

BEXHILL-ON-SEA TOWN COUNCIL

Minutes of the meeting of the **BEXHILL-ON-SEA TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE** held in the **BEXHILL SENIOR CITIZENS CLUB, EVERSLEY ROAD, BEXHILL-ON-SEA**

On **Wednesday 20th March 2024** at **6:30pm**

PRESENT: Cllr Drayson; Cllr El; Cllr Huseyin; Cllr Rustem; Cllr Timpe; Cllr Wilson.

ALSO IN ATTENDANCE: J Daeva; One sound technician; Cllr Plim; Cllr Goss; 0 members of the public.

00737 PUBLIC PARTICIPATION

Cllr Plim asked the committee to investigate the potential of including the town council's logo on the Rother District Council tax bill. *This question has been asked to Rother District Council.*

Cllr Goss asked for the special expenses figure to be verified by Rother District Council.
This question has been asked to Rother District Council.

00738 TO RECEIVE APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and approve apologies for absence with reasons from Cllr Brailsford and Cllr Winter.

00739 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Drayson declared an interest as a member of Rother District Council.
Cllr Timpe declared an interest as a member of Rother District Council.

00740 CHAIR'S ANNOUNCEMENTS

There were none.

00741 MINUTES

- a) To approve the minutes of the meeting of 21st February 2024.
It was **RESOLVED** to approve and sign the minutes of the meeting of 21st February 2024.

00743 GOVERNANCE AND ACCOUNTABILITY

- a) To approve annual renewal of insurance £2,107.41.
It was **RESOLVED** to approve annual renewal of insurance at £2,107.41.
b) To receive and approve bank reconciliation as of 31st January 2024.

It was **RESOLVED** to receive and approve bank reconciliation as of 31st January 2024.

- c) To consider budget position as of 31st January 2024

It was **RESOLVED** to approve budget position as of 31st January 2024.

- d) To note reserves position as of 31st January 2024. – noted.

- e) To approve BACS payments March 2024.

Payee	Budget	Gross	VAT	Description
Spurcroft	Events	£242.40	£40.40	Freedom scroll
Local Payroll Company	Professional Fees	£51.60	£8.60	January payroll services
Mulberry & Co	Professional Fees	£590.04	£96.00	Finance Input
Rother District Council	Events	£200.00	£0.00	Road closure street market
Mike Alan Video Productions	Audio Recording	£830.00	£0.00	Recording meetings
We Waste	Allotments	£402.00	£67.00	Fly Tipping removal
Paul Debreczeny	Events	£166.63		Reimbursements
Anne Anaswara	Allotments	£8.38		Reimbursements
Delia Thornton	Climate Projects	£300.00		Community Resilience Plan
The National Allotment Society	Allotments	£66.00	£11.00	Annual Renewal
A Manoukian	Events	£1500.00		Mace Bearer 2023+2024

It was **RESOLVED** to approve BACS payments March 2024.

- f) To approve Direct Debits and Standing Orders.

It was **RESOLVED** to approve Direct Debits and Standing Orders.

Payee	Budget	Gross	VAT	Description
BT	Utilities	£60.30	£10.05	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges
Waveney IT	IT Costs	£175.46	£29.24	Mailbox subscription
Waveney IT	IT Costs	£30.00	£5.00	Reset councillor password
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge

Nationwide Leasing	Printing	£306.00	£51.00	Quarterly printer rental	<u>BoSTC/20.03.24-00214</u>
British Gas Lite	Utilities	£79.22	£3.77	Elec Bill Feb	
British Gas Lite	Utilities	£181.91	£13.05	Gas Bill Feb	
My Group	Printing	£121.14	£20.19	Printing Dec – Mar	
Recorra South East Ltd	Cleaning, caretaking	£282.00	£47.00	Waste collection Hub	
Echo Cleaning	Cleaning, caretaking	£312.00	£62.40	Cleaning and windows at Hub	
Maltbys	Rent and rates	£1,333.33	£0.00	Monthly Rent for 35 Western Road	
D Dennis	CNE Projects	£775.00	£0.00	Domesday project monthly instalment	

g) To approve staff costs.

It was **RESOLVED** to approve the staff costs.

Payee	Budget	Amount	Description
Various	Staff Costs	£ 16,535.53	March salary, PAYE, NI and Pension Contributions

00744 GRANTS AND DONATIONS

- a) To review grants and donations policy. The item was deferred until the first meeting of the 2024-2025 municipal year. It was noted that reports from previous grant recipients will be requested.

00745 TOWN COUNCIL HUB

- a) To review premises options (ongoing).
It was **RESOLVED** to remove this item from future agendas.
- b) To approve health and safety expenditure.
It was **RESOLVED** to approve health and safety expenditure.
- c) To recommend health and safety handbook to Full Council.

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It was **RESOLVED** to recommend health and safety handbook to Full Council.

- d) To recommend health and safety manual to Full Council.

It was **RESOLVED** to recommend health and safety manual to Full Council.

- e) To review risk assessment.

The risk assessment was reviewed.

After some minor amendments it was **RESOLVED** to adopt the risk assessment.

00746 COMMUNITY INFRASTRUCTURE LEVY

- a) To receive any updates.

It was **RESOLVED** to take this item off the agenda.

00747 RECOMMENDATIONS FROM COMMITTEES

There are none.

00748 MOTIONS FROM COUNCILLORS

There are none.

00749 CORRESPONDENCE AND MATTERS FOR INFORMATION

There was none.

00750 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from last meeting.

There were none.

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

Cllr Huseyin asked for a breakdown on the Recorra pricings.

Cllr Drayson asked how many 'near misses' the council has had in regards to the health and safety handbook.

Cllr Drayson asked if we should document near misses as if they were accidents.

Cllr Rustem asked about the council tax error made by Rother District Council on bills. How did it happen and whose fault was it?

- c) To consider any new risks for future mitigation.

There were none.

00751 OVERVIEW OF ANNUAL INTERNAL CONTROL TASKS OF THE COUNCIL

00752 DATE OF NEXT MEETING – 24th APRIL 2024

The meeting was closed at 19:31pm.

Date.....

Signed.....

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