

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 12th February 2025 at 6:00pm**

PRESENT: Cllr Drayson; Cllr Huseyin; Cllr Plim; Cllr Timpe; Cllr Wilson.

ALSO IN ATTENDANCE: J Miller, Clerk; J Daeva; One videographer; 0 members of the public.

00601 PUBLIC PARTICIPATION

There were none.

00602 TO RECEIVE APOLOGIES FOR ABSENCE

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

00603 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.

00604 CHAIR'S ANNOUNCEMENTS

There were none.

00605 MINUTES

a) To approve the minutes of the meeting of 15th January 2025

It was **RESOLVED** to approve the minutes of the meeting of 15th January 2025.

00606 GOVERNANCE AND ACCOUNTABILITY

a) To approve the appointment of Responsible Financial Officer (RFO) for the Town Council, in accordance with Section 151 of the Local Government Act 1972.

It was **RESOLVED** to approve the appointment of Responsible Financial Officer (RFO) for the Town Council, in accordance with Section 151 of the Local Government Act 1972.

b) To review Standing Orders, Financial Regulations and Terms of Reference.

The Standing Orders, Financial Regulations and Terms of Reference were reviewed.

c) To consider annual renewal of insurance.

This item was deferred to the next meeting.

d) To receive and approve bank reconciliation as of 31st January 2025

It was **RESOLVED** to receive and approve bank reconciliation as of 31st January 2025.

e) To consider budget position as of 31st January 2025

It was **RESOLVED** to approve budget position as of 31st January 2025.

- f) To receive variance report as of 31st January 2025

It was **RESOLVED** to approve variance report as of 31st January 2025.

- g) To consider updated reserves position as of 31st January 2025

It was **RESOLVED** to approve updated reserves position as of 31st January 2025.

It was noted that the Speedwatch group require equipment and they will be encouraged to write to the Town Council for assistance.

- h) To approve direct debits and standing orders:

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

Payee	Budget	Gross	VAT	Description
Verisure	Security 4160/110	£57.36	£9.56	35 Western Rd Alarm System Services
BT	Utilities	£81.56	£13.17	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges (P)
Waveney IT	IT Costs	£248.80	£41.47	Mailbox charges
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge
Castle Water	Water	£11.50	£0	Water – The Allotments
Castle Water	Water	£15.78	£0	Water – The Hub
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
Wetton	Devonshire Square Toilets Utilities	£1,081.60	£180.27	Devonshire Road Toilets Monthly Cleaning Bill
EDF	Utilities	£74.22	£3.53	Electricity The Hub 1.12.2024-31.12.2024
EDF	Utilities	£206.74	£9.84	Gas The Hub 1.12.2024-31.12.2024

- i) To approve BACS payments:

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

Payee	Budget	Gross	VAT	Description
Mark Sayers	Repairs and Renewals – Bus Shelter & Allotments	£510.00	£0	Bus Shelter Repair & 2 x sign posts at Allotment sites
ESALC Limited	Members Training	£78.00	£13.00	Intro Planning & Making effective training representations
Blue Response	Events	£134.00	£22.33	First Aid provision Christmas Event
East Sussex County Council	Legal and professional fees	£24.00	£4.00	DBS for volunteers
ESALC	Members training	£48.00	£8.00	Councillor training
The National Allotment Society	Subscriptions	£84.00	£14.00	Annual Membership
Priceless Tools	Allotments – Maintenance	£30.00	£5.00	Postbox
Light Angels	Christmas Lights – Central	£46,323.72	£7,720.62	Christmas Lights 2024
Wetton	Devonshire Square Toilets	£60.00	£10.00	Damage repair Devonshire Square Toilets
Local Payroll	Legal and Professional Fees	£54.00	£9.00	Payroll Services January 25
Mike Alan Video	IT Costs	£1080.00	£0	Streaming Costs January 25
Breakthrough Communications	Members Training	£3,350.40	£558.40	Councillor Training Package
Priceless Tools	Repair and Renewals	£16.50	£2.75	Keys for Public Toilets

- j) To approve staff costs.
It was **RESOLVED** to approve staff costs.

Payee	Budget	Amount	Description
Various	Staff Costs	£24,310.06	February PAYE, NI and Pension Contributions

00607 GRANTS AND DONATIONS

- a) To consider grants as per Appendix I.
It was **RESOLVED** to approve a grant of £500.00 to Bexhill Cricket Club to replace the nets at the Polegrove.

00608 TOWN COUNCIL HUB

- a) To receive end of year hub report. – noted.
b) To receive end of year comparison report. – noted.

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00609 RECOMMENDATIONS FROM COMMITTEES

There are none.

00610 MOTIONS FROM COUNCILLORS

There are none.

00611 CORRESPONDENCE AND MATTERS FOR INFORMATION

There is none.

00612 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 Plim asked if CIL money can be used for accessibility projects.
- c) To consider any new risks for future mitigation.

00613 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

00614 DATE OF NEXT MEETING – 12TH MARCH 2025

All motions for the next meeting of the Finance and Audit Committee meeting on 12th March 2025 must be received by 3rd March 2025.

The meeting closed at 18:28pm

Date.....

Signed.....

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