

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and Audit Committee:
Cllr Drayson; Cllr El; Cllr Huseyin; Cllr Plim; Cllr Rustem; Cllr Timpe; Cllr Wilson; 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 12th March 2025 at 6:00pm**

when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

6th March 2025

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. 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 12th February 2025 (Appendix A)

6. GOVERNANCE AND ACCOUNTABILITY

- a) To consider annual renewal of insurance.
b) To receive and approve bank reconciliation as of 28th February 2025 (Appendix B)
c) To consider budget position as of 28th February 2025 (Appendix C)
d) To consider updated reserves position as of 28th February 2025 (Appendix D)
e) To receive payment listing as of 28th February 2025 (Appendix E)

7. INTERIM AUDIT REPORT

- a) To receive interim audit report and to consider recommendations (Appendix F)
- i. Based on the level of financial activity of the council, the authority level for the Clerk appears low and may be restrictive to the efficient day-to-day functioning of the council.
- ii. The reconciliation has been signed but the accompanying bank statements have not been signed in accordance with the requirements of FR 2.6.

8. PURCHASE LEDGER SYSTEM

- a) To approve the purchase of purchase ledger finance software upgrade (Appendix G)

9. GRANTS AND DONATIONS

- a) To consider grants as per Appendix H. (Appendix H)
- b) To consider drafting a policy for allocating CIL funds to community groups.

10. TOWN COUNCIL HUB

- a) To receive February hub report. (Appendix I)

11. HEALTH AND SAFETY

- a) To receive updated risk assessment. (Appendix J)

12. RECOMMENDATIONS FROM COMMITTEES

There are none.

13. MOTIONS FROM COUNCILLORS

There are none.

14. CORRESPONDENCE AND MATTERS FOR INFORMATION

There is none.

15. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

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

Cllr Plim asked if CIL money can be used for accessibility projects.	The council doesn't have a policy in place for allocation of CIL projects.
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- 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.

16. 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

17. DATE OF NEXT MEETING – 9TH APRIL 2025

All motions for the next meeting of the Finance and Audit Committee meeting on 9th April 2025 must be received by 31st March 2025.