

**BEXHILL-ON-SEA TOWN COUNCIL**  
Minutes of the **ANNUAL GENERAL MEETING** of the  
**BEXHILL-ON-SEA TOWN COUNCIL** held in the  
**BEXHILL SENIOR CITIZEN'S CLUB, EVERSLEY ROAD,**  
**BEXHILL-ON-SEA**  
on **Wednesday 8<sup>th</sup> May 2024** at **6:00pm**.

**PRESENT:** Cllr Brailsford; Cllr Blagrove; Cllr Byrne; Cllr Carroll; Cllr Crotty; Cllr El; Cllr Goss; Cllr Hampton; Cllr Huseyin; Cllr Jacklin; Cllr Plim; Cllr Thomas; Cllr Timpe; Cllr Wilson; Cllr Winter.

**ALSO IN ATTENDANCE:** J Miller, Clerk; J Daeva; One videographer; two members of the public, Cllr Gareth Delaney (Rother District Council); Cllr Jimmy Stanger (Rother District Council; Cllr Ian Hollidge (East Sussex County Council).

**00001 TO ELECT CHAIR**

Cllr Brailsford was formally thanked for her hard work during the Mayoral year.

It was **RESOLVED** to elect Cllr Wilson as Chair.

Cllr Wilson signed the Declaration of Acceptance of Office of Chair.

**00002 TO ELECT VICE-CHAIR**

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

**00003 APOLOGIES FOR ABSENCE**

It was **RESOLVED** to approve apologies for absence with reasons from Cllr Carroll who may be late and Cllr Drayson.

**00004 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Cllr Byrne declared an interest as a member of Rother District Council.

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

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

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

Cllr Hampton declared an interest as a member of the Bexhill Carnival Committee.

**00005 MINUTES**

To approve the minutes of the following meetings of the full council:

a) Wednesday 10<sup>th</sup> April 2024.

It was **RESOLVED** to approve and sign the minutes of the meeting of Wednesday 10<sup>th</sup> April 2024.

**00006 COMMITTEES**

To receive the minutes and updates of committees held since the last Full Council meeting.

- a) Planning and Development Advisory Committee 10/04/2024
- b) Asset Transfer Committee 17/04/2024
- c) Climate, Nature and Environment Committee 17/04/2024
- d) Finance and General Purposes Committee 24/04/2024

**00007 RECOMMENDATIONS FROM COMMITTEES**

- a) Asset Transfer Committee
  - i. That the council agrees the specification for an emergency maintenance response contract for Devonshire Square Toilets.

It was **RESOLVED** that the council agrees the specification for an emergency maintenance contract for Devonshire Square Toilets. A invitation for quotations shall be made.

- b) Climate, Nature and Environment Committee
  - i. That the responsibility of the Neighbourhood Plan is moved to the Planning Committee terms of reference.

This item was deferred to later in the meeting.

**00008 TO NOTE RESIGNATION OF CLLR JULIE NORRIS (SIDLEY WARD) – noted.**

**00009 TO REVIEW OF DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE FOR COMMITTEES**

*Cllr Carroll entered the meeting at 6:27pm*

*Cllr Crotty left the meeting at 6:29pm*

The Delegation Arrangements and Terms of Reference for committees were reviewed.

It was **RESOLVED** that the Neighbourhood Plan responsibility is moved to the Planning and Development Committee.

**00010 TO APPROVE APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES**

It was **RESOLVED** to overturn the previous resolution that committees are made up of at least one third women.

It was **RESOLVED** that no more than 40% (rounded down) of membership on committees shall be made up of Councillors holding office at both the Town Council and the District Council.

- a) Planning and Development Committee.

It was **RESOLVED** to appoint Cllrs Plim, Thomas, Winter, and Crotty.

**00011 TO APPOINT ANY NEW COMMITTEES (IN ACCORDANCE WITH STANDING ORDER 4).**

a) Finance and Audit Committee.

It was **RESOLVED** to increase the committee places from six to seven and appoint Cllr Brailsford, Cllr Timpe, Cllr El, Cllr Drayson, Cllr Rustem, Cllr Winter and Cllr Huseyin.

b) Engagement and Communications Committee.

It was **RESOLVED** to appoint Cllr Blagrove, Cllr Byrne, Cllr Plim, Cllr Winter, Cllr Huseyin and Cllr Thomas.

c) Amenities Committee.

It was **RESOLVED** to increase the committee places from six to seven. It was **RESOLVED** to appoint Cllr Brailsford, Cllr Byrne, Cllr El, Cllr Goss, Cllr Plim, Cllr Rustem, Cllr Wilson .

**00012 TO REVIEW AND ADOPT APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS.**

It was **RESOLVED** to adopt appropriate Standing Orders and Financial Regulations.

**00013 TO REVIEW ARRANGEMENTS (INCLUDING LEGAL AGREEMENTS) WITH LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES**

All contract terms can be found on the council's website:

- a) Extra urban grass cuts – East Sussex County Council.
- b) Printer Contract
- c) Payroll services
- d) Rental agreement – 35 Western Road
- e) Office cleaning
- f) Sanitary services
- g) Electricity and Gas
- h) Telephone and Broadband
- i) Water services
- j) Waste collection
- k) Alarm system
- l) Microsoft Mailboxes
- m) HR and health and safety services
- n) Wholesaler agreement
- o) David Dennis – Wild Domesday Project Year 1
- p) David Dennis

It was **RESOLVED** to review the arrangements,

**00014 TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK**

- a) RALC – Cllr Jacklin
- b) Citizen’s Advice - Cllr Byrne
- c) Bexhill Air Cadet Squadron – the Mayor
- d) Bexhill Maritime – Cllr Timpe
- e) Little Gate Farm - Cllr Jacklin
- f) Devolved Services Meeting with Parishes and RDC Members – Cllr Plim and Cllr Brailsford. Cllr Huseyin will attend in the absence of the agreed representatives.
- g) To approve the reporting back procedure continues with members sending notes to the Town Clerk at least three days prior to Full Council meeting.

It was **RESOLVED** to approve the reporting back procedure continues with members sending notes to the Town Clerk at least three days prior to Full Council meetings.

**00015 TO REVIEW INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT**

This was reviewed.

**00016 TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS**

This was reviewed.

**00017 TO REVIEW COUNCIL AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES**

- a) ESALC and RALC (includes NALC) (includes GEOX Sphere mapping).
- b) National Allotment Society.

The Council/ Staff subscriptions were reviewed.

**00018 TO REVIEW COUNCIL COMPLAINTS PROCEDURE**

The complaints procedure was reviewed.

**00019 TO REVIEW OF COUNCIL POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION**

The policies, procedures and practices were reviewed.

**00020 REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/ MEDIA**

The press/ media policy was reviewed.

**00021 REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES**

The employment policies and procedures were reviewed.

**00022 REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S137 OF THE LOCAL GOVERNMENT ACT 1972 OR THE GENERAL POWER OF COMPETENCE**

The following expenditure was reviewed:

Month	Date	Reference	Source	Transaction Detail	Debit	
				Opening Balance	0.00	
1	14/04/2023	BACS	Cashbook	St Stephens	598.65	
1	14/04/2023	BACS	Cashbook	Sidley Friendship	500.00	
1	14/04/2023	BACS	Cashbook	Chamber of Commerce	750.00	
1	14/04/2023	BACS	Cashbook	Running Space	1,000.00	
1	14/04/2023	BACS	Cashbook	Footbridge Project	1,000.00	
1	14/04/2023	BACS	Cashbook	Bexhill Senior Citizens	500.00	
2	04/05/2023	BACS	Cashbook	White Label Events	2,200.00	
2	04/05/2023	BACS	Cashbook	Bexhill Museum	3,000.00	
3	23/06/2023	BACS	Cashbook	Bexhill Carnival	5,000.00	
5	18/08/2023	BACS	Cashbook	Sidley Community Association	1,000.00	
5	18/08/2023	BACS	Cashbook	The Little Commoners	500.00	
6	28/09/2023	BACS	Cashbook	Little Common PTA	169.08	
7	20/10/2023	BACS	Cashbook	Friends of Little Common	1,000.00	
7	20/10/2023	BACS	Cashbook	Heart of Sidley	1,000.00	
8	23/11/2023	BACS	Cashbook	Bexhill HUG	500.00	
8	23/11/2023	BACS	Cashbook	Community Supporters	1,000.00	
8	23/11/2023	BACS	Cashbook	Bexhill Maritime	900.00	
8	23/11/2023	BACS	Cashbook	Bexhill in Bloom	500.00	
8	28/11/2023	BACS	Cashbook	Poppy Appeal	200.00	
11	09/02/2024	BACS	Cashbook	Sidley Baptist Church	7,885.76	
Account Grants & Community Support					Account Totals	29,203.49
Centre Communications & Events					Net Balance Month 12	29,203.49

**00023 DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL**

It was **RESOLVED** to adopt the recommended meeting times, dates and venue. Meeting dates will be published on the website.

**00024 PUBLIC PARTICIPATION**

There were none.

**00025 MAYOR'S OFFICE**

- a) To receive update on the work of the Town Mayor.  
An update was received from the outgoing Mayor.

**00026 REPORTS FROM COUNCILLORS**

- a) To receive reports from Division County Councillors.  
Cllr Ian Hollidge reported on the FlexiBus and fostering. The careers initiative was discussed.
- b) To receive reports from Ward District Councillors.  
Cllr Gareth Delaney reported on the bus shelter request.
- c) To receive ward reports from Town Councillors.  
Cllr Wilson reported that he would nominate a charity for his Mayoral and this would be Sidley Cricket Club.

**00027 ROTHER DISTRICT COUNCIL LIAISON**

- a) To note update on Town Centre Visioning Group – Cllr Brailsford.  
It will be confirmed with the group whether Cllr Brailsford continues, or the new Mayor joins the group.
- b) To note leaders meeting to be held on 12/04/2024 – Cllr Brailsford and Cllr Wilson.  
Notes were circulated prior to the meeting.

**00028 SUSSEX POLICE LIAISON**

- a) To note any updates – there were none.

**00029 NORTHEYE ASYLUM PROPOSAL**

- a) To receive any updates – there were none.

**00030 ST LEONARDS ROAD GREENING PROJECT**

- a) To receive any updates – there were none.  
It was **RESOLVED** to remove the item from the agenda.

**00031 ACCESSIBLE PLAY PARK FOR PEBSHAM**

- a) To note procurement underway. – noted.

**00032 CRAZY GOLF/PUTTING GREEN**

- a) To note Rother District Council have requested a full risk assessment on how the Crazy Golf proposal will work. Lawns are priced at £426 per day, but a 50% discount could be negotiated depending on the number of days booked. Re-seeding and re-turfing will need to be negotiated depending on damage. The lawns are pre-booked for other events so unable to provide hire for at least 6 days. The Council is asked to consider next steps to procure for a supplier (reminder: cost circa £20,000 for 8 weeks hire, all income to the town council – estimates £3000 per week if in open every day, weather dependent).  
It was **RESOLVED** to explore if Rother District Council will commit to a long-term lease on the lawns for crazy golf before proceeding.

**00033 VISIONING EXERCISE**

- a) To note meeting held on 01/05/2024 and to consider next steps.  
This may be considered again later in the year.

**00034 MOTIONS FROM COUNCILLORS**

There are none.

**00035 CORRESPONDENCE AND MATTERS FOR INFORMATION**

- a) To consider appointing a representative to attend unsightly signage meeting on 15/05/2024 at Glyne Gap.  
It was **RESOLVED** to refer the group to Network Rail.
- b) To consider correspondence from Bexhill Museum regarding funding (added to Full Council as this request is outside the scope of Amenities Committee).  
The item was deferred to the next meeting when a representative will attend the next meeting to discuss it.

**00036 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**

- a) To note answers to questions from the previous meeting.

Cllr Crotty asked If the agenda for council meetings could be added to the noticeboards.	The Engagement and Communications Committee can review the Noticeboard policy to consider this suggestion.
Cllr Blagrove asked If the Hub has a landline.	Yes, it does.

- b) To receive questions and any future agenda items.  
Cllr Blagrove asked if something can be put in place for statements be made to the public in situations such as when public toilets are closed.  
Cllr Blagrove asked if council staff could make posters to advertise council meetings.  
Cllr Goss asked what the landline telephone number for the Hub is and why is it not on the website.  
Cllr Timpe apologised to all regarding a comment made at the meeting on 10<sup>th</sup> April.

**00037 DATE OF NEXT MEETING – 26<sup>th</sup> JUNE 2024**

*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 will not be permitted to attend during the following item:*

*Cllr Brailsford and Cllr Thomas left the meeting at 20:18pm*

*Cllr Brailsford and Cllr Thomas re-entered the meeting at 20:19pm*

**00038 TO RECEIVE UPDATE ON LEGAL CLAIM**

There was no further update. The timeline will be circulated to all councillors as a reminder of the position.

*The meeting closed at 20:29pm.*

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