

BEXHILL-ON-SEA TOWN COUNCIL
Minutes of the meeting of the **BEXHILL-ON-SEA TOWN COUNCIL**
FINANCE AND AUDIT COMMITTEE held in the **BEXHILL SENIOR CITIZENS**
CLUB, EVERSLEY ROAD,
BEXHILL-ON-SEA
On **Wednesday 15th May 2024** at **6:30pm**

PRESENT: Cllr Brailsford; Cllr El; Cllr Huseyin; Cllr Rustem.

ALSO IN ATTENDANCE: J Daeva; One videographer; Cllr Wilson (ex-officio); One member of the public.

00039 TO ELECT CHAIR

It was **RESOLVED** to elect Cllr Brailsford as chair.

00040 TO ELECT VICE-CHAIR

It was **RESOLVED** to elect Cllr El as vice-chair.

00041 TO APPOINT CLLR BRAILSFORD, CLLR HUSEYIN AND CLLR RUSTEM TO THE HR SUB COMMITTEE

It was **RESOLVED** to elect Cllr Brailsford, Cllr Huseyin and Cllr Rustem to the HR Sub-committee.

00042 PUBLIC PARTICIPATION

There were none.

00043 TO RECEIVE APOLOGIES FOR ABSENCE

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

00044 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

There were none.

00045 CHAIR'S ANNOUNCEMENTS

The chair thanked the committee for her appointment as chair.

00046 MINUTES

a) To approve the minutes of the meeting of 24th April 2024.

It was **RESOLVED** to approve and sign the minutes of the meeting of 24th April 2024.

00047 GOVERNANCE AND ACCOUNTABILITY

a) To receive and approve bank reconciliation as of 30th April 2024.

It was **RESOLVED** to receive and approve bank reconciliation as of 30th April 2024.

- b) To consider budget position as of 30th April 2024.

It was **RESOLVED** to approve budget position as of 30th April 2024.

- c) To note reserves position as of 30th April 2024.

It was **RESOLVED** to note reserves position as of 30th April 2024.

- d) To approve BACS payments April 2024.

It was **RESOLVED** to approve BACS payments April 2024.

Payee	Budget	Gross	VAT	Description
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.

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

Payee	Budget	Gross	VAT	Description
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	<u>BoSTC/15.05.24-00011</u> 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.
It was **RESOLVED** to approve staff costs.

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

00048 GRANTS AND DONATIONS

- a) To receive any reports from previous grant recipients.
It was noted that an update from Sidley Friendship Group was circulated at the last Full Council meeting.
- b) To consider request from Heart of Sidley for support for festival in June.
It was **RESOLVED** to review the grants and donations policy at the next meeting.
It was **RESOLVED** to approve a grant of £5,000 using funds from general reserves to Heart of Sidley for their festival in June.

00049 TOWN COUNCIL HUB

- a) To approve roof repairs for the value of:
Net: £5,300 + Vat £1,070 = **TOTAL: £6,420.**
It was **RESOLVED** to approve roof repairs for the value of:
Net: £5,300 + Vat £1,070 = **TOTAL: £6,420.**
It was noted that the report on dilapidations will be presented to the committee at the next meeting.
- b) To consider quote for security enhancements to the Hub.
This has not yet been presented and will be deferred until the next meeting.
- c) To note recruitment underway to enable Monday - Friday opening. – noted.

00050 HEALTH AND SAFETY

- a) To note advice from Worknest on documenting 'Near Misses'.
It was noted that the advice was to create a 'Near Misses' book and review it periodically.

It was **RESOLVED** to adopt a ‘Near Misses’ incident book which will be reviewed periodically.

00051 RECOMMENDATIONS FROM COMMITTEES

There are none.

00052 MOTIONS FROM COUNCILLORS

There are none.

00053 CORRESPONDENCE AND MATTERS FOR INFORMATION

There were none.

00054 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.
Cllr Brailsford asked for an update on the search for a one-year bond.
Cllr Rustem asked if grant recipients could be asked for reports on the money received.
Cllr Wilson asked to review the value of the grants and donations policy.
- c) To consider any new risks for future mitigation.
There were none.

00055 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

00056 DATE OF NEXT MEETING – 12TH JUNE 2024

The meeting was closed at 19:00pm

Signed..... Date.....

Initial.....