

BEXHILL-ON-SEA TOWN COUNCIL

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting of
the **BEXHILL-ON-SEA TOWN COUNCIL**
on **Wednesday 19th October 2022 at 7pm**

PRESENT: Cllr Plim; Cllr Brailsford; Cllr Clasby; Cllr Harding; Cllr
Rustem; Cllr Taylor-Gee.

ALSO IN ATTENDANCE: J Miller, Clerk; Cllr Winter

00364. ELECT A CHAIR

It was **RESOLVED** to appoint Cllr Brailsford as chair.

00365. PUBLIC PARTICIPATION

There were none.

00366. APOLOGIES FOR ABSENCE

It was **RESOLVED** to approve apologies from Cllr Gibson with reasons given.

00367. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Baldry declared a non-pecuniary interest in the Senior Citizens Club item.

Cllr Rustem declared a non-pecuniary interest in the Pebsham Community Association item.

00368. CHAIRMAN'S ANNOUNCEMENTS

Cllr Brailsford thanked the committee for the unanimous vote of chair and advised that she is committed to doing her best in the role, and will be scrutinising the budget figures

00369. MINUTES

It was **RESOLVED** to sign and approve the meeting of the 20th of July 2022.

00370. GOVERNANCE AND ACCOUNTABILITY

- a) To note updated risk assessment to follow at next meeting – noted.
- b) To receive and approve bank reconciliation as of 30th September 2022
It was **RESOLVED** to approve the bank reconciliation as of 30th September 2022.
- c) To consider budget position as at 30th September 2022 – noted.
- d) To note reserves position as at 30th September 2022 – noted.
- e) It was **RESOLVED** to approve the following BACS payments:

Surrey Hills Solicitors	Professional Fees	£	366.00	BoSTC/19.10.2022 – 000104 Lease work
Breakthrough Communications	Training	£	594.00	Data Protection Workshop
The Pelham	Rent	£	407.00	Rent July 2022
Julie Miller	Events	£	396.83	Survey Monkey fee 384.00 + mileage
Paul Debreczeny	Events/Mayors Budget	£	57.71	50 copyright flag, 7.71 parking and mileage
Julie Miller	Events	£	101.14	Mileage, parking, and torch reimbursement
Paul Debreczeny	Events	£	116.17	Mileage, parking, and light reimbursement
All Saints CE Primary School	Meeting Room Hire	£	45.00	Room Hire 07/09
ESALC Limited	Training	£	48.00	Finance training
The Pelham	Rent	£	126.00	Office hire August
Sparc Creative	Printing, Publications and Ads	£	151.20	Banners for Remembrance
ESALC Limited	Training	£	300.00	Vision and Strategy Day
Regional Media Group	Printing, Publications and Ads	£	1,770.00	6 months advertorial pages for Bexhill News
The Local Payroll Company	Professional Fees	£	48.00	July Payroll fees
The Local Payroll Company	Professional Fees	£	48.00	August Payroll fees
Ann Bott	Professional Fees	£	1,000.00	Investigation Report
Manor Barn	Training	£	630.00	Vision and Strategy Day Room Hire and lunch
Sussex Signs	Reserves	£	1,384.14	Deposit for premises signage
Rother District Council	Printing, Publications and Ads	£	80.00	Bexhill Day flyer printing
Little Common RBL Band	Mayor's Budget	£	300.00	HM Queen's funeral events
Unity Trust Bank	Bank Fees	£	27.60	Quarterly Fees
Opus Energy	Utilities	£	229.32	Electricity Bill 35 Western Road 1/08-07/09
Opus Energy	Utilities	£	240.49	Gas bill 35 Western Road 01/08 - 06/09
Paul Debreczeny	Events	£	63.65	Mileage and parking
Julie Miller	Events	£	46.20	Mileage and parking
Thomas French Jewellers	Mayor's Budget	£	890.00	Engraving and collar for Mullens Cup
Opus Energy	Utilities	£	66.61	Electricity bill 35 Western Road 08/09-04/10
Opus Energy	Utilities	£	444.13	Gas bill 35 Western Road 07/09-06/10
Maltby Property Management	Rent and Rates	£	368.00	Buildings Insurance 35 Western Road 01/10/22 - 30/09/2023
Regional Media Group	Recruitment	£	135.00	Advertising vacancies
The Pelham	Rent and Rates	£	126.00	August Room Hire
The Pelham	Rent and Rates	£	217.00	September Room Hire
Rother District Council	Allotment Charges	£	592.00	Allotment recharge costs 1st July - 30th September 2022 staff costs

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Pebsham Community Assoc	Room hire	£ 60.00	BoSTC/19.10.2022 – 000105 Community Committee hire 12/10
Local Payroll Company	Professional fees	£ 48.00	September payroll
ESALC Limited	Training	£ 48.00	VTG Councillor training
Claire Baldry	Mayor's Budget	£ 42.20	Taxi Fares for events

- a) To approve BACS payments August, September, and October 2022 as above.
b) To approve Direct Debits and Standing Orders

Waveney IT	IT Costs	£ 119.93	Monthly mailbox subscription Microsoft x 3
Maltby Property Management	Rent	£ 1,333.33	Rent for premises x 3

- c) To approve Staff Costs and overtime paid for HM Queen events.

Payee	Budget	Amount	Description
Various	Staff Costs	£12,075.44	October salary, PAYE, NI and Pension Contributions
Various	Staff Costs	£9,295.82	September salary, PAYE, NI and Pension Contributions
Various	Staff Costs	£8,768.88	August salary, PAYE, NI and Pension Contributions

00371. GRANTS AND DONATIONS

- a) To consider approving the following grants:
It was **RESOLVED** to approve the grants to the following:

Bexhill Senior Citizens Club	£ 1,000.00	Parquet Floor restoration in hall
The Little Commoners	£ 473.33	Litter picking hoops and hi-vis vests The town council would like to see the Town Council's logo more prominent, but this is not conditional.
Friends of Little Common	£ 1,000.00	Christmas Tree and Lights
Jesus Loves Bexhill	£ 500.00	Gazebo
Bexhill In Bloom	£ 1,000.00	Funding the Bexhill-in-Bloom core project
Bexhill Caring Community	£ 436.20	Trip to Brighton i360
Community Supporters	£ 1,000.00	Qualifications for young people, to deliver workshops to older residents
Sidley Cricket Club	£ 1,000.00	Indoor training sessions, coach training and equipment
Concert Band of the Royal British Legion	£ 500.00	Purchase five new musical arrangements

- It was **RESOLVED** to recommend to Full Council to approve the grants to

Light Up Bexhill	£ 2,200.00	Christmas Magical Event
Pebsham Community Association	£ 1,500.00	Purchase 150 fold up chairs and trolley

*Cllr Baldry left the meeting at the deliberation of the Bexhill Senior Citizens Club
Cllr Rustem left the meeting at the deliberation of the Pebsham Community Association.*

00372. RECOMMENDATIONS FROM COMMITTEES

There are none.

Initial.....

00373. COMMUNITY INFRASTRUCTURE LEVY

It was noted that funds have been received of £68,053.12. The Climate, Nature and Environment Committee are tasked to consult on future projects.

00374. POLICIES AND PROCEDURES

- a) To consider continuing partnership funding agreements as per correspondence from Rother District Council

It was **RESOLVED** to consult with Rother District Council further to confirm that there are no other similar agreements in place, if there are other agreements, the committee will request more information on these. It was **RESOLVED** to request to inspect the invoices for the work that was carried out under these agreements.

The organisations Bexhill 100, Bexhill Horse Show, Bexhill Carnival, Bexhill Bowls, Highwoods will be contacted to advise them of the actions being taken and seek their views.

- b) To note policy review check in to be carried out at next meeting – noted.
c) To consider policy for community funding requests outside of the grants and donations policy

Cllr Rustem left the meeting at 21:07pm

It was **RESOLVED** to defer this item to the next meeting.

Cllr Rustem re-entered the meeting at 21:08pm

00375. PRECEPT AND BUDGET 2023/24

It was **RESOLVED** to submit the first draft to Full Council for discussion.

00376. CORRESPONDENCE AND MATTERS FOR INFORMATION

There are none.

00377. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from last meeting.

Cllr Harding asked for a permanent agenda item regarding the Community Infrastructure Levy (CIL).	This is on the agenda.
Cllr Wray asked if a policy could be created for groups asking for funds outside of the usual grant funding policy	This is on the agenda.

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

Cllr Harding asked when the NALC advice will be received regarding ex-officio status on committees.

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

The risk of the future management of the allotments was discussed at the meeting.

00378. 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 BoSTC/19.10.2022 – 000107
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

00379. DATE OF NEXT MEETING – 23rd NOVEMBER 2022

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 380.

00380. STAFFING MATTERS

- a) To receive updates on recruitment and staffing.
It was **RESOLVED** to allow a budget of up to £2000 to complete the outstanding finance system data input.

Meeting closed at 21:35pm

Signed.....

Date.....

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