <p><i>Rotherfield</i></p> <p><i>Westham</i></p> <p><i>Pevensey</i></p> <p><i>Wadhurst</i></p>	<p><i>Forest Row</i></p> <p><i>Willingdon/Jevington</i></p> <p><i>Polegate</i></p> <p><i>Heathfield/Waldron</i></p>	<p><i>Hailsham</i></p> <p><i>Uckfield</i></p> <p><i>Crowborough</i></p>



AGENDA ITEM NUMBER: 17
MEETING DATE: 28th January 2026
COUNCIL/COMMITTEE: Full Council
TITLE: Budgets 2026/27 to 2030
PURPOSE OF REPORT: This report sets out the proposed Full Council Budget 2026/27 and the projected budgets to 2030. The current 2025/26 Budget is included for comparison. The whole Councils Earmarked Reserves (EMR) are included.

Appendix 17.1 – Full Council Budget 2026/2027

Appendix 17.2 – Councils Earmarked Reserves

Appendix 17.3 – Significant Variances from 25/26 budget to proposed 26/27 budget

Appendix 17.4 – Summary of budget requirement

CONTACT OFFICER: RFO

OFFICER RECOMMENDATIONS:

	The Committee is RECOMMENDED to: (1) Comment upon the proposed Full Council Budget 2026/27 and the projected budgets to 2030 and recommend its proposals with the final Precept and Band D to Full Council. (2) Note the Council’s EMR Position

17 Full Council Budget

The budget that is presented to Full Council has been considered by all other Committees and has been reviewed by the Finance and Governance Committee. Appendix 17.1

The Finance and Governance Committee recommends that this budget is approved with the **3.46% increase** to the precept.

Budgets have been projected until 2030 to inform long term planning. All known future expenditure has been included in these projections.

All budgets should be considered alongside current Earmarked Reserves.

The provisional Band D base figure for 2026/27 is 8010.4 – an increase from 2025/26 of 214.3.

Using the Band D base and taking into consideration all known costs a 3.46% increase in Band D Council tax would be required to meet the current funding requirement including allocating £50,000 into General Reserves to start to build these up to the recommended reserves level.

If funds were not required for General Reserves, a 0.5% increase would be required for a breakeven budget.

The table below shows how much the budget would need to be cut or funds taken from reserves to lower the increase or how much would be added to General Reserves if the percentage was to increase.

Increase in Band D	Band D Council Tax	Funding from/ (to) Reserves or budget cut	Precept Requirement	Increase to Band D
0.00%	£210.89	-£58,384	£1,689,314	0
1.00%	£213.00	-£41,491	£1,706,207	£2.11
2.00%	£215.11	-£24,598	£1,723,100	£4.22
3.00%	£217.22	-£7,705	£1,739,993	£6.33
3.46%	£218.18	£0	£1,747,698	£7.29
4.00%	£219.33	£9,188	£1,756,886	£8.44
5.00%	£221.43	£26,081	£1,773,779	£10.54
6.00%	£223.54	£42,975	£1,790,673	£12.65

If a breakeven budget including the £50,000 being allocated to General Reserves, the Band D Council Tax would increase by **£7.29** per year to **£218.18**.

Attached as Appendix 17.3 are the significant changes in the overall budgets. Changes over 10% and/or over £1,000 are included.

The General Reserve and EMRs at 01/04/25 were £448,638 and £2,565,997 respectively. Our reserves policy recommends that 50% of net operating expenditure should be held in general reserves which in monetary terms equates to £854,724 using the proposed budget figure.

EMRs as at 31/12/25 were £3,397,591 of which £445,773 is committed leaving £2,951,816. Of the £2,951,816, £2,823,601 is CiL money which can only be used with restrictions, £128,217 is available for operating expenses. See Appendix 17.2.

RFO

4350	Protective Clothing		435	600	2,000	5,000	2,000	2,060	2,122	2,185	150.0%	Full kits required for site team
4355	Tools	11,088	1,163	1,609	1,657	3,000	3,000	3,000	3,000	3,000	81.1%	Additional tools needed for team
	Expenditure	11,088	1,598	2,209	3,657	8,000	5,000	5,060	5,122	5,185	#DIV/0!	118.8%
625	Vehicle Fleet											
4360	Leasing Costs	9,805	8,079	13,192	14,206	21,700	21,700	21,700	18,000	18,000	52.8%	£1,381 per month on a 3 year contract
4365	Vehicle Overheads - Fuel	2,414	3,195	3,713	3,824	3,850	3,966	4,084	4,207	4,333	0.7%	
4370	Vehicle Overheads - Service	1,068	4,674	1,600	1,030	1,200	1,236	1,273	1,311	1,351	16.5%	
4375	Vehicle Overheads - Insurance		3,137	3,200	3,296						-100.0%	Included within annual insurance premium
	Expenditure	13,287	19,085	21,705	22,356	26,750	26,902	27,058	23,518	23,684	19.7%	
635	Misc. Provision											
4400	Annual Grants	12,215	16,000	16,000	16,000	11,000	11,000	11,000	11,000	11,000	-31.3%	Using underspends from 25/26
4950	Misc/Emergency Provision				14,000	2,000	2,000	2,000	2,000	2,000	-85.7%	Suggest Earmarking underspends from 25/26 as a pot in case costs are higher than budgeted
	Expenditure	12,215	16,000	16,000	30,000	13,000	13,000	13,000	13,000	13,000	-56.7%	
650	Funded Services											
1235	Post Office - Non PO Sales		(1,408)	(500)	(500)	-	-	-	-	-	-100.0%	
	Income	-	(1,408)	(500)	(500)	-	-	-	-	-	-100.0%	
5500	Hellingly P.C Subsidy	41,370	44,343	42,262	48,508	40,950	49,389	50,870	52,396	53,968	-15.6%	Suggest Earmarking £7k underspends from 25/26 as a pot in case costs are higher than budgeted
5505	Hailsham Revitalisation Fund		207	5,464	2,500	-	-	-	-	-	-100.0%	No longer required
5510	CCTV - Operations Costs	4,156	1,917	7,000	7,210	5,000	5,000	5,000	5,000	5,000	-30.7%	Chromo Vision contract
5515	Post Office Operation Costs	20,000	65,101	60,000	60,000	40,000	40,000	40,000	40,000	40,000	-33.3%	Move underspends from 25/26 into EMR
5520	HTFC Changing Room/WC Project		70,000									
	Expenditure	65,526	181,568	114,726	118,218	85,950	94,389	95,870	97,396	98,968	-27.3%	
1050	Miscellaneous Income										#DIV/0!	
1177	Council Tax Support Grant										#DIV/0!	
	Net Expenditure	65,951	180,160	114,226	117,718	85,950	94,389	95,870	97,396	98,968	-27.0%	
655	Account Int & Commuted Sums											
1076	Precept	(1,644,120)	(1,582,898)									
1080	Interest on Accounts	(38,722)	(43,074)	(4,000)	(18,000)	(40,000)	(30,000)	(25,000)	(26,000)	(28,000)	122.2%	General reserves should increase so interest accrued should also increase
	Income	(1,682,842)	(1,625,972)	(4,000)	(18,000)	(40,000)	(30,000)	(25,000)	(26,000)	(28,000)	122.2%	
5550	Bank Charges	756	726	900	990	1,000	1,030	1,061	1,093	1,126	1.0%	
	Expenditure	756	726	900	990	1,000	1,030	1,061	1,093	1,126	1.0%	
1050	Miscellaneous Income										#DIV/0!	
1177	Council Tax Support Grant										#DIV/0!	
	Net Expenditure	756	(1,625,246)	(3,100)	(17,010)	(39,000)	(28,970)	(23,939)	(24,907)	(26,874)	129.3%	
	F & GP Expenditure	203,053	310,396	241,500	288,896	298,488	293,947	298,800	289,442	269,447	3.3%	
	F & GP Income	(2,892,325)	(2,225,621)	(4,500)	(20,175)	(40,000)	(30,000)	(25,000)	(26,000)	(28,000)	98.3%	
	F & GP Expenditure Over Income	(2,689,272)	(1,915,225)	237,000	268,721	258,488	263,947	273,800	263,442	241,447	-3.8%	
631	NHP											
4400	Hailsham Neighbourhood Plan	5,750	39,550	0	0	0					#DIV/0!	
	Expenditure	5,750	39,550	0	0	0	0	0	0	0	#DIV/0!	

Assets Budget

Code	Budget	Spend to date	Spend 2024/25	Approved Budget 2024/25	Approved Budget 2025/26	Projected Budget 2026/27	Projected Budget 2027/28	Projected Budget 2028/29	Projected Budget 2029/30	Projected Budget 2030 +	Change	Information
100	Common Pond Allotments											
1000	Allotment Rent	(750)	(422)	(448)	(461)	(475)	(489)	(504)	(519)	(534)	3.0%	

	Income	(750)	(422)	(448)	(461)	(475)	(489)	(504)	(519)	(534)	3.0%	
4510	General Maintenance	1,796	2,624	2,000	2,060	2,060	2,122	2,185	2,251	2,319	0.0%	
4550	Water & Sewage	-45	0	656	676	750	773	796	820	844	10.9%	
4998	Allotment Refunds	50	68	0	0	0	0	0	0	0	#DIV/0!	
	Expenditure	1,801	2,692	2,656	2,736	2,810	2,894	2,981	3,071	3,163	2.7%	
	Net Expenditure	1,051	2,270	2,208	2,275	2,335	2,405	2,477	2,552	2,628	2.6%	
	105 Battle Road Allotments											
1000	Allotment Rent	(1,688)	(2,434)	(2,010)	(2,070)	(2,132)	(2,196)	(2,262)	(2,330)	(2,400)	3.0%	
	Income	(1,688)	(2,434)	(2,010)	(2,070)	(2,132)	(2,196)	(2,262)	(2,330)	(2,400)	3.0%	
4510	General Maintenance	1,730	6,429	165	170	240	247	255	262	270	41.2%	Skip Hire
4550	Water & Sewage	701	379	675	695	750	773	796	820	844	7.9%	
4998	Allotment Refunds	100	100	0	0	0	0	0	0	0	#DIV/0!	
	Expenditure	2,531	6,908	840	865	990	1,020	1,050	1,082	1,114	14.5%	
	Net Expenditure	843	4,474	(1,170)	(1,205)	(1,142)	(1,176)	(1,212)	(1,248)	(1,285)	-5.2%	
	110 Harold Ave Allotments											
1000	Allotment Rent	(551)	(676)	(576)	(593)	(611)	(629)	(648)	(667)	(687)	3.0%	
	Income	(551)	(676)	(576)	(593)	(611)	(629)	(648)	(667)	(687)	3.0%	
4510	General Maintenance	4,000	0	150	155	155	160	164	169	174	0.0%	
4998	Allotment Refunds	50	50	0	0	0	0	0	0	0	#DIV/0!	
	Expenditure	4,050	50	150	155	155	160	164	169	174	0.0%	
	Net Expenditure	3,499	(626)	(426)	(438)	(456)	(469)	(484)	(498)	(513)	4.1%	
	115 Western Road Recreation Ground											
1050	Rent Beaconsfield/Tennis/Pitch	(30)	(430)	(1,061)	(1,093)	(30)	(31)	(32)	(33)	(34)	-97.3%	Lawn Tennis Club £30 annual rent?
	Income	(30)	(430)	(1,061)	(1,093)	(30)	(31)	(32)	(33)	(34)	-97.3%	
4130	Gas/Electricity	172	587	700	600	200	206	212	219	225	-66.7%	
4510	General Maintenance	0	44,478	673	1,105	1,105	1,138	1,172	1,207	1,244	0.0%	
4550	Water & Sewerage	13,085	2,380	1,700	1,751	600	618	637	656	675	-65.7%	Water Leak
4560	Site Drainage	8,487	2,000	2,000	2,000	2,000	2,060	2,122	2,185	2,251	0.0%	
	Expenditure	21,744	49,445	5,073	5,456	3,905	4,022	4,143	4,267	4,395	-28.4%	
	Net Expenditure	21,714	49,015	4,012	4,363	3,875	3,991	4,111	4,234	4,361	-11.2%	
	120 Maurice Thornton Playing Field											
4130	Gas/Electricity	181	0	0	0	0	0	0	0	0	#DIV/0!	
4510	General Maintenance	10,321	0	450	464	464	478	492	507	522	0.0%	Waste £5.47 per month plus section 171 annual license £385
4550	Water & Sewerage	158	0	78	80	80	82	85	87	90	0.0%	
4560	Site Drainage	80	0	2,000	2,000	2,000	2,060	2,122	2,185	2,251	0.0%	
4600	Annual Rent	1,000	1,000	1,000	1,000	1,000	1,030	1,061	1,093	1,126	0.0%	
4605	Pitch Marking Paint	480	480	530	546	550	567	583	601	619	0.7%	
4610	Skate Park Maintenance	31,210	0	0	0	500	515	530	546	563	#DIV/0!	
	Expenditure	42,950	1,480	4,058	4,090	4,594	4,732	4,874	5,020	5,171	12.3%	
	125 Play Areas x 5											
4140	Insurance		1,030	1,539	1,300	0	0	0	0	0	-100.0%	Included under all insurance costs code 4140/605
4510	General Maintenance	823	29,707	2,494	2,569	5,000	5,150	5,305	5,464	5,628	94.6%	Starts to build up a capital replacement budget
4650	Safety Gates		0	1,000	1,000	1,000	1,030	1,061	1,093	1,126	0.0%	
	Expenditure	823	30,737	5,033	4,869	6,000	6,180	6,365	6,556	6,753	23.2%	
	130 Public Open Spaces											
1100	Fishing Permits		(688)	(850)	(850)	(120)	(120)	(120)	(120)	(120)	-85.9%	Now being managed by outside company

1105	Country Park Lake Management	(120)	-	-	-	-	-	-	-	-	#DIV/0!	
	Income	(120)	(688)	(850)	(850)	(120)	(120)	(120)	(120)	(120)		-85.9%
4620	Teen Shelter		0	1,000	1,000	1,000	1,030	1,061	1,093	1,126		0.0%
4690	POS - General Maintenance		1,174	357	357	500	515	530	546	563		40.1%
4695	Vermin Control	153	612	596	614	614	632	651	671	691		0.0%
4700	Plant & Skip Hire		1,564	4,501	4,636	0	0	0	0	0		-100.0%
4705	Outside Maintenance Fund		8,454	28,100	20,000	20,000	20,000	25,000	30,000	35,000		0.0%
4715	Country Park - General Maintenance		0	522	538	538	554	571	588	606		0.0%
4720	Orchard Park - General Maintenance		0	787	787	787	811	835	860	886		0.0%
4725	Graffiti Cleaning	1,200	980	3,000	3,000	3,000	3,090	3,183	3,278	3,377		0.0%
4730	Ersham Road Common - General Maintenance		0	55	57	0	0	0	0	0		-100.0%
4735	Signage		11,097	2,000	500	500	515	530	546	563		0.0%
	Expenditure	1,353	23,881	40,918	31,489	26,939	27,147	32,362	37,582	42,810		-14.4%
	Net Expenditure	1,233	23,193	40,068	30,639	26,819	27,027	32,242	37,462	42,690		-12.5%
135	Common Pond											
4510	General Maintenance	(960)	19,026	765	1,000	1,000	1,030	1,061	1,093	1,126		0.0%
	Expenditure	(960)	19,026	765	1,000	1,000	1,030	1,061	1,093	1,126		0.0%
145	Horticultural & Ground Maintenance											
4750	Grass & Hedge Cutting	19,351	30,230	30,977	28,000	30,000	30,900	31,827	32,782	33,765		7.1%
4755	Tree Surgery	23,395	19,680	28,000	20,000	30,000	30,900	31,827	32,782	33,765		50.0%
	Expenditure	42,746	49,910	58,977	48,000	60,000	61,800	63,654	65,564	67,531		25.0%
160	Environment Services											
1090	ESCC - Urban Grass Sub	(8,071)	(6,128)	-	(8,000)	(10,433)	(10,746)	(11,068)	(11,400)	(11,742)		30.4%
	Income	(8,071)	(6,128)	-	(8,000)	(10,433)	(10,746)	(11,068)	(11,400)	(11,742)		30.4%
4745	Urban Grass Cutting	15,000	11,500	7,700	12,000	20,000	20,600	21,218	21,855	22,510		66.7%
	Expenditure	15,000	11,500	7,700	12,000	20,000	20,600	21,218	21,855	22,510		66.7%
	Net Expenditure	6,929	5,372	7,700	4,000	9,567	9,854	10,150	10,454	10,768		139.2%
180	Cortlandt Stable Block											
4995	Rent/Rates/Utilities		488	0	0	0	0	0	0	0		#DIV/0!
	Expenditure	0	488	0		#DIV/0!						
300	Town Council Site											
1078	CIL Received		(692,053)	-	-							#DIV/0!
1200	Kemar Kebab	(10,771)	(10,500)	(10,500)	(10,500)	(10,500)	(10,500)	(10,500)	(10,500)	(10,500)		0.0%
1205	4 Market Square (Inc)	(9,200)	(7,540)	(6,500)	(7,200)	(7,400)	(7,400)	(7,400)	(7,400)	(7,400)		2.8%
1225	Miscellaneous Rents	(8,447)	(8,611)	-	-	-	-	-	-	-		#DIV/0!
1275	Insurance Recharge	(589)	(302)	(424)	(437)	(420)	(433)	(446)	(459)	(473)		-3.9%
	Income	(29,007)	(719,006)	(17,424)	(18,137)	(18,320)	(18,333)	(18,346)	(18,359)	(18,373)		1.0%
4115	Telephone & Mobiles	6,983	6,005	3,698	5,000	0	0	0	0	0		-100.0%
4125	Rates	5,525	9,332	7,600	7,600	7,600	7,828	8,063	8,305	8,554		0.0%
4130	Gas/Electricity	12,200	5,927	8,240	8,487	6,500	6,695	6,896	7,103	7,316		-23.4%
4140	Insurance	20,159	12,682	13,792	14,000	0	0	0	0	0		-100.0%
4200	Annual extinguisher etc...insp	0	474	0	0	350	361	371	382	394		#DIV/0!
4510	General Maintenance	-220	1,175	0	0	10,000	10,300	10,609	10,927	11,255		#DIV/0!
4515	Cleaning/Maintenance	0	0	0	0	0	0	0	0	0		#DIV/0!
4550	Water & Sewerage	64	4	0	0	1,400	1,442	1,485	1,530	1,576		#DIV/0!
5000	Internal Repairs/General Maint		3,787	500	515	0	0	0	0	0		-100.0%
5005	External Repairs/General Maint	30,011		688	709	0	0	0	0	0		-100.0%
5010	Electronic Gates			562	579	1,000	1,030	1,061	1,093	1,126		72.7%
5015	Maintenance 4 Market Sq		673	1,688	1,000	1,000	1,030	1,061	1,093	1,126		0.0%
5020	Gas Boiler - Annual Service		150	300	320	320	330	339	350	360		0.0%
5025	Intruder & Smoke Alarm Service	71	483	350	400	200	206	212	219	225		-50.0%
5030	Office Rewire	149,715	61,053	0	0	0	0	0	0	0		#DIV/0!

	Expenditure	224,508	101,745	37,418	38,610	28,370	29,221	30,098	31,001	31,931	-26.5%	
	Net Expenditure	195,501	(617,261)	19,994	20,473	10,050	10,889	11,752	12,642	13,558	-50.9%	
	305 Maurice Thornton Pavilion											
4130	Gas/Electricity	1,039	2,993	1,500	1,545	1,545	1,591	1,639	1,688	1,739	0.0%	
4200	Annual extinguisher etc...insp		61	0	0	0	0	0	0	0	#DIV/0!	
4510	General Maintenance	538	214	446	562	560	577	594	612	630	-0.4%	Includes E65 sanitary bins
4550	Water & Sewerage	168	396	400	330	250	258	265	273	281	-24.2%	
	Expenditure	1,745	3,664	2,346	2,437	2,355	2,426	2,498	2,573	2,651	-3.4%	
	310 Grovelands Barn											
	Recharge of utilities					(500)						
4125	Rates	0	0	0	3,296	3,237	3,334	3,434	3,537	3,644	-1.8%	
4130	Gas/Electricity	27	31	0	0	310	319	329	339	349	#DIV/0!	
4200	Annual extinguisher etc...insp	0	71	0	0	75	77	80	82	84	#DIV/0!	
4510	General Maintenance	2,803	0	282	290	1,000	1,030	1,061	1,093	1,126	244.8%	Mainly skip hire
4550	Water & Sewerage	60	61	0		200	206	212	219	225	#DIV/0!	
5100	MT Hut/Grovelands Barn Energy	204	387	546	562	0	0	0	0	0	-100.0%	In code 4130
5105	Grovelands Barn Rates	3,144	3,112	3,200	0	0	0	0	0	0	#DIV/0!	In code 4125
	Expenditure	6,238	3,662	4,028	4,148	4,322	4,967	5,116	5,269	5,428	4.2%	
	315 Union Corner Hall											
4510	General Maintenance	0	1,000	1,000	1,000	6,000	6,180	6,365	6,556	6,753	500.0%	Up to £1,000 per year against expenses upon sightings of invoices
	Expenditure	0	1,000	1,000	1,000	6,000	6,180	6,365	6,556	6,753	500.0%	
	320 Public Toilets - Stable Block											
4515	Cleaning/Maintenance	0	3,390	5,100	0	0	0	0	0	0	#DIV/0!	
	Expenditure	0	3,390	5,100	0	0	0	0	0	0	#DIV/0!	
	325 Changing Pod											
4510	General Maintenance	0	118	0	0	500	515	530	546	563	#DIV/0!	
4515	Cleaning/Maintenance	14,839	32,341	15,000	19,000	19,000	19,570	20,157	20,762	21,385	0.0%	
	Expenditure	14,839	32,459	15,000	19,000	19,500	20,085	20,688	21,308	21,947	2.6%	
	330 Welbury Farm/Jim West Com Hall											
1210	Meeting Room Lets/J West	(26,542)	(33,358)	(33,000)	(35,000)	(35,000)	(36,050)	(37,132)	(38,245)	(39,393)	0.0%	
	Income	(26,542)	(33,358)	(33,000)	(35,000)	(35,000)	(36,050)	(37,132)	(38,245)	(39,393)	0.0%	
4115	Telephone & Mobiles	99	987	1,200	1,250	1,250	1,288	1,326	1,366	1,407	0.0%	
4125	Rates	8,869	7,883	9,250	9,528	10,156	10,460	10,774	11,098	11,430	6.6%	Currently £9860
4130	Gas/Electricity	5,159	4,840	6,500	6,695	6,000	6,180	6,365	6,556	6,753	-10.4%	
4510	General Maintenance	4,136	3,963	2,500	2,575	2,575	2,652	2,732	2,814	2,898	0.0%	
4515	Cleaning/Maintenance	8,818	6,389	5,050	5,202	13,000	13,390	13,792	14,205	14,632	149.9%	Includes £460 Business Waste Sanitary bins and £1000 per month caretaking/cleaning
4550	Water & Sewerage	1,786	930	2,000	2,060	2,386	2,458	2,532	2,608	2,686	15.8%	
5025	Intruder & Smoke Alarm	319	243	0	0	651	670	691	711	733	#DIV/0!	£52.70 monthly charge
5150	Maintenance/Running Costs	235	8,147	500	515	150	155	159	164	169	-70.9%	Extinguisher service
5155	J West Refund	2,190	3,686	6,000	6,000	4,500	4,635	4,774	4,917	5,065	-25.0%	
	Expenditure	31,611	37,068	33,000	33,825	40,668	41,888	43,145	44,439	45,772	20.2%	
	Net Expenditure	5,069	3,710	-	(1,175)	5,668	5,838	6,013	6,194	6,380	-582.4%	
	340 1 Market Square											
4125	Rates	6,362	0	0	6,900	6,553	6,749	6,952	7,160	7,375	-5.0%	Currently £6364
4130	Gas/Electricity	670	290	0	1,000	1,000	1,030	1,061	1,093	1,126	0.0%	
4510	General Maintenance	4,419	0	0	500	500						
4550	Water & Sewerage	105	0	0	0	0						
	Expenditure	11,556	290	0	8,400	8,053	7,779	8,013	8,253	8,501	-4.1%	
	350 The Station (HVS Complex)											
1115	Rental/Lease Income	-	-	-	-	-	-	-	-	-	#DIV/0!	
	Income	-	-	-	-	-	-	-	-	-	#DIV/0!	

	Expenditure	244	0	400	400	400	400	400	400	400	0.0%
660	Mem Institute Trust Bldg										
5340	MIT Roof Project	43,328	25,000	0	0	0	0	0	0	0	#DIV/0!
	Expenditure	43,328	25,000	0	#DIV/0!						
	Assets Expenditure	577,820	534,076	342,901	331,381	345,376	355,095	370,106	385,417	401,037	4.2%
	Assets Income	(109,270)	(809,302)	(116,905)	(130,579)	(132,240)	(136,661)	(141,117)	(145,119)	(148,621)	1.3%
	Assets Expenditure Over Income	468,550	-275,226	225,996	200,802	213,136	218,434	228,989	240,298	252,416	6.1%

Communities Draft Budget

Code	Budget	Spend to date	Spend 2024/25	Approved Budget 2024/25	Approved Budget 2025/26	Projected Budget 2026/27	Projected Budget 2027/28	Projected Budget 2028/29	Projected Budget 2029/30	Projected Budget 2030 +	Change	Information
200	Tourism & Leisure											
1400	Street Market Stall Pitch Fee	(683)	(1,593)	(1,100)	(1,100)	(1,500)	(1,545)	(1,591)	(1,639)	(1,688)	36.4%	Based on historical figures
1405	Christmas Lighting - Donations	(250)	(308)			(250)	(250)	(250)	(250)	(250)	#DIV/0!	Based on historical annual donation
1410	Christmas Market - Income	(889)	(967)									
		-										
	Income	(1,822)	(2,868)	(1,100)	(1,100)	(1,750)	(1,795)	(1,841)	(1,889)	(1,938)	59.1%	
4125	Rates	373	499	600	618	519	535	551	567	584	-16.0%	Currently £42 per month
4905	Misc Expenses	12,412	367	169	50	0	0	0	0	0	-100.0%	
4906	Reception Decoration	0	44	200	0	0	0	0	0	0	#DIV/0!	
4910	Event Advertising	0	350	596	614	0	0	0	250	500	-100.0%	Using revitalisation fund
4915	Sussex Day					2,135	2,199	2,265	2,333	2,403	#DIV/0!	New Event
4920	Proms in the Park					1,140	1,174	1,209	1,246	1,283	#DIV/0!	New Event
4925	Summer Event/Bunting	794	4,687	1,930	3,270	1,796	1,850	1,905	1,963	2,021	-45.1%	
4930	Christmas Light Switch On	1,458	548	1,000	680	1,065	1,097	1,130	1,164	1,199	56.6%	
4935	Christmas Market	651	621	1,815	1,615	1,580	1,627	1,676	1,727	1,778	-2.2%	
4940	Hailsham Community Run	5,372	4,971	5,000	6,000	6,000	6,180	6,365	6,556	6,753	0.0%	
4941	Stand Proud Event	1,120	980	1,000	1,500	1,750	1,803	1,857	1,912	1,970	16.7%	
4942	Hailsham Festival	1,000	700	750	1,000	1,000	1,030	1,061	1,093	1,126	0.0%	
4945	Street Market	346	623	0	500	250	0	0	0	0	-50.0%	
4955	Remembrance Sunday	1,145	553	500	700	800	824	849	874	900	14.3%	
4965	Bonfire S Summer Event	3,096	3,047	3,300	3,500	4,500	4,635	4,774	4,917	5,065	28.6%	
4966	Hailsham Hero Award	1,318	0	0	1,700	1,700	0	0	1,700	0	0.0%	Every other year
		120										
	Expenditure	29,205	17,990	16,860	21,747	24,235	22,954	23,642	26,302	25,582	11.4%	
	Net Expenditure	27,383	15,122	15,760	20,647	22,485	21,159	21,801	24,412	23,644	8.9%	
205	Festive Lighting											
4975	Christmas Festoons	11,555	12,100	14,050	18,472	14,170	14,595	15,032	15,483	15,948	-23.3%	£10,650 for putting the lights up, £1200 trees, £2000 repairs
		-										
	Expenditure	11,555	12,100	14,050	18,472	14,170	14,595	15,032	15,483	15,948	-23.3%	
615	Youth Provision											
1115	Rental Income	(5,339)				(20,000)	(30,000)	(30,000)	(30,000)	(30,000)	#DIV/0!	Dependant on Preschool moving in September 2026
1300	Fundraising & Donations	(8,362)	(2,364)	-	-	(8,500)	(8,500)	(8,500)	(8,500)	(8,500)	#DIV/0!	Hellingly contribution
1305	Donations/Refunds		(10,632)	-	(2,000)		-	-	-	-	-100.0%	
1310	Activity Income	(6,193)	(8,351)	(6,000)	(6,180)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	61.8%	Based on income year to date
1600	External Grants	(9,000)				(12,500)	(12,500)				#DIV/0!	Wealden Grant £12,500 for 3 years from 25/26
	Income	(28,894)	(21,347)	(6,000)	(8,180)	(51,000)	(61,000)	(48,500)	(48,500)	(48,500)	523.5%	
4125	Rates	7,657	6,826	6,578	6,775	7,000	7,210	7,426	7,649	7,879	3.3%	Manse and the Station
4130	Gas/Electricity	4,000	500	0	0	5,000	5,150	5,305	5,464	5,628	#DIV/0!	
4140	Insurance	575				600	618	637	656	675	#DIV/0!	
4300	Youth Services Activities	4,901	737,537	15,345	16,422	12,000	12,000	12,000	12,000	12,000	-26.9%	
4305	FNP	1,196	4,809	2,681	2,761	2,750	2,750	2,750	2,750	2,750	-0.4%	
4315	Safe Hub		0	424	437	0	0	0	0	0	-100.0%	Currently not running
4320	Hellingly Youth Club		269	318	328	0					-100.0%	Under Youth Services Activities Code
4325	Mini Bus		2,678	1,697	0	0	0	0	0	0	#DIV/0!	
4330	Monday Club		47	637	656	0					-100.0%	Under Youth Services Activities Code
4335	The Station		111,167	0	0	0					#DIV/0!	
4340	The Manse		2,522	0	0	0					#DIV/0!	
4510	General Maintenance	2,300	30	0	0	20,000	20,000	20,000	20,000	20,000	#DIV/0!	Anticipated Costs and build up of reserves for future unknown costs

4515	Cleaning/Maintenance	970	0	0	0	12,000	12,000	12,000	12,000	12,000	#DIV/0!	Contract £11322 plus products
4550	Water & Sewerage	(389)	254	0	0	2,000	2,000	2,000	2,000	2,000	#DIV/0!	
	Expenditure	21,210	866,639	27,680	27,379	61,350	61,728	62,117	62,518	62,931	124.1%	
	Net Expenditure	(7,684)	845,292	21,680	19,199	10,350	728	13,617	14,018	14,431	-46.1%	
	Communities Expenditure	61,970	896,729	58,590	67,598	99,755	99,276	100,792	104,303	104,461	47.6%	
	Communities Income	(30,716)	(24,215)	(7,100)	(9,280)	(52,750)	(62,795)	(50,341)	(50,389)	(50,438)	468.4%	
	Communities Over Income	31,254	872,514	51,490	58,318	47,005	36,481	50,451	53,914	54,023	-19.4%	

Staffing Committee Draft Budget

Code	Budget	Spend to date	Spend 2024/25	Approved Budget 2024/25	Approved Budget 2025/26	Projected Budget 2026/27	Projected Budget 2027/28	Projected Budget 2028/29	Projected Budget 2029/30	Projected Budget 2030 +	Change	Information
600	Staffing Costs											
4000	Wages (Manual)	222,732	175,534	203,529	251,511	269,000	277,070	285,382	293,944	302,762	7.0%	3% inflation pay rise + £10k contingency
4005	Salaries (Admin)	240,490	354,526	347,004	398,032	445,000	458,350	472,101	486,264	500,851	11.8%	HR position as an addition + 3% inflation pay rise + £10k contingency
4010	Employers NICs	56,412	78,701	81,048	90,881	88,500	91,155	93,890	96,706	99,608	-2.6%	
4015	Pension	88,599	68,231	78,222	110,445	118,000	121,540	125,186	128,942	132,810	6.8%	Not every employee currently enrolled in the scheme but must budget for the possibility
4020	Youth Services Salaries	128,331	142,204	172,673	174,094	171,500	176,645	181,944	187,403	193,025	-1.5%	Includes 25/26 pay increase + 3% for 26/27
4025	Employers NICs Youth Service	10,957	12,122	17,093	25,064	15,500	15,965	16,444	16,937	17,445	-38.2%	
4030	Pension Youth Service	16,743	27,953	21,903	21,473	25,000	25,750	26,523	27,318	28,138	16.4%	Not every employee currently enrolled in the scheme but must budget for the possibility
4040	Staff Review - new roles		92,732	102,241	0	5,000	0	0	0	0	#DIV/0!	Staffing Review
	Temporary / contract staff					10,000	10,000	10,000	10,000	10,000	#DIV/0!	New code - recommendation from Finance committee
4055	Honorarials		843	2,122	2,186	2,252	2,319	2,389	2,460	2,534	3.0%	
4060	Members allowances	21,063	27,320	27,424	28,251	29,318	30,198	31,103	32,037	32,998	3.8%	3% inflation rise included
	Expenditure	785,327	980,166	1,053,259	1,101,937	1,179,070	1,208,992	1,244,961	1,282,010	1,320,171	7.0%	

Nominal Code	Cost Centre	Earmarked Reserves	Opening Balance	In	Out	Balance as at	Committed	Projected
			01/04/2025			15/01/2026		
325		Ripleys Land	19,791			19,791	8,500	11,291
328		Ripleys POS	23,790			23,790	20,000	3,790
						0		0
			43,581	0	0	43,581	28,500	15,081
329		Street Lighting	10,270			10,270		10,270
330		S106	1,757			1,757		1,757
336		Transport Grant	2,750		350	2,400		2,400
						0		0
			14,777	0	350	14,427	0	14,427
331		Communities Building	18,618			18,618		18,618
333		Youth Services	16,658			16,658		16,658
335		Cemetery New Burial Fund	17,500			17,500		17,500
342		Changing Places	3,659		2,010	1,649		1,649
344		Cemetery Lodge Boiler	3,617			3,617		3,617
355		4 Market Square Roof	6,000			6,000		6,000
358		Air Conditioning Units	1,750			1,750		1,750
			67,802	0	2,010	65,792	0	65,792
337		NHP	20,000			20,000		20,000
348		Revitalisation Fund	4,231			4,231	2,000	2,231
354		Chairmans Allowance	344		300	44		44
						0		0
			24,575	0	300	24,275	2,000	22,275
350		Storm Damage	4,900			4,900		4,900
						0		0
			4,900	0	0	4,900	0	4,900
356		Allotments	5,742			5,742		5,742
			5,742	0	0	5,742	0	5,742
357		CIL 2023/2024	1,129,399		375,227	754,172	415,273	338,899
359		CIL 2024/2025	1,275,219			1,275,219		1,275,219
361		CIL 2025/2026		1,209,483		1,209,483		1,209,483
						0		0
						0		0
			2,404,618	1,209,483	375,227	3,238,874	415,273	2,823,601
Earmarked Reserves Total			2,565,995	1,209,483	377,887	3,397,591	445,773	2,951,818

Bus Shelter
Union Corner Hall - New Toilets Summer 2026

Community Bus

Emergency Repairs for Communities buildings
Emergency Burial Purposes
Released back into GR
Been done?
Roof needs work
Released back into GR

Advertising of Markets. General contingency
Released back into GR

Emergency Tree Works

Contingency

See List to right for committed

Condition Survey Repairs	£176,064	80000 (25/26), 60000 (26/27), 40000 (27/28), 20000 (28/29)
Church	£12,887	
James West Signs	£1,000	
Market Street Bollards	£3,321	
A22 Connectivity Project	£200,000	
Graffiti Boards	£6,000	
Graffiti Washing Machine	£11,000	
Pet Cemetery	£1,500	
Solar Light-Eastwell Place	£3,500	
CCTV Cameras	?	
	<u>£415,273</u>	

Significant changes to Budgets 2026/27

Finance and Governance Committee

Code	Budget	Approved Budget 2025/26	Projected Budget 2026/27	Change >10%	Change >£1,000	Reason for change
170	Funded Projects					
	Hailsham Memorial Institute Trust		(10,000)	#DIV/0!	-10,000	Repay loan for the next 8 years 26-34
4990	CAB Rent & Grant	13,300	20,000	50.4%	6,700	Possible SLA's - not yet agreed
	Railway Club	0	500	#DIV/0!	500	Possible SLA's - not yet agreed
	Hailsham Boxing Club	0	15,000	#DIV/0!	15,000	Possible SLA's - not yet agreed
	Environment Hailsham	0	4,000	#DIV/0!	4,000	Possible SLA's - not yet agreed
605	Corporate Services					
1240	NHP - Grants Received	(1,675)		-100.0%	1,675	No grants expected in 26/27
4100	Office Equipment	5,000	15,800	216.0%	10,800	For the purchase of new office equipment - P/C's/Laptops etc. Laptops for Councillors
4105	Newsletter	3,000	-	-100.0%	-3,000	Fully online so only cost is officer time
4115	Telephone & Mobiles	-	6,000	#DIV/0!	6,000	From assets cost code 300 - Town Council Site as expense falls under corporate services costs
4120	Contract Cleaning	4,800	9,000	87.5%	4,200	Cleaning contract for 3 years @ £7,488 per annum plus cleaning supplies
4140	Insurance	-	20,764	#DIV/0!	20,764	Not sure where this has been budgeted for previously
4145	Franking Machine/Postage	700	600	-14.3%	-100	Based on historical costs
4155	Travelling, Training & Seminar	10,000	2,000	-80.0%	-8,000	Will Earmark underspends from 25/26
4156	Long Service Award	2,200	-	-100.0%	-2,200	Should this fall under staffing budget? - No long service awards coming due in 2026
4175	Website Hosting/Domains	1,522	436	-71.4%	-1,086	Based on historical costs
4195	Advertising / Publicity	562	500	-11.0%	-62	Based on historical costs
4200	Annual extinguisher etc...insp	350	-	-100.0%	-350	Under assets and cost code 300 - Town Council Site as building related
4220	Hailsham Neighbourhood Plan	18,500	13,000	-29.7%	-5,500	
620	Machinery/Tools/Protective Clothing					Full kits required for site team
4350	Protective Clothing	2,000	5,000	150.0%	3,000	Full kits required for site team
4355	Tools	1,657	3,000	81.1%	1,343	Additional tools needed for team
625	Vehicle Fleet					
4360	Leasing Costs	14,206	21,700	52.8%	7,494	£1,381 per month on a 3 year contract
4375	Vehicle Overheads - Insurance	3,296		-100.0%	-3,296	Included within annual insurance premium
635	Misc. Provision					
4400	Annual Grants	16,000	11,000	-31.3%	-5,000	Using underspends from 25/26
4950	Misc/Emergency Provision	14,000	2,000	-85.7%	-12,000	Suggest Earmarking underspends from 25/26 as a pot in case costs are higher than budgeted
650	Funded Services					
1235	Post Office - Non PO Sales	(500)	-	-100.0%	500	
5500	Hellingly P.C Subsidy	48,508	40,950	-15.6%	-7,558	Suggest Earmarking £7k underspends from 25/26 as a pot in case costs are higher than budgeted
5505	Hailsham Revitalisation Fund	2,500	-	-100.0%	-2,500	No longer required
5510	CCTV - Camera Costs	7,210	5,000	-30.7%	-2,210	Chromo Vision contract
5515	Post Office Operation Costs	60,000	40,000	-33.3%	-20,000	Move underspends from 25/26 into EMR
655	Account Int & Commuted Sums					
1080	Interest on Accounts	(18,000)	(40,000)	122.2%	-22,000	General reserves should increase so interest accrued should also increase

Assets Committee

Code	Budget	Approved Budget	Projected Budget	Change >10%	Change >£1,000	Reason for change
100	Common Pond Allotments					
4550	Water & Sewage	676	750	10.9%	74	
105	Battle Road Allotments					
4510	General Maintenance	170	240	41.2%	70	
115	Western Road Recreation Ground					
1050	Rent Beaconsfield/Tennis/Pitch	(1,093)	(30)	-97.3%	1,063	
4550	Water & Sewage	1,751	600	-65.7%	-1,151	
125	Play Areas x 5					
4140	Insurance	1,300	0	-100.0%	-1,300	Included under all insurance costs code 4140/605
4510	General Maintenance	2,569	5,000	94.6%	2,431	Starts to build up a capital replacement budget
130	Public Open Spaces					
1100	Fishing Permits	(850)	(120)	-85.9%	730	Now being managed by outside company
4690	POS - General Maintenance	357	500	40.1%	143	
4700	Plant & Skip Hire	4,636	0	-100.0%	-4,636	To come from individual cost centre budgets under general maintenance
145	Horticultural & Ground Maintenance					
4750	Grass & Hedge Cutting	28,000	30,000	7.1%	2,000	
4755	Tree Surgery	20,000	30,000	50.0%	10,000	
160	Environment Services					
4745	Urban Grass Cutting	12,000	20,000	66.7%	8,000	
300	Town Council Site					
4115	Telephone & Mobiles	5,000	0	-100.0%	-5,000	To Finance cost code 605 - Town Council Site
4130	Gas/Electricity	8,487	6,500	-23.4%	-1,987	Based on historical costs
4140	Insurance	14,000	0	-100.0%	-14,000	To Finance cost code 605 - Town Council Site
4200	Annual extinguisher etc...insp	0	350	#DIV/0!	350	From Finance - cost code 605 Corporate Services
4510	General Maintenance	0	10,000	#DIV/0!	10,000	Includes waste removal
4515	Cleaning/Maintenance	0	0	#DIV/0!	0	To Finance cost code 605 - Town Council Site
4550	Water & Sewerage	0	1,400	#DIV/0!	1,400	From Finance - cost code 605 Corporate Services
5000	Internal Repairs/General Maint	515	0	-100.0%	-515	Under general maintenance
5005	External Repairs/General Maint	709	0	-100.0%	-709	Under general maintenance
5010	Electronic Gates	579	1,000	72.7%	421	
5025	Intruder & Smoke Alarm Service	400	200	-50.0%	-200	Based on historical costs
315	Union Corner Hall					
4510	General Maintenance	1,000	6,000	500.0%	5,000	
325	Changing Pod					
4510	General Maintenance	0	500	#DIV/0!	500	Based on historical costs
330	Welbury Farm/Jim West Com Hall					
4515	Cleaning/Maintenance	5,202	13,000	149.9%	7,798	Based on historical costs
4550	Water & Sewerage	2,060	2,386	15.8%	326	
5025	Intruder & Smoke Alarm	0	651	#DIV/0!	651	Based on historical costs
5150	Maintenance/Running Costs	515	150	-70.9%	-365	

5155	J West Refund		6,000	4,500	-25.0%	-1,500		Based on historical costs
400	Cemetery Lodge							
4510	General Maintenance		184	0	-100.0%	-184		Merged into one code
5175	Cemetery Lodge Repairs		492	1,000	103.3%	508		Merged into one code
405	Cemetery Services & Overheads							
4130	Gas/Electricity		3,500	2,500	-28.6%	-1,000		
4210	Commercial Rubbish Disposal			1,968	#DIV/0!	1,968		
4510	General Maintenance		0	1,000	#DIV/0!	1,000		
4550	Water & Sewerage		500	250	-50.0%	-250		
4750	Grass & Hedge Cutting		8,000	6,400	-20.0%	-1,600		
5210	Telephone		800		-100.0%	-800		
5215	Fire Extinguisher/Boiler Service		250	250	0.0%	0		
5220	Pest Control		338	0	-100.0%	-338		
5225	Repairs/Cleaning & Waste		2,274	2,000	-12.0%	-274		
5230	Burial Record IT-License		515	0	-100.0%	-515		
5300	Grave Digging		16,892	17,399	3.0%	507		
5305	Maintenance Flowers & Trees		3,686	3,000	-18.6%	-686		
5350	Ditch Clearance		500	0	-100.0%	-500		
500	Street Lighting							
4510	General Maintenance		17,389	31,049	78.6%	13,660		Merged into one code
5380	Energy		17,266	14,000	-18.9%	-3,266		
5390	Annual Repairs		12,756	0	-100.0%	-12,756		Merged into one code
505	Street Furniture							
5400	Bus Shelter Repairs		298	1,000	235.6%	702		

Communities Committee

Code	Budget	Approved Budget	Projected Budget	Change %	Change £	Reason for change
Tourism & Leisure						
1400	Street Market Stall Pitch Fee	(1,100)	(1,500)	36.4%	-400	Based on historical figures
1405	Christmas Lighting - Donations	0	(250)	#DIV/0!	-250	Based on historical annual donation
4125	Rates	618	519	-16.0%	-99	Currently £42 per month
4905	Misc Expenses	50	0	-100.0%	-50	
4910	Event Advertising	614	0	-100.0%	-614	Using revitalisation fund
4915	Sussex Day	0	2,135	#DIV/0!	2,135	New Event
4920	Proms in the Park	0	1,140	#DIV/0!	1,140	New Event
4925	Summer Event/Bunting	3,270	1,796	-45.1%	-1,474	
4930	Christmas Light Switch On	680	1,065	56.6%	385	Based on historical costs
4941	Stand Proud Event	1,500	1,750	16.7%	250	Based on historical costs
4945	Street Market	500	250	-50.0%	-250	
4955	Remembrance Sunday	700	800	14.3%	100	Based on historical costs
4965	Bonfire S Summer Event	3,500	4,500	28.6%	1,000	
Festive Lighting						
4975	Christmas Festoons	18,472	14,170	-23.3%	-4,303	£10,650 for putting the lights up, £1200 trees, £2000 repairs
Youth Provision						
1115	Rental Income		(20,000)	#DIV/0!	-20,000	Dependant on Preschool moving in September 2026

1300	Fundraising & Donations		-	(8,500)	#DIV/0!	-8,500		Hellingly contribution
1305	Donations/Refunds		(2,000)		-100.0%	2,000		
1310	Activity Income		(6,180)	(10,000)	61.8%	-3,820		Based on income year to date
1600	External Grants			(12,500)	#DIV/0!	-12,500		Wealden Grant £12,500 for 3 years from 25/26
4130	Gas/Electricity		0	5,000	#DIV/0!	5,000		
4140	Insurance			600	#DIV/0!	600		
4300	Youth Services Activities		16,422	12,000	-26.9%	-4,422		
4315	Safe Hub		437	0	-100.0%	-437		Currently not running
4320	Hellingly Youth Club		328	0	-100.0%	-328		Under Youth Services Activities Code
4330	Monday Club		656	0	-100.0%	-656		Under Youth Services Activities Code
4510	General Maintenance		0	20,000	#DIV/0!	20,000		Anticipated Costs and build up of reserves for future unknown costs
4515	Cleaning/Maintenance		0	12,000	#DIV/0!	12,000		
4550	Water & Sewerage		0	2,000	#DIV/0!	2,000		

Staffing Committee

Code	Budget	Approved Budget 2025/26	Projected Budget 2026/27	Change >10%	Change >£1,000	Reason for change
4000	Wages (Manual)	251,511	269,000	7.0%	17,489	3% inflation pay rise
4005	Salaries (Admin)	398,032	445,000	11.8%	46,968	HR position as an addition + 3% inflation pay rise + £10k contingency
4010	Employers NICs	90,881	88,500	-2.6%	-2,381	
4015	Pension	110,445	118,000	6.8%	7,555	Not every employee currently enrolled in the scheme but must budget for the possibility
4020	Youth Services Salaries	174,094	171,500	-1.5%	-2,594	Includes 25/26 pay increase + 3% for 26/27
4025	Employers NICs Youth Service	25,064	15,500	-38.2%	-9,564	
4030	Pension Youth Service	21,473	25,000	16.4%	3,527	Not every employee currently enrolled in the scheme but must budget for the possibility
4040	Staff Review - new roles	0	5,000	#DIV/0!	5,000	Staffing Review
	Temporary / contract staff	0	10,000	#DIV/0!	10,000	New code - recommendation from Finance committee
4060	Members allowances	28,251	29,318	3.8%	1,067	

Summary Budgeted Expenditure

	Approved Budget 2023/24 £	Approved Budget 2024/25 £	Approved Budget 2025/26 £	Projected Budget 2026/27 £	Projected Budget 2027/28 £	Projected Budget 2028/29 £	Projected Budget 2029/30 £	Projected Budget 2030 + £	Change
Finance & Governance Budget		237,000	268,721	258,488	258,947	268,800	258,292	241,447	-3.8%
Assets Budget		225,996	200,802	213,136	218,434	228,989	240,298	252,416	6.1%
Communities Budget		51,490	58,318	47,005	36,481	50,451	53,914	54,023	-19.4%
Staffing Budget		1,053,259	1,101,937	1,179,070	1,208,992	1,244,961	1,282,010	1,320,171	7.0%
TOTAL NET EXPENDITURE	1,281,529	1,567,745	1,629,778	1,697,698	1,722,854	1,793,201	1,834,515	1,868,057	4.2%
Other Funding (from) / to balances	(24)	15,153	14,342	50,000	100,000	100,000	100,000	100,000	Need to increase General Reser
Approved PRECEPT FOR YEAR	1,281,505	1,582,898	1,644,120	1,747,698	1,822,854	1,893,201	1,934,515	1,968,057	6.3%
BAND D COUNCIL TAX	166.65	204.87	210.89	218.18	227.15	235.18	239.57	242.97	
BAND D Base	7689.8	7726.3	7796.1	8010.4	8025	8050	8075	8100	
INCREASE IN BAND D COUNCIL TAX		22.94%	2.94%	3.46%	4.11%	3.54%	1.87%	1.42%	
BAND D COUNCIL TAX				210.89					
BAND D Base				8010.4					
INCREASE IN BAND D COUNCIL TAX				0.00%					
Precept				1,689,314					
Funding To GR				-58384					
BAND D COUNCIL TAX				213.00					
BAND D Base				8010.4					
INCREASE IN BAND D COUNCIL TAX				1.00%					
Precept				1,706,207					
Funding To GR				-41,491					
BAND D COUNCIL TAX				215.11					
BAND D Base				8010.4					
INCREASE IN BAND D COUNCIL TAX				2.00%					
Precept				1,723,100					
Funding To GR				-24,598					
BAND D COUNCIL TAX				217.22					
BAND D Base				8010.4					
INCREASE IN BAND D COUNCIL TAX				3.00%					
Precept				1,739,993					
Funding To GR				-7,705					
BAND D COUNCIL TAX				219.33					
BAND D Base				8010.4					
INCREASE IN BAND D COUNCIL TAX				4.00%					
Precept				1,756,886					
Funding To GR				9,188					
BAND D COUNCIL TAX				221.43					
BAND D Base				8010.4					
INCREASE IN BAND D COUNCIL TAX				5.00%					
Precept				1,773,779					
Funding To GR				26,081					