

**BEXHILL-ON-SEA TOWN COUNCIL**

To all Members of Bexhill-on-Sea Town Council

You are summoned to attend a meeting of **BEXHILL-ON-SEA TOWN COUNCIL**  
to be held in the **BEXHILL SENIOR CITIZENS CLUB, EVERSLEY ROAD,**

**BEXHILL-ON-SEA**

on **Wednesday 21<sup>st</sup> May 2025** at **6:00pm**

when it is proposed to transact the following business:

Julie Miller  
Proper Officer

15<sup>th</sup> May 2025

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Members of the public and press are welcome to attend.

*Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. Members of the public addressing the council but not wishing to be recorded should put this request to the town clerk at the earliest opportunity.*

**PLEASE TURN OFF YOUR MOBILE PHONE DURING THE MEETING AS THIS INTERFERES  
WITH THE RADIO MICROPHONES USED IN RECORDING THE MEETING.**

**AGENDA**

**1. TO ELECT CHAIR**

- a) Chair to sign the Declaration of Office of Chair.

**2. TO ELECT VICE-CHAIR**

**3. APOLOGIES FOR ABSENCE**

**4. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY  
INTERESTS**

**5. CHAIR'S ANNOUNCEMENTS**

**6. MINUTES**

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

- a) Wednesday 30<sup>th</sup> April 2025.

(Appendix A)

**7. COMMITTEES**

- a) To note minutes from committee meetings held since the last meeting:

- i. Amenities Committee 07/05/25

(Appendix B)

- ii. Finance and Audit Committee 14/05/25

(Appendix C)

**8. RECOMMENDATIONS FROM COMMITTEES – there are none.**

**9. TO REVIEW OF DELEGATION ARRANGEMENTS AND TERMS OF  
REFERENCE FOR COMMITTEES**

(Appendix D)

**10. TO APPROVE APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES**

(Appendix E)

- a) Amenities Committee.
- b) Engagement and Communications Committee.
- c) Finance and Audit Committee.

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

(Appendix F+G)

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

All contract terms can be found on the councils 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 – Wild Domesday Project Year 2
- (q) David Dennis – Wild Domesday Project Year 3
- (r) Videographer Contract
- (s) Toilet Cleaning and Maintenance Contract
- (t) CCTV Contract

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

- a) RALC – Cllr Jacklin and Cllr Thomas.
- b) Citizen's Advice – Cllr Byrne.
- c) Bexhill Air Cadet Squadron – Mayor.
- d) Bexhill Maritime – Cllr Timpe.
- e) Little Gate Farm – Cllr Jacklin.
- f) Town Board – Cllr Wilson.
- g) Combe Valley CIC – Cllr Jacklin.

h) Chamber of Commerce Centenary Fund Assessment Panel – Cllr Wilson.

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

*(Appendix H)*

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

*(Appendix I)*

**16. TO REVIEW COUNCIL AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES**

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

**17. TO REVIEW COUNCIL COMPLAINTS PROCEDURE**

*(Appendix J)*

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

[GDPR - Bexhill-on-Sea Bexhill-On-Sea, East Sussex - Bexhill-on-Sea, Bexhill-On-Sea](#)

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

*(Appendix K)*

**20. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES**

[Employment Policies - Bexhill-on-Sea Bexhill-On-Sea, East Sussex - Bexhill-on-Sea, Bexhill-On-Sea](#)

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

[Transparency Code - Bexhill-on-Sea Bexhill-On-Sea, East Sussex - Bexhill-on-Sea, Bexhill-On-Sea](#)

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

*(Appendix L)*

## **23. PUBLIC PARTICIPATION**

*In accordance with standing order 3(e) this session shall not exceed 15 minutes unless directed by the Chairman of the meeting. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking. A person who speaks at a meeting shall direct his comments to the chairman of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.*

## **24. MAYOR'S OFFICE**

- a) To receive update on the work of the Town Mayor. (Appendix M)

## **25. REPORTS FROM COUNCILLORS**

External councillors may report for 3 minutes. Written reports must be received three days before the meeting.

- a) To receive reports from Division County Councillors.
- b) To receive reports from Ward District Councillors.
- c) To receive ward reports from Town Councillors.

## **26. PLANNING MATTERS**

- a) To receive update on Neighbourhood Plan.

## **27. LOCAL GOVERNMENT REORGANISATION**

- a) To receive update on submissions of Expressions of Interest to Rother District Council and East Sussex County Council.

## **28. ROTHER DISTRICT COUNCIL LIAISON**

- a) To receive notes from leaders meeting held on 16<sup>th</sup> May 2025.
- b) To receive letter regarding the Little Common war memorial and agree next steps.
- c) To note confirmation that Rother Officers have signed statutory declaration and awaiting update from solicitor.

## **29. EXTERNAL REPRESENTATIVES**

- a) RALC
- b) Citizen's Advice
- c) Bexhill Air Cadet Squadron
- d) Bexhill Maritime
- e) Little Gate Farm
- f) Town Board
- g) Combe Valley CIC
- h) Chamber of Commerce Centenary Fund Assessment Panel

**30. MOTIONS FROM COUNCILLORS** – there are none.

**31. CORRESPONDENCE AND MATTERS FOR INFORMATION** there are none

**32. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**

a) To receive answers to questions raised at the last meeting.

Cllr Drayson Where did the asking of questions of councillors addressing the committees come from?	Councillors can ask questions at the section in the agenda as above. Questions are noted in the minutes and an answer sought ready for the next meeting which is included in the agenda document.
Cllr Drayson Why vote on changing the standing orders when two motions have been passed without written submission.	Motions for new items of business are raised by councillors in accordance with Standing Orders. For items already listed on the agenda that require further action, councillors can propose a motion related to that item during the debate, in line with Standing Orders.
Cllr Jacklin asked Can the council begin the preparation and promotion of the September Town Meeting.	This is being done by the Engagement and Communications Committee.

b) To receive questions from councillors.

*Questions shall be recorded in the minutes and responded to at the next meeting or before.*

c) Any future agenda items.

d) To consider any new risks to be added to the risk register.

**33. DATE OF NEXT MEETING – TO BE AGREED**

*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 items:*

**34. TO RECEIVE UPDATE ON LEGAL CLAIM**

**35. STAFFING UPDATE**