Hailsham TOWN COUNCIL

ASSETS MANAGEMENT COMMITTEE

AGENDA

COUNCILLORS ARE SUMMONED TO ATTEND a meeting of the ASSETS MANAGEMENT COMMITTEE to be held at Fleur de Lys, Market Street, Hailsham, BN27 2AE on Wednesday 11th November 2026 at 7.00 p.m.

1. **Public Forum**
   (No more than 15 Minutes)

2. **Apologies for Absence**
   To receive apologies for absence of appointed members.

3. **Declarations of Interest**
   To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.

4. **Minutes of Previous Meeting – Assets Management Committee**

   4.1 To resolve that the Minutes of the Meetings of the Assets Management Committee held on Wednesday 14th October 2026 may be confirmed as a correct record and signed by the Chairman.

   4.2 Operations manager update on previous resolutions and Operations updates

5. **Finance Report**
   To receive an update on Finance

6. **Union Corner MOU**
   To review the MOU for Union Corner.

7. **Western Road Defib**
   To decide a location for the Defib

8. **Western Road Sports sub-committee**
   Report from sub-committee

9. **James West Community Centre**
   Updates from JWCC

10. **Confidential Business**
    To resolve that the press and public are excluded during the discussion on

the next items on the agenda (11) as they concern: the terms of tenders for contracts or negotiations or matters that are otherwise not in the public interest (In accordance with the Council's Standing Orders No. 1E).

11. **HCC Pavilion Funding**.
To consider request from HCC

John Harrison, Town Clerk



4th November 2026

Committee Membership
Councillors:
A. Blake-Coggins
C. Bryant
B. Carpenter
M. Laxton
C. Mitchell
G. White
M Caira
D Chapman
P Holbrook

Hailsham Town Council
Inglenook ● Market Street ● Hailsham ● East Sussex ● BN27 2AE

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Town Clerk: John Harrison

AGENDA ITEM NUMBER:	5
MEETING DATE:	11th November 2026
COUNCIL/COMMITTEE:	Assets Management
TITLE:	Finance Report
PURPOSE OF REPORT:	To note the Officers Recommendations below
SUPPORTING DOCUMENTS:	Appendix A – Income & Expenditure Report Appendix B – Spend to Date on Projects
OFFICER CONTACT:	RFO

OFFICER RECOMMENDATIONS:	
	The Committee is RECOMMENDED to:
5.1	**Note** the Committee's current income and expenditure position. Appendix A
5.2	**Note** the Committee's expenditure to date on projects. Appendix B

5.1 Income and Expenditure

Attached as Appendix A is the Income & Expenditure report for this Committee for the financial year **2026/2027**. **Any recent significant variances are shown in bold**

Common Pond Allotments (100)
1000 Allotment Rent – The income is more than the budgeted figure which was probably set too low. Income received is in line with the previous year.

Battle Road Allotment (105)
4550 Water and Sewerage – we have received two bills which cover the year as they have been invoiced in advance and are based on estimated readings.

Harold Avenue Allotments (110)

Western Road Recreation Ground (115)

4510 General Maintenance – includes £2,500 for the Beacon which is covered by CiL funds
4550 Water and Sewerage– we have received an extortionate invoice for the supply of water and the drainage at the playing fields as it has been based on an estimated reading linked to historical charges. This has been appealed through the suppliers system and a refund is expected. We have received some credits against the previous very high costs. This still means that due to the leak, the cost for the water over the last year has been exceedingly high but the problem has been fixed and the water costs are now more in line with what they should be. **Refunds have been received. £15,400 came from EMR funds to cover the repairs required to fix the leak.**

Maurice Thornton Playing Field (120)
4550 Water and Sewerage–actual costs more than budget

Play Areas (125)
4510 General Maintenance – includes £28,844 from EMR funds for the Quinnell Park Play Area

Common Pond (135)

Horticultural & Grounds Maintenance (145)

Environment Services (160)

Town Council Site (300)
4125 Rates – The actual cost of £7,728.26 is slightly more than was budgeted £7,600
5030 Office Rewire – an accounting adjustment for EMR funds from last year
4510 General Maintenance – Includes £14,068 for repointing works which has come from EMR funds through the conditioning survey works

Maurice Thornton Pavilion (305)

Grovelands Barn (310)

Union Corner Hall (315)
4510 General Maintenance – Includes £24,304 for electrical works which has come from EMR funds through the conditioning survey works

Changing Pods (325)
4510 General Maintenance - The budget set was too low as these costs cover annual essential servicing and smoke alarms tests

James West Community Hall (330)

4130 Gas/Electricity – Electric costs about £500 per month plus higher than anticipated gas charges which are being investigated

4510 General Maintenance – Mats have been purchased at £2,185 and Electrical Works at £3,574 included. Funds allocated from CiL.

5025 Intruder & Smoke Alarm Service – annual costs which include the fire risk assessment and maintenance are higher than initial budget

5150 Maintenance/Running Costs – has exceeded budget due to some new furniture and shelving being purchased

Southview (335)

4130 Gas/Electricity – currently being invoiced to HTC but relates to the Trust. Money will be transferred across from the Trust

4510 General Maintenance – includes £1,086 funds from EMR which cover items from the Conditions Report

4515 Cleaning costs – Money will be transferred across from the Trust

4550 Water/Sewage - currently being invoiced to HTC but relates to the Trust. Money will be transferred across from the Trust

1 Market Square (340)

1115 Rental Income – rent received from letting the premises which wasn't budgeted for

4130 Gas/Electricity – showing a credit balance due to a refund of gas charges

4550 Water/Sewage -tenant should be paying for the utilities. Waiting on a transfer

70 South Road (360)

4125 Rates – will be in the region of £45,000

4130 Gas/Electricity – monthly charges now being incurred

4905 Misc Expenses – is the cost of the building which has been purchased using CiL funds

Cemetery Lodge (400)

4125 Rates – tenant vacated so rates now applicable

4130 Gas/Electricity – tenant vacated so monthly charges now being incurred

Cemetery Services & Overheads (405)

4130 Gas/Electricity - We have received an invoice for over £5,000 for backdated electricity usage which had been previously invoiced based on estimated readings. This charge brings the account up to date and regular meter readings are now being taken to avoid this occurring in the future

4510 General Maintenance – Footpath works at £4,628 included. Funds allocated from CiL.

4550 Water/Sewage – initial budget too low

Street Furniture (505)
5400 Bus Shelters – includes £5,456 funds from EMR (Outside Maintenance Funds) for bus shelter repairs

Civic Events (630)
4395 Twinning – costs incurred for gifts and flag

Memorial Institute Trust (660)

In summary, total expenditure is currently 60% of the budgeted figure after 7 months which means that this committee is on track to achieve a break even budget or less at the end of the financial year.

5.2 Project expenditure using CiL funds

Appendix B shows a breakdown of all expenditure incurred through the projects which have been agreed using CiL funds.

The columns in blue are for projects that have been completed.

It is recommended that £14,001 is returned back to CiL funds from the Beacon project, £115 from James West Signs and £2,257.31 from the Market Street Bollards.

This will mean that £696,740 is still remaining as committed funds from CiL to use against the agreed projects showing on the spreadsheet.

RFO

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Assets Committee									
100	Common Pond Allotments								
1000	Allotment Rent (Inc)	750	880	475	(405)			185.3%	
	Common Pond Allotments :- Income	**750**	**880**	**475**	**(405)**			**185.3%**	**0**
4210	Commercial Rubbish Disposal	2	0	0	0		0	0.0%	
4510	General Maintenance	1,796	612	2,060	1,448		1,448	29.7%	
4550	Water & Sewerage	161	423	750	327		327	56.4%	
4998	Allotment Refunds	50	0	0	0		0	0.0%	
	Common Pond Allotments :- Indirect Expenditure	**2,008**	**1,035**	**2,810**	**1,775**	**0**	**1,775**	**36.8%**	**0**
	Net Income over Expenditure	**(1,258)**	**(155)**	**(2,335)**	**(2,180)**				
105	Battle Road Allotments								
1000	Allotment Rent (Inc)	1,647	1,502	2,132	630			70.5%	
	Battle Road Allotments :- Income	**1,647**	**1,502**	**2,132**	**630**			**70.5%**	**0**
4510	General Maintenance	1,730	0	240	240		240	0.0%	
4550	Water & Sewerage	701	1,252	750	(502)		(502)	166.9%	
4998	Allotment Refunds	150	0	0	0		0	0.0%	
	Battle Road Allotments :- Indirect Expenditure	**2,581**	**1,252**	**990**	**(262)**	**0**	**(262)**	**126.4%**	**0**
	Net Income over Expenditure	**(934)**	**250**	**1,142**	**892**				
6000	plus Transfer from EMR	1,250	0	0	0				
	Movement to/(from) Gen Reserve	**316**	**250**	**1,142**	**892**				
110	Harold Ave Allotments								
1000	Allotment Rent (Inc)	552	503	611	108			82.3%	
	Harold Ave Allotments :- Income	**552**	**503**	**611**	**108**			**82.3%**	**0**
4510	General Maintenance	4,000	0	155	155		155	0.0%	
4998	Allotment Refunds	50	50	0	(50)		(50)	0.0%	
	Harold Ave Allotments :- Indirect Expenditure	**4,050**	**50**	**155**	**105**	**0**	**105**	**32.3%**	**0**
	Net Income over Expenditure	**(3,499)**	**453**	**456**	**3**				
6000	plus Transfer from EMR	4,000	0	0	0				
	Movement to/(from) Gen Reserve	**502**	**453**	**456**	**3**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115	Western Road Recreation Ground								
1050	Rent Beaconsfield/Tennis/Pitch	30	30	30	0			100.0%	
	Western Road Recreation Ground :- Income	**30**	**30**	**30**	**0**			**100.0%**	**0**
4130	Gas/Electricity	263	184	200	16		16	92.0%	
4510	General Maintenance	3,648	2,560	1,105	(1,455)		(1,455)	231.7%	1
4550	Water & Sewerage	40,070	16,980	600	(16,380)		(16,380)	2830.0%	15,400
4560	Site Drainage	8,487	1,000	2,000	1,000		1,000	50.0%	
	Western Road Recreation Ground :- Indirect Expenditure	**52,467**	**20,724**	**3,905**	**(16,819)**	**0**	**(16,819)**	**530.7%**	**15,401**
	Net Income over Expenditure	**(52,437)**	**(20,694)**	**(3,875)**	**16,819**				
6000	plus Transfer from EMR	13,405	15,401	0	(15,401)				
	Movement to/(from) Gen Reserve	**(39,033)**	**(5,293)**	**(3,875)**	**1,418**				
120	Maurice Thornton Playing Field								
4130	Gas/Electricity	1	0	0	0		0	0.0%	
4510	General Maintenance	10,872	0	464	464		464	0.0%	
4550	Water & Sewerage	847	185	80	(105)		(105)	231.0%	
4560	Site Drainage	80	1,667	2,000	333		333	83.3%	
4600	Annual Rent	1,000	1,000	1,000	0		0	100.0%	
4605	Pitch Marking Paint	0	468	550	82		82	85.1%	
4610	Skate Park Maintenance	31,210	0	500	500		500	0.0%	
	Maurice Thornton Playing Field :- Indirect Expenditure	**44,010**	**3,319**	**4,594**	**1,275**	**0**	**1,275**	**72.3%**	**0**
	Net Expenditure	**(44,010)**	**(3,319)**	**(4,594)**	**(1,275)**				
6000	plus Transfer from EMR	41,690	0	0	0				
	Movement to/(from) Gen Reserve	**(2,320)**	**(3,319)**	**(4,594)**	**(1,275)**				
125	Play Areas								
4510	General Maintenance	823	30,151	5,000	(25,151)		(25,151)	603.0%	28,844
4650	Safety Gates	0	0	1,000	1,000		1,000	0.0%	
	Play Areas :- Indirect Expenditure	**823**	**30,151**	**6,000**	**(24,151)**	**0**	**(24,151)**	**502.5%**	**28,844**
	Net Expenditure	**(823)**	**(30,151)**	**(6,000)**	**24,151**				
6000	plus Transfer from EMR	0	28,844	0	(28,844)				
	Movement to/(from) Gen Reserve	**(823)**	**(1,307)**	**(6,000)**	**(4,693)**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130	Public Open Spaces								
1100	Fishing Permits	120	120	120	0			100.0%	
	Public Open Spaces :- Income	**120**	**120**	**120**	**0**			**100.0%**	**0**
4620	Teen Shelter	0	0	1,000	1,000		1,000	0.0%	
4690	POS - General Main	0	0	500	500		500	0.0%	
4695	Vermin Control	459	459	614	155		155	74.8%	
4705	Outside Maintenance Fund	0	2,658	20,000	17,342		17,342	13.3%	
4715	Country Park - General Maint	0	0	538	538		538	0.0%	
4720	Orchard Park - General Maint	0	0	787	787		787	0.0%	
4725	Grafftii Cleaning	1,200	0	3,000	3,000		3,000	0.0%	
4735	Signage	0	0	500	500		500	0.0%	
	Public Open Spaces :- Indirect Expenditure	**1,659**	**3,117**	**26,939**	**23,822**	**0**	**23,822**	**11.6%**	**0**
	Net Income over Expenditure	**(1,539)**	**(2,997)**	**(26,819)**	**(23,822)**				
135	Common Pond								
4510	General Maintenance	15,687	945	1,000	55	16	39	96.1%	
	Common Pond :- Indirect Expenditure	**15,687**	**945**	**1,000**	**55**	**16**	**39**	**96.1%**	**0**
	Net Expenditure	**(15,687)**	**(945)**	**(1,000)**	**(55)**				
145	Horticultural & Ground Maint								
4750	Grass & Hedge Cutting	27,772	26,908	30,000	3,092		3,092	89.7%	
4755	Tree Surgery	28,915	29,610	30,000	390		390	98.7%	
	Horticultural & Ground Maint :- Indirect Expenditure	**56,687**	**56,518**	**60,000**	**3,482**	**0**	**3,482**	**94.2%**	**0**
	Net Expenditure	**(56,687)**	**(56,518)**	**(60,000)**	**(3,482)**				
160	Environment Services								
1090	ESCC - Urban Grass Sub	8,071	10,433	10,433	(0)			100.0%	
	Environment Services :- Income	**8,071**	**10,433**	**10,433**	**(0)**			**100.0%**	**0**
4745	Urban Grass Cutting	15,000	0	20,000	20,000		20,000	0.0%	
	Environment Services :- Indirect Expenditure	**15,000**	**0**	**20,000**	**20,000**	**0**	**20,000**	**0.0%**	**0**
	Net Income over Expenditure	**(6,929)**	**10,433**	**(9,567)**	**(20,000)**				
300	Town Council Site								
1115	Rental/Lease Income	41	0	0	0			0.0%	
1200	Kemer Kebab	10,771	7,875	10,500	2,625			75.0%	
1205	4 Market Square (Inc)	7,400	4,296	7,400	3,104			58.1%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1225	Miscellaneous rents	1,108	0	0	0			0.0%	
1275	Miscellaneous Income	140	0	420	420			0.0%	
	Town Council Site :- Income	**19,461**	**12,171**	**18,320**	**6,149**			**66.4%**	**0**
4115	Telephone & mobiles	10,362	0	0	0		0	0.0%	
4125	Rates	5,525	8,124	7,600	(524)		(524)	106.9%	
4130	Gas/Electricity	15,447	9,860	6,500	(3,360)		(3,360)	151.7%	
4140	Insurance	20,159	0	0	0		0	0.0%	
4200	Annual extinguisher etc., insp	0	306	350	44		44	87.5%	
4210	Commercial Rubbish Disposal	39	0	0	0		0	0.0%	
4510	General Maintenance	9,348	23,157	10,000	(13,157)		(13,157)	231.6%	14,233
4550	Water & Sewerage	260	901	1,400	499		499	64.4%	
5005	External Repairs/General Maint	30,011	0	0	0		0	0.0%	
5010	Electronic Gates	0	287	1,000	713		713	28.7%	
5015	Maintenance 4 Market Sq	0	3,200	1,000	(2,200)		(2,200)	320.0%	3,200
5020	Gas Boiler - Annual Service	0	0	320	320		320	0.0%	
5025	Intruder & Smoke Alarm Service	91	73	200	127		127	36.3%	
5030	Office Rewire	149,999	(2,010)	0	2,010		2,010	0.0%	(4,020)
	Town Council Site :- Indirect Expenditure	**241,242**	**43,898**	**28,370**	**(15,528)**	**0**	**(15,528)**	**154.7%**	**13,413**
	Net Income over Expenditure	**(221,781)**	**(31,727)**	**(10,050)**	**21,677**				
6000	plus Transfer from EMR	180,277	13,413	0	(13,413)				
	Movement to/(from) Gen Reserve	**(41,504)**	**(18,315)**	**(10,050)**	**8,265**				
305	Maurice Thornton Pavilion								
4130	Gas/Electricity	1,806	1,234	1,545	311		311	79.9%	
4510	General Maintenance	599	6	560	554		554	1.1%	
4550	Water & Sewerage	233	50	250	200		200	19.9%	
	Maurice Thornton Pavilion :- Indirect Expenditure	**2,638**	**1,290**	**2,355**	**1,065**	**0**	**1,065**	**54.8%**	**0**
	Net Expenditure	**(2,638)**	**(1,290)**	**(2,355)**	**(1,065)**				
310	Grovelands Barn								
1245	Income - recharge of utilities	0	0	500	500			0.0%	
	Grovelands Barn :- Income	**0**	**0**	**500**	**500**			**0.0%**	**0**
4125	Rates	0	3,094	3,237	143		143	95.6%	
4130	Gas/Electricity	0	227	310	83		83	73.1%	
4200	Annual extinguisher etc., insp	0	0	75	75		75	0.0%	
4510	General Maintenance	4,414	795	1,000	205		205	79.5%	
4550	Water & Sewerage	60	43	200	157		157	21.6%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5100	MT Hut/Grovelands Barn Energy	314	0	0	0		0	0.0%	
5105	Grovelands Barn Rates	3,144	0	0	0		0	0.0%	
	Grovelands Barn :- Indirect Expenditure	**7,932**	**4,159**	**4,822**	**663**	**0**	**663**	**86.2%**	**0**
	Net Income over Expenditure	**(7,932)**	**(4,159)**	**(4,322)**	**(163)**				
6000	plus Transfer from EMR	1,350	0	0	0				
	Movement to/(from) Gen Reserve	**(6,582)**	**(4,159)**	**(4,322)**	**(163)**				
315	Union Corner Hall								
4510	General Maintenance	1,367	30,304	6,000	(24,304)		(24,304)	505.1%	24,304
	Union Corner Hall :- Indirect Expenditure	**1,367**	**30,304**	**6,000**	**(24,304)**	**0**	**(24,304)**	**505.1%**	**24,304**
	Net Expenditure	**(1,367)**	**(30,304)**	**(6,000)**	**24,304**				
6000	plus Transfer from EMR	95	24,304	0	(24,304)				
	Movement to/(from) Gen Reserve	**(1,272)**	**(6,000)**	**(6,000)**	**0**				
325	Changing Pod								
4510	General Maintenance	0	1,209	500	(709)		(709)	241.7%	
4515	Cleaning/Maintenance	18,658	8,239	19,000	10,761		10,761	43.4%	
	Changing Pod :- Indirect Expenditure	**18,658**	**9,447**	**19,500**	**10,053**	**0**	**10,053**	**48.4%**	**0**
	Net Expenditure	**(18,658)**	**(9,447)**	**(19,500)**	**(10,053)**				
6000	plus Transfer from EMR	2,010	0	0	0				
	Movement to/(from) Gen Reserve	**(16,648)**	**(9,447)**	**(19,500)**	**(10,053)**				
330	Welbury Farm/Jim West Com Hall								
1210	Meeting Room Lets/J West	38,452	26,546	35,000	8,454			75.8%	
	Welbury Farm/Jim West Com Hall :- Income	**38,452**	**26,546**	**35,000**	**8,454**			**75.8%**	**0**
4115	Telephone & mobiles	0	0	1,250	1,250		1,250	0.0%	
4125	Rates	9,855	5,763	10,156	4,393		4,393	56.7%	
4130	Gas/Electricity	6,680	6,620	6,000	(620)		(620)	110.3%	
4510	General Maintenance	7,584	8,597	2,575	(6,022)		(6,022)	333.8%	5,956
4515	Cleaning/Maintenance	8,900	1,662	13,000	11,338		11,338	12.8%	
4550	Water & Sewerage	2,431	1,510	2,386	876		876	63.3%	
5025	Intruder & Smoke Alarm Service	577	741	651	(90)		(90)	113.9%	
5150	Maintenance/Running Costs	235	498	150	(348)		(348)	331.8%	
5155	J West Refund	2,758	2,488	4,500	2,013		2,013	55.3%	
	Welbury Farm/Jim West Com Hall :- Indirect Expenditure	**39,019**	**27,878**	**40,668**	**12,790**	**0**	**12,790**	**68.6%**	**5,956**
	Net Income over Expenditure	**(567)**	**(1,332)**	**(5,668)**	**(4,336)**				
6000	plus Transfer from EMR	2,584	5,956	0	(5,956)				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	**2,017**	**4,624**	**(5,668)**	**(10,292)**				
335	Southview								
4130	Gas/Electricity	0	294	0	(294)		(294)	0.0%	
4510	General Maintenance	0	1,086	0	(1,086)		(1,086)	0.0%	1,086
4515	Cleaning/Maintenance	0	11	0	(11)		(11)	0.0%	
4550	Water & Sewerage	0	38	0	(38)		(38)	0.0%	
	Southview :- Indirect Expenditure	**0**	**1,428**	**0**	**(1,428)**	**0**	**(1,428)**		**1,086**
	Net Expenditure	**0**	**(1,428)**	**0**	**1,428**				
6000	plus Transfer from EMR	0	1,086	0	(1,086)				
	Movement to/(from) Gen Reserve	**0**	**(343)**	**0**	**343**				
340	1 Market Square								
1115	Rental/Lease Income	0	13,104	0	(13,104)			0.0%	
	1 Market Square :- Income	**0**	**13,104**	**0**	**(13,104)**				**0**
4125	Rates	6,362	6,520	6,553	34		34	99.5%	
4130	Gas/Electricity	1,414	(828)	1,000	1,828		1,828	(82.8%)	
4510	General Maintenance	7,924	0	500	500		500	0.0%	
4550	Water & Sewerage	1,010	44	0	(44)		(44)	0.0%	
	1 Market Square :- Indirect Expenditure	**16,710**	**5,735**	**8,053**	**2,318**	**0**	**2,318**	**71.2%**	**0**
	Net Income over Expenditure	**(16,710)**	**7,369**	**(8,053)**	**(15,422)**				
6000	plus Transfer from EMR	6,946	0	0	0				
	Movement to/(from) Gen Reserve	**(9,765)**	**7,369**	**(8,053)**	**(15,422)**				
360	70 South Road								
4125	Rates	0	7,443	0	(7,443)		(7,443)	0.0%	
4130	Gas/Electricity	0	902	0	(902)		(902)	0.0%	
4550	Water & Sewerage	0	53	0	(53)		(53)	0.0%	
4905	Misc. Expenses	0	1,526,500	0	(1,526,500)		(1,526,500	0.0%	1,526,500
	70 South Road :- Indirect Expenditure	**0**	**1,534,897**	**0**	**(1,534,897)**	**0**	**(1,534,897**		**1,526,500**
	Net Expenditure	**0**	**(1,534,897)**	**0**	**1,534,897**				
6000	plus Transfer from EMR	0	1,526,500	0	(1,526,500)				
	Movement to/(from) Gen Reserve	**0**	**(8,397)**	**0**	**8,397**				

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
400	Cemetery Lodge								
1220	Cemetery Rent	7,744	2,328	8,844	6,516			26.3%	
	Cemetery Lodge :- Income	**7,744**	**2,328**	**8,844**	**6,516**			**26.3%**	**0**
4125	Rates	0	744	0	(744)		(744)	0.0%	
4130	Gas/Electricity	0	51	0	(51)		(51)	0.0%	
5175	Cemetery Lodge Repairs	527	0	1,000	1,000		1,000	0.0%	
	Cemetery Lodge :- Indirect Expenditure	**527**	**795**	**1,000**	**205**	**0**	**205**	**79.5%**	**0**
	Net Income over Expenditure	**7,217**	**1,533**	**7,844**	**6,311**				
405	Cemetery Services & Overheads								
1500	Burial Fees	42,725	21,735	56,275	34,540			38.6%	
	Cemetery Services & Overheads :- Income	**42,725**	**21,735**	**56,275**	**34,540**			**38.6%**	**0**
4125	Rates	5,739	3,417	5,908	2,492		2,492	57.8%	
4130	Gas/Electricity	3,275	11,463	2,500	(8,963)		(8,963)	458.5%	
4210	Commercial Rubbish Disposal	0	1,346	1,968	622		622	68.4%	
4510	General Maintenance	0	7,200	1,000	(6,200)	275	(6,475)	747.5%	6,005
4550	Water & Sewerage	185	995	250	(745)		(745)	398.0%	
4750	Grass & Hedge Cutting	674	2,062	6,400	4,338		4,338	32.2%	
5210	Telephone	51	0	0	0		0	0.0%	
5215	Fire Extinguisher/Boiler Servi	437	0	250	250		250	0.0%	
5225	Repairs/Cleaning & Waste	1,866	322	2,000	1,678		1,678	16.1%	25
5300	Grave Digging	21,005	11,341	17,399	6,058		6,058	65.2%	
5305	Maintenance Flowers & Trees	656	360	3,000	2,640		2,640	12.0%	
5330	Cem WCs Refurb Project	56,036	0	0	0		0	0.0%	
	Cemetery Services & Overheads :- Indirect Expenditure	**89,924**	**38,506**	**40,675**	**2,169**	**275**	**1,894**	**95.3%**	**6,030**
	Net Income over Expenditure	**(47,199)**	**(16,771)**	**15,600**	**32,371**				
6000	plus Transfer from EMR	57,568	6,030	0	(6,030)				
	Movement to/(from) Gen Reserve	**10,369**	**(10,740)**	**15,600**	**26,340**				
500	Street Lighting								
4510	General Maintenance	17,657	18,481	31,049	12,568		12,568	59.5%	
5375	New Lighting	11,600	3,500	19,468	15,968		15,968	18.0%	
5380	Energy (145516 kwh per year)	11,838	0	14,000	14,000		14,000	0.0%	
5390	Annual Repairs	9,968	0	0	0		0	0.0%	
	Street Lighting :- Indirect Expenditure	**51,063**	**21,981**	**64,517**	**42,536**	**0**	**42,536**	**34.1%**	**0**
	Net Expenditure	**(51,063)**	**(21,981)**	**(64,517)**	**(42,536)**				

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
505	Street Furniture								
5400	Bus Shelter Repairs	1,850	5,456	1,000	(4,456)		(4,456)	545.6%	5,456
5410	Defibulators	2,040	0	2,122	2,122		2,122	0.0%	
	Street Furniture :- Indirect Expenditure	**3,890**	**5,456**	**3,122**	**(2,334)**	**0**	**(2,334)**	**174.8%**	**5,456**
	Net Expenditure	**(3,890)**	**(5,456)**	**(3,122)**	**2,334**				
6000	plus Transfer from EMR	0	5,456	0	(5,456)				
	Movement to/(from) Gen Reserve	**(3,890)**	**0**	**(3,122)**	**(3,122)**				
660	Mem Institute Trust Bldg								
5340	MIT Roof Project	43,328	0	0	0	21,752	(21,752)	0.0%	
	Mem Institute Trust Bldg :- Indirect Expenditure	**43,328**	**0**	**0**	**0**	**21,752**	**(21,752)**		**0**
	Net Expenditure	**(43,328)**	**0**	**0**	**0**				
6000	plus Transfer from EMR	43,328	0	0	0				
	Movement to/(from) Gen Reserve	**0**	**0**	**0**	**0**				
	Assets Committee :- Income	**119,551**	**89,353**	**132,740**	**43,387**			**67.3%**	
	Expenditure	**711,270**	**1,842,885**	**345,475**	**(1,497,410)**	**22,043**	**(1,519,453**	**539.8%**	
	Net Income over Expenditure	**(591,719)**	**(1,753,532)**	**(212,735)**	**1,540,797**				
	plus Transfer from EMR	**354,501**	**1,626,990**	0	(1,626,990)				
	Movement to/(from) Gen Reserve	**(237,218)**	**(126,542)**	**(212,735)**	**(86,193)**				
	Grand Totals:- Income	**119,551**	**89,353**	**132,740**	**43,387**			**67.3%**	
	Expenditure	**711,270**	**1,842,885**	**345,475**	**(1,497,410)**	**22,043**	**(1,519,453**	**539.8%**	
	Net Income over Expenditure	**(591,719)**	**(1,753,532)**	**(212,735)**	**1,540,797**				
	plus Transfer from EMR	**354,501**	**1,626,990**	0	(1,626,990)				
	Movement to/(from) Gen Reserve	**(237,218)**	**(126,542)**	**(212,735)**	**(86,193)**				

CiL Expenditure

Date	Details	Amount		Church	Conditions Report	Cemetery	Hailsham Memorial Institute	James West Signs	Market Street Bollards	A22 Connectivity Project	Graffiti Boards	Graffiti Washing Machine	Solar Light - Eastwell Place	Quinnell Drive Play Park	CCTV	Beacon & Hardstand	Western Rd Water	James West Gym Mats	Public Art Programme	70 South Road	Street Lighting
	CiL Expenditure 2026 2027																				
07.04.26	Tootlstation - Toilet Seat Cemetery	25.33				25.33															
21.04.26	Roadways - footpath resurfacing	4,627.68				4,627.68															
17.04.26	Anti-Slip Coating - Southview	1,085.68			1,085.68																
23.04.26	R&J Plastering	800.00		800.00																	
14.04.26	Chroma Vision	9,057.25													9,057.25						
17.04.26	R&J Plastering	2,500.00		2,500.00																	
13.04.26	Solar Light	3,500.00											3,500.00								
09.04.26	Richocet - James West Signs	885.00						885.00													
24.04.26	Will Loch Construction - water pipe repairs	15,400.00															15,400.00				
17.04.26	UK Gym Pits	2,184.56																2,184.56			
21.04.26	Juice Electrical	3,574.04			3,574.04																
27.04.26	Hinged Door	2,010.00			2,010.00																
26.05.26	Newton and Frost Fencing - YS	791.13		791.13																	
06.06.26	Beacon Isntallation	2,500.00														2,500.00					
10.06.26	Juice Electrical - Cemetery Office	1,377.31				1,377.31															
12.06.26	Quinnell Park Playground Work	28,844.00												28,844.00							
06.07.26	Scaffolding - repointing	1,700.00			1,700.00																
07.07.26	D2D Architectural Design Consultants	150.00		150.00																	
17.07.26	Wealden - Building application Fee YS	1,117.87		1,117.87																	
21.07.26	R&J Plastering	4,990.00			4,990.00																
24.07.26	Toilet Hire - Union Corner Hall	120.00			120.00																
29.07.26	TP Decorating	4,027.50			4,027.50																
31.07.26	Purchase of 70 South Road	1,526,500.00																		1,526,500.00	
14.08.26	D P Goodwin - Union Hall Lighting	1,616.96			1,616.96																
26.08.26	Harrlie Plumbing - new boiler Union Corner H	4,250.00			4,250.00																
28.08.26	D P Goodwin - Youth Centre	31,273.71		31,273.71																	
31.08.26	Union Corner Hall - non slip coating	2,029.85			2,029.85																
04.09.26	EV Charger Installation	2,706.00					2,706.00														
20.10.26	D P Goodwin - Youth Centre	5,822.25		5,822.25																	
14.10.26	TP Decorating - 4 Market Square	800.00			800.00																
15.10.26	Historic Roofing	1,500.00			1,500.00																
09.10.26	Amazon - James West	197.88			197.88																
23.10.26	Reeves scaffolding - Market Street	1,850.00			1,850.00																
29.10.26	4 Market Square - TPDecorating	2,400.00			2,400.00																
02.11.26	Roof Repairs - Historic Roofing	750.00			750.00																
			1,672,964.00																		
		3,128,857.25	3,128,857.25	836,888.59	64,036.63	62,689.06	71,034.00	885.00	1,063.69	0.00	0.00	0.00	3,500.00	28,844.00	9,057.25	4,999.00	15,400.00	2,184.56	0.00	1,526,500.00	0.00

	Agreed Project Costs			837,887.00	240,000.00	75,000.00	80,000.00	1,000.00	3,321.00	200,000.00	6,000.00	55,000.00	3,500.00	28,000.00	9,057.00	19,000.00	15,400.00	2,000.00	45,000.00	1,650,000.00	70,000.00
	Gates															Balance to go back to CiL					
								115.00	2,257.31					-844.00	-0.25	14,001.00	0.00	-184.56			
	Difference				175,963.37	12,310.94	8,966.00			200,000.00	6,000.00	55,000.00	0.00						45,000.00	123,500.00	70,000.00
						To include £4500 for pathways								Still left to spend		696,740.31					

Union Corner Hall Memorandum of Understanding

Between Hailsham Town Council and the Union Corner Hall Management Committee

Status: Draft for consideration and agreement
Effective date: _____
Council approval reference: _____
Committee approval reference: _____

1 Purpose and premises

This Memorandum records how Hailsham Town Council (the Council) and the Union Corner Hall Management Committee (the Committee) intend to work together to manage, maintain and improve Union Corner Hall, Hawks Road, Hailsham, BN27 1ND, for the benefit of Hailsham residents and the surrounding community. The Council owns the hall and adjoining car park. The extent of the premises covered by the licence is to be confirmed against the Council's property records before adoption.

2 Relationship with the existing licence

The parties acknowledge the licence dated 9 May 1983 and its annexed management rules. This Memorandum supplements their practical working arrangements. It does not replace, vary or waive the licence, grant a tenancy, or transfer ownership. The licence takes precedence where there is any inconsistency. Any intended change to its obligations must be recorded separately through an appropriately approved written agreement.

This Memorandum records intentions and is not intended to create additional legally enforceable obligations. It does not remove obligations arising under the licence, legislation, employment arrangements or other contracts. The parties will confirm whether subsequent amendments or a replacement licence exist before adoption.

3 Management model

The Committee will continue to oversee the day-to-day running of the hall. Council officers will provide liaison and support within agreed resources and delegated authority. Council support does not transfer day-to-day management to the Council.

4 Committee governance and representation

The annexed rules provide for seven elected members, two Town Council nominees and one nominee of the North Hailsham and Hellingly Residents Association. The Committee may co-opt up to three members, one nominated by Wealden District Council. These arrangements remain the reference point unless formally amended.

The Committee will hold its Annual General Meeting in April each year, or as soon as practicable afterwards. Residents of the area of benefit aged 18 or over are entitled to attend and vote, as provided by the annexed rules. The Committee will maintain membership records, minutes, accounts and declarations of interest, and provide the Council with the AGM minutes and annual accounts.

Current Council nominees will be confirmed through the Council's appointments process and recorded in Schedule 1. Council representatives will report relevant matters to the Assets Management Committee while respecting confidentiality and declaring interests as required.

5 Day-to-day operations

The Committee will manage bookings, hire charges, customer enquiries, opening and closing, security, cleaning, waste arrangements and supervision of hall use. It will maintain suitable booking

terms, a complaints process and arrangements for responding to incidents. These are proposed practical arrangements supporting its management responsibility under clause 1(a) of the licence.

The Committee may make rules governing use of the hall, subject to Council approval under the annexed rules. Material changes to those rules will be submitted to the Council before implementation. Hall use must remain consistent with the recreational and social purposes authorised by the licence.

Where the Committee engages with the Hall Manager, cleaner or other worker, it will identify and document the employer or contracting party and the applicable responsibilities. Council assistance with training will not, by itself, make the Council the employer. Each party remains responsible for workers it employs or engages.

6 Communication and reporting

The principal Council operational contact will be the Operations and Facilities Manager. The principal Committee contact will be its Chair or nominated Hall Manager. The Town Clerk will be the Council contact for formal governance and licence matters.

The parties intend to meet at least twice each year to review performance, maintenance, finances and proposed improvements. The Committee will provide an annual report covering usage, income and expenditure, reserves, maintenance, incidents and priorities. Urgent safety concerns or significant operational difficulties will be raised promptly rather than held for a scheduled meeting.

7 Maintenance and improvements

Clause 1(d) of the licence requires the Committee, at its own expense, to keep the premises in their present state of repair and condition. This Memorandum does not transfer that obligation to the Council. The licence does not expressly allocate internal, external and structural repairs separately; responsibility for disputed or substantial works will be clarified in writing before commitment.

The Committee will arrange routine inspections, report defects and maintain records of servicing and repairs. The parties will agree a forward maintenance programme identifying the works, responsible party, funding source, approval route and timetable. Alterations, major replacements and improvements will require the Council's written approval before commitment or commencement.

Where the Council agrees to commission or fund particular works, the scope and contribution will be recorded in a separate project approval. The Council's involvement in one project does not establish an ongoing obligation to meet similar costs. Contractors, procurement, access, disruption, completion records and future servicing responsibilities will be agreed for each project.

The parties will record completed improvements, warranties, certificates and maintenance instructions in the hall's asset records. Future improvement projects will remain subject to funding and approvals.

8 Safety insurance and compliance

Clause 1(c) requires the Committee to insure the premises against fire and other risks required by the Council, including public liability. The parties will confirm the actual insurance arrangements annually, including buildings cover, insured parties, responsibilities, renewal dates and claims contacts. Any proposed departure from the licence must be approved and documented separately.

The Committee will obtain the licences required for relevant activities and enforce fire precautions imposed by the appropriate authority, as recorded in clauses 1(f) and 1(g). It will maintain arrangements for safe hall use, emergency evacuation, incident reporting and competent contractors.

The Committee is responsible, at its own expense, for arranging and paying for all compliance assessments, inspections, testing, servicing and certification required for the hall. This includes fire risk assessments, fire alarm and emergency lighting checks, electrical inspections, gas safety checks and boiler servicing, water hygiene assessments and monitoring, and any other applicable compliance requirements. The Committee must use competent contractors and meet the cost of any remedial work required to address defects or non-compliance identified through these activities. The Hall Manager may coordinate these arrangements on the Committee's behalf, but responsibility for payment remains with the Committee. This allocation does not remove either party's statutory responsibilities.

The Committee or Hall Manager must submit copies of all compliance documentation relating to the hall to the Council's Operations and Facilities Manager. This includes risk assessments, inspection reports, servicing records, test certificates and evidence of any remedial work. Copies must be provided promptly following completion or receipt, and updated documents must be submitted following each subsequent inspection, test, service or review.

Either party will promptly notify the other of serious incidents or defects. Unsafe activities or use of affected areas will be suspended where necessary, with immediate protective action coordinated through the named contacts.

9 Finance and Council support

Clause 1(b) places all outgoings and expenses connected with the premises and hall use on the Committee. The Committee must not represent that the Council is responsible for its financial liabilities. It will maintain accounts, payment controls and a sustainable operating budget, and raise anticipated financial difficulties with the Council promptly.

The annual Council contribution, budget provision, payment timing and any conditions will be confirmed by the Town Clerk and Responsible Financial Officer and recorded in Schedule 1. This Memorandum does not independently authorise expenditure or guarantee future funding.

The parties will cooperate on eligible grant applications. The Council will confirm the applicant, match funding, procurement, claims and reporting arrangements before a bid is submitted. An application or expression of interest does not constitute an award. No party will commit the other to spending without written authority.

10 Access records and information

The Committee will facilitate reasonable Council access for agreed inspections, works and property management, with prior arrangements wherever practicable. Emergency access arrangements and keyholders will be recorded in Schedule 1. This proposed working arrangement does not create a new right of entry beyond the existing licence or applicable law.

For any works commissioned by the Council, the Council and its authorised contractors will have sole access to the demise throughout the period of the works. No public access or hall hires will be permitted during that period. The Council will notify the Committee or Hall Manager of the works period, and the Committee or Hall Manager must ensure that bookings are suspended and existing hirers are informed. Public access and hires may resume only when the Council confirms that the works period has ended and the premises may reopen.

Each party will retain the records for which it is responsible and share relevant operational information securely. Personal information will be shared only where necessary and with an appropriate basis.

The parties will agree a practical handover process for keys, booking records, asset information and other necessary records if management arrangements end.

11 Disagreements review and ending arrangements.

Operational disagreements will first be discussed by the Council's Operations and Facilities Manager and the Committee Chair. Unresolved matters will be referred to the Town Clerk and the appropriate authorised Council and Committee representatives. Any change requiring Council approval will follow the Council's governance procedures.

This Memorandum will be reviewed annually, when new councillors are elected, and following any material change in management, funding or hall use. Proposed revisions will require approval by both parties. Either party may withdraw from this non-binding Memorandum by written notification; withdrawal does not itself end the licence.

Clause 3 of the licence permits either party to revoke it by giving three months' written notice. Clause 2 permits the Council to revoke it immediately in the event of Committee default. Any proposed use of these provisions will be addressed through the licence and appropriate advice, rather than treated as an automatic consequence of a disagreement under this Memorandum.

Schedule 1 Details to complete before adoption.

Council nominated representatives: _____

Committee Chair and contact details: _____

Hall Manager and contact details: _____

Council operational contact and details: _____

Town Clerk contact details for formal matters: _____

Responsible Financial Officer contact details: _____

Agreed annual contribution and payment arrangements: _____

Confirmed insurance arrangements and policy references: _____

Agreed compliance and maintenance responsibility: _____

Schedule 2 Reference records

Union Corner Hall licence dated 9 May 1983, clauses 1–3 and annexed management rules.

DRAFT

Acknowledgement by authorised representatives.

The signatories acknowledge the working intentions in this Memorandum, its non-binding status and the continuing precedence of the existing licence. Signature does not itself amend the licence or authorise expenditure.

For Hailsham Town Council
Name and position: _____
Signature: _____ Date: _____
Council authority reference: _____

For Union Corner Hall Management Committee
Name and position: _____
Signature: _____ Date: _____
Committee authority reference: _____

DRAFT