

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:
VACANCY; Cllr Brailsford; Cllr Clasby; Cllr Crotty; Cllr Gibson; Cllr Huseyin; Cllr Rustem;
Cllr Wilson; Cllr Winter

You are summoned to attend a meeting of the
FINANCE AND GENERAL PURPOSES COMMITTEE
of **BEXHILL-ON-SEA TOWN COUNCIL**
to be held in the **Rother District Council Town Hall, London Road, Bexhill-on-Sea**
on **Wednesday 18th October 2023 at 6.30pm**
when it is proposed to transact the following business:

Julie Miller
Clerk and Responsible Financial Officer

12th October 2023

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

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 27th September 2023 (Appendix A)

6. GOVERNANCE AND ACCOUNTABILITY

- a) To note vacancy on committee will be addressed at next meeting of the Full Council.
- b) To note finance reports to follow at next meeting.
- c) To note short term investment application underway.
- d) To note interim internal audit taking place 18th October 2023.

- e) To consider setting up an advisory committee to review the Standing Orders and Financial Regulations.
- f) To approve BACS payments:

Payee	Budget	Gross	VAT	Description
PKF Littlejohn	External Audit	£1,260.00	£210.00	Limited assurance review 2023
A Anaswara	Allotment Maintenance	£15.45	£0.00	Allotment letters
J Miller	Christmas Lights Central	£481.60	£80.27	Christmas Tree
Jade Powers	Events	£70.00	£0.00	Dementia coffee morning entertainment
Gear4Music	Streaming costs	£127.00	£0.00	6 x mics
St Marks Church Hall	Events	£80.00	£0.00	Hall hire for Dementia coffee morning
SPARC	Events	£163.20	£27.20	Remembrance banners
Maltbys	Rent and rates	£393.42	£0.00	Insurance for the Hub
Mulberry & Co	Professional Fees	£636.96	£106.16	Finance input
Breakthrough Communications	Member Training	£594.00	£0.00	GDPR training
Local Payroll Company	Professional Fees	£51.60	£8.60	Payroll services
Rialtas Business Solutions	IT Software	£383.98	£64.00	Finance software package agreement
Regional Media Groups	Printing, publications	£336.00	£56.00	Bexhill News October23
Dale Saunders	Repairs and Renewals	£132.00	£22.00	Boiler service and gas safety check
Rother District Council	Mileage and events	£1,000.00	£166.67	Car parking permits
East Sussex County Council	Professional Fees	£72.00	£12.00	DBS Checks
Rother District Council	Printing, publications	£38.40	£6.40	Business cards
Heart of Sidley	Christmas Lights Sidley	£1,000.00		Donation
Friends of Little Common	Christmas Lights LC	£1,000.00		Donation

- g) To approve Direct Debits and Standing Orders

Payee	Budget	Gross	VAT	Description
BT	Utilities			Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges
Waveney IT	IT Costs	£175.46	£29.24	Monthly Mailbox charges
Waveney IT	IT Costs	£850.50	£0.00	Macbook for Streaming
British Gas Lite	Utilities	£62.29	£2.97	Elec bill Sept
British Gas Lite	Utilities	£107.27	£5.11	Gas Bill Sept
Recorra	Security, caretaking, cleaning	£150.00	£0.00	Waste collection
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

h) To approve Staff Costs.

Payee	Budget	Amount	Description
Various	Staff Costs	£ 15,295.26	October salary, PAYE, NI and Pension Contributions

7. GRANTS AND DONATIONS

- a) To consider the following applications:
- i. Bexhill in Bloom £870
 - ii. HUG £500
 - iii. Bexhill Maritime £10,000
 - iv. Market Place Freedom Church £10,000

8. TOWN COUNCIL HUB

- a) To note Boiler Service and Gas Safety Check completed.
- b) To note roof repair quotes being sourced and to consider delegating to Clerk to complete works as less than £500.00.
- c) To note CCTV costs being compiled and to consider delegating to Clerk to complete works
- d) To review premises options (ongoing).

9. POLICIES AND PROCEDURES

- a) To note introduction of website charges and to consider future website policy.
- b) To review bank mandates.

10. COMMUNITY INFRASTRUCTURE LEVY

- a) To consider recommendation from Climate, Nature, and Environment committee to utilise CIL funds to complete allotment safety works (Fencing and trees at £60,000) and projects for dog bins, addressing graffiti and planting.

11. RECOMMENDATIONS FROM COMMITTEES

- a) To consider staffing structure proposal from the HR Sub-Committee.

12. BUDGET FORECAST 2024-25

- a) To consider budget forecast for 2024-25 which includes salary budget review following proposals from HR Sub-Committee.

13. MOTIONS FROM COUNCILLORS

There are none.

14. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) There are none.

15. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from last meeting.

Cllr Gibson asked	This is on the agenda.
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If a working group could be set up to review the Standing Orders and Financial Regulations	
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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&GP review committee forecasts and prepare budget for full council review
December	Full council approve annual budget

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 may be asked to leave the meeting during consideration of item 17

17. STAFFING UPDATES

a) To receive any updates from HR Sub Committee.

18. DATE OF NEXT MEETING – 22nd NOVEMBER 2023

All motions for the next meeting of the committee on 22th November 2023 must be received by 13th November 2023.