

## **BEXHILL-ON-SEA TOWN COUNCIL**

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting of the **BEXHILL-ON-SEA TOWN COUNCIL** at **ROTHER DISTRICT TOWN HALL, Bexhill-on-Sea** on **Wednesday 18<sup>th</sup> October 2023 at 6.30pm**

**PRESENT:** Cllr Brailsford; Cllr Clasby; Cllr Crotty; Cllr Wilson; Cllr Winter.

**ALSO IN ATTENDANCE:** J Miller, Clerk; J Daeva; Cllr Drayson; Cllr Plim; I members of the public.

### **00367 PUBLIC PARTICIPATION**

Cllr Plim addressed the meeting and explained the Climate, Nature and Environment Committee's proposals for the use of Community Infrastructure Levy funds to carry out essential works to the town council's allotment sites. A report was circulated.

### **00368 APOLOGIES FOR ABSENCE**

It was **RESOLVED** to receive and accept apologies for absence with reasons for Cllr Gibson, Cllr Rustem and Cllr Huseyin.

### **00369 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

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

### **00370 CHAIR'S ANNOUNCEMENTS**

There are none.

### **00371 MINUTES**

It was **RESOLVED** to sign and approve the minutes of the meeting of 27<sup>th</sup> September 2023.

### **00372 GOVERNANCE AND ACCOUNTABILITY**

- a) To note vacancy on committee will be addressed at next meeting – noted.
- b) To note finance reports to follow at next meeting – noted.
- c) To note short term investment application underway – noted.
- d) To note interim internal audit taking place 18<sup>th</sup> October 2023 – noted.
- e) To consider setting up an advisory committee to review the Standing Orders and Financial Regulations.

It was noted that the review of Standing Orders and Financial Regulations will take place at the April meeting of the Committee and it was felt a Working Group is not required.

- f) It was **RESOLVED** to approve the BACS payments as follows:

Initial.....

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) It was **RESOLVED** To approve the Direct Debits and Standing Orders as follows:

Payee	Budget	Gross	VAT	Description
BT	Utilities	£68.58	£11.43	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

Initial.....

Recorra	Security, caretaking, cleaning	£150.00	£0.00	<u>BoSTC/18.10.23-00113</u> 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) It was **RESOLVED** to approve Staff Costs as follows:

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

### 00373 GRANTS AND DONATIONS

- a) To consider the following applications:
- i. Bexhill in Bloom  
It was **RESOLVED** to donate £500 to Bexhill In Bloom.
  - ii. HUG  
It was **RESOLVED** to donate £500 to HUG.
  - iii. Bexhill Maritime £10,000  
It was **RESOLVED** to donate £900 to Bexhill Maritime to cover the pre-application fee.
  - iv. MarketPlace Freedom Church £10,000  
It was **RESOLVED** to recommend that Full Council donate £7,885.76 to fund the Freedom Church project.

### 00374 TOWN COUNCIL HUB

- a) To note Boiler Service and Gas Safety Check completed – noted.
- b) To note roof repair quotes being sourced and to consider delegating to Clerk to complete works as less than £500.00.  
It was **RESOLVED** to delegate the roof repairs to the Clerk to complete up to £500.
- c) To note CCTV costs being compiled and to consider delegating to Clerk to complete works.  
It was **RESOLVED** to delegate the CCTV installation to be delegated to the Clerk.
- d) To review premises options (ongoing).  
There was no discussion, this item will remain as a standing item on the agenda.

### 00375 POLICIES AND PROCEDURES

- a) To note introduction of website charges and to consider future website policy.  
It was noted that the charges will start at £9.99 per month. The Community Committee
- b) To review bank mandates.  
Bank mandates were reviewed, and no changes were suggested.

Initial.....

**00376 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.  
It was **RESOLVED** recommend that Full Council allocate £60,000 of the the CIL funds of 2021/22 for the Climate, Nature, and Environment Committee for allotments.

**00377 RECOMMENDATIONS FROM COMMITTEES**

- a) To consider staffing structure proposal from the HR Sub-Committee. A suggested staffing structure proposal was presented and it was **RESOLVED** to recommend recruitment of RFO (IFTE), 2 x Customer Services (0.41 FTE) and Facilities Administrator (IFTE).

**00378 BUDGET FORECAST 2024-25**

- a) To consider budget forecast for 2024-25 which includes salary budget review following proposals from HR Sub-Committee.  
The budget forecast was reviewed and updated. A further review will take place at the next meeting.

**00379 MOTIONS FROM COUNCILLORS**

There were none.

**00380 CORRESPONDENCE AND MATTERS FOR INFORMATION**

There were none.

**00381 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**

- a) To note questions from last meeting.

Cllr Gibson asked. If a working group could be set up to review Standing Orders and Financial Regulations.	This is on the agenda.
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- b) To receive questions from councillors and any future agenda items.  
There were none.

**00382 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	<b>RFO to begin budget drafting</b> <span style="float: right;"><u>BoSTC/18.10.23-00115</u></span>
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

**00383 STAFFING UPDATES**

a) To receive any updates from HR Sub-Committee – an update was noted.

**00384 DATE OF NEXT MEETING – 22<sup>nd</sup> NOVEMBER 2023**

*Meeting closed at 20:09pm.*

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

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