

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and Audit Committee:
Cllr Brailsford; Cllr Drayson; Cllr El; Cllr Huseyin; Cllr Plim; Cllr Rustem; Cllr Timpe; Cllr Winter

You are summoned to attend a meeting of the

FINANCE AND AUDIT COMMITTEE of BEXHILL-ON-SEA TOWN COUNCIL

to be held in the **Bexhill Senior Citizens Club, Eversley Road, Bexhill-on-Sea**
on **Wednesday 10th July 2024 at 6:30pm**

when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

4th July 2024

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. 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

- a) To approve the minutes of the meeting of 12th June 2024 (Appendix A)

6. GOVERNANCE AND ACCOUNTABILITY

- a) To receive and approve bank reconciliation as of 30th June 2024 (Appendix B)
b) To consider budget position as of 30th June 2024 (Appendix C)
c) To consider updated reserves position as of 30th June 2024 (Appendix D)
d) To approve BACS payments June 2024:

Payee	Budget	Gross	VAT	Description
Signway	EMR Repairs and Renewals	£7,874.59	£1,312.43	"Welcome to Bexhill" signage supply and installation.

Pelham Building Enterprises	Repairs and Renewals	£65	£0	Fitting of Letterbox Cover at BoSTC Office
Pelham Building Enterprises	Allotments Maintenance	£350	£0	Plot 5A Allotment Works
Pelham Building Enterprises	Allotments Maintenance	£1,382	£0	Work plots 5,6,7,8 Allotments
Pelham Building Enterprises	Allotments Maintenance	£425	£0	Clear 25B rotavate and prepare plot
Pelham Building Enterprises	Repairs and Renewals	£25	£0	Invoice 1049 outstanding balance (Picture Frames & fitting of letterbox)
Pelham Building Enterprises	Allotments Maintenance	£325	£0	Preston Road Upper and Lower sites works
Pelham Building Enterprises	Repairs and Renewals	£280	£0	4 X Noticeboard treatments
Pelham Building Enterprises	Allotments Maintenance	£350	£0	Sidley House & Preston Road Litter Picking and Grass Cutting
TGTM Ltd	Events	£4,932	£822	Traffic Management Street Market 25/26/5/24
Bexhill Senior Citizens Club	Meeting Room Hire Expenditure	£1,360	£0	Meeting Room Hire Council Meetings 24/25
P Wilson	Mayor's Expenses	£22.25	£3.69	Parking Ink Cartridges
P Wilson	Mayor's Expenses	£48.00	£1.90	Parking Mileage
Local Payroll Co	Legal and Professional	£54.00	£9.00	Payroll Monthly Charge
Viking	Repairs and Renewals	£91.20	£76.00	Commercial Safe
Regional Media Group	Print/Publications	£3,780	£756	Bexhill News March 24 – Feb 25
Rother District Council	Events	£71.33	£14.27	D Day Event Hire of Lawns and Parking
ESCC	Legal and Professional	£10.00	£2.00	Cllr DBS Check
Viking	Repairs and Renewals	£31.45	£5.24	Stationery
Opus Energy	Utilities	£177.45	£8.45	Devonshire Square Electricity Bill 1/5/24-4/6/24
Worknest	Legal & Professional Fees	£856.80	£142.80	Asbestos Assessment
RALC	Subscriptions	£47.00	£0	RALC Membership Subs 24-25

Mike Alan Video	IT Costs	£1,260.00	£0	June Camera Coverage 4 X Meetings
Abacus Main Ltd	EMR Bus Shelters	£500	£0	Bus Shelter Maintenance
SLCC	Subscriptions	£288.00	£0	Membership Fee M Fifield

e) To approve direct debits and standing orders:

Payee	Budget	Gross	VAT	Description
Verisure	Security	£57.36	£9.56	35 Western Rd Alarm System Services
BT	Utilities	£83.00	£13.83	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges (P)
Waveney IT	IT Costs	£201.46	£33.58	Mailbox charges
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge
Echo Cleaning	Cleaning, caretaking	£312.00	£52.00	Cleaning and windows at Hub
Maltbys	Rent and rates	£1,333.33	£0.00	Monthly Rent for 35 Western Road
D Dennis	Domesday Project	£825.00	£0.00	Domesday project monthly instalment

f) To approve staff costs:

Payee	Budget	Amount	Description
Various	Staff Costs	£23,324.79	May PAYE, NI and Pension Contributions

7. GRANTS AND DONATIONS

- To note Full Council decision to streamline the grants and donations policy to offer up to £10,000 in January, May and September each application can be made up to a value of £10,000 and for smaller grants up to £1000 to be considered at each meeting. An additional £12,000 to be allocated from the general reserves to increase the Grants and Donations budget to £42,000.
- To note story being prepared for Bexhill News.
- To consider grants as per Appendix E. *(Appendix E)*
- To consider supporting Margaret Hayles' book on Bexhill-on-Sea with a grant of £500 (All proceeds going to Children's Respite Trust).

8. TOWN COUNCIL HUB

- To note quote for security enhancements in Hub **£6830 +VAT**.
- To note Full Council decision:
It was **RESOLVED** for the Town Clerk to investigate the banks for the sale in the town as alternative premises for the Town Council, and any other suitable properties to accommodate future growth and report back to Full Council.

9. HEALTH AND SAFETY

- To note asbestos survey in progress.

10. RECOMMENDATIONS FROM COMMITTEES

There are none.

11. MOTIONS FROM COUNCILLORS

There are none.

12. CORRESPONDENCE AND MATTERS FOR INFORMATION

There is none.

13. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

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

14. 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

15. DATE OF NEXT MEETING – 11TH SEPTEMBER 2024