

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and Audit Committee:
VACANCY; Cllr Drayson; Cllr El; Cllr Huseyin; Cllr Plim; 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 13th November 2024 at 6:00pm**

when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

7th November 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.

PLEASE TURN OFF YOUR MOBILE PHONE DURING THE MEETING AS THIS INTERFERES WITH THE RADIO MICROPHONES USED IN RECORDING THE MEETING.

AGENDA

1. TO ELECT CHAIR

2. TO ELECT VICE-CHAIR

3. TO APPOINT MEMBER 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 9th October 2024

(Appendix A)

9. GOVERNANCE AND ACCOUNTABILITY

a) To note new RFO starting in December and accounts to follow.

b) To note receipt of CIL Funds £34,429.00 on 11th October 2024.

c) To approve BACS payments October 2024:

Payee	Budget	Gross	VAT	Description
Rother District Council	Events	£100.00	£0.00	Christmas lights switch for temporary road closure
S Deacon	Events	£60.12	£0.00	Shop window dressings and office sundries
S Wallis	Allotments reserve	£1900.00	£0.00	Clearance of soil and rubbish for fence works
Waveney IT	IT Costs	£120.00	£0.00	Password resets x 3 and removal of account
The Local Payroll Company Ltd	Professional Fees	£54.00	£9.00	Payroll fees October
Interference Ltd	Allotments reserve	£15,312.00	£2,552.00	Allotment Fencing – first tranche
United Flags	Events	£1,408.68	£1,173.90	Bexhill Standard
Sparc	Events	£177.00	£0.00	Order of service booklets for Remembrance
Balfour Beatty	Christmas Lights	£743.00	£0.00	St Leonards overnight closure for infrastructure works
Balfour Beatty	Christmas Lights	£743.00	£0.00	Western Road overnight closure for infrastructure works
Michaels Civic Robes	Mayors Expenses	£1197.00	£0.00	Mayoral tricorn and Deputy Mayoral bicorn
Mark Sayers	Repairs and Renewals	£260.00	£0.00	Handrail at the Hub
HA Bracken	Events	£50.00	£0.00	Bagpipes donation Remembrance
Reunion Band	Events	£150.00	£0.00	Band donation Remembrance Central
RBL Band	Events	£150.00	£0.00	Band donation Little Common Remembrance
Mike Alan Video Productions	Streaming Reserves	£1,102.00	£0.00	October meeting video and production

d) 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	£77.41	£12.90	Phone and broadband monthly charge
Vodafone	Utilities 4115/110	£122.40	£20.39	Monthly charges (P)
Waveney IT	IT Costs 4210/120	£227.45	£37.91	Mailbox charges

Hugofox	IT Costs 4210/120	£11.99	£2.00	Website monthly charge
Castle Water	Water 4610/210	£11.50	£0	Water – The Allotments
Castle Water	Utilities 4115/110	£15.58	£0	Water – The Hub
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
EDF	Utilities 4115/110	£56.74	£2.70	Electricity The Hub 02/09-30/09
EDF	Utilities 4115/100	£144.98	£6.91	Gas The Hub 02/07-01/10
EDF	EMR 330 Devonshire Square Toilets	£330.15	£4.91	Electricity Devonshire Square Toilets 13/08-30/09

- e) To approve staff costs and to note local government services pay agreement 2024/25.

Payee	Budget	Amount	Description
Various	Staff Costs	£25,943.17	November PAYE, NI and Pension Contributions incl. cost of living rise 01/04/24

- f) To appoint further bank signatories.

10. GRANTS AND DONATIONS

- a) There are none.

11. HEALTH AND SAFETY

- a) To note floor plan for upstairs offices in the Hub being drawn up to enable risk assessment to be carried out, subject to landlord permission.

12. COMMUNITY INFRASTRUCTURE LEVY

- a) To consider making an expression of interest to the Rother District Council CIL fund.

13. RECOMMENDATIONS FROM COMMITTEES

There are none.

14. MOTIONS FROM COUNCILLORS

There are none.

15. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) Freedom of Information request – Christmas lights.

16. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

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

Cllr Drayson asked why only 0.84 pence is in the reserve for Bexhill signage.	0.84 pence is the amount left over after the payment for Bexhill Signage was made, therefore it remains in the reserve until reserves are amended by committee.
Cllr Timpe asked if there was ever a discussion about the Town Council taking over the museum.	There have been discussions however no decisions have been made.

- 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.

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 – 11TH DECEMBER 2024

All motions for the next meeting of the Finance and Audit Committee meeting on 11th December 2024 must be received by 2nd December 2024.