

BEXHILL-ON-SEA TOWN COUNCIL
Minutes of the **FULL COUNCIL MEETING** of the
BEXHILL-ON-SEA TOWN COUNCIL
FULL COUNCIL held in the **COUNCIL CHAMBER, BEXHILL-ON-SEA TOWN**
HALL,
on **Wednesday 8th June 2022 at 7pm**

PRESENT: Cllr Plim (Town Mayor); Cllr Baldry; Cllr Barfoot; Cllr Blagrove; Cllr Brailsford; Cllr Carroll; Cllr Clasby; Cllr Drayson; Cllr Harding; Cllr Fenner; Cllr Izzard; Cllr Gibson; Cllr Norris; Cllr Rustem; Cllr Thomas; Cllr Winter; Cllr Wray.

ALSO IN ATTENDANCE: J Miller, Clerk; Two members of the public.

00063. PUBLIC PARTICIPATION

There were none.

00064. APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and accept apologies with reasons for absence from Cllr Taylor-Gee. Cllr Izzard advised that he would be late due to work commitments.

00065. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Harding declared an interest in the Ukraine Hub item.
Cllr Winter declared an interest in the item concerning Citizens Advice.

00066. MINUTES

It was **RESOLVED** to approve the minutes of the meeting of 18th May 2022.

00067. COMMITTEES

There were none.

00068. RECOMMENDATIONS FROM COMMITTEES

There were none.

00069. MAYOR'S OFFICE

- a) To receive update on the work of the Town Mayor – an update was noted.

The Mayor noted that the positive feedback about the Town Council's performance and identity over the jubilee weekend was overwhelming and fantastic to see.

00070. REPORTS FROM COUNCILLORS

External councillors may report for 3 minutes written reports must be received three days before the meeting.

- a) To receive reports from Division County Councillors – noted.
- b) To receive reports from Ward District Councillors – noted.
- c) To receive ward reports from Town Councillors – noted.

00071. SUPPORT FOR UKRAINE

- a) To receive update from Cllrs Brailsford; Taylor-Gee; Thomas on 'Bexhill Hub for Ukraine Support
Cllr Thomas reported an update on the Ukraine Hub and it was noted that there are over 20 families being hosted in Bexhill.

Cllr Izzard entered the meeting at 19:10pm

- b) To consider how the town council can further support Ukraine.
It was noted that the Community Committee shall be considering support at its next meeting.
It was suggested that English lessons could be considered to assist refugees.

00072. GOVERNANCE AND ADMINISTRATION

- a) To review Council and Financial Risk Assessment 2021-22
It was **RESOLVED** to review and approve the council and financial risk assessment.
The clerk was thanked for preparing a thorough document for the council to work with.
- b) To note 'Away Day' booked for 14th July at Manor Barn – noted.
- c) To note draft design for corporate flag to follow at next meeting- noted.
- d) To approve Bexhill Trust membership.
It was noted that there are several nominees to consider, and the Trust will verify that each applicant is interested before decision making takes place.
- e) To consider updating the Charter Trustees regalia booklet and agree next steps.
It was **RESOLVED** to update the Charter Trustees regalia booklet and for the Community Committee to research some proposals and present back to full council.

00073. ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW 2021-22

- a) To review the system of internal control
The system of internal control was **REVIEWED**.
- b) To review the effectiveness of the system of internal control.
The effectiveness of the system of internal control was **REVIEWED** and the statement of internal control duly signed by the chair of the meeting and the clerk.
- c) To approve the internal audit report 2021-22
It was **RESOLVED** to approve the internal audit report and refer to the Finance and General Purposes Committee for further review.
It was noted that the independent auditor had recorded the following:

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk. It is clear the council takes governance, policies, and procedures very seriously and I am

pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system. It is therefore our opinion that the systems and internal procedures at Bexhill Town Council are well established and followed.

- d) To approve the Annual Governance Statement for 2021-22, Section 1 of the AGAR for the year ending 31 March 2022.
The clerk read out the assertions and the council answered.
It was **RESOLVED** to approve the Annual Governance Statement for 2021-22 and the clerk and chair of the meeting duly signed Section 1.
- e) To approve the Accounting Statements for 2021-22, Section 2 of the AGAR for the year ending 31 March 2022, the supporting Bank Reconciliation as at 31 March 2022 and the explanation of significant variances from last year (2021-22) to this year (2021-22).
It was **RESOLVED** to approve the Accounting Statements for 2021-22 and the clerk and chair of the meeting duly signed Section 2.

00074. CHARTER TRUSTEES ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW 2021-22

- a) To review the system of internal control used by the Charter Trustees for 2021-22.
The system of internal control was **REVIEWED**.
- b) To approve the internal audit report 2021-22
It was **RESOLVED** to approve the internal audit report for 2021-22.
- c) To approve the Annual Governance Statement for 2021-22, Section 1 of the AGAR for the year ending 31 March 2022.
The clerk read out the assertions and the council answered.
It was **RESOLVED** to approve the Annual Governance Statement for 2021-22 and the clerk and chair of the meeting duly signed Section 1.
- d) To approve the Accounting Statements for 2021-22, Section 2 of the AGAR for the year ending 31 March 2022, and the supporting Bank Reconciliation as at 31 March 2022.
It was **RESOLVED** to approve the Accounting Statements for 2021-22 and the clerk and chair of the meeting duly signed Section 2.
- e) To approve the Charter Trustees certificate of exemption 2021-22
It was **RESOLVED** to approve the certificate of exemption 2021-22.

00075. EXTERNAL REPRESENTATIVES

To receive reports from external representatives

- a) RALC - Cllr Winter and Cllr Taylor-Gee – there were none.

- b) Citizen’s Advice Bureau – Cllr Gibson – a meeting has been held with the director and the interim manager will be meeting Cllr Gibson.
- c) Bexhill Air Cadet Squadron - Mayor
 - i. To note Mayoral cadet policy updates to follow at next meeting.
- d) Fairtrade – Cllr Izzard – there were no further updates.
- e) To receive update from Cllr Plim Policing Focus Group 23/05/22.
Cllr Plim reported that recreational drug use is a problem throughout the area and a police liaison committee for Bexhill has been requested.

00076. MOTIONS FROM COUNCILLORS

- a) Cllr Brailsford
To review the membership qualification criteria for the Asset Transfer Committee.
It was **RESOLVED** for each committee appoint a member to the Asset Transfer Committee at its next meeting and the next meeting will take place once all members are appointed.

00077. CORRESPONDENCE AND MATTERS FOR INFORMATION

There were none.

00078. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To receive answers to questions raised at the last meeting

Cllr Drayson Asked if there is a way that a councillor can have a voting mistake corrected other than judicial review?	There isn't a legal remedy for a councillor to change the way they voted for a motion after the vote has taken place.
Cllr Drayson Asked if the next meeting could approve a member to the Bexhill Trust?	This is on the agenda of this meeting.
Cllr Wray When will members of sub-committee's be appointed?	Membership of sub-committees is agreed at the first meeting of the committee that the sub-committee reports to.
Cllr Brailsford asked if the qualification criteria of the Asset Transfer Committee could be reviewed.	This is on the agenda of this meeting.

- b) To receive questions from councillors
 - i. To receive questions at the meeting
Questions shall be recorded in the minutes and responded to at the next meeting or before.
Cllr Brailsford asked whether the council would consider a motion to prevent the mayor and deputy mayor from taking up full committee places as they have ex-officio status and can already attend and vote at all meetings.

Cllr Thomas asked if the council will consider a motion that the council support a proposal for a new direct railway route to Polegate.

- c) To note any future agenda items – there were none.

00079. DATE OF NEXT MEETING – 6TH JULY

Cllr Winter and Cllr Blagrove left the meeting at 20:06pm

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the commercially sensitive nature of the business to be transacted in item 80 & 81, the public and the press will be asked to leave the meeting during consideration of the following:

00080. TO RECEIVE UPDATE ON LEASE NEGOTIATIONS

It was **RESOLVED** to proceed with the final lease.

The clerk left the meeting at 20:15pm and Cllr Baldry was nominated to take the minutes.

00081. TO RECEIVE UPDATE ON STAFFING MATTERS

It was **RESOLVED** to proceed with the ESALC recommendations.

Meeting closed at 21:15pm

Signed.....

Date.....

