

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 13th November 2024 at 6:00pm**

PRESENT: Cllr Drayson; Cllr El; Cllr Huseyin; Cllr Plim; Cllr Rustem; Cllr Timpe.

ALSO, IN ATTENDANCE: J Miller, Clerk; J Daeva; One videographer; Cllr Paul Wilson (ex-officio); Cllr Thomas; three members of the public.

00391 TO ELECT CHAIR

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

00392 TO ELECT VICE-CHAIR

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

00393 TO APPOINT MEMBER TO THE HR SUB-COMMITTEE

It was **RESOLVED** to appoint Cllr El to the HR Sub-Committee.

00394 PUBLIC PARTICIPATION

There were none.

00395 TO RECEIVE APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and approve apologies for absence with reasons from Cllr Winter. Cllr Rustem advised that he would be late.

00396 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.

00397 CHAIR'S ANNOUNCEMENTS

There were none.

00398 MINUTES

a) To approve the minutes of the meeting of 9th October 2024
 The signing of the minutes was deferred to the next meeting.

Cllr Rustem entered the meeting at 18:10pm

00399 GOVERNANCE AND ACCOUNTABILITY

a) To note new RFO starting in December and accounts to follow. – noted.
 b) To note receipt of CIL Funds £34,429.00 on 11th October 2024. – noted.
 c) To approve BACS payments October 2024:

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

Payee	Budget	Gross	VAT	Description
Rother District Council	Events	£100.00	£0.00	Christmas lights switch for temporary road closure

Initial.....

S Deacon	Events	£60.12	£0.00	Shop window dressings and office sundries
S Wallis	Allotments reserve	£1900.00	£0.00	Clearance of soil and rubbish for fence works
Waveney IT	IT Costs	£120.00	£0.00	Password resets x 3 and removal of account
The Local Payroll Company Ltd	Professional Fees	£54.00	£9.00	Payroll fees October
Interference Ltd	Allotments reserve	£15,312.00	£2,552.00	Allotment Fencing – first tranche
United Flags	Events	£1,408.68	£1,173.90	Bexhill Standard
Sparc	Events	£177.00	£0.00	Order of service booklets for Remembrance
Balfour Beatty	Christmas Lights	£743.00	£0.00	St Leonards overnight closure for infrastructure works
Balfour Beatty	Christmas Lights	£743.00	£0.00	Western Road overnight closure for infrastructure works
Michaels Civic Robes	Mayors Expenses	£1197.00	£0.00	Mayoral tricorn and Deputy Mayoral bicorn
Mark Sayers	Repairs and Renewals	£260.00	£0.00	Handrail at the Hub
HA Bracken	Events	£50.00	£0.00	Bagpipes donation Remembrance
Reunion Band	Events	£150.00	£0.00	Band donation Remembrance Central
RBL Band	Events	£150.00	£0.00	Band donation Little Common Remembrance
Mike Alan Video Productions	Streaming Reserves	£1,102.00	£0.00	October meeting video and production

d) To approve direct debits and standing orders:

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

	Budget	Gross	VAT	Description
Verisure	Security 4160/110	£57.36	£9.56	35 Western Rd Alarm System Services
BT	Utilities 4115/110	£77.41	£12.90	Phone and broadband monthly charge
Vodafone	Utilities 4115/110	£122.40	£20.39	Monthly charges (P)
Waveney IT	IT Costs 4210/120	£227.45	£37.91	Mailbox charges
Hugofox	IT Costs 4210/120	£11.99	£2.00	Website monthly charge
Castle Water	Water 4610/210	£11.50	£0	Water – The Allotments
Castle Water	Utilities 4115/110	£15.58	£0	Water – The Hub
Echo Cleaning	Cleaning, caretaking 4160/110	£312.00	£52.00	Cleaning and windows at Hub
Maltbys	Rent and rates 4110/110	£1,333.33	£0.00	Monthly Rent for 35 Western Road
D Dennis	Domesday Project 4670/220	£825.00	£0.00	Domesday project monthly instalment

Initial.....

Wetton	EMR 330 Devonshire Square Toilets Utilities 4160/110	£1,081.60	£180.27	Devonshire Road Toilets Monthly Cleaning Bill
EDF	Utilities 4115/110	£56.74	£2.70	Electricity The Hub 02/09-30/09
EDF	Utilities 4115/100	£144.98	£6.91	Gas The Hub 02/07-01/10
EDF	EMR 330 Devonshire Square Toilets	£330.15	£4.91	Electricity Devonshire Square Toilets 13/08-30/09

- e) To approve staff costs and to note local government services pay agreement 2024/25.
It was **RESOLVED** to approve staff costs and to note local government services pay agreement 2024/25.

Payee	Budget	Amount	Description
Various	Staff Costs	£25,943.17	November PAYE, NI and Pension Contributions incl. cost of living rise 01/04/24

- f) To appoint further bank signatories.
It was **RESOLVED** to appoint Cllr Drayson and Cllr Plim as bank signatories.

00400 GRANTS AND DONATIONS

- a) There are none.

00401 HEALTH AND SAFETY

- a) To note floor plan for upstairs offices in the Hub being drawn up to enable risk assessment to be carried out, subject to landlord permission.
– noted.

00402 COMMUNITY INFRASTRUCTURE LEVY

- a) To consider making an expression of interest to the Rother District Council CIL fund.
It was **RESOLVED** to make an expression of interest to the Rother District Council CIL fund towards the Glyne Gap roundabout project and parks, gardens and open spaces.

00403 RECOMMENDATIONS FROM COMMITTEES

There are none.

00404 MOTIONS FROM COUNCILLORS

There are none.

00405 CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) Freedom of Information request – Christmas lights. – noted.

00406 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note answers to questions from last meeting.

Initial.....

Cllr Drayson asked why only 0.84 pence is in the reserve for Bexhill signage.	0.84 pence is the amount left over after the payment for Bexhill Signage was made, therefore it remains in the reserve until reserves are amended by committee.
Cllr Timpe asked if there was ever a discussion about the Town Council taking over the museum.	There have been discussions however no decisions have been made.

- b) To receive questions from councillors and any future agenda items.
 Cllr Timpe asked why the De La Warr pavilion was not mentioned in the new “Welcome to Bexhill-on-Sea” signs.
 Cllr Drayson asked if Rother District Council’s budget consultation being put to the Full Council agenda.
 Cllr Wilson asked if the investment had been made.
- c) To consider any new risks for future mitigation.
 Cllr Wilson asked for the first floor of the Hub being used as offices be added.

00407 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

00408 DATE OF NEXT MEETING – 11TH DECEMBER 2024

The meeting closed at 18:37pm.

Date.....

Signed.....

Initial.....