

# **BEXHILL-ON-SEA TOWN COUNCIL**

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:  
Cllr Brailsford; VACANCY; Cllr Crotty; Cllr Drayson; Cllr El; 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 **Bexhill Senior Citizens Club, Eversley Road, Bexhill-on-Sea**  
on **Wednesday 24<sup>th</sup> January 2024 at 6.30pm**  
when it is proposed to transact the following business:

Julie Miller  
Clerk and Responsible Financial Officer

18<sup>th</sup> January 2024

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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.

## **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 extra-ordinary meeting of 20<sup>th</sup> December 2023 *(Appendix A)*

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

- a) To note one year bond being investigated.
- b) To note annual renewal of insurance to be discussed at the next meeting.
- c) To note working group set up by Full Council to review Terms of Reference, incorporating Standing Orders and Financial Regulations therefore this committee's February review is postponed until this work is completed.

- d) To receive and approve bank reconciliation as of 30<sup>th</sup> November 2023 (Appendix B)
- e) To consider budget position as of 30<sup>th</sup> November 2023 (Appendix C)
- f) To note reserves position as of 30<sup>th</sup> November 2023 (Appendix D)
- g) To approve BACS payments January 2024:

Payee	Budget	Gross	VAT	Description
S Deacon	Events	£68.49	£0.00	Office sundries and shop window
Bexhill Radio	EMR - Streaming costs	£170.00	£0.00	Recording of meetings
Rother District Council	Staff Costs	£500.00	£83.33	Parking permit
Balfour Beatty	CNE Projects	£423.24	£70.54	Collington Lane East Grit Bin
Balfour Beatty	Christmas Lights	£45.50	£0.00	Christmas Lights Road Closures
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Surrey Hills	Legal & Professional Fees	£462.00	£77.00	Advice for WCs
Surrey Hills	Legal & Professional Fees	£900.00	£150.00	Summerhill allotment lease
Bexhill Senior Citizens Club	Meeting room hire	£560.00	£0.00	Meetings Dec - May 2024
Sussex Christmas Trees	Christmas Lights	£57.60	£9.60	Recycling Christmas Tree
TM Roofing	EMR - Repairs and Renewals	£3,650.40	£608.40	Roof repair
SLCC	Staff Training	£120.00	£24.00	ILCA P Debreczeny
Viking	Events	£35.24	£5.87	Stationery
Viking	Printing	£149.34	£24.89	office paper and sundries
Local Payroll Company	Legal & Professional Fees	£51.60	£8.60	Payroll administration
Mulberry & Co	Legal & Professional Fees	£168.00	£28.00	Finance administration
AHGTC	Events	£30.00	£0.00	Guild of Town Criers membership
Light Angels	Christmas Lights	£1,252.80	£208.80	Tree lights, timers, resets
Light Angels	Christmas Lights	£2,653.03	£442.17	Supply and install cables and work on Western Road
Light Angels	Christmas Lights	£23,542.40	£4,718.00	Hire of lights, install and takedown, cherry picker licence
W E Waste Limited	Allotment Maint	£402.00	£67.00	Removal of flytipping

b) To approve Direct Debits and Standing Orders

Payee	Budget	Gross	VAT	Description
BT	Utilities	£72.54	£12.09	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges
Waveney IT	IT Costs	£175.46	£29.24	Mailbox subscription
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge
British Gas Lite	Utilities	£64.84	£3.09	Elec bill Dec
British Gas Lite	Utilities	£144.02	£35.02	Gas Bill Dec
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

c) To approve staff costs

Payee	Budget	Amount	Description
Various	Staff Costs	£ 18,483.60	January salary, PAYE, NI and Pension Contributions

## 7. GRANTS AND DONATIONS

a) To note applications process opening on 1<sup>st</sup> April 2024. Proposed dates based on 2023 decision:

- i. Grants for up to £1000 to be considered in July 2024, October 2024 and January 2025.
- ii. Grants between £5001 - £10000 to be considered in October 2024, grants between £1001 - £5000 to be considered in January 2025.

## 8. TOWN COUNCIL HUB

- a) To review premises options (ongoing).
- b) To review Hub statistics

(Appendix E)

## 9. COMMUNITY INFRASTRUCTURE LEVY

- a) To receive any updates.

## 10. RECOMMENDATIONS FROM COMMITTEES

There are none.

## 11. MOTIONS FROM COUNCILLORS

There are none.

## 12. CORRESPONDENCE AND MATTERS FOR INFORMATION

## 13. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from last meeting.

Cllr Drayson asked	The minutes of the HR Sub-Committee are published on the town council website.
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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.	The council has not yet prepared any suitable projects for grant applications.

- 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 – 21<sup>st</sup> FEBRUARY 2024**

*All motions for the next meeting of the committee on 21<sup>st</sup> February 2024 must be received by 12<sup>th</sup> February 2024.*