

# BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:  
Cllr Brailsford; Cllr Clasby; Cllr Crotty; Cllr Drayson; Cllr El; Cllr Huseyin; Cllr Rustem;  
Cllr Wilson; Cllr Winter

You are summoned to attend a meeting of the  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
of **BEXHILL-ON-SEA TOWN COUNCIL**

to be held in the **Rother District Council Town Hall, London Road, Bexhill-on-Sea**  
on **Wednesday 22<sup>nd</sup> November 2023 at 6.30pm**  
when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

16<sup>th</sup> November 2023

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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.

## 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 18<sup>th</sup> October 2023 (Appendix A)
- b) To approve the minutes of the meeting of 15<sup>th</sup> November 2023 (Appendix B)

### 6. GOVERNANCE AND ACCOUNTABILITY

- a) To note Aldermore unable to offer bond to town council, seeking alternative provider.
- b) To receive and approve bank reconciliation as of 30<sup>th</sup> September 2023 (Appendix C)
- c) To consider budget position as of 30<sup>th</sup> September 2023 (Appendix D)
- d) To note reserves position as at 30<sup>th</sup> September 2023 (Appendix E)

e) To approve BACS payments 31st October 2023:

<b>Payee</b>	<b>Budget</b>	<b>Gross</b>	<b>VAT</b>	<b>Description</b>
Moor & Saunders Electrical Contractors	Repairs and Renewals	£1,374.00	£229.00	Electrical testing and remedial action
G Thompson T/A Bexhill Radio	Audio reserves	£130.00	£0.00	Recording of 08/11 meetings
Viking	Repairs and Renewals	£14.36	£2.39	Signage for office
Pebsham Community Association	Meeting Hire	£90.00	£0.00	Hire for 06/12/2023
SETON	Repairs and Renewals	£26.22	£4.39	Fire Warden materials
Viking	Events	£37.66	£6.28	Stationery for posters
P Debreczeny	Events	£279.59	£0.00	Remembrance sundries
P Debreczeny	Mileage	£40.50	£0.00	Mileage
Mulberry & Co	Professional Fees	£192.00	£0.00	Finance input
Barhale Construction Services Ltd	Events	£117.60	£19.60	Remembrance sundries
Barhale Construction Services Ltd	Events	£11.52	£1.92	Remembrance sundries
Viking	Repairs and Renewals	£14.36	£2.39	Signage for office
TFS Trade Fire Safety	Repairs and Renewals	£118.57	£19.76	Fire signs for office
John O'Conner	Repairs and Renewals	£330.00	£55.00	Clearance of Japanese Knotweed
BlueResponse	Events	£360.00	£60.00	Remembrance First Aid
Viking	Security, caretaking, cleaning	£58.43	£9.74	Cleaning sundries
S Deacon	Events	£65.33	£0.00	Poppies and window displays
ESE Direct	Repairs and Renewals	£130.80	£21.80	Step ladder
Platinum Intruder Fire Systems	Repairs and Renewals	£364.00	£0.00	CCTV for Hub
We Waste	Allotment maintenance	£312.00	£52.00	Fly tipping removal
Rother District Council	Rent and rates	£1,422.00	£0.00	Rates for Hub up to Jan 24
RALC	Subscriptions	£99.00	£0.00	RALC subs and mapping fee
ESALC	Training members	£48.00	£8.00	Cllr Brailsford training
Local Payroll	Professional Fees	£51.60	£8.50	Payroll services
A Uddin	Events	£7.20	0	Reimbursement
J Miller	Allotments	£1.25	0	Reimbursement
Mulberry & Co	Professional Fees	£210.12	£0.00	Finance input
NALC	Training members	£105.25	£0.00	Training guides

NALC	Training members	£180.10	£30.02	Member conference
Royal British Legion	Events	£25.00	£0.00	Wreath for Sidley
WE Waste	Allotments	£570.00	£95.00	Flytipping removal
Bexhill Senior Citizens Club	Meeting Hire	£40.00	£0.00	Meeting hire 13/12

b) To approve Direct Debits and Standing Orders

Payee	Budget	Gross	VAT	Description
BT	Utilities	£86.27	£14.38	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges
Waveney IT	IT Costs	£175.46	£29.24	Monthly Mailbox charges
British Gas Lite	Utilities	£65.05	£3.10	Elec bill Oct
British Gas Lite	Utilities	£214.56	£23.82	Gas Bill Oct
HugoFox	IT Costs	£11.99	£2.00	Monthly website charge
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

c) To approve staff costs

Payee	Budget	Amount	Description
Various	Staff Costs	£ 24,080.30	November salary, PAYE, NI and Pension Contributions

**7. GRANTS AND DONATIONS**

- a) There are no new applications.

**8. TOWN COUNCIL HUB**

- a) To review premises options (ongoing).  
b) To approve job descriptions for RFO and Facilities Administrator for recommendation. *(Appendix F&G)*

**9. BUDGET FORECAST 2024-25**

- a) To consider latest budget forecast for 2024-25 for recommendation to Full Council. *(Appendix H)*

**10. COMMUNITY INFRASTRUCTURE LEVY**

- a) To receive any updates.

**11. RECOMMENDATIONS FROM COMMITTEES**

There are none.

**12. MOTIONS FROM COUNCILLORS**

There are none.

### **13. CORRESPONDENCE AND MATTERS FOR INFORMATION**

- a) Request for service to sign foreign pension documents at the Hub.
- b) National pay agreement for local government staff.

### **14. 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.  
*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.

### **15. 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

### **16. DATE OF NEXT MEETING – 20<sup>TH</sup> DECEMBER 2023**

*All motions for the next meeting of the committee on 20<sup>th</sup> December 2023 must be received by 11<sup>th</sup> December 2023.*