

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council

You are summoned to attend a meeting of **BEXHILL-ON-SEA TOWN COUNCIL**
to be held in the **BEXHILL SENIOR CITIZENS CLUB, EVERSLEY ROAD,**
BEXHILL-ON-SEA

on **Wednesday 26th June 2024 at 6:30pm**

when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

20th June 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.

AGENDA

1. PUBLIC PARTICIPATION

In accordance with standing order 3(e) this session 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. APOLOGIES FOR ABSENCE

3. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

4. CHAIR'S ANNOUNCEMENTS

**5. TO SUSPEND STANDING ORDERS TO ALLOW BEXHILL
FOODBANK TO ADDRESS THE MEETING**

6. MINUTES

To approve the minutes of the following meetings of the full council:

a) Wednesday 8th May 2024.

(Appendix A)

7. COMMITTEES

a) To note minutes from committee meetings held since the last meeting:

i. Finance and Audit Committee 15/05/24

(Appendix B)

ii. Amenities Committee 05/06/24

(Appendix C)

iii. Finance and Audit Committee 12/06/24

(Appendix D)

b) To note Planning and Development Committee inquorate on the following dates:

- i. Wednesday 15th May 2024.
 - ii. Wednesday 12th June 2024.
- c) To note current vacancies on committees as per Terms of Reference and to appoint members to the following:
- i. Planning and Development Committee x 3

8. RECOMMENDATIONS FROM COMMITTEES

a) Finance and Audit Committee:

- i. It was **RESOLVED** to recommend that Full Council increase the number on the Finance and Audit Committee to 8 members to enable the 40% limit of Rother District Councillors to be adhered to.
- ii. It was **RESOLVED** to recommend to Full Council that the Grants and Donation policy is streamlined to offer up to £10,000 in January, May and September. Each application can be made up to a value of £10,000 and for smaller grants up to £1000 to be considered at each meeting. An additional £12,000 to be allocated from the general reserves to increase the Grants and Donations budget to £42,000. When a grant application is submitted, the committee will be advised of the previous Town Council grants received by that organisation. A story will be prepared for Bexhill News if this recommendation is adopted by the Full Council.
- iii. It was **RESOLVED** to recommend that the Full Council to delegate the Finance & Audit Committee to investigate the banks for sale in the town as alternative premises for the Town Council, and any other suitable properties to accommodate future growth.

b) Amenities Committee:

- i. It was **RESOLVED** that the committee recommends to Full Council to continue with Rother District Council carrying out both maintenance and cleaning.
To note Rother District Council referral to contractor and quotation circulated separately for consideration.
- ii. It was **RESOLVED** to recommend to Full Council that £15,000 CIL funds are used to support the Bexhill Heritage bus shelter projects.

9. CO-OPTION FOR SIDLEY WARD VACANCY

- a) To receive NALC guidance on co-option. *(Appendix E)*
- b) To consider co-option process and set application closing date for vacancy.

10. MAYOR'S OFFICE

- a) To receive update on the work of the Town Mayor. *(Appendix F)*

11. REPORTS FROM COUNCILLORS

External councillors may report for 3 minutes. Written reports must be received three days before the meeting.

- a) To receive reports from Division County Councillors.
- b) To receive reports from Ward District Councillors.
- c) To receive ward reports from Town Councillors.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW 2023-24

- a) To review the system of internal control. (Appendix G)
The council is asked to review the system of internal control.
- b) To review the effectiveness of the system of internal control. (Appendix H)
The council is asked to consider the attached statement of internal control in support of the Annual Governance Statement. The Chair of the meeting and the clerk to sign.
- c) To approve the internal audit report 2023-24 and approve the appropriate increase in fidelity guarantee. (Appendix I)
- d) To approve the Annual Governance Statement for 2023-24, Section 1 of the AGAR for the year ending 31 March 2024. (Appendix J)
The clerk to read out the assertions and the council to answer. (See accompanying evidence.) The Chair of the meeting and the clerk to sign and date.
- e) To approve the Accounting Statements for 2023-24, Section 2 of the AGAR for the year ending 31 March 2024, the supporting Bank Reconciliation as of 31 March 2024 and the explanation of significant variances from last year (2022-23) to this year (2023-24). (Appendix K)
The Chair of the meeting and clerk to sign and date.

13. GOVERNANCE AND ACCOUNTABILITY

- a) To consider appeal from Bexhill Lions against the decision of the Finance and Audit Committee to stop funding the Continental Market road closures. (Appendix L)
- b) To consider cost and security implications of tablets or laptops for councillors (Appendix M)
- c) To renew the Council's commitment to support Bexhill as a Fairtrade community and to continue to provide Fairtrade products and services where possible.
- d) To adopt the updated NALC Financial Regulations. (Appendix N)

14. ROTHER DISTRICT COUNCIL LIAISON

- a) To note update on Town Centre Visioning Group.
- b) To note leaders meeting taking place 17th July.

15. SUSSEX POLICE LIAISON

- a) To note there are no further updates regarding CCTV.

16. NORTHEYE ASYLUM PROPOSAL

- a) To receive any updates.

17. TOWN BOARD

- a) To consider consultation letter from Town Board.
Councillors to bring two capital investment ideas for Bexhill-on-Sea.

18. ACCESSIBLE PLAY PARK FOR PEBSHAM

- a) To note sealed tenders to be opened.
- b) To consider request from Pebsham Community Association for £16,000 from the CIL Funds to install a Changing Places Toilet to support the Accessible Play area.

19. PUTTING GREEN/ CRAZY GOLF

- a) To note update from Rother District Council following the Town Council's decision to explore if RDC will commit to a long-term lease on the lawns for crazy golf before proceeding. The answer is no, RDC are not able to confirm the consideration of a long-term lease to BoSTC at this time.

20. VISIONING EXERCISE

- a) To note visioning exercise being revisited later this year.

21. EXTERNAL REPRESENTATIVES

To receive reports from external representatives (circulated prior to the meeting)

- a) RALC – Cllr Wilson and Cllr Jacklin
- b) Citizen's Advice – Cllr Byrne
- c) Bexhill Air Cadet Squadron – Mayor
- d) Bexhill Maritime – Cllr Timpe
- e) Little Gate Farm – Cllr Jacklin
- f) Town Board – Cllr Wilson

(Appendix O)

22. MOTIONS FROM COUNCILLORS

- a) Cllr Drayson.
That this Council urgently forms a small working party to examine Rother District Council's Draft Local Plan and formulate a response on our behalf.
- b) Cllr Wilson.
That Bexhill-on-Sea Town Council, for the year 2024-2025 support the chosen charity of the mayor. That being Sidley Cricket club. Report to be read out by the Chair.
- c) Cllr El.
That the Town Council prioritises its investigation into Town Rangers, expanding the project to include cutting grass, cleaning toilets, painting over graffiti and clearing up fly tipping as examples. Moreover, these jobs could also be done by the team of rangers for county and district council on behalf of Bexhill-on-Sea Town council for a fee.

d) Cllr Crotty.

I am asking for a training session with understanding Autism in the workplace.

23. CORRESPONDENCE AND MATTERS FOR INFORMATION

All information circulated to councillors prior to the meeting.

24. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

a) To receive answers to questions raised at the last meeting.

Cllr Goss asked what the landline telephone number for the Hub is, and why is it not on the website.	The landline for the Hub will soon be available to the public once our customer service team is fully staffed. This will ensure that all calls are promptly answered. At the moment, the council has one part-time customer service adviser handling face-to-face and email enquiries.
Cllr Blagrove if something can be put in place for statements be made to the public in situations such as when public toilets are closed.	The Engagement & Communications Committee can consider this under its terms of reference.
Cllr Blagrove asked if council staff could make posters to advertise council meetings.	The Engagement & Communications Committee can consider this under its terms of reference.

b) To receive questions from councillors at the meeting.

Questions shall be recorded in the minutes and responded to at the next meeting or before.

c) To note any future agenda items.

d) To consider any new risks to be added to the risk register.

25. DATE OF NEXT MEETING – 24TH JULY 2024

All motions for the next meeting of full council on 24th July 2024 must be received by 15th July 2024.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press will not be permitted to attend during the following items:

26. TO RECEIVE UPDATE ON LEGAL CLAIM