

## **BEXHILL-ON-SEA TOWN COUNCIL**

To all Members of Bexhill-on-Sea Town Council Finance and Audit Committee:  
Cllr Drayson; Cllr El; Cllr Huseyin; Cllr Plim; Cllr Rustem; Cllr Timpe; Cllr Wilson; Cllr Winter

You are summoned to attend a meeting of the

### **FINANCE AND AUDIT COMMITTEE**

of **BEXHILL-ON-SEA TOWN COUNCIL**

to be held in the **Bexhill Senior Citizens Club, Eversley Road, Bexhill-on-Sea**  
on **Wednesday 12<sup>th</sup> February 2025 at 6:00pm**  
when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

6<sup>th</sup> February 2025

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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 TURN OFF YOUR MOBILE PHONE DURING THE MEETING AS THIS INTERFERES WITH THE RADIO MICROPHONES USED IN RECORDING THE MEETING.**

## **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 15<sup>th</sup> January 2025 (Appendix A)

### **6. GOVERNANCE AND ACCOUNTABILITY**

- a) To approve the appointment of Responsible Financial Officer (RFO) for the Town Council, in accordance with Section 151 of the Local Government Act 1972.
- b) To review Standing Orders, Financial Regulations and Terms of Reference (Appendix B,C & D)
- c) To consider annual renewal of insurance.
- d) To receive and approve bank reconciliation as of 31<sup>st</sup> January 2025 (Appendix E)

- e) To consider budget position as of 31<sup>st</sup> January 2025 (Appendix F)  
 f) To receive variance report as of 31<sup>st</sup> January 2025 (Appendix G)  
 g) To consider updated reserves position as of 31<sup>st</sup> January 2025 (Appendix H)  
 h) To approve direct debits and standing orders:

<b>Payee</b>	<b>Budget</b>	<b>Gross</b>	<b>VAT</b>	<b>Description</b>
Verisure	Security 4160/110	£57.36	£9.56	35 Western Rd Alarm System Services
BT	Utilities	£81.56	£13.17	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges (P)
Waveney IT	IT Costs	£248.80	£41.47	Mailbox charges
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge
Castle Water	Water	£11.50	£0	Water – The Allotments
Castle Water	Water	£15.78	£0	Water – The Hub
Echo Cleaning	Cleaning, caretaking	£312.00	£52.00	Cleaning and windows at Hub
Maltbys	Rent and rates	£1,333.33	£0.00	Monthly Rent for 35 Western Road
D Dennis	Domesday Project	£825.00	£0.00	Domesday project monthly instalment
Wetton	Devonshire Square Toilets Utilities	£1,081.60	£180.27	Devonshire Road Toilets Monthly Cleaning Bill
EDF	Utilities	£74.22	£3.53	Electricity The Hub 1.12.2024-31.12.2024
EDF	Utilities	£206.74	£9.84	Gas The Hub 1.12.2024-31.12.2024

- i) To approve BACS payments:

<b>Payee</b>	<b>Budget</b>	<b>Gross</b>	<b>VAT</b>	<b>Description</b>
Mark Sayers	Repairs and Renewals – Bus Shelter & Allotments	£510.00	£0	Bus Shelter Repair & 2 x sign posts at Allotment sites
ESALC Limited	Members Training	£78.00	£13.00	Intro Planning & Making effective training representations
Blue Response	Events	£134.00	£22.33	First Aid provision Christmas Event
East Sussex County Council	Legal and Professional Fees	£24.00	£4.00	DBS for Volunteers
ESALC	Members Training	£48.00	£8.00	Councillor Training
The National Allotment Society	Subscriptions	£84.00	£14.00	Annual Membership
Priceless Tools	Allotments – Maintenance	£30.00	£5.00	Postbox
Light Angels	Christmas Lights – Central	£46,323.72	£7,720.62	Christmas Lights 2024
Wetton	Devonshire Square Toilets	£60.00	£10.00	Damage repair Devonshire Square Toilets
Local Payroll	Legal and Professional Fees	£54.00	£9.00	Payroll Services January 25
Mike Alan Video	IT Costs	£1080.00	£0	Streaming Costs January 25
Breakthrough Communications	Members Training	£3,350.40	£558.40	Councillor Training Package
Priceless Tools	Repair and Renewals	£16.50	£2.75	Keys for Public Toilets

j) To approve staff costs:

<b>Payee</b>	<b>Budget</b>	<b>Amount</b>	<b>Description</b>
Various	Staff Costs	£24,310.06	February PAYE, NI and Pension Contributions

## **7. GRANTS AND DONATIONS**

a) To consider grants as per Appendix I.

*(Appendix I)*

## **8. TOWN COUNCIL HUB**

a) To receive end of year hub report.

*(Appendix J)*

b) To receive end of year comparison report

*(Appendix K)*

## **9. RECOMMENDATIONS FROM COMMITTEES**

There are none.

## **10. MOTIONS FROM COUNCILLORS**

There are none.

## **11. CORRESPONDENCE AND MATTERS FOR INFORMATION**

There is none.

## **12. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**

- a) To note answers to 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.

## **13. 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&A review committee forecasts and prepare budget for full council review
December	Full council approve annual budget

## **14. DATE OF NEXT MEETING – 12<sup>TH</sup> MARCH 2025**

*All motions for the next meeting of the Finance and Audit Committee meeting on 12<sup>th</sup> March 2025 must be received by 3<sup>rd</sup> March 2025.*