

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:
Cllr Baldry; Cllr Brailsford; Cllr Clasby; Cllr Gibson; Cllr Harding; Cllr Plim; Cllr Rustem;
Cllr Taylor-Gee; Cllr Wray

You are summoned to attend a meeting of the
FINANCE AND GENERAL PURPOSES COMMITTEE
of **BEXHILL-ON-SEA TOWN COUNCIL**
to be held in the **Committee Room, Town Hall, Bexhill-on-Sea**
on **Wednesday 23rd November 2022 at 7pm**
when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

17th November 2022

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.

AGENDA

1. PUBLIC PARTICIPATION

The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair 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 chair 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 chair 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 chair of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

2. TO RECEIVE APOLOGIES FOR ABSENCE

3. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

4. CHAIR'S ANNOUNCEMENTS

5. MINUTES

To approve the minutes of the meeting of 19th October 2022

(Appendix A)

6. PRECEPT AND BUDGET 2023/24

- a) To note comments from full council and Climate, Nature and Nature Committee and to prepare next draft for recommendation.

7. GOVERNANCE AND ACCOUNTABILITY

- a) To note Full Council allocated management of premises budgets to Finance and General Purposes Committee.
- b) To note updated risk assessment to follow at next meeting.

- c) To note report being prepared on the investment of funds to increase returns.
- d) To receive and approve bank reconciliation as at 31st October 2022
(Appendix B)
- e) To consider budget position as at 31st October 2022
(Appendix C)
- f) To note reserves position as at 31st October 2022
(Appendix D)
- g) To approve BACS payments November 2022:

Opus Energy	Utilities	£ 171.61	£ 8.17	Electricity bill 35 Western Road 05/10-04/11 (estimated)
Opus Energy	Utilities	£ 438.13	£ 21.91	Gas bill 35 Western Road 05/10-06/11 (estimated)
NALC	Training - Councillors	£ 90.05	£ 15.01	Empowering communities Cllr Plim
NALC	Training - Councillors	£ 51.71	£ 8.62	Local Councils Comms Cllr Gibson
Mulberry & Co	Audit	£ 172.80	£ -	Interim Audit
Local Payroll Company	Professional Fees	£ 48.00	£ 8.00	October payroll 2022
BT	Utilities	£ 41.57	£ 6.63	Broadband 20/10-31/10
Rother District Council	Printing	£ 15.00	£ 2.50	Printing for Cllr Harding
Rother District Council	Events	£ 700.00	£ 116.67	Parking permits x 2
Blue Response	Events	£ 360.00	£ 60.00	First aid provision Remembrance Day
Breakthrough Communications	Training	£ 495.00	£ -	Equality and Diversity training
PKF Littlejohn	Audit	£ 960.00	£ 160.00	External audit fees
Splash Plumbing Ltd	Repairs and Replacement	£ 332.40	£ 39.40	New fan for boiler
Viking Direct	Repairs and Replacement	£ 107.60	£ 17.93	Office stationery and equipment
Paul Debreczeny	Events	£ 432.85		Reimbursement of Remembrance items and mileage
Poppy Appeal	Events	£ 250.00		Wreath donations for Remembrance Sunday parades
Fitzpatrick Woolmer	Noticeboards	£ 11,436.00	£ 1,906.00	Noticeboard supply and installation x 5
Rialtas Business Solutions	IT Costs	£ 270.00	£ 54.00	Annual support and maintenance for finance package
Julie Miller	Reserves - audio equipment	£ 190.95		Reimbursement of additional audio equipment for recording meetings

- h) To approve Direct Debits and Standing Orders

Waveney IT	IT Costs	£ 119.93	Monthly mailbox subscription Microsoft
Maltby Property Management	Rent	£ 1,333.33	Rent for premises

- i) To approve Staff Costs.

Various	Staff Costs	£ 11,939.34	November salary, PAYE, NI and Pension Contributions
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8. GRANTS AND DONATIONS

- a) To note policy for grants outside of policy to follow at a future meeting.
b) To note next round of grants closes 30th November.

9. NEW PREMISES

- a) To note facility management contracts to be considered at next meeting.

10. COMMUNITY INFRASTRUCTURE LEVY

- a) To note further receipt of £17,662.02.

11. RECOMMENDATIONS FROM COMMITTEES

- a) Climate, Nature and Environment Committee request for climate project officer presented in item 6

12. POLICIES AND PROCEDURES

- a) To note NALC advice on ex-officio roles in committees.
b) To note updates on partnership funding agreements as per correspondence from Rother District Council
c) To note policy review check in to be carried out at next meeting.

13. CORRESPONDENCE AND MATTERS FOR INFORMATION

There are none.

14. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from last meeting.

Cllr Harding asked when the NALC advice will be received regarding ex-officio status on committees.	This is on the agenda.
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- b) To receive questions from councillors and any future agenda items.
Questions shall be recorded in the minutes and responded to at the next meeting or before
c) To consider any new risks for future mitigation.

15. 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

16. DATE OF NEXT MEETING – 21st DECEMBER 2022

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 may be asked to leave the meeting during consideration of item 17.

17. STAFFING MATTERS

- a) To receive updates on recruitment and staffing.