

BEXHILL-ON-SEA TOWN COUNCIL
 Minutes of the meeting of the **BEXHILL-ON-SEA TOWN COUNCIL**
FINANCE AND AUDIT COMMITTEE
 held in the **BEXHILL SENIOR CITIZENS CLUB, EVERSLEY ROAD,**
BEXHILL-ON-SEA
 On **Wednesday 11th December 2024** at **6:00pm**

PRESENT: Cllr Huseyin; Cllr Plim; Cllr Timpe; Cllr Wilson.

ALSO IN ATTENDANCE: J Miller, Clerk; One videographer; 0 members of the public.

00465 PUBLIC PARTICIPATION

There were none.

00466 TO RECEIVE APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and approve apologies for absence with reasons from Cllr Drayson; Cllr El; Cllr Rustem and Cllr Winter.

00467 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

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

00468 CHAIR'S ANNOUNCEMENTS

There were none.

00469 MINUTES

- a) To approve the minutes of the meeting of 9th October 2024.
It was **RESOLVED** to approve the minutes of the meeting of 9th October 2024.
- b) To approve the minutes of the meeting of 13th November 2024.
It was **RESOLVED** to approve the minutes of the meeting of 13th November 2024.

00470 GOVERNANCE AND ACCOUNTABILITY

- a) To note budget position and reserves position to follow at next meeting.
– noted.
- b) To approve BACS payments November 2024:
It was **RESOLVED** to approve BACS payments November 2024.

Payee	Budget	Gross	VAT	Description
P Debreczeny	Staff Mileage	£123.85	£0.00	Mileage
ESALC	Training	£96.00	£16.00	Planning Training Cllrs Drayson and Crotty. (Cllr Crotty did not attend.)
S Deacon	Events	£84.75	£0.00	Shop window dressings and office sundries
S Wallis	Allotments reserve	£1200	£0.00	Clearance of soil and rubbish for fence works

The Local Payroll Company Ltd	Professional Fees	£54.00	£9.00	<u>BoSTC/11.12.24-00115</u> Payroll fees October
Interference Ltd	Allotments reserve	£14,904.00	£2484.00	Allotment Fencing – second tranche
GW Shelter Solutions	Bus Shelters	£2540.90	£423.48	Endwell Rd Shelter repairs
TGTM Ltd	Christmas Lights	£1794.00	£299.00	Road closures Christmas lights
Sussex Mayors Association	Mayors Budget	£76.00	£0.00	Luncheon 04/12
Bexhill Men's Shed	Events	£45.00	£0.00	Plinth for Coghlan Cup
J Miller	Events	£60.00	£0.00	Civic Awards Cup
J Miller	Staff mileage	£24.93	£0.00	Mileage and office sundries
Rother District Council	Events	£117.00	£0.00	Christmas Lights
Abacus Main Limited	Bus Shelters	£500.00	£0.00	Bus Shelter Cleans
Paul Wilson	Mayors Budget	£10.30	£0.00	Taxi Hastings Sinfonia
Mike Alan Video Productions	Reserves	£945.00	£0.00	November meeting filming and production.
SPARC	Events	£268.80	£44.80	Christmas Banner and lanyards
Viking	Events	£486.72	£81.12	Folding chairs
Heart of Sidley	Mayors Budget	£500.00	£0.00	Donation to Christmas

c) To approve direct debits and standing orders:

It was **RESOLVED** to approve direct debits and standing orders.

	Budget	Gross	VAT	Description
Verisure	Security 4160/110	£57.36	£9.56	35 Western Rd Alarm System Services
BT	Utilities 4115/110	£79.04	£13.17	Phone and broadband monthly charge
Vodafone	Utilities 4115/110	£122.40	£20.39	Monthly charges (P)
Waveney IT	IT Costs 4210/120	£248.80	£41.47	Mailbox charges
Hugofox	IT Costs 4210/120	£11.99	£2.00	Website monthly charge
My Group Solutions	Printing	£236.41	£39.40	Quarterly Printing Charges
Waveney IT	IT Costs	£532.73	£88.79	Tablet for Cllr Rustem
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

The claiming of printing ink expenses by councillors was discussed, and the opportunity for councillors to loan a device to view meeting papers or have papers printed at the Hub was considered a suitable alternative. It was **RESOLVED** that the claiming of printing expenses will no longer be allowable within the councillor expenses policy.

d) To approve staff costs:

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

Payee	Budget	Amount	Description
Various	Staff Costs	£21,999.05	December PAYE, NI and Pension Contributions

00471 GRANTS AND DONATIONS

a) To consider grant as per Appendix C.
Bexhill Wild CIC £480.00

It was **RESOLVED** to approve a grant for the cost of £480.00 to Bexhill Wild CIC.

00472 HEALTH AND SAFETY

a) To note floor plan for upstairs offices in the Hub underway to allow for risk assessment to be carried out. – noted.

00473 COMMUNITY INFRASTRUCTURE LEVY

a) To note expression of interest for CIL funds towards the Glyne Gap roundabout sent to Rother District Council. – noted.

00474 RECOMMENDATIONS FROM COMMITTEES

There are none.

00475 MOTIONS FROM COUNCILLORS

There are none.

00476 CORRESPONDENCE AND MATTERS FOR INFORMATION

There is none.

00477 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

a) To note answers to questions from last meeting.

Cllr Timpe asked why the De La Warr pavilion was not mentioned in the new “Welcome to Bexhill-on-Sea” signs.	The “Welcome to Bexhill-on-Sea” signs were designed and approved by the previous administration. To adapt the signs would require a motion submitted under the Amenities Committee followed by a cost analysis.
Cllr Drayson asked if Rother District Council’s budget consultation is being put to the Full Council agenda.	This has been done.

Cllr Wilson asked if the investment had been made.	<u>BoSTC/11.12.24-00117</u> The investment was made on the 6 th August 2024.
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- b) To receive questions from councillors and any future agenda items.
Cllr Wilson asked if the Council had replied to the latest Rother District Council budget consultation.
Cllr Timpe asked what the Council’s policy is regarding handling consultations.
- c) To consider any new risks for future mitigation.
There are none.

00478 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

00479 DATE OF NEXT MEETING – 15TH JANUARY 2025

The meeting closed at 18:22pm.