

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:
Cllr Brailsford; Cllr Baldry; Cllr Crotty; Cllr Gibson; Cllr Rustem; Cllr Winter; Cllr Wilson;
Cllr Clasby; Cllr Huseyin

You are summoned to attend a meeting of the
FINANCE AND GENERAL PURPOSES COMMITTEE
of **BEXHILL-ON-SEA TOWN COUNCIL**
to be held in the **St Peter's Community Centre, Church Street, Bexhill-on-Sea**
on **Wednesday 26th July 2023 at 7pm**
when it is proposed to transact the following business:

Julie Miller
Clerk and Responsible Financial Officer

20th July 2023

Members of the public and press are welcome to attend.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. Members of the public addressing the council but not wishing to be recorded should put this request to the town clerk at the earliest opportunity.

AGENDA

1. PUBLIC PARTICIPATION

The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes. In accordance with standing order 3(e), a question 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. A person shall raise his hand when requesting to speak and stand 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. A person who speaks at a meeting shall direct his comments to the chair of the meeting. 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.

2. TO RECEIVE APOLOGIES FOR ABSENCE

3. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

4. CHAIR'S ANNOUNCEMENTS

5. MINUTES

- a) To approve the minutes of the meeting of 21st June 2023 (Appendix A)

6. GOVERNANCE AND ACCOUNTABILITY

- a) To note bank reconciliation to follow at next meeting.
b) To note budget position to follow at next meeting.
c) To approve BACS payments July 2023:

Payee	Budget	Gross	VAT	Description
A Uddin	Events	£ 15.30		Health and wellbeing event
S Deacon	Events	£ 26.48		Health and wellbeing event
P Debreczeny	Mileage and expenses	£ 50.34		Noticeboards, site visits + £21 events (Rotary Bell)
Rother District Council	Rent and rates	£ 1,422.00		Rates payments for April and May
Viking Direct	Repairs and Renewals	£ 95.46	£ 15.91	Office equipment
Mulberry & Co	Professional Fees	£ 180.96	£ 2.16	Monthly finance input
Local Payroll Company	Legal and professional fees	£ 53.58	£ 8.93	Payroll admin fee
LDC	Reserves - Streaming	£ 150.00	£ -	Streaming for June 21st
East Sussex County Council	Professional Fees	£ 64.80	£ 10.80	DBS Checks
J Hayes	Allotments	£4.20	£ -	Key cutting
Pebsham Community Association	Room Hire	£ 76.50	£ -	Council meeting 19th April
Blue Response	Events	£ 354.00	£ 59.00	Health and wellbeing event
Sparc Creative	Events	£ 313.20	£ 52.20	Marketing for Health and Wellbeing event
Thomas French Jewellers	Events	£ 25.00		Rotary bell engraving
D Thornton	CNE Projects	£ 120.00		Emergency plan package
Rother District Council	Events	£ 7.20	£ 1.20	Printing for road signs
Rother District Council	Events	£ 71.50	£ -	Event hire for health and wellbeing roadshow
Rother District Council	Events	£ 14.40	£ 2.40	Happy to chat stickers
Paul Plim	Reserves	£ 34.70		Mayoral expenses 2022-23

d) To approve Direct Debits and Standing Orders

Payee	Budget	Gross	VAT	Description
BT	Utilities	£ 85.86	£ 14.31	May phone and broadband
Vodafone	Phone lines and wifi	£ 122.40	£ 20.39	Monthly charges

Waveney IT	IT Costs	£ 175.46	£ 29.24	Monthly Mailbox charges
Opus Energy	Utilities	£ 165.19	£8.26	Final electricity Bill Opus 05/06-02/07
Maltbys	Rent and rates	£1,333.33	£ -	Monthly rent 35 Western Road
Echo Cleaning	Security, Caretaking and Cleaning	£ 312.00	£ 62.40	Monthly cleaning 35 Western Road
D Dennis	CNE Projects	£775.00	£ -	Domesday project monthly instalment

e) To approve Staff Costs.

Payee	Budget	Amount	Description
Various	Staff Costs	£ 17,457.23	July salary, PAYE, NI and Pension Contributions

7. GRANTS AND DONATIONS

a) To consider the following grant applications:

The Little Commoners	£500.00	Little Common Summer Fete
Heart of Sidley	£to follow	Sea Magic Event

8. TOWN COUNCIL HUB

- a) To review first draft Fire Risk Assessment *(Appendix B)*
- b) To review Sussex Police safety advice for the Hub *(Appendix C)*
- c) To review investigations into access for the Hub *(Appendix D)*
- d) To approve the following procurement:
 - i. Boiler servicing
 - ii. Electrical checks
 - iii. Make Post Box safe
- e) To note quote for replacement front door and still trying to source two further quotes.

9. POLICIES AND PROCEDURES

- a) To note clerk investigating Equality and Diversity Policy.
- b) To receive ideas from committee members on income generation ideas for the Council.

10. COMMUNITY INFRASTRUCTURE LEVY

- a) To note Full Council decision to retain responsibility for CIL funding recommendation to Climate, Nature and Environment Committee.

11. RECOMMENDATIONS FROM COMMITTEES

There are none.

12. MOTIONS FROM COUNCILLORS

There are none.

13. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) There are none.

14. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

a) To note questions from last meeting.
There were none.

b) To receive questions from councillors and any future agenda items.
Questions shall be recorded in the minutes and responded to at the next meeting or before.

c) To consider any new risks for future mitigation.

d) To note risk register point 47 covers the risk of inaccurate reporting of Council business as discussed at last meeting.

15. OVERVIEW OF ANNUAL INTERNAL CONTROL TASKS OF THE COUNCIL

January	Submit Precept to Rother District Council
February	Review Standing Orders/Financial Regs and policies for Full Council AGM, obtain three quotes for insurance policy renewal
March	Review annual financial risk assessment
April	Complete year end accounts and AGAR, produce annual report, insurance policy renews,
May	AGM – adoption of policies, internal audit, review asset register
June	Approval of AGAR, review internal controls, complete internal audit
July	Electors rights period, Annual VAT return
August	RFO to begin budget drafting
September	Committees prepare budget forecasts, F&GP review salary budgets
October	Committees prepare budget forecasts
November	F&GP review committee forecasts and prepare budget for full council review
December	Full council approve annual budget

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press may be asked to leave the meeting during consideration of item 16

16. STAFFING UPDATES

a) To receive update from HR Sub Committee.

17. DATE OF NEXT MEETING – 27TH SEPTEMBER 2023

All motions for the next meeting of the committee on 27th September 2023 must be received by 18th September 2023.