

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council
You are summoned to attend the **ANNUAL GENERAL MEETING** of
BEXHILL-ON-SEA TOWN COUNCIL to be held in the
BEXHILL SENIOR CITIZENS CLUB, EVERSLEY ROAD, BEXHILL-ON-SEA
on **Wednesday 8th May 2024 at 6.00pm**
when it is proposed to transact the following business:

Julie Miller
Clerk and Responsible Financial Officer

2nd May 2024

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.

Please switch all mobile phones OFF as this interferes with the recording of meetings.

AGENDA

1. TO ELECT CHAIR

Chair to sign Declaration of Acceptance of Office of Chair.

2. TO ELECT VICE CHAIR

3. APOLOGIES FOR ABSENCE

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

5. MINUTES

To approve the minutes of the following meetings of the full council:

- a) Wednesday 10th April 2024 *(Appendix A)*

6. COMMITTEES

To receive the minutes and updates of committees held since the last Full Council meeting.

- a) Planning and Development Advisory Committee 10/04/2024 *(Appendix B)*
b) Asset Transfer Committee 17/04/2024 *(Appendix C)*
c) Climate, Nature and Environment Committee 17/04/2024 *(Appendix D)*
d) Finance and General Purposes Committee 24/04/2024 *(Appendix E)*

7. RECOMMENDATIONS FROM COMMITTEES

- a) Asset Transfer Committee
i. That the council specification for an emergency maintenance response contract for Devonshire Square Toilets *(Appendix F)*
- b) Climate, Nature and Environment Committee
i. That the responsibility of the Neighbourhood Plan is moved to the Planning Committee terms of reference,

8. TO NOTE RESIGNATION OF CLLR JULIE NORRIS (SIDLEY WARD)

9. TO REVIEW OF DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE FOR COMMITTEES *(Appendix G)*

10. TO APPROVE APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES

- a) Planning and Development Committee *(Appendix H)*

11. TO APPOINT ANY NEW COMMITTEES (IN ACCORDANCE WITH STANDING ORDER 4). *(Appendix H)*

- a) Finance and Audit Committee
b) Engagement and Communications Committee
c) Amenities Committee

12. TO REVIEW AND ADOPT APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS. *(Appendix I&J)*

13. TO REVIEW ARRANGEMENTS (INCLUDING LEGAL AGREEMENTS) WITH LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES.

All contract terms can be found on the councils website:

- (a) Extra urban grass cuts – East Sussex County Council.
(b) Printer Contract
(c) Payroll services
(d) Rental agreement – 35 Western Road
(e) Office cleaning
(f) Sanitary services
(g) Electricity and Gas
(h) Telephone and Broadband
(i) Water services
(j) Waste collection
(k) Alarm system
(l) Microsoft Mailboxes
(m) HR and health and safety services
(n) Wholesaler agreement
(o) David Dennis – Wild Domesday Project Year 1
(p) David Dennis – Wild Domesday Project Year 2

[Contracts - Bexhill-on-Sea Bexhill-On-Sea, East Sussex - Bexhill-on-Sea, Bexhill-On-Sea \(bexhilltowncouncil.gov.uk\)](http://bexhilltowncouncil.gov.uk)

14. TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

- a) RALC
b) Citizen's Advice
c) Bexhill Air Cadet Squadron
d) Bexhill Maritime.
e) Little Gate Farm
f) Devolved Services Meeting with Parishes and RDC Members

- g) To approve the reporting back procedure continues with members sending notes to the Town Clerk at least three days prior to Full Council meeting.

15. TO REVIEW INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT (Appendix K)

16. TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

[Annual Governance 2024-25 - Bexhill-on-Sea - Bexhill-on-Sea, Bexhill-On-Sea \(bexhilltowncouncil.gov.uk\)](#)

17. TO REVIEW COUNCIL AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

- a) ESALC and RALC (includes NALC) (includes GEOX Sphere mapping)
- b) National Allotment Society

18. TO REVIEW COUNCIL COMPLAINTS PROCEDURE (Appendix L)

19. TO REVIEW OF COUNCIL POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

These can be found on our website:

[GDPR - Bexhill-on-Sea Bexhill-On-Sea, East Sussex - Bexhill-on-Sea, Bexhill-On-Sea \(bexhilltowncouncil.gov.uk\)](#)

20. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA (Appendix M)

21. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

These can be found on our website:

[Policies and Procedures - Bexhill-on-Sea - Bexhill-on-Sea, Bexhill-On-Sea](#)

22. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S137 OF THE LOCAL GOVERNMENT ACT 1972 OR THE GENERAL POWER OF COMPETENCE

This can be found on our website:

[Transparency Code - Bexhill-on-Sea Bexhill-On-Sea, East Sussex - Bexhill-on-Sea,](#)

23. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL (Appendix N)

24. PUBLIC PARTICIPATION

In accordance with standing order 3(e) this session shall not exceed 15 minutes unless directed by the Chairman 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 chairman 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 chairman 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 chairman of the meeting. Only one person is permitted to

Speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

25. MAYOR'S OFFICE

- a) To receive update on the work of the Town Mayor.

26. 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.
- b) To receive reports from Ward District Councillors.
- c) To receive ward reports from Town Councillors.

27. ROTHER DISTRICT COUNCIL LIAISON

- a) To note update on Town Centre Visioning Group – Cllr Brailsford
- b) To note leaders meeting to be held on 12/04/2024 – Cllr Brailsford and Cllr Wilson to report back.

28. SUSSEX POLICE LIAISON

- a) To note any updates.

29. NORTHEYE ASYLUM PROPOSAL

- a) To receive any updates.

30. ST LEONARDS ROAD GREENING PROJECT

- a) To receive any updates.

31. ACCESSIBLE PLAY PARK FOR PEBSHAM

- a) To note procurement underway.

32. CRAZY GOLF/PUTTING GREEN

- a) To note Rother District Council have requested a full risk assessment on how the Crazy Golf proposal will work. Lawns are priced at £426 per day, but a 50% discount could be negotiated depending on the number of days booked. Re-seeding and re-turfing will need to be negotiated depending on damage. The lawns are pre-booked for other events so unable to provide hire for at least 6 days. The Council is asked to consider next steps to procure for a supplier (reminder: cost circa £20,000 for 8 weeks hire, all income to the town council – estimates £3000 per week if in open every day, weather dependent)

33. VISIONING EXERCISE

- a) To note meeting held on 01/05/2024 and to consider next steps.

34. MOTIONS FROM COUNCILLORS

There are none.

35. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) To consider appointing a representative to attend unsightly signage meeting on 15/05/2024 at Glyne Gap.
- b) To consider correspondence from Bexhill Museum regarding funding (added to Full Council as this request is outside the scope of Amenities Committee)

36. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To receive questions from councillors
Questions shall be recorded in the minutes and responded to at the next meeting or before

Cllr Crotty asked If the agenda for council meetings could be added to the noticeboards.	The Engagement and Communications Committee can review the Noticeboard policy to consider this suggestion.
Cllr Blagrove asked If the Hub has a landline.	Yes it does.

- b) To note any future agenda items

37. DATE OF NEXT MEETING – 26th JUNE 2024

All motions for the next meeting of full council on 26th June 2024 must be received before 17th June 2024.

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 will not be permitted to attend during the following items:

38. TO RECEIVE UPDATE ON LEGAL CLAIM