

BEXHILL-ON-SEA TOWN COUNCIL
Minutes of the meeting of the **BEXHILL-ON-SEA TOWN COUNCIL**
FINANCE AND GENERAL PURPOSES COMMITTEE held in the
BEXHILL SENIOR CITIZENS CLUB, EVERSLEY ROAD,
BEXHILL-ON-SEA
On **Wednesday 10th July 2024** at **6:30pm**

PRESENT: Cllr Brailsford; Cllr Drayson; Cllr El; Cllr Plim; Cllr Timpe.

ALSO IN ATTENDANCE: J Miller, Clerk; J Daeva; One videographer; one member of the public.

00150 PUBLIC PARTICIPATION

There were none.

00151 TO RECEIVE APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and approve apologies for absence with reasons from Cllr Huseyin, Cllr Rustem, and Cllr Winter.

00152 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Drayson declared an interest as a member of Rother District Council.
Cllr Timpe declared an interest as a member of Rother District Council.

00153 CHAIR'S ANNOUNCEMENTS

Cllr Plim was welcomed to the committee and thanked for standing to facilitate the 40% ratio between Town Council and District Council members.

00154 MINUTES

- a) To approve the minutes of the meeting of 12th June 2024.
It was **RESOLVED** to approve and sign the minutes of the meeting of 12th June 2024.

00155 GOVERNANCE AND ACCOUNTABILITY

- a) To receive and approve bank reconciliation as of 30th June 2024.
It was **RESOLVED** to receive and approve bank reconciliation as of 30th June 2024.
- b) To consider budget position as of 30th June 2024.
It was **RESOLVED** to approve budget position as of 30th June 2024.
- c) To consider updated reserves position as of 30th June 2024.
It was **RESOLVED** to approve updated reserves position as of 30th June 2024.
- d) To approve BACS payments June 2024:
It was **RESOLVED** to approve BACS payments June 2024.

Payee	Budget	Gross	VAT	Description
Signway	EMR Repairs and Renewals	£7,874.59	£1,312.43	“Welcome to Bexhill” signage supply and installation.
Pelham Building Enterprises	Repairs and Renewals	£65	£0	Fitting of Letterbox Cover at BoSTC Office
Pelham Building Enterprises	Allotments Maintenance	£350	£0	Plot 5A Allotment Works
Pelham Building Enterprises	Allotments Maintenance	£1,382	£0	Work plots 5,6,7,8 Allotments
Pelham Building Enterprises	Allotments Maintenance	£425	£0	Clear 25B rotavate and prepare plot
Pelham Building Enterprises	Repairs and Renewals	£25	£0	Invoice 1049 outstanding balance (Picture Frames & fitting of letterbox)
Pelham Building Enterprises	Allotments Maintenance	£325	£0	Preston Road Upper and Lower sites works
Pelham Building Enterprises	Repairs and Renewals	£280	£0	4 X Noticeboard treatments
Pelham Building Enterprises	Allotments Maintenance	£350	£0	Sidley House & Preston Road Litter Picking and Grass Cutting
TGTM Ltd	Events	£4,932	£822	Traffic Management Street Market 25/26/5/24
Bexhill Senior Citizens Club	Meeting Room Hire Expenditure	£1,360	£0	Meeting Room Hire Council Meetings 24/25
P Wilson	Mayor’s Expenses	£22.25	£3.69	Parking Ink Cartridges
P Wilson	Mayor’s Expenses	£48.00	£1.90	Parking Mileage
Local Payroll Co	Legal and Professional	£54.00	£9.00	Payroll Monthly Charge
Viking	Repairs and Renewals	£91.20	£76.00	Commercial Safe
Regional Media Group	Print/Publications	£3,780	£756	Bexhill News March 24 – Feb 25
Rother District Council	Events	£71.33	£14.27	D Day Event Hire of Lawns and Parking
ESCC	Legal and Professional	£10.00	£2.00	Cllr DBS Check
Viking	Repairs and Renewals	£31.45	£5.24	Stationery
Opus Energy	Utilities	£177.45	£8.45	Devonshire Square Electricity Bill 1/5/24- 4/6/24

Worknest	Legal & Professional Fees	£856.80	£142.80	<u>BoSTC/10.07.24-00039</u> Asbestos Assessment
RALC	Subscriptions	£47.00	£0	RALC Membership Subs 24-25
Mike Alan Video	IT Costs	£1,260.00	£0	June Camera Coverage 4 X Meetings
Abacus Main Ltd	EMR Bus Shelters	£500	£0	Bus Shelter Maintenance
SLCC	Subscriptions	£288.00	£0	Membership Fee M Fifield

Thanks were noted to the Pelham for their hard work on clearing the allotment sites and making the plots useable.

e) To approve direct debits and standing orders:

It was **RESOLVED** to approve direct debits and standing orders.

Payee	Budget	Gross	VAT	Description
Verisure	Security	£57.36	£9.56	35 Western Rd Alarm System Services
BT	Utilities	£83.00	£13.83	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges (P)
Waveney IT	IT Costs	£201.46	£33.58	Mailbox charges
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge
Echo Cleaning	Cleaning, caretaking	£312.00	£52.00	Cleaning and windows at Hub
Maltbys	Rent and rates	£1,333.33	£0.00	Monthly Rent for 35 Western Road
D Dennis	Domesday Project	£825.00	£0.00	Domesday project monthly instalment

f) To approve staff costs:

It was **RESOLVED** to approve staff costs.

Payee	Budget	Amount	Description
Various	Staff Costs	£23,324.79	May PAYE, NI and Pension Contributions

00156 GRANTS AND DONATIONS

a) To note Full Council decision to streamline the grants and donations policy 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. – noted.

b) To note story being prepared for Bexhill News. – noted.

c) To consider grants as per Appendix E.

It was **RESOLVED** to approve grants as follows:

Bexhill Choral Society	£350
Bexhill Youth and Community Association	£3,000
Hastings Sinfonia Orchestra	£1,000
Mindful Oak Sussex CIC	£510
St Peter's Community Centre	£1854

The grant to Bexhill Down Ladies Group was not agreed due to this being a contribution to running costs. The grant to Chichester Diocesan Assoc for Family Support Work was referred to Rother Voluntary Action for assistance.

- d) To consider supporting Margaret Hayles' book on Bexhill-on-Sea with a grant of £500 (All proceeds going to Children's Respite Trust).
It was **RESOLVED** to support Margaret Hayles' book on Bexhill-on-Sea with a grant of £500 (All proceeds going to Children's Respite Trust).

00157 TOWN COUNCIL HUB

- a) To note quote for security enhancements in Hub **£6830 +VAT.** – noted.
b) To note Full Council decision:
It was **RESOLVED** for the Town Clerk to investigate the banks for the sale in the town as alternative premises for the Town Council, and any other suitable properties to accommodate future growth and report back to Full Council. – noted.

00158 HEALTH AND SAFETY

- a) To note asbestos survey in progress. – noted.

00159 RECOMMENDATIONS FROM COMMITTEES

There are none.

00160 MOTIONS FROM COUNCILLORS

There are none.

00161 CORRESPONDENCE AND MATTERS FOR INFORMATION

There is none.

00162 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note answers to 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.
There were none.
c) To consider any new risks for future mitigation.
There were none.

00163 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

00164 DATE OF NEXT MEETING – 11TH SEPTEMBER 2024

The meeting closed at 19:06pm.