

## **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 15<sup>th</sup> January 2025 at 6:00pm**

when it is proposed to transact the following business:

**Julie Miller**

Clerk and Responsible Financial Officer

9<sup>th</sup> January 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 11<sup>th</sup> December 2024 (Appendix A)

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

- a) To approve and sign bank reconciliations as at November 2024 (Appendix B)  
b) To note budget and reserves position as at November 2024 (Appendix C)  
c) To approve BACS payments January 2025

<b>Payee</b>	<b>Budget</b>	<b>Gross</b>	<b>VAT</b>	<b>Description</b>
J Fry	Allotments	£57.00	£0.00	Allotment plot refund

EDF Energy	Devonshire Squ toilet reserve	£144.58	£7.30	Electricity for toilets
Chromavision	CCTV reserve	£8,167.25	£1,361.21	Annul maintenance data and sim cards
The Local Payroll Company Ltd	Professional Fees	£54.00	£9.00	Payroll fees October
Abacus Main Limited	Bus Shelters	£500.00	£0.00	Bus Shelter Cleans December
Mike Alan Video Productions	Reserves	£945.00	£0.00	December meeting filming and production.
The Compound	Bus Shelter Reserve	£400.00	£0.00	Lidl Bus Stop painting
PHS Group	Security, Caretaking	£45.86	£7.64	Sanitary disposal
S Deacon	Reimbursement	£47.39	£0.00	Office sundries
Rother District Council	Elections Costs	£19,303.5 9	£0.00	Sackville and Kewhurst by election costs
Rother District Council	Staff Costs	£1,200.00	£0.00	2 x parking permits
M Webber	Staff Costs	£40.80	£0.00	Parking reimbursements
P Wilson	Mayors Budget	£18.90	£0.00	Mileage claim
Viking	Repairs and Renewals	£237.48	£47.49	Stationery/office equipment
Signway	General Reserve	£2385.60	£397.60	Installation of Welcome to Signs carried forward from previous years.

d) To approve direct debits and standing orders:

	<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 4115/110	£81.56	£13.17	Phone and broadband monthly charge
Vodafone	Utilities 4115/110	£122.40	£20.39	Monthly charges (P)
Waveney IT	Repairs and Renewals Reserve	£2185.16	£364.19	Laptops for Cllrs Crotty, El and Huseyin.
Waveney IT	IT Costs 4210/120	£248.80	£41.47	Mailbox charges
Hugofox	IT Costs 4210/120	£11.99	£2.00	Website monthly charge
Waveney IT	IT Costs	£60.00	£10.00	Password resets and new cllr email account set up
Echo Cleaning	Cleaning, caretaking 4160/110	£312.00	£52.00	Cleaning and windows at Hub
Maltbys	Rent and rates 4110/110	£1,333.33	£0.00	Monthly Rent for 35 Western Road

D Dennis	Domesday Project 4670/220	£825.00	£0.00	Domesday project monthly instalment
Wetton	EMR 330 Devonshire Square Toilets Utilities 4160/110	£1,081.60	£180.27	Devonshire Road Toilets Monthly Cleaning Bill

e) To approve staff costs:

Payee	Budget	Amount	Description
Various	Staff Costs	£22,681.99	January PAYE, NI and Pension Contributions

## 7. GRANTS AND DONATIONS

a) To consider grants as per Appendix D. *(Appendix D)*

## 8. TOWN COUNCIL HUB

a) To note landlord not in agreement to proposed changes to first floor offices.  
b) To receive November and December Hub reports. *(Appendix E)*

## 9. COMMUNITY INFRASTRUCTURE LEVY

a) To note £36,032.99 received in total for 2024/25 that remains unallocated.  
b) To consider Amenities Committee request to ringfence £5,000 of CIL funds towards future accessibility projects.

## 10. POLICY UPDATES

a) To consider updated expenses policy for recommendation to Full Council following decision at last meeting to no longer allow the claiming of expenses for printing. *(Appendix F)*  
b) To approve for recommendation to Full Council the Preventing Sexual Harassment policy to ensure compliance with the new preventative duty that was introduced in October 2024. *(Appendix G)*

## 11. MOTIONS FROM COUNCILLORS

There are none.

## 12. CORRESPONDENCE AND MATTERS FOR INFORMATION

a) NALC Chief Executive Bulletin – Devolution and to consider completion of strengthening the standards and conduct framework consultation - sector survey

## 13. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

b) To note answers to questions from last meeting.

Cllr Wilson asked If the Council had replied to the latest Rother District Council budget consultation.	The council agreed its response at the December Full Council meeting.
Cllr Timpe asked what the Council's policy is with regard to handling consultations.	When a consultation is received, it is added to the relevant committee agenda to formulate a corporate body response.

- c) 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.*
- d) To consider any new risks for future mitigation.
  - i. Devolution

#### **14. 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

#### **15. DATE OF NEXT MEETING – 12<sup>th</sup> FEBRUARY 2025**

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