

# BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:  
Cllr Brailsford; VACANCY; Cllr Drayson; Cllr El; Cllr Huseyin; Cllr Rustem; Cllr Timpe;  
Cllr Wilson; Cllr Winter

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 **Bexhill Senior Citizens Club, Eversley Road, Bexhill-on-Sea**  
on **Wednesday 24<sup>th</sup> April 2024 at 7pm**  
when it is proposed to transact the following business:

Julie Miller  
Clerk and Responsible Financial Officer

18<sup>th</sup> April 2024

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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.

## 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 20<sup>th</sup> March 2024 (Appendix A)

### 6. GOVERNANCE AND ACCOUNTABILITY

- a) To note Special Expenses for 2024-25  
Parks £700,756  
Museum £10,800  
**TOTAL £711,556**
- b) To note Rother District Council considering adding BoSTC logo to next years Council Tax letters to residents.
- c) To note bank reconciliation, budget and reserves for year end being calculated.

d) To approve BACS payments April 2024:

<b>Payee</b>	<b>Budget</b>	<b>Gross</b>	<b>VAT</b>	<b>Description</b>
S Deacon	Events	£84.14	£0.00	Office sundries and shop window
J Miller	Events	£2.05	£0.00	Office sundries
St Peter's Community Association	Events	£288.00	£0.00	Annual Town Meeting hire
Rialtas Business Solutions	IT Costs	£2,012.40	£335.40	Software licence renewal
Newton Flag Banners Makers	Events	£28.80	£4.80	D Day flag
Michaels	Events	£594.00	£99.00	Civic Awards Pin Badges
Local Payroll Company	Legal & Professional Fees	£51.60	£8.60	March payroll
Mulberry & Co	Legal & Professional Fees	£96.00	£0.00	Finance administration
Worknest	Legal & Professional Fees	£576.00	£96.00	Legionella Assessment
Worknest	Legal & Professional Fees	£1,194.00	£199.00	Fire Risk Assessment
Greenwood	Allotments	£798.00	£133.00	Tree survey at allotments
A Anaswara	Allotments	£5.16	£0.00	Mileage
Fitzpatrick Woolmer	Noticeboards	£10,467.60	£1,744.60	Noticeboards x 4
Rother District Council	Printing	£106.80	£17.80	Printing business cards
Spectrum Fire Protection	Security, caretaking, cleaning	£75.38	£12.56	Fire extinguisher service
Zurich Insurance	Insurance	£2,107.41	£0.00	Annual insurance payment
The Pelham	Allotments	£1,305.00	£0.00	Allotment clearance Preston Road
RBL Concert Band	Events	£100.00	£0.00	Annual Town Meeting
JTP53 Photography	Events	£75.00	£0.00	Photos Annual Town Meeting
Surrey Hills	Legal & Professional Fees	£990.00	£165.00	Legal Claim services
Rother District Council	Rent and rates	£5,688.75	£0.00	Rates up to 08/01/25
Rialtas Business Solutions	IT Costs	£298.80	£49.80	Allotment software
Picture Crafts	Events	£599.47	£0.00	Falklands Flag framing
Bexhill Senior Citizens Club	Meeting Room Hire	£40.00	£0.00	Visioning exercise

Moore and Saunders	Repairs and Renewals	£399.60	£66.60	Electrical works at Hub
ESALC	Subscriptions	£3,524.50	£0.00	Annual subs NALC and ESALC
Viking	Repairs and Renewals	£134.40	£22.40	Filing cabinet
Viking	Repairs and Renewals/IT	£113.90	£18.98	Stationery and first aid replenishment
Viking	Events	£88.66	£14.78	Stationery and mouse

e) To approve direct debits and standing orders:

Payee	Budget	Gross	VAT	Description
BT	Utilities	£79.02	£13.17	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges
Waveney IT	IT Costs	£201.46	£33.58	Mailbox charges
Waveney IT	IT Costs	£65.10	£10.85	Password change and laptop deliveries
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge
British Gas Lite	Utilities	£73.58	£3.59	Elec Bill Apr
British Gas Lite	Utilities	£173.68	£8.27	Gas Bill Apr
Castle Water	Utilities	£21.56	£0.00	Water bill 35 Western Road
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

f) To approve staff costs:

Payee	Budget	Amount	Description
Various	Staff Costs	£17843.36	April PAYE, NI and Pension Contributions

## 7. GRANTS AND DONATIONS

- a) To receive reports from previous grant recipients.
- b) To consider next steps for grant application received from Whitelabel events for £5000 (normally considered in January 2025)

## 8. TOWN COUNCIL HUB

- a) To note Full Council decision to approve health and safety handbook and health and safety manual.

## 9. HEALTH AND SAFETY

- a) To consider recording “near miss” incidents (Cllr Drayson)

## 10. RECOMMENDATIONS FROM COMMITTEES

There are none.

## 11. MOTIONS FROM COUNCILLORS

There are none.

## 12. CORRESPONDENCE AND MATTERS FOR INFORMATION

## 13. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

a) To note questions from last meeting.

Cllr Huseyin asked for a breakdown on the Recorra pricings.	Town Council contracts can be found on the website here <a href="#">Contracts - Bexhill-on-Sea Bexhill-On-Sea, East Sussex - Bexhill-on-Sea, Bexhill-On-Sea (bexhilltowncouncil.gov.uk)</a> (j) waste collection.
Cllr Drayson asked if we should document near misses as if they were accidents.	This is on the agenda to consider.
Cllr Rustem asked about the council tax error made by Rother District Council on bills. How did it happen and whose fault was it?	The error made by Rother District Council was a system error that has been rectified.

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 – TO BE AGREED AT ANNUAL GENERAL MEETING ON 8<sup>TH</sup> MAY 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 may be asked to leave the meeting during consideration of item 16.*

## **16. STAFF MATTERS**

- a) To consider pay review 2024/2025
- b) To receive recommendation from HR Sub Committee