

## HAYWARDS HEATH TOWN COUNCIL

### EXTRA-ORDINARY MEETING OF HAYWARDS HEATH TOWN COUNCIL

#### Minutes of the meeting held on Monday 20<sup>th</sup> June 2011

**Councillors:** Christopher Ash-Edwards  
Jonathan Ash-Edwards  
Richard Bates  
Rod Clarke  
Mims Davies\*\*  
David Dorking  
Sandy Ellis  
Tim Farmer  
Julie Hayden\*\*  
Stephen Hillier  
Warren Hill\*  
Jacqueline Hollister  
Natalie March  
Christine McLean  
Michael Pulfer  
John Sabin

**Apologies\*\* Absent\***

**Also present: Cllr J De-Mierre**

#### **16. Apologies**

Apologies were received from Cllr Mrs Hayden and Cllr Mrs Davies due to family commitments.

#### **17. Declarations of Interest**

None.

#### **18. Minutes**

The Minutes of the Annual Council Meeting were presented to Members. With no matters being raised, the Minutes of the Annual Meeting of the Council held on 16<sup>th</sup> May 2011 were then taken as read, confirmed as a true record and duly signed by the Mayor.

#### **19. List of Payments and Income and Expenditure**

Members had before them lists of Payments and Receipts, and Income and Expenditure Statements for the period 1<sup>st</sup>–31<sup>st</sup> March 2011. Members, in considering the statements, congratulated officers on prudent spending in the last financial year and then raised three issues, which the Responsible Financial Officer responded to;

- 1) It was noted that the level of employer pension contributions was underspent against the 2010–2011 budget by over fifty percent. It was explained that due to one member of staff not entering into the pension scheme as expected, the level of contribution was lower than budgeted for.
- 2) It was questioned why the Town Council had a large reserve for election expenses. In response, Members noted that this was due to the Council not yet having paid for the May 2011 local elections and the need to start saving for the next elections in 2015.

- 3) Members asked what the reserve for advisers' fees, which stood at around £10,000, was earmarked for. The Responsible Financial Officer explained that this was for professional fees for consultancy work on issues such as planning policy support. At the present time there was no call for these services but the funding could be drawn upon when developing a Neighbourhood Plan.

Members noted the answers to their questions and then,

Members **RESOLVED** to;

**Agree and approve the lists of Payments and Receipts, and Income and Expenditure Statements for the period 1<sup>st</sup>–31<sup>st</sup> March 2011.**

**20. Annual Return for the year ended 31<sup>st</sup> March 2011**

The Annual Return for the Town Council for the year ended 31<sup>st</sup> March 2011 was presented to Council and without comment,

Members **RESOLVED** to;

**Agree and adopt the Annual Return, including Section 1 Accounting Statements, Section 2 Annual Governance Statement, the Income and Expenditure Account – year ended 31<sup>st</sup> March 2011 and the Balance Sheet as at 31<sup>st</sup> March 2011.**

**21. Internal Audit Report 2010–11**

Members considered the internal auditor's report for the year 2010–2011 and the recommendations resulting from the report and without comment,

Members **RESOLVED** to;

**Agree to the internal auditor's report 2010–2011 and adopt the recommendations as laid out in the report.**

**22. To consider any urgent items the Mayor has received under S.O. 11.**

None.

Meeting Closed at 7.16pm