

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 **Committee Room, Rother District Town Hall, Bexhill-on-Sea**
on **Wednesday 21st June 2023 at 7pm**
when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

15th June 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. TO ELECT CHAIR

2. TO ELECT VICE CHAIR

3. TO APPOINT MEMBERS TO HR SUB-COMMITTEE

4. 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.

5. TO RECEIVE APOLOGIES FOR ABSENCE

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

7. CHAIR'S ANNOUNCEMENTS

8. MINUTES

- a) To approve the minutes of the meeting of 22nd March 2023

(Appendix A)

9. GOVERNANCE AND ACCOUNTABILITY

- a) To consider budget changes (Appendix B)
- b) To receive and approve bank reconciliation as of 30th April 2023 (Appendix C)
- c) To consider budget position as of 30th April 2023 (Appendix D)
- d) To note reserves position as at 30th April 2023 (Appendix E)
- e) To approve BACS payments June 2023:

Payee	Budget	Gross	VAT	Description
A Uddin	Mileage and expenses	£ 64.38		Reimbursements and mileage
S Deacon	Events	£ 36.22		Reimbursements for shop windows
J Miller	Printing	£ 9.00		Postage for council meeting papers
Viking Direct	Repairs and Renewals	£ 380.27	£ 76.05	Office equipment
The Pelham	Repairs and Renewals	£ 792.00	£ 62.00	Fire Extinguisher stands, fire alarms, office equipment installation
Mulberry & Co	Professional Fees	£ 177.12	£ 2.52	Monthly finance input
Local Payroll Company	Legal and professional fees	£ 51.60	£ 8.60	Payroll admin fee
LDC	Reserves - Streaming	£ 300.00	£ -	Streaming for May 25th and June 8th
All Saints CE Primary School	Room Hire	£ 35.00	£ -	14th June meeting room hire
Spectrum Fire Protection	Repairs and Renewals	£ 60.50	£ -	Commisioning of Fire Extinguishers
The Pelham	Repairs and Renewals	£ 650.00	£ -	Re-sanding and preservation of noticeboards

- f) To approve Direct Debits and Standing Orders

Payee	Budget	Gross	VAT	Description
BT	Utilities	£ 81.54	£ 13.56	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
Business Stream	Utilities	£ 28.13	£ -	Water charges waste - 11 Feb -10 May 2023
Opus Energy	Utilities	-£ 39.14	£ -	Gas 03/05 - 06/06/23 35 Western Road
Opus Energy	Utilities	-£ 943.62	£ -	Electricity 05/05 - 04/06/23 35 Western Road
Maltbys	Rent and rates	£1,333.33	£ -	
Echo Cleaning	Security, Caretaking and Cleaning	£ 750.00	£ 125.01	Monthly cleaning 35 Western Road

- g) To approve Staff Costs.

Payee	Budget	Amount	Description
Various	Staff Costs	£ 14,495.50	June salary, PAYE, NI and Pension Contributions

10. GRANTS AND DONATIONS

- a) To note Full Council decision to donate £5,000 to the Carnival from the Grants and Donations Budget.
- b) To consider the following grant applications:

Community Supporters	£ 1,000.00	Beach Garden Project
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11. TOWN COUNCIL HUB

- a) To note Fire Risk Assessment to follow at next meeting.
- b) To note customer log for Hub, categorised in working days, lists of queries actioned since opening. *(Appendix F)*
- c) To note Japanese Knotweed in rear courtyard removed.
- d) To consider next steps in creating a strategy for the Hub.
- e) To approve the following procurement:
 - i. Boiler servicing
 - ii. Electrical checks
 - iii. Make Post Box safe
- f) To note quote for replacement front door and two further quotes being sought.

12. CONTRACTS

- a) To consider the following:
 - i. Gas and Electric Suppliers

13. POLICIES AND PROCEDURES

- a) To consider Neurodiversity Policy for recommendation to Full Council *(Appendix G)*
- b) To discuss what the outgoing Town Council can do to make it easier for the incoming Councillors.

14. COMMUNITY INFRASTRUCTURE LEVY

- a) To receive any updates.

15. RECOMMENDATIONS FROM COMMITTEES

There are none.

16. MOTIONS FROM COUNCILLORS

- a) Cllr Wilson
To consider adding an extra piece of information in the standard form for requesting financial assistance from Bexhill-on-Sea Town Council relevant to charities that raise funds for distribution to other charities. That the charities that will receive financial assistance should be listed on the application.
- b) Cllr Wilson
For members of the Finance and General purposes committee to bring to committee ideas that could create other income streams for Bexhill Town Council to create income as opposed to a precept income due to the current cost of living crisis.

17. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) There are none.

18. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from last meeting.

Cllr Harding That the HR Sub-committee organises an appraisal meeting for the clerk before the elections	This was already in hand and has been completed.
Cllr Taylor-Gee What can the out-going Town Council do to make it easier for the incoming councillors?	This is on the agenda for discussion.
Cllr Brailsford Could the Town Council create a “Rother Alerts” type communication	As communications is the responsibility of the Community Committee, this item will be added to a future agenda of the Community Committee
Cllr Plim Could the Town Council have a parish council page on Rother Alerts, rather than create a new scheme	As communications is the responsibility of the Community Committee, this item will be added to a future agenda of the Community Committee

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.

19. 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 19

20. STAFFING UPDATES

- a) To receive updates on staffing matters.

21. DATE OF NEXT MEETING – 26th JULY 2023

All motions for the next meeting of the committee on 26TH July 2023 must be received by 17th July 2023.