

## **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 Rustem; Cllr Timpe; Cllr Winter; Cllr Huseyin

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> May 2024 at 6:30pm**

when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

9<sup>th</sup> May 2024

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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.

Mobile phones must be switched off to prevent interference with the recording.

### **AGENDA**

#### **1. TO ELECT CHAIR**

#### **2. TO ELECT VICE-CHAIR**

#### **3. TO APPOINT CLLR BRAILSFORD, CLLR HUSEYIN AND CLLR RUSTEM TO THE HR SUB COMMITTEE**

#### **4. 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.*

#### **5. TO RECEIVE APOLOGIES FOR ABSENCE**

#### **6. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

#### **7. CHAIR'S ANNOUNCEMENTS**

#### **8. MINUTES**

- a) To approve the minutes of the meeting of 24<sup>th</sup> April 2024 (Appendix A)

#### **9. GOVERNANCE AND ACCOUNTABILITY**

- a) To receive and approve bank reconciliation as of 30<sup>th</sup> April 2024 (Appendix B)  
b) To consider budget position as of 30<sup>th</sup> April 2024 (Appendix C)  
c) To note reserves position as of 30<sup>th</sup> April 2024 (Appendix D)  
d) To approve BACS payments April 2024:

<b>Payee</b>	<b>Budget</b>	<b>Gross</b>	<b>VAT</b>	<b>Description</b>
Rother District Council	Mileage & Events	£500.00	£100.00	Parking Permits for Staff
Worknest	Legal & Professional	£4,359.30	£726.55	Combined Core 3 & E-Learning
Worknest	Legal & Professional	£176.50	£11.00	Insurance & Admin Fee
Viking	Repairs and Renewals	£100.38	£16.73	Stationery
Viking	Repairs and Renewals	£286.98	£47.83	Shelving Security Room
Viking	Repairs and Renewals	£282.00	£47.00	Bookcase
Viking	Repairs and Renewals	£160.94	£26.82	Stationery & Sundries
Viking	Repairs and Renewals	£64.19	£10.70	Stationery & Sundries
Viking	Repairs and Renewals	£35.32	£5.89	Stationery & Sundries
Balfour Beatty	Events	£117.20	£0.00	Road Closures
Balfour Beatty	Events	£425.67	£0.00	Road Closures
Local Payroll Company	Legal & Professional	£56.04	£9.34	April Payroll
Rural Services Partnership	Subscriptions	£164.40	£27.40	Rural Market Town Group Membership
East Sussex County Council	Additional Verge Cutting	£29,170.80	£4,861.80	Grass Cutting 4 Extra Cuts 24/25
Surrey Hills Solicitor	Legal & Professional	£264.00	£44.00	Legal Claim Services
Mulberrys	Legal & Professional	£1,056.96	£176.16	RFO Locum April 24
J Miller	Events	£22.78	£0.00	Office Sundries

e) To approve direct debits and standing orders:

<b>Payee</b>	<b>Budget</b>	<b>Gross</b>	<b>VAT</b>	<b>Description</b>
BT	Utilities	£78.32	£13.05	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	£81.03	£3.86	Elec Bill May
British Gas Lite	Utilities	£129.16	£6.15	Gas Bill May
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

f) To approve staff costs:

Payee	Budget	Amount	Description
Various	Staff Costs	£22,571.40	May PAYE, NI and Pension Contributions

## 10. GRANTS AND DONATIONS

- To receive any reports from previous grant recipients.
- To consider request from Heart of Sidley for support for festival in June.

## 11. TOWN COUNCIL HUB

- To approve roof repairs for the value of:  
Net: £5,300 + Vat £1,070 = **TOTAL: £6,420.**
- To consider quote for security enhancements to the Hub
- To note recruitment underway to enable Monday - Friday opening.

## 12. HEALTH AND SAFETY

- To note advice from Worknest on documenting 'Near Misses'.

## 13. RECOMMENDATIONS FROM COMMITTEES

There are none.

## 14. MOTIONS FROM COUNCILLORS

There are none.

## 15. CORRESPONDENCE AND MATTERS FOR INFORMATION

There were none.

## 16. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- To note answers to questions from last meeting – there were none.
- 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.*
- To consider any new risks for future mitigation.

## 17. 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

## 18. DATE OF NEXT MEETING – 12<sup>TH</sup> JUNE 2024