

**BEXHILL-ON-SEA TOWN COUNCIL**

To all Members of Bexhill-on-Sea Town Council Finance and Audit Committee:  
Cllr Blagrove, Cllr Crotty, Cllr El, Cllr Huseyin, Cllr Peters, Cllr Rustem, Cllr Wilson, 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 8<sup>th</sup> April 2026 at 6:30pm**

when it is proposed to transact the following business:

Michelle Webber

Deputy Clerk

2<sup>nd</sup> April 2026

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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.**

**1. PUBLIC PARTICIPATION**

*In accordance with standing order 3(f) this session shall not exceed 15 minutes unless directed by the Chair of the meeting. Subject to standing order 3(g), a member of the public shall not speak for more than 3 minutes. In accordance with standing order 3(h), 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. CHAIRS ANNOUNCEMENTS**

#### **5. MINUTES**

- a) To approve the minutes of the meeting on Wednesday 11<sup>th</sup> March 2026.

*(Appendix A)*

#### **6. GOVERNANCE AND ACCOUNTABILITY**

- a) To note year end accounts to follow at next meeting.
- b) To note year end internal audit being conducted on 19<sup>th</sup> May 2026.
- c) To approve the Data Audit for assertion 10. *(Appendix B)*
- d) To approve the Standing Orders, Financial Regulations and Terms of Reference and recommend the Full Council Annual General Meeting. *(Appendix C)*
- e) To review and approve the Risk Management Policy and the Risk Assessment. *(Appendix D)*

#### **7. GRANTS AND DONATIONS**

- a) To consider grants as per Appendix E in accordance with the new Grants and Donations Policy. *(Appendix E)*

#### **8. RECCOMENDATIONS FROM COMMITTEES**

#### **9. MOTIONS FROM COUNCILLORS**

#### **10. CORRESPONDENCE AND MATTERS FOR INFORMATION**

#### **11. RISK REGISTER**

- a) To consider any new risks for future mitigation.

#### **12. OVERVIEW OF ANNUAL INTERNAL CONTROL TASKS OF THE COUNCIL**

<b>January</b>	<b>Submit Precept to Rother District Council</b>
<b>February</b>	<b>Review Standing Orders/Financial Regs and policies for Full Council AGM, obtain three quotes for insurance policy renewal</b>
<b>March</b>	<b>Review annual financial risk assessment</b>

<b>April</b>	<b>Complete year end accounts and AGAR, produce annual report, insurance policy renews,</b>
<b>May</b>	<b>AGM – adoption of policies, internal audit, review asset register</b>
<b>June</b>	<b>Approval of AGAR, review internal controls, complete internal audit</b>
<b>July</b>	<b>Electors rights period, Annual VAT return</b>
<b>August</b>	<b>RFO to begin budget drafting</b>
<b>September</b>	<b>Committees prepare budget forecasts, F&amp;GP review salary budgets</b>
<b>October</b>	<b>Committees prepare budget forecasts</b>
<b>November</b>	<b>F&amp;A review committee forecasts and prepare budget for full council review</b>
<b>December</b>	<b>Full council approve annual budget</b>

### **13. DATE OF NEXT MEETING – WEDNESDAY 13<sup>th</sup> MAY 2026**

*All motions for the next meeting of the Finance and Audit Committee on 13<sup>th</sup> May 2026 must be received by the 2<sup>nd</sup> May 2026.*