

**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 15<sup>th</sup> January 2025 at 6:00pm**

**PRESENT:** Cllr Drayson; Cllr Plim; Cllr Timpe; Cllr Wilson; Cllr Winter.

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

**00521 PUBLIC PARTICIPATION**

There were none.

**00522 TO RECEIVE APOLOGIES FOR ABSENCE**

It was **RESOLVED** to receive and approve apologies for absence with reasons from Cllr Huseyin; Cllr El and Cllr Rustem reported lateness.

**00523 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

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

**00524 CHAIR'S ANNOUNCEMENTS**

There were none.

**00525 MINUTES**

- a) To approve the minutes of the meeting of 11<sup>th</sup> December 2024.  
 It was **RESOLVED** to approve the minutes of the meeting of 11<sup>th</sup> December.

**00526 GOVERNANCE AND ACCOUNTABILITY**

- a) To approve and sign bank reconciliations as at November 2024  
 It was **RESOLVED** to approve the bank reconciliations as at November 2024.
- b) To note budget and reserves position as at November 2024 – noted.  
 It was **RESOLVED** that the balances of the investments will be reviewed at the April meeting,
- c) To approve BACS payments January 2025  
 It was **RESOLVED** to approve BACS payments November 2024.

Payee	Budget	Gross	VAT	Description
J Fry	Allotments	£57.00	£0.00	Allotment plot refund
EDF Energy	Devonshire Squ toilet reserve	£144.58	£7.30	Electricity for toilets
Chromavision	CCTV reserve	£8,167.25	£1,361.21	Annul maintenance data and sim cards

The Local Payroll Company Ltd	Professional Fees	£54.00	£9.00	<u>BoSTC/15.01.25-00127</u> Payroll fees October
Abacus Main Limited	Bus Shelters	£500.00	£0.00	Bus Shelter Cleans December
Mike Alan Video Productions	Reserves	£945.00	£0.00	December meeting filming and production.
The Compound	Bus Shelter Reserve	£400.00	£0.00	Lidl Bus Stop painting
PHS Group	Security, Caretaking	£45.86	£7.64	Sanitary disposal
S Deacon	Reimbursement	£47.39	£0.00	Office sundries
Rother District Council	Elections Costs	£19,303.59	£0.00	Sackville and Kewhurst by election costs
Rother District Council	Staff Costs	£1,200.00	£0.00	2 x parking permits
M Webber	Staff Costs	£40.80	£0.00	Parking reimbursements
P Wilson	Mayors Budget	£18.90	£0.00	Mileage claim
Viking	Repairs and Renewals	£237.48	£47.49	Stationery/office equipment
Signway	General Reserve	£2385.60	£397.60	Installation of Welcome to Signs carried forward from previous years.

a) To approve direct debits and standing orders:

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

	<b>Budget</b>	<b>Gross</b>	<b>VAT</b>	<b>Description</b>
Verisure	Security 4160/110	£57.36	£9.56	35 Western Rd Alarm System Services
BT	Utilities 4115/110	£81.56	£13.17	Phone and broadband monthly charge
Vodafone	Utilities 4115/110	£122.40	£20.39	Monthly charges (P)
Waveney IT	Repairs and Renewals Reserve	£2185.16	£364.19	Laptops for Cllrs Crotty, El and Huseyin.
Waveney IT	IT Costs 4210/120	£248.80	£41.47	Mailbox charges
Hugofox	IT Costs 4210/120	£11.99	£2.00	Website monthly charge
Waveney IT	IT Costs	£60.00	£10.00	Password resets and new cllr email account set up
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
Wetton	EMR 330 Devonshire Square Toilets Utilities 4160/110	£1,081.60	£180.27	Devonshire Road Toilets Monthly Cleaning Bill

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

Payee	Budget	Amount	Description
Various	Staff Costs	£22,681.99	January PAYE, NI and Pension Contributions

#### 00527 GRANTS AND DONATIONS

- a) To consider grant as per Appendix D.  
It was **RESOLVED** to approve the following grants:
- i. ESSPA £2,000 towards enabling the organisation to hire the De La Warr Pavilion.
  - ii. Bexhill Senior Citizens Club shall not be given any grant funds. They shall be asked to apply in the new financial year and provide a structural engineer report with evidence that the damp issue will be addressed.
  - iii. Bexhill Art Society £2,000 towards the cost of the annual art exhibition at the De La Warr Pavilion.

#### 00528 TOWN COUNCIL HUB

- a) To note landlord not in agreement to proposed changes to first floor offices – noted.
- b) To receive November and December Hub reports – noted.

#### 00529 COMMUNITY INFRASTRUCTURE LEVY

- a) To note £36,032.99 received in total for 2024/25 that remains unallocated – noted.
- b) To consider Amenities Committee request to ringfence £5,000 of CIL funds towards future accessibility projects.  
It was **RESOLVED** to recommend ringfencing £5,000 of the CIL funds towards future accessibility projects to Full Council.

#### 00530 POLICY UPDATES

- a) To consider updated expenses policy for recommendation to Full Council following decision at last meeting to no longer allow the claiming of expenses for printing.  
It was **RESOLVED** to recommend the updated expenses policy for recommendation to Full Council.
- b) To approve for recommendation to Full Council the Preventing Sexual Harassment policy to ensure compliance with the new preventative duty that was introduced in October 2024.  
It was **RESOLVED** that point six will be expanded to confirm that If a councillor is reported for sexual harassment the incident will be sent to the Local Monitoring Officer and if a member of staff is reported it will be dealt with by the Town Clerk. The policy shall be referred to Full Council.

**00531 MOTIONS FROM COUNCILLORS**

There are none.

**00532 CORRESPONDENCE AND MATTERS FOR INFORMATION**

- a) NALC Chief Executive Bulletin – Devolution and to consider completion of strengthening the standards and conduct framework consultation - sector survey – noted.

**00533 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**

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

Cllr Wilson asked If the Council had replied to the latest Rother District Council budget consultation.	The council agreed its response at the December Full Council meeting.
Cllr Timpe asked what the Council's policy is with regard to handling consultations.	When a consultation is received, it is added to the relevant committee agenda to formulate a corporate body response.

- b) To receive questions from councillors and any future agenda items.  
There were none.
- c) To consider any new risks for future mitigation.
- i. Devolution – councillors were encouraged to scrutinise updates.

**00534 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

**00535 DATE OF NEXT MEETING – 12<sup>th</sup> FEBRUARY 2025**

*The meeting closed at 19:42pm.*

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