

**BEXHILL-ON-SEA TOWN COUNCIL**

Minutes of the meeting of the **BEXHILL-ON-SEA TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE** held in **THE ROTHER DISTRICT COUNCIL TOWN HALL, LONDON ROAD,**

**BEXHILL-ON-SEA**

on **Wednesday the 22<sup>nd</sup> November 2023 at 6:30pm.**

**PRESENT:** Cllr Crotty; Cllr Drayson; Cllr El; Cllr Wilson; Cllr Winter

**ALSO IN ATTENDANCE:** J Miller, Clerk; One sound technician, 1 member of the public; Cllr Goss; Cllr Plim

**00445 PUBLIC PARTICIPATION**

There were none.

**00446 APOLOGIES FOR ABSENCE**

It was **RESOLVED** to approve and accept apologies for absence with reasons from Cllr Brailsford; Cllr Clasby; Cllr Huseyin; Cllr Rustem.

**00447 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTEREST**

Cllr Drayson and Cllr Winter declared an interest as members of Rother District Council.

**00448 CHAIR'S ANNOUNCEMENTS**

There were none.

**00449 MINUTES**

- a) To approve the minutes of the meeting of 18<sup>th</sup> October 2023.  
It was **RESOLVED** to approve the minutes of the meeting of 18<sup>th</sup> October 2023.
- b) To approve the minutes of the meeting of 15<sup>th</sup> November 2023.  
It was **RESOLVED** to approve the minutes of the meeting of 15<sup>th</sup> November 2023.

**00450 GOVERNANCE AND ACCOUNTABILITY**

- a) To note Aldermore unable to offer bond to Town Council, seeking alternative provider – noted.
- b) To receive and approve bank reconciliation as of 30<sup>th</sup> September 2023.  
It was **RESOLVED** to receive and approve the bank reconciliation of 30<sup>th</sup> September.
- c) To consider budget position as of 30<sup>th</sup> September 2023.  
The budget position was noted.

Initial:.....

- d) To note reserves position as of 30<sup>th</sup> September 2023.  
The reserves position was noted.
- e) To approve BACS payments 31<sup>st</sup> October 2023.  
It was **RESOLVED** to receive and approve the following BACS payments:

Payee	Budget	Gross	VAT	Description
Moor & Saunders Electrical Contractors	Repairs and Renewals	£1,374.00	£229.00	Electrical testing and remedial action
G Thompson T/A Bexhill Radio	Audio Reserves	£130.00	£0.00	Recording of 08/11 meetings
Viking	Repairs and Renewals	£14.36	£2.39	Signage for office
Pebsham Community Association	Meeting Hire	£90.00	£0.00	Hire for 06/12/23
SETON	Repairs and Renewals	£26.22	£4.39	Fire Warden materials
Viking	Events	£37.66	£6.28	Stationary for posters
P Debreczeny	Events	£279.59	£0.00	Remembrance sundries
P Debreczeny	Mileage	£40.50	£0.00	Mileage
Mulberry & Co	Professional Fees	£192.00	£0.00	Finance input
Barhale Construction Services Ltd	Events	£117.60	£19.60	Remembrance sundries
Barhale Construction Services Ltd	Events	£11.52	£1.92	Remembrance sundries
Viking	Repairs and Renewals	£14.36	£2.39	Signage for office
TFS Trade Fire Safety	Repairs and Renewals	£118.57	£19.76	Fire Signs for office
John O'Conner	Repairs and Renewals	£330.00	£55.00	Clearance of Japanese Knotweed
BlueResponse	Events	£360.00	£60.00	Remembrance first aid
Viking	Security, Caretaking, Cleaning	£58.43	£9.74	Cleaning sundries
S Deacon	Events	£65.33	£0.00	Poppies and window displays
ESE Direct	Repairs and Renewals	£130.80	£21.80	Step Ladder
Platinum Intruder Fire Systems	Repairs and Renewals	£364.00	£0.00	CCTV for hub
We Waste	Allotment maintenance	£312.00	£52.00	Fly Tipping removal
Rother District Council	Rent and Rates	£1422.00	£0.00	Rates for The Hub up to Jan 24
RALC	Subscriptions	£99.00	£0.00	RALC Subscription and mapping fee

Initial:.....

				<u>BoSTC/22.11.23-00140</u>
ESALC	Training members	£48.00	£8.00	Cllr Brailsford Training
Local Payroll	Professional fees	£51.60	£8.50	Payroll Services
A Uddin	Events	£7.20	£0.00	Reimbursement
J Miller	Allotments	£1.25	£0.00	Reimbursement
Mulberry & Co	Professional Fees	£210.12	£0.00	Finance input
NALC	Training members	£105.25	£0.00	Training Guides
NALC	Training members	£180.10	£30.02	Member conference
Royal British Legion	Events	£25.00	£0.00	Wreath for Sidley
We Waste	Allotments	£570.95	£95.00	Flytipping removal
Bexhill Senior Citizens Club	Meeting Hire	£40.00	£0.00	Meeting hire 13/12

f) To approve Direct Debits and Standing Orders.

It was **RESOLVED** to receive and approve the following Direct Debit and Standing Order payments:

Payee	Budget	Gross	VAT	Description
BT	Utilities	£86.27	£14.38	Phone and Broadband monthly charge.
Vodafone	Utilities	£122.40	£20.39	Monthly charges.
Waveney IT	IT Costs	£175.46	£29.24	Monthly Mailbox charges.
British Gas Lite	Utilities	£65.05	£3.10	Elec Bill Oct.
British Gas Lite	Utilities	£214.56	£23.82	Gas Bill Oct.
HugoFox	IT Costs	£11.99	£2.00	Monthly Website charge.
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.

g) To approve Staff Costs.

It was **RESOLVED** to approve the Staff Costs.

Payee	Budget	Amount	Description
Various	Staff Costs	£24,080.30	November Salary, PAYE, NI and Pension contributions

## 00451 GRANTS AND DONATIONS

a) There are no new applications – noted

Initial:.....

**00452 TOWN COUNCIL HUB**

- a) To review premises options (ongoing).  
There was no further update. It was noted that the roof repairs are planned.
- b) To approve job descriptions for RFO and Facilities Administrator for recommendation.  
It was **RESOLVED** to recommend the job descriptions for RFO and Facilities Administrator to Full Council for approval.

**00453 BUDGET FORECAST 2024-25**

- a) To consider latest budget forecast for 2024-25 for recommendation to Full Council.  
The forecast was reviewed, and this will be submitted to Full Council for consideration.

**00454 COMMUNITY INFRASTRUCTURE LEVY**

- a) To receive any updates.  
There were none.

**00455 RECOMMENDATIONS FROM COMMITTEES**

There are none.

**00456 MOTIONS FROM COUNCILLORS**

There are none.

**00457 CORRESPONDENCE AND MATTERS FOR INFORMATION**

- a) Request for service to sign foreign pension documents at the Hub.
- b) National pay agreement for local government staff.

**00458 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.  
Cllr Drayson asked where councillors can find out what the HR Sub-Committee spoke about.  
Cllr Crotty asked how many grants the council has applied for since it was formed and how many have been received.
- c) To consider any new risks for future mitigation.  
The fly-tipping on council land was noted.

**00459 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

**00460      DATE OF NEXT MEETING – 20<sup>TH</sup> DECEMBER 2023**

It was **RESOLVED** that unless any significant financial decisions are required, the next meeting will be cancelled.

*The meeting was closed at 19:04pm.*