

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:
Cllr Baldry; Cllr Brailsford; Cllr Clasby; Cllr Crotty; Cllr Gibson; Cllr Huseyin; Cllr Rustem;
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 **Rother District Council Town Hall, London Road, Bexhill-on-Sea**
on **Wednesday 27th September 2023 at 6.30pm**
when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

21st September 2023

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 26th July 2023 *(Appendix A)*

6. GOVERNANCE AND ACCOUNTABILITY

- a) To approve Bank Reconciliation. *(Appendix B)*
b) To note budget position as at 31st August 2023 *(Appendix C)*
c) To note reserves position as at 31st August 2023 *(Appendix D)*
d) To approve BACS payments:

Payee	Budget	Gross	VAT	Description
Viking	Repairs and Renewals	£ 197.09	£ 32.82	Shredder, stationery
ESALC	Member Training	£ 48.00	£ 8.00	Planning Training - Cllr Crotty
SLCC	Staff Training	£ 144.00	£ 24.00	ILCA Training
SPARC	Events	£ 357.60	£ 59.60	Event signage
Rother District Council	Meeting Room Hire	£ 1,005.00	£ -	Town Hall hire March 23 - June 23
Rother District Council	Printing, Publications, and advertising	£ 238.80	£ 39.90	Business Cards
MC Glass	Repairs and Renewals	£1,420.80	£ 236.80	Deposit for new front door on Hub
D Ashwood	Events	£ 140.00	£ -	Bexhill Day Buffet, Albatross Club
S Deacon	Mileage and events	£ 47.41	£ -	Office sundries
Local Payroll Company	Professional Fees	£ 51.60	£ 8.60	Monthly payroll service
The Pelham Building Enterprises	Allotment Maintenance	£ 8,600.00	£ 1,305.00	£2880 Tree surgery Sidley House +£4950 Plot renovation x 4 Preston Rd £770 supplies, visits and advice
The Pelham Building Enterprises	Repairs and Renewals	£635.00	£ -	Repairs to letterbox, locks, boards at the Hub £430 + £205
Mulberry & Co	Professional Fees	£468.96	£ 78.16	Finance input August 23
J Miller	Events	£3.00	£ -	Cable ties
SPARC	Events	£1,189.20	£ 198.20	Flag, banners for Bexhill Day
BCS Ltf	Events	£305.52	£ 50.92	Road Closed signs
P Debreczeny	Mileage and events	£39.60		Mileage claim

e) To approve Direct Debits and Standing Orders

Payee	Budget	Gross	VAT	Description
BT	Utilities	£ 93.06	£ 15.51	Phone and broadband monthly charge
Vodafone	Utilities	£ 122.40	£ 20.39	Monthly charges
Waveney IT	IT Costs	£ 175.46	£ 29.24	Monthly Mailbox charges
Waveney IT	IT Costs	£ 172.80	£ 28.80	Domain renewal 2 years
Business Stream	Utilities	£ 41.80	£ -	Water waste May - Aug 23
My Group Solutions	Printing, publications and advertising	£ 121.19	£ 20.20	Printing at Hub
Nationwide Leasing Solutions	Printing, publications and advertising	£ 306.00	£ 51.00	Quarterly printer hire

British Gas Lite	Utilities	-£	85.08	-£	4.05	Electricity credit note
British Gas Lite	Utilities	£	47.76	£	6.33	Electricity 03-07 - 29/08
British Gas Lite	Utilities	£	88.82	£	4.23	Gas bill 03/08-03/09
Community Supporters	Grants and Community Support		£1000			Beach Garden Project grant approved F&GP
Royal British Legion	Events		£150			Wreaths for Remembrance Mayor (Newhaven), Mayor, DMayor, Central, St Marks, Sidley

f) To approve Staff Costs.

Payee	Budget	Amount	Description
Various	Staff Costs	£ 15,363.77	September salary, PAYE, NI and Pension Contributions

7. GRANTS AND DONATIONS

- a) To consider application from Little Common PTA for £169.08 funding towards bins for second hand uniform.

8. TOWN COUNCIL HUB

- a) To approve Boiler Service contractor option 2 from previous procurement process.
- b) To note footfall activity at the Hub since the it opened. *(Appendix E)*
- c) To note suggestions log from Hub visitors. *(Appendix F)*
- d) To note roof leak being investigated.
- e) To note costs for security improvements to the hub being investigated.
- f) To note Customer Services is already a member of “ShopWatch”.
- g) To note security locks installed.

9. POLICIES AND PROCEDURES

- a) To consider updated Equality and Diversity Policy for recommendation to full council. *(Appendix G)*
- b) To review short term investment options. *(Appendix H)*

10. COMMUNITY INFRASTRUCTURE LEVY

- a) To receive any updates.

11. RECOMMENDATIONS FROM COMMITTEES

- a) To consider recommending Christmas Lights Project Plan to Full Council. *(Appendix I)*

12. MOTIONS FROM COUNCILLORS

There are none.

13. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) FOI request for copy of Council’s Risk Assessment

14. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note 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.

15. 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

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 any updates from HR Sub Committee.

b) To conduct annual salary budget review.

17. DATE OF NEXT MEETING – 18th OCTOBER 2023

All motions for the next meeting of the committee on 18th October 2023 must be received by 9th October 2023.