

**BEXHILL-ON-SEA TOWN COUNCIL**

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting of  
the **BEXHILL-ON-SEA TOWN COUNCIL**  
on **Wednesday 22<sup>nd</sup> June 2022 at 7pm**

**PRESENT:** Cllr Plim; Cllr Baldry; Cllr Brailsford; Cllr Clasby; Cllr  
Gibson; Cllr Rustem; Cllr Taylor-Gee.

**ALSO IN ATTENDANCE:** J Miller, Clerk; Cllr Winter and Cllr Blagrove.

**00119. TO ELECT CHAIR**

It was **RESOLVED** to appoint Cllr Clasby as Chair.

**00120. TO ELECT VICE CHAIR**

It was **RESOLVED** to appoint Cllr Harding as Vice Chair.

**00121. TO APPOINT MEMBERSHIP OF HR SUB COMMITTEE**

It was **RESOLVED** to appoint Cllr Rustem, Cllr Gibson and Cllr Baldry to the HR  
Sub-Committee.

**00122. TO APPOINT A MEMBER TO THE ASSET TRANSFER COMMITTEE**

It was **RESOLVED** to appoint Cllr Brailsford to the Asset Transfer Committee.

**00123. PUBLIC PARTICIPATION**

There were none.

**00124. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to approve and accept apologies from Cllr Harding and Cllr  
Wray.

*Cllr Taylor-Gee entered the meeting at 19:06*

**00125. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-  
PECUNIARY INTERESTS**

There were none.

**00126. CHAIRMAN'S ANNOUNCEMENTS**

There were none.

**00127. MINUTES**

It was **RESOLVED** to sign and approve the meeting of the 27<sup>th</sup> April 2022

**00128. GOVERNANCE AND ACCOUNTABILITY**

a) To receive bank reconciliation and budget update as at 31<sup>st</sup> May 2022.

It was **RESOLVED** to approve the bank reconciliation of May 2022 £328,863.11

b) To consider budget position as at 31<sup>st</sup> May 2022.

Items with a variance of 15% or more were noted as the following:

- i. The cost of meeting hire is over budget year to date: it was noted that since the return from COVID it had been difficult to book other venues due to the return of regular hirers at local rooms. Councillors will feed into the clerk new ideas for meeting room bookings.
- ii. Mayor's budget was noted as being over budget year to date however there had been a one-off payment for the annual town meeting and civic awards.
- iii. It was noted that the council could promote the extra grass cutting that the town council is funding. It was noted that the Council could investigate outsourcing the verge cutting.
- iv. It was noted that the committee is not content with the management of the allotments through Rother District Council and future resourcing of the council will allow the town council to take over the management. It was noted that income that is due to the town council has been requested and the details of the plots that have not paid. It was noted that the future management will require sensitivity and presents some risk to the council.

c) To approve BACS payments June 2022.

It was **RESOLVED** to approve the following BACS payments:

| Payee                     | Budget                         | Amount     | VAT      | Description  |
|---------------------------|--------------------------------|------------|----------|--|
| Julie Miller              | Events                         | £ 75.60    |          | Clerk reimbursement, mileage                                 |
| Paul Debreczeny           | Events                         | £ 136.56   |          | Assistant clerk reimbursement, mileage                       |
| Paul Plim                 | Mayor's Budget                 | £ 8.70     |          | Taxi Fares for events  |
| Claire Baldry             | Mayor's Budget                 | £ 12.00    |          | Reimbursement for garden tickets                             |
| Surrey Hills Solicitors   | Professional fees              | £ 573.00   | £ 55.00  | Services in connection to lease                              |
| Showman Audio Visual      | Climate Events                 | £ 492.00   | £ 82.00  | Audio services for Climate event                             |
| Rother District Council   | Councillors expenses           | £ 18.00    | £ 3.00   | Printing for Cllr Harding                                    |
| Ellis Whittam             | Professional Fees              | £ 3,720.00 | £ 620.00 | HR and Health and Safety Services Contract                   |
| Ellis Whittam             | Professional Fees              | £ 176.50   | £ 11.00  | HR insurance   |
| Light Up Bexhill          | Grants and Donations (Reserve) | £ 1,503.10 |          | Pull testing and cherry picker                               |
| Light Up Bexhill          | Grants and Donations (Reserve) | £ 698.10   |          | Final invoices flags and bunting                             |
| St. Barnabas Church       | Climate Events                 | £ 150.00   |          | Hall hire for climate event                                  |
| Mulberry & Co             | Audit                          | £ 208.80   | £ 34.80  | Annual internal audit  |
| The Local Payroll Company | Professional Fees              | £ 36.00    | £ 6.00   | Payroll fees May - £48.00 less credit note for invoicing Apr |
| Michaels Civic Robes      | Charter Trustees Reserve       | £ 5,370.48 | £ 895.08 | Mayoral Robes, hats, jabots, armbands                        |

Initial.....

|               |        |          |     |                               |
|---------------|--------|----------|-----|-------------------------------|
|               |        |          |     | BoSTC/22.06.2022 – 00030      |
| The Pelham    | Rent   | £ 474.70 | £ - | Office hire May 2022          |
| Blue Response | Events | £ 60.00  | £ - | First aid for Falklands event |

The printing of paperwork for councillors was discussed.

d) To approve Direct Debits for June 2022

It was **RESOLVED** to approve the direct debits as follows:

| Payee      | Budget   | Amount   | VAT     | Description                               |
|------------|----------|----------|---------|---|
| Waveney IT | IT Costs | £ 125.33 | £ 20.89 | Monthly mailbox subscription<br>Microsoft |

e) To approve payroll June 2022

It was **RESOLVED** to approve payroll as follows:

| Payee   | Budget      | Amount     | Description                                     |
|---------|-------------|------------|---|
| Various | Staff Costs | £ 8,084.70 | June salary, PAYE, NI and Pension Contributions |

f) To note internal audit report and RFO action plan for Finance and General Purposes Committee to be prepared.

It was noted that an action plan for the following items raised will follow at the next meeting:

- i. Regular risk assessment
- ii. Allotment management

Thanks were noted to the clerk for outstanding work on the foundation of the town council and the subsequent excellent results in the audit.

#### 00129. RECOMMENDATIONS FROM COMMITTEES

a) To review project plan for audio streaming meetings from Community Committee.

The project plan for the audio streaming was reviewed and **AGREED**.

b) To review project plan for a Dementia Friendly Coffee Morning pilot event from the Community Committee.

The project plan for the Dementia Friendly Coffee Morning pilot was reviewed and **AGREED**.

c) To review project plan for 'Old and Bold' initiative from the Community Committee.

The project plan for the Dementia Friendly Coffee Morning pilot was reviewed and **AGREED**.

00130. It was **RESOLVED** to investigate a more detailed policy on how project plans are scrutinised, to include some opportunity for flexibility.

Initial.....

**00131. POLICIES AND PROCEDURES**

- a) To consider setting up advisory committee to review Standing Orders and Financial Regulations as per resolution of the last meeting.  
It was considered that the review of the Standing Orders and Financial Regulations at the Annual General Meeting had met the requirements and the committee will review the effectiveness of the changes later on in the year.

*Cllr Baldry left the meeting at 20:16pm*

- b) To note member finance training held on 5<sup>th</sup> May and 9<sup>th</sup> June with a third date being arranged.  
A further session will be held in July.

*Cllr Baldry re-entered the meeting at 20:17pm*

*Cllr Gibson left the meeting at 20:17pm*

*Cllr Gibson re-entered the meeting at 20:21pm*

- c) To note update on policy review and it was **RESOLVED** that the following policies were reviewed to be put forward for adoption at the full council:
- i. Grievance Policy
  - ii. Disciplinary Policy
  - iii. Sickness Absence Policy
  - iv. Health and Safety Policy
  - v. Expenses Policy
  - vi. Travel and Expenses Claim Form

It was noted that the new HR advisory service will review the staffing policies and procedures during the year.

**00132. CORRESPONDENCE AND MATTERS FOR INFORMATION**

There are none.

**00133. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**

- a) To note questions from last meeting.

|   |   |
|---|---|
| Cllr Drayson asked could if the committee could have an explanation of where the CIL money of £160,000 for Bexhill is and how it's accounted for. | This has been requested from Rother District Council.   |
| Cllr Drayson asked if the committee could look at a workstream timetable at the end of each meeting.  | This is listed below.   |
| Cllr Plim asked what impact the CIL money will have on the town council's budget.   | The town council will need to consider how it budgets alongside any additional CIL money it receives. |

It was **RESOLVED** to write to Rother District Council to report that the committee was of the opinion that district council members have disclosed inappropriate information about CIL funding.

b) To receive questions from councillors and any future agenda items.

There were none.

c) To consider any new risks for future mitigation.

The risk of the future management of the allotments was discussed at the meeting.

**00134. 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  |

**00135. DATE OF NEXT MEETING –20<sup>th</sup> JULY 2022**

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 136.

**00136. STAFFING MATTERS**

a) To consider recruiting for facility officer role.

It was **RESOLVED** to recommend to full council the recruitment of a facilities officer role at full time hours.

b) To receive updates on staffing matters.

It was noted that a future staffing structure will be considered at the next meeting, along with the opening hours and staffing requirements of the new premises.

*Meeting closed at 21:01pm*

Signed.....

Date.....

Initial.....