

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 9th October 2024 at 6:00pm**

when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

3rd October 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 10th July 2024 (Appendix A)

6. GOVERNANCE AND ACCOUNTABILITY

- a) To receive and approve bank reconciliation as of 30th July, 31st August 2024 and 30th September 2024.

(Appendix B)

- b) To consider budget position as of 30th September 2024

(Appendix C)

- c) To consider updated reserves position as of September 2024

(Appendix D)

- d) 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:

	Budget	Gross	VAT	Description
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:

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

7. GRANTS AND DONATIONS

a) To consider grants as per Appendix E. *(Appendix E)*

8. TOWN COUNCIL HUB

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

9. HEALTH AND SAFETY

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

10. TO CONSIDER BUDGET 25-26

Appendix F)

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.
There were none.
- 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 – 13th 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 16.

16. STAFFING UPDATES

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