



# HAILSHAM TOWN COUNCIL

**MINUTES** of the meeting Hailsham Town Council held at the Civic Community Hall, Vicarage Lane, Hailsham BN27 1BH on Wednesday 11<sup>th</sup> June at 6.00pm.

## **Public Question Time**

HTC/25/  
01X/100

No members of the public were present.

101 **Present:** Councillors: C. Bryant (Chairman), K-M Blundell-Smith, B. Carpenter, B. Holbrook, P. Holbrook, M. Laxton, C. Mitchell, A M Rickets, K. Nicholls and G White.

## **Officers in Attendance**

102 Mr J Harrison (Town Clerk), Mrs R. White (Responsible Finance Officer) and Mr D Saxby.

## **Apologies for Absence**

103 Apologies for absence had been received and accepted from Councillors A. Blake-Coggins, G. Blake-Coggins, Chapman, Hayes and Rusu.

## **Declarations of Interest**

104 There were no declarations of interest given.

## **Year End Accounts 2024/25**

The RFO noted that the year-end accounts and all documents presented to Council during the meeting had been reviewed by the Finance & Governance Committee at it's meeting of 4<sup>th</sup> June 2025 and were recommended for approval.

105 **RESOLVED** to approve the year end budget to 31<sup>st</sup> March 2025.

106 **RESOLVED** to approve the year end income and expenditure report to 31<sup>st</sup> March 2025.

## **Year End Internal Audit Report 2024/25**

107 The Responsible Finance Officer spoke in respect of Internal Auditor's report for the year ended 31<sup>st</sup> March 2025, noting that the figures contained in the report had now been amended following work to update the sales ledger to accurately record income received and correct 'double counting'. The IA had been advised. The RFO also noted that discussions had been held with the IA regarding the 'no' assertions made in boxes 2 & 5 of Section 1 of the Annual Accountability & Governance Return and had seen the report written in explanation of this. Several points had been made by the IA for Council's attention going forward and the RFO confirmed these were in hand and would be brought to a future Finance & Governance Committee for monitoring or approval.

**RESOLVED** to approve the Year End Internal Audit Report for the year ended 31<sup>st</sup> March 2025 for submission to the External Auditor.

### **Annual Governance and Accountability Return 2024/25**

#### **Section 1 – Annual Governance Statement 2024/25**

- 108 **RESOLVED** to approve the Explanation for Assertions for Section 1.
- 109 **RESOLVED** to approve Section 1 Annual Governance Statement 2024/25 for signature by the Chair of the meeting and the Town Clerk.

#### **Section 2 – Accounting Statements 2024/25**

- 110 **RESOLVED** to approve the Cash and Investment reconciliation to 31<sup>st</sup> March 2025.
- 111 **RESOLVED** to approve the Statutory Income and Expenditure Report to 31<sup>st</sup> March 2025.
- 112 **RESOLVED** to approve the Statutory Balance Sheet to 31<sup>st</sup> March 2025, signed by the RFO prior to presentation to the meeting.
- 113 **RESOLVED** to approve the Fixed Asset Register at 31<sup>st</sup> March 2025.
- 114 **RESOLVED** to approve the Explanation of Variances at 31<sup>st</sup> March 2025.
- 115 **RESOLVED** to approve the Reserves Reconciliation at 31<sup>st</sup> March 2025. (reconciliation between Boxes 7 and 8 of Section 2)
- 116 It was **NOTED** that the Annual Governance & Accountability Return Section 2 Accounting Statements 2024/25 had been signed and dated by the RFO prior to the presentation to the meeting.
- 117 **RESOLVED** to approve Section 2 Accounting Statements 2024/25 for signature by the Chair of the meeting.
- 118 Arrangements for the exercise of public rights in respect of the unaudited Annual Governance & Accountability Return had been made and it was **NOTED** that the inspection period would run from 16<sup>th</sup> June to 25<sup>th</sup> July 2025, encompassing the periods of the first ten days of July and 30 working days. The notice would be published on 13<sup>th</sup> June 2025.

The Chairman closed the meeting at 6.27pm.

CHAIRMAN