

BEXHILL-ON-SEA TOWN COUNCIL

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting of
the **BEXHILL-ON-SEA TOWN COUNCIL**
on **Wednesday 27th April 2022 at 6.30pm**

PRESENT: Cllr Plim; Cllr Baldry; Cllr Brailsford; Cllr Blagrove; Cllr Drayson; Cllr Gibson; Cllr Harding; Cllr Wray.

ALSO IN ATTENDANCE: Julie Miller, Clerk; Cllr Winter and two members of the public.

00682. PUBLIC PARTICIPATION

There were none.

00683. APOLOGIES FOR ABSENCE

It was **RESOLVED** to approve and accept apologies from Cllr Rustem.

00684. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

There were none.

00685. CHAIRMAN'S ANNOUNCEMENTS

There were none.

00686. MINUTES

It was **RESOLVED** to sign and approve the meeting of the 23rd March 2022 with the following amendments:

Item 573 be amended to show that Cllr Drayson left the room and re-entered after decision 574, due to being a member of Bexhill Lions.

Item 588 state a vote was held between to roll over funds to next financial year or donate to Bexhill Heritage.

00687. GOVERNANCE AND ACCOUNTABILITY

a) To receive bank reconciliation and budget update as at March 2022.

It was **RESOLVED** to approve the bank reconciliation of March 2022 £209,801.23.

Questions were asked about the breakdown of budget items, the breakdown list that had been previously circulated to councillors would be circulated again.

b) To approve BACS payments April 2022.

It was **RESOLVED** to approve the following BACS payments:

Payee	Budget	Amount	VAT	Description
Simon P. Goacher	Payroll services	£ 203.27	£ -	Payroll services 2021-22
Sussex Event Ltd	Mayors Budget	£ 50.40	£ 8.40	Radios for Town Crier event

Swale Borough Council	Printing	£ 50.35	£ -	BoSTC/27.04.2022 – 0000248 Printing of Training Material
Rother District Council	Printing	£ 131.00	£ -	Printing of Survey Result Booklets
Waveney IT	IT Costs	£ 125.33	£ 20.89	Microsoft license for mailboxes
The Pelham	Rent/Rates	£ 633.00	£ -	Office hire March 2022
ESALC Ltd	Subscriptions	£ 3,387.50	£ -	ESALC and RALC annual subscriptions
Blue Response	Mayors Budget	£ 60.00	£ -	First Aid for Town Crier Event
East Sussex County Council	Verge Cutting	£ 21,330.00	£ 3,555.00	Extra grass cutting
Rother District Council	Allotments	£ 1,208.40	£ 201.40	Recharge of allotment management Oct 2021 - Mar 2022

c) To approve payroll April 2022

It was **RESOLVED** to approve payroll as follows:

Payee	Budget	Amount	Description
Various	Staff Costs	£8,175.21	April salary, PAYE, NI and Pension Contributions

d) To appoint internal auditor for 2021-22.

It was **RESOLVED** to appoint the internal auditor Mulberry Accountants.

It was agreed to tender for a potential alternative internal auditor after the audit for 2021-22.

00688. FUTURE STAFFING RESOURCES

a) To note apprenticeship scheme being investigated – noted.

b) To consider Facilities Officer job description and person specification as per resolution of the Finance Committee at the last meeting.

Cllr Harding left the meeting at 19:57pm

It was **RESOLVED** that the decision on the role is taken at the next meeting.

Cllr Harding re-entered the meeting at 19:58pm

00689. RECOMMENDATIONS FROM COMMITTEES

There are none.

00690. GRANTS AND DONATIONS

To consider recommending to full council that it adapts the grants and donations policy to three rounds of £10,000 applied for by 31st July, 31st October and 28th February.

It was **RESOLVED** to recommend to full council not to limit the three rounds of Grant Funding to £10,000 and the three rounds deadline dates to be 31st July, 31st October and 28th February.

Cllr Gibson left the meeting at 20:17pm

Cllr Gibson re-entered the meeting at 20:18pm

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00691. RESERVES

- a) To consider ear-marking reserves
- | | |
|------------------------------|--------------|
| Unity Current Account | £ 201,023.33 |
| Unity Instant Access Account | £ 8,777.90 |
| | ----- |
| | £ 209,801.23 |

Cllr Wray left the meeting at 20:42pm

Cllr Wray re-entered the meeting at 20:43pm

It was **RESOLVED** to allocate the following ear-marked reserves:

General Contingency	75000
Charter Trustees (Crest & Regalia)	8772.6
Additional Staffing 2022-23	20000
Future Asset Fund	20000
Supporting Bexhill Museum	5000
Repairs and Renewals	15000
Five year strategy	27028.63
Streaming equipment/labour costs	10000
Grants and Donations to pay from 2021-22	27000
Fireproof safe	2000
	209801.23

It was suggested that some further training on budgets and reserves could be arranged with the clerk outside of the meeting. Cllrs Brailsford, Clasby, Harding and Gibson agreed to attend.

00692. POLICIES AND PROCEDURES

- a) To consider appointing HR advice services
It was **RESOLVED** to appoint Work Nest Employment Law/HR and health and safety compliance advisory services.
- b) To review Standing Orders and Financial Regulations for recommendation to the full council.
It was **RESOLVED** to recommend that the Standing Orders and Financial Regulations to the full council in May, with amendments to pronouns.
It was **RESOLVED** to set up an Advisory Committee to review the Standing Order and Financial Regulations for which the Terms of Reference will be agreed at the next meeting.

00693. CORRESPONDENCE AND MATTERS FOR INFORMATION

There are none.

00694. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from the last meeting

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There were none.

- b) To receive questions from councillors and any future agenda items

There were none.

Cllr Drayson asked could if the committee could have an explanation of where the CIL money of £160,000 for Bexhill is and how it's accounted for.

Cllr Drayson asked if the committee could look at a workstream timetable at the end of each meeting.

Cllr Plim asked what impact the CIL money will have on the town council's budget.

00695. DATE OF NEXT MEETING – TO BE AGREED AT ANNUAL GENERAL MEETING

Meeting closed at 21:05pm

Signed.....

Date.....

DRAFT

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