



HAILSHAM TOWN COUNCIL
FINANCE AND GOVERNANCE COMMITTEE

MINUTES

of the meeting of the Finance and Governance Committee,
held at the Fleur De Lys Meeting Room, Market Street, Hailsham, BN27 2AE On
Monday 23rd March 2026 at 7.00pm.

FBR/24/
7/132
133

Public Forum

Cllr Holbrook asked a question regarding the location of Hailsham Food Bank

Present:

Committee members Cllrs P. Holbrook, C. Mitchell (Chair), D. Rusu and G. White.

134

Officers Present

J. Harrison (Town Clerk) and K. Whiley (Locum Responsible Finance Officer)

135

Apologies For Absence

Apologies were received and accepted from Cllr K-M Blundell-Smith (Deputy Chair)

136

Declarations of Interest

None were given.

137

Minutes of Previous Meeting

The committee **RESOLVED** unanimously to accept the Minutes of the meeting of the Finance & Governance Committee held on the 21st January 2026, as a correct record and that they be signed by the Chairman.

Updates – J. Harrison advised that most of the resolutions were around the adoption and agreement of financial records & statements and the budget recommendation to full council which had been agreed at the HTC meeting in January.

138

Periodic Statements and Committee Expenditure

The committee **NOTED** the current income and expenditure against budget.

138.1

Queries raised:

Cllr Mitchell – Tree Surgery – was reinstated into the budget, but had been taken from General reserves

Gas & Electricity budget – the invoice had been paid, and case had been ‘closed’, however this was still ongoing as the finance team did not send documents required by the deadline so the case should be re-opened. To be taken forward to the next meeting.

HMI Roof project – To be paid back as a loan over 10 years

Professional Fees – the Locum RFO fees have costed from professional fees and therefore the budget is overspent, but committee need to note that there will be a corresponding saving in salaries.

138.2

Overall spend is at 88% after 11 months, which would suggest there will be a degree of underspend by year end.

138.3

K. Whiley advised the finance team will be introducing a purchase order system so we know exactly what has been ordered and what code orders are to be paid from allowing the calculation of actual spend and committed expenditure, which would help with profiling of budget. The Committee noted the minimum level of Purchase Orders is to be at £100 Net. To be introduced from 1st April 2026.

138.4

The committee **noted and adopted** the CIL and Reserves Statement.

138.5 The committee unanimously **RESOLVED to accept** Payments Made in December 2025, January and February 2026

138.6 The Committee **NOTED** and **AGREED** the Bank reconciliations for December 2025, January and February 2026. Councillor D. Rusu signed the reconciliations at the meeting.

139 **Internal Auditor**

The committee unanimously **RESOLVED** to appoint the internal auditor Mulberry local Authority Services Ltd for an additional year, but no longer so the new council could make its own appointment.

140 **Risk Management Policy**

140.1 The chair invited comments from the committee. Cllr Mitchell advised that the items should be numbered and suggested they were coded according to category and abbreviation.

140.2 A resolution had been made to advise that the funding for the condition report would be from CIL and precepted on a reducing sliding scale, at 80%, 60%, 40%, 20% from CIL with the remainder to be included in the precept. J. Harrison to advise what the final resolution and reference on that was.

140.3 Points for clarity or amendments were raised as follows:

Schedule of leases to be created with review by April 2026 – reminded that this was ongoing but imminent.

People review contained a supposition that staff morale was in need of improvement, therefore should be caveated with 'if required'.

Debtor Policy to be created – was resolved and adopted at last meeting.

Written procedure notes for key targets was a key piece of work.

Should write in training to FILCA for finance staff.

Need a target date for writing of Scheme of Delegation.

Review of Insurance Cover was due in June. Insurance value of assets to be reviewed, although asset list notes as original value. F&G or Assets should look to value assets for insurance purposes. Fees for valuations would be incurred.

The committee **NOTED** the policy as presented with these suggested amendments

141 **Budget for 2025-2026**

The committee agreed that the following underspends would be earmarked at the year-end:

Teen Shelter £1,000 – back to general reserves.

Outside maintenance fund £20,000 – remain earmarked.

Graffiti cleaning £1,800 – remain earmarked

Grass and Hedge cutting £8,000 – remain earmarked

Maintenance 4 Market Square £1,000– remain earmarked

Grass and Hedge cutting £7,000 (for Cemetery) – remain earmarked

Maintenance flowers and trees £3,00 (also cemetery) – remain earmarked

Street Lighting £10,000 or remaining funds – remain earmarked

Summer event/Bunting £2,250 – remain earmarked
Christmas Festoons £3750 – remain earmarked
Office equipment £2,000 – remain earmarked
Website fund £2,500 – remain earmarked
Travelling, Training and Seminar £3.500 to remain earmarked
Survey Fees £2,000 to remain earmarked
Election fund £1750 – remain earmarked
Chairman’s Allowance £1,000 – to remain earmarked and check with Chairman if there were any plans to spend
Misc/Emergency provision – £14,000 – to remain earmarked
Hellingly PC Subsidy £7000 - needs to remain earmarked
Revitalization fund £2500 to – remain earmarked for work with Chamber of commerce
CCTV Camera £3000 – to remain earmarked
PO Operation costs £20,000 – to remain earmarked

The committee unanimously **RESOLVED** to agree to the earmarked reserves as above, with the teen shelter to be returned to general reserves.

142 **Confidential Business**

The committee unanimously **RESOLVED** that the press and public are excluded during the discussion on the next two items of the agenda as they concern the terms and conditions of service or negotiations for contracts.

143 **Utility Contracts**

Cllr Mitchell introduced the report to the committee, advising that adopting policy will save council £10,000 per year. K. Whiley advised that this would be a contract to 2032 (for six years), the contract prices are fixed so there is some risk if general process reduce during the period of the contract and also that the contract can come into effect immediately. Required quotes had been considered in line with financial regulations

The committee unanimously **RESOLVED** to agree the utility contract as proposed, for six years.

144 **Councillor Device Contract and Policy**

144.1 Cllr Mitchell introduced the report – quotes had been received from the Town Council’s IT Providers for the leasing of electronic devices, with rates given for two and three year contracts.

144.2 The Committee **RESOLVED** to delegate to the Town Clerk to get other quotes for the hire of equipment and authorise to spend up the budget for a three year lease period, but to check situation with regard to licences.

144.3 The committee considered the Policy for the Use of Electronic Devices and the procedure for emails and wished to seek clarity on the definition of ‘negligence’, in terms of use and damage and also downloading of malware. Therefore the Policy is to be revisited at the next meeting with these definitions.

131 There being no other business, the meeting closed at 8.14pm.

CHAIRMAN

DRAFT