

**BEXHILL-ON-SEA TOWN COUNCIL**  
Minutes of the meeting of the **BEXHILL-ON-SEA TOWN COUNCIL**  
**FINANCE AND AUDIT COMMITTEE**  
held in the **BEXHILL SENIOR CITIZENS CLUB, EVERSLEY ROAD,**  
**BEXHILL-ON-SEA**  
On **Wednesday 9<sup>th</sup> October 2024** at **6:00pm**

**PRESENT:** Cllr Brailsford; Cllr Drayson; Cllr El; Cllr Plim; Cllr Rustem; Cllr Timpe; Cllr Winter.

**ALSO IN ATTENDANCE:** J Miller, Clerk; J Daeva; One videographer; one member of the public.

**00307 PUBLIC PARTICIPATION**

A member of the public asked about the opening hours of the Town Council Hub.

**00308 TO RECEIVE APOLOGIES FOR ABSENCE**

It was **RESOLVED** to receive and approve apologies for absence from Cllr Huseyin.

**00309 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

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

**00310 CHAIR'S ANNOUNCEMENTS**

There were none.

**00311 MINUTES**

- a) To approve the minutes of the meeting of 10<sup>th</sup> July 2024  
It was **RESOLVED** to approve the minutes of the meeting of 10<sup>th</sup> July 2024.

**00312 GOVERNANCE AND ACCOUNTABILITY**

- a) To receive and approve bank reconciliation as of 30<sup>th</sup> July, 31<sup>st</sup> August and 30<sup>th</sup> September 2024.  
It was **RESOLVED** to receive and approve bank reconciliation as of 30<sup>th</sup> July, 31<sup>st</sup> August and 30<sup>th</sup> September 2024.
- b) To consider budget position as of 30<sup>th</sup> September 2024  
It was **RESOLVED** to approve budget position as of 30<sup>th</sup> September 2024.
- c) To consider updated reserves position as of September 2024  
It was **RESOLVED** to approve updated reserves position as of September 2024.
- d) To approve BACS payments September 2024:  
It was **RESOLVED** to approve BACS payments September 2024.

Payee	Budget	Gross	VAT	Description
Viking	Repairs and Renewals 4460/140	£76.99	£12.83	Stationery
Bexhill Senior Citizens Club	Meeting Room Hire Expenditure 4200/110	£40.00	£0	Room Hire 18/9/24 5.30pm to 9pm
The Guild of Mace-Bearers	Subscriptions 4450/140	£35.00	£0	Annual Membership Sept 24 to Sept 25
BCS Group	Events 4560/200	£218.76	£0	Road closure signs Remembrance Sunday
Worknest	Repairs and Renewals 4460/140 EMR 324	£504.00	£84.00	Legionella Works
Your Security Sign	Repairs and Renewals 4460/140 EMR 324	£138.66	£23.10	Allotment Custom Signs Sidley/Summerhill/ Preston Road
Your Security Sign	Repairs and Renewals 4460/140 EMR 324	£216.00	£36.00	3 X Posts
Opus Energy	EMR330 Devonshire Square Toilets 4460/140	£227.10	£10.81	Final Electric Bill Devonshire Square WC
Wetton	EMR330 Devonshire Square Toilets 4460/140	£60.00	£10.00	Damage repair Devonshire Square Toilets
Mayors Expenses	Mayors Expenses 4320/130	£16.80	£2.80	Printer Ink Car Parking
Local Payroll	Legal and Professional Fees 4440/140	£54.00	£9.00	Payroll Services September
Rialtas	Legal and Professional Fees 4440/140	£201.30	£33.55	Rialtas Cloud User Fee
Mike Alan Video	IT Costs 4210/120 EMR326	£855.00	£0	Streaming Costs September 24
Royal British Legion	Events 4560/200	£25.00	£0	One Wreath – Bexhill on Sea Town Council
P Debreczeny	Events 4560/200	£68.00	£0	September Market Bay Suspensions
P Debreczeny	Staff Mileage 4060/100	£37.72	£0	Mileage
S Deacon	Events 4560/200	£187.24	£0	The Hub Expenses

e) To approve direct debits and standing orders:

It was **RESOLVED** to approve direct debits and standing orders.

	<b>Budget</b>	<b>Gross</b>	<b>VAT</b>	<b>Description</b>
Verisure	Security 4160/110	£57.36	£9.56	35 Western Rd Alarm System Services
BT	Utilities 4115/110	£115.40	£19.23	Phone and broadband monthly charge
Vodafone	Utilities 4115/110	£122.40	£20.39	Monthly charges (P)
Waveney IT	IT Costs 4210/120	£220.33	£36.72	Mailbox charges
Hugofox	IT Costs 4210/120	£11.99	£2.00	Website monthly charge
Castle Water	Water 4610/210	£11.50	£0	Water – The Allotments
Echo Cleaning	Cleaning, caretaking 4160/110	£312.00	£52.00	Cleaning and windows at Hub
Maltbys	Rent and rates 4110/110	£1,333.33	£0.00	Monthly Rent for 35 Western Road
D Dennis	Domesday Project 4670/220	£825.00	£0.00	Domesday project monthly instalment
Wetton	EMR 330 Devonshire Square Toilets Utilities 4160/110	£1,081.60	£180.27	Devonshire Road Toilets Monthly Cleaning Bill
EDF	Utilities 4115/110	£115.36	£5.49	Electricity The Hub 18/7/24-31/8/24

- f) To approve staff costs:  
It was **RESOLVED** to approve staff costs.

<b>Payee</b>	<b>Budget</b>	<b>Amount</b>	<b>Description</b>
Various	Staff Costs	£23,324.79	October PAYE, NI and Pension Contributions

### 00313 GRANTS AND DONATIONS

- a) To consider grants as per Appendix E.  
It was **RESOLVED** to approve the following grants:

Jesus Loves Bexhill	£500	Hi Vis Tabards and litter picking equipment
The Pelham CIO	£446	Finish Line Banner at the Midnight to Midnight run
Bexhill Senior Citizens Club	£500	Replace wooden concertina doors
Community Supporters	£5,500	Reinforcement of beach ramp

**00314 TOWN COUNCIL HUB**

- a) To approve installation of security screen at cost of £3,200 inclusive of VAT.

It was **RESOLVED** to approve installation of security screen at cost of £3,200 inclusive of VAT.

**00315 HEALTH AND SAFETY**

- a) To note asbestos works complete. – noted.  
b) To note fire risk assessment being investigated for the utilisation of the upstairs rooms in the Hub. – noted.

**00316 TO CONSIDER BUDGET 25-26**

It was **RESOLVED** to recommend a budget of £821,700 and precept of £779,440 for Full Council to consider. The streaming of meetings will be highlighted for discussion and review.

**00317 MOTIONS FROM COUNCILLORS**

There are none.

**00318 CORRESPONDENCE AND MATTERS FOR INFORMATION**

There is none.

**00319 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**

- a) To note answers to questions from last meeting.  
There were none.
- b) To receive questions from councillors and any future agenda items.  
Cllr Drayson asked why only 0.84 pence is in the reserve for Bexhill signage.  
Cllr Timpe asked if there was ever a discussion about the Town Council taking over the museum.
- c) To consider any new risks for future mitigation.  
The potential costs of freehold purchase of toilets was noted as a future risk.

**00320 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

BoSTC/09.10.24-00080

**00321 DATE OF NEXT MEETING – 13<sup>th</sup> NOVEMBER 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 00322.*

**00322 STAFFING UPDATES**

- a) To receive staffing update.  
An update was received.
- b) To consider annual salary review.

*The meeting closed at 19:08pm.*