

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and Audit Committee:
Cllr Brailsford; Cllr El; Cllr Drayson; Cllr Huseyin; Cllr Rustem; Cllr Timpe; 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 12th June 2024 at 7:00pm**

when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

6th June 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.

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 15th May 2024 (Appendix A)

6. GOVERNANCE AND ACCOUNTABILITY

- a) To receive and approve bank reconciliation as of 31st May 2024 (Appendix B)
b) To consider budget position as of 31st May 2024 (Appendix C)
c) To note reserves position as of 31st May 2024 (Appendix D)
d) To approve BACS payments 31st May 2024:

Payee	Budget	Gross	VAT	Description
Sparc Creative	Events	£1,248.00	£208.00	500 Hand waving flags 250 Kid's bubbles 500 Bee Logo Bugs
Balfour Beatty	Christmas Lights Central	£117.20	£0	Plant Licence for cherry picker.

Balfour Beatty	Christmas Lights Central	£425.67	£0	S178 Licence light strings
RDC	EMR Devonshire Square	£3,600.30	£600.05	Recovery of Costs Devonshire Square WC's
Pelham Building Enterprises	Repairs and Renewals	£65.00	£0	Fitting of Letterbox Cover at the Hub
SLCC	Training	£144.00	£24.00	M Fifield FILCA
Business Stream	Utilities	£52.25	£0	Western Rd 11 Feb to 10 May 24
SLCC	Subscriptions	£288.00	£0	M Fifield SLCC Membership Annual
Abacus Main Limited	EMR Bus Shelters	£500	£0	Bus Shelter Maintenance
Viking	Repairs and Renewals	£38.14	£6.36	Stationery Supplies
Local Payroll Company	Legal and Professional	£54.00	£9.00	May Payroll
Mike Alan Video Productions	IT Costs	£1,440.00	£0	Four Council Meetings Filming April to May 24
Madeira Windows	EMR Fireproof Safe	£1,245.00	£207.50	New Security Door at The Hub
ESCC	Legal and Professional	£12.00	£2.00	DBS handling charge 1 X Volunteer April 24
Waveney IT	IT Costs	£59.98	£10.00	Logitech Keyboard and Mouse Combo
Sparc Creative	Events	£316.80	£52.80	Correct design artwork 3 X banners Bexhill Day
Mulberry Local Authority Services	Internal Audit Fees	£191.16	£31.86	Internal Audit Fees 23-24 Visit 22/5/24
My Group	Repairs and Renewals	£209.05	£34.84	Mono & Colour Printer Click Charge 1/3/24-3/6/24
Specialist Accessible Transport	Events	£140.00	£0	Mais House to Bexhill Seafront 8 June 2024

e) To approve direct debits and standing orders:

Payee	Budget	Gross	VAT	Description
Verisure	Security	£57.36	£9.56	35 Western Rd Alarm System Services
BT	Utilities	£85.52	£14.25	Phone and broadband monthly charge

Vodafone	Utilities	£122.40	£20.39	Monthly charges
Waveney IT	IT Costs	£201.46	£33.58	Mailbox charges
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge
British Gas Lite	Utilities	£79.16	£3.77	Elec Bill June
British Gas Lite	Utilities	£70.93	£3.38	Gas Bill June
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

f) To approve staff costs:

Payee	Budget	Amount	Description
Various	Staff Costs	£21,622.00	June PAYE, NI and Pension Contributions

- g) To consider report on one-year bond. *(Appendix E)*
- h) To note the following resolution and consider how to address the Finance and Audit Committee breaching the limit at 43% for recommendation to Full Council: It was **RESOLVED** that no more than 40% (rounded down) of membership on committees shall be made up of Councillors holding office at both the Town Council and the District Council.

7. GRANTS AND DONATIONS

- To note next round of grants and donations applications to be reviewed in July.
- To note previous grant recipients to be written to for an update.
- To review the grants and donations policy.

8. TOWN COUNCIL HUB

- To receive original schedule of condition document for 35 Western Road. *(Appendix A)*
- To note continuing to seek quotes on security enhancements in the town council hub.
- To consider 36-month contract for gas and electric. (quotes circulated).

9. HEALTH AND SAFETY

- To note 'Near Misses' incident process in place.
- To note Facilities Coordinator undertaking NEBOSH General Certificate in Occupational Health and Safety.

10. RECOMMENDATIONS FROM COMMITTEES

There are none.

11. MOTIONS FROM COUNCILLORS

There are none.

12. CORRESPONDENCE AND MATTERS FOR INFORMATION

There are none.

13. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note answers to questions from last meeting.

Cllr Brailsford asked for an update on the search for a one-year bond.	This item is on the agenda and a report has been circulated.
Cllr Rustem asked if grant recipients could be asked for reports on the money received.	This has been asked for.
Cllr Wilson asked to review the value of the grants and donations policy.	The limit for grants and donations as per The Local Government Act 1972 s137 is set by the Department for Levelling Up, Housing and Communities. The limit for 2024-25 is £10.81 per elector. The electorate figure = 35,676 x £10.81 = £385,658.

- 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.

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&GP review committee forecasts and prepare budget for full council review
December	Full council approve annual budget

15. DATE OF NEXT MEETING – 10TH JULY 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 may be asked to leave the meeting during consideration of item 16.

16. STAFF MATTERS

- a) To receive update on recruitment.