

# **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 Gibson; Cllr Harding; Cllr Plim; Cllr Rustem;  
Cllr Taylor-Gee; Cllr Wray

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 **Committee Room, Rother District Town Hall, Bexhill-on-Sea**  
on **Wednesday 22<sup>nd</sup> March 2023 at 7pm**  
when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

16<sup>th</sup> March 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 22<sup>nd</sup> February 2023

*(Appendix A)*

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

- a) To receive and approve bank reconciliation as of 28<sup>th</sup> February 2023

*(Appendix B)*

- b) To consider budget position as of 28<sup>th</sup> February 2023

*(Appendix C)*

- c) To note reserves position as at 28<sup>th</sup> February 2023

*(Appendix D)*

- d) To approve BACS payments March 2023:

<b>PAYEE</b>	<b>BUDGET</b>	<b>AMOUNT</b>	<b>DETAILS</b>
MC Glass	Repairs and Renewals	£ 216.00	Repairs to front door of 35 Western Road
A Uddin	Events	£ 63.64	Mileage + office sundries
J Miller	Events/IT Costs	£ 121.71	33.98 cables - IT Costs, 87.73 events
Zurich	Insurance	£ 1,734.96	Annual insurance premium
Recorra	Security, Cleaning	£ 282.00	Waste collection 35 Western Road
St Augustine's Church	Events	£ 100.00	Annual Town Meeting room hire
PHS Group	Security, Cleaning	£ 44.86	Sanitary bins 35 Western Road
Viking	Events	£ 196.92	Stationery
Viking	Repairs and Renewals	£ 132.86	Microwave
SLCC	Staff Training	£ 144.00	ILCA training
Rother District Council	Printing, advertising	£ 139.20	Printing for councillor, compliment slips, posters
The Pelham	Repairs and Renewals	£ 740.00	Toilet repairs, privacy screens 35 Western Road
Mulberry and Co	Professional Fees	£ 1,176.00	Finance input
Spurcroft Civic	Events	£ 237.30	Freedom scroll
Echo Cleaning	Security, Cleaning	£ 760.00	Feb - Mar office and window cleaning 35 Western Road
Rother District Council	Allotments	£ 288.68	Recharge of allotment costs
Rother District Council	Meeting room hire	£ 1,110.00	
Jade Powers	Events	£ 65.00	Dementia Coffee Morning
Rother District Council	Printing, advertising	£ 103.40	Certificates and posters, Annual Town Meeting
Medi Aid	Staff Training	£ 600.00	Staff fire warden training
Rother District Council	Allotments	£ 573.32	Allotment management 1/04/22 - 03-06/22
Rother District Council	Allotments	£ 37.33	Allotment management 1/04/22 - 03-06/22
S Deacon	Events	£ 46.55	Office sundries
P Debreczeny	Events	£ 116.62	Event planning reimbursements, mileage
Office Furniture Direct	Repairs and Renewals	£ 342.07	Meeting room table
Local Payroll Company	Professional Fees	£ 48.00	Payroll February
Regional Media Group	Printing, advertising	£ 4,032.00	Bexhill News 12 months advertorial
Rother District Council	Allotments	£ 573.32	Allotment management 1/04/22 - 03-06/22
The Pelham	Repairs and Renewals	£ 980.00	Repairs to 35 Western Road
Rother District Council	Allotments	£ 288.68	Recharge of allotment costs

e) To approve Direct Debits and Standing Orders

Payee	Budget	Amount	Description
Waveney IT	IT Costs	£ 161.11	Monthly mailbox charges
Opus Energy	Utilities	£1,520.90	5 Feb – 4 Mar electricity
Opus Energy	Utilities	-£601.58	7 Jan – 6 Mar gas
BT	Utilities	£45.54	Broadband and phone Mar 23
Maltbys	Rent and Rates	£1333.33	Mar rent

f) To approve Staff Costs.

Payee	Budget	Amount	Description
Various	Staff Costs	£ 14,021.72	March salary, PAYE, NI and Pension Contributions

## 7. GRANTS AND DONATIONS

a) To consider updated grants policies *(Appendix E)*

b) To consider the following grant applications:

(those in red will require Full Council approval if recommended)

Footbridge Project	£ 1,000.00	Renewal of footbridge gallery competition
Bexhill Senior Citizens Club	£ 500.00	Coronation party
The Linen Club	£ 2,000.00	Shed, storage, shelving and flyers for linen supply for local hospitals
White Label Events	£ 3,000.00	Medieval pageant for Coronation celebrations
Bexhill Museum	£ 3,000.00	Restoration of horse drawn Merryweather
Running Space	£ 1,000.00	Funding towards running sessions for suicide prevention
Chamber of Commerce	£ 1,000.00	Coronation event
St Stephen's Church Hall	£ 1,545.28	Contribution to Kitchen Project

£ 13,045.28

## 8. NEW PREMISES

a) To approve the following purchases:

- i. Additional software purchase to accompany finance package to service allotment management.

## 9. COMMUNITY INFRASTRUCTURE LEVY

a) To receive any updates.

## 10. RECOMMENDATIONS FROM COMMITTEES

There are none.

## 11. POLICIES AND PROCEDURES

- a) To note policy review update *(Appendix E)*
- b) To note frequently asked questions page to be created on the website and other online updates to be reviewed in the coming months.

## 12. MOTIONS FROM COUNCILLORS

a) Cllr Plim

To consider recommendation to Climate, Nature, and Environment Committee for CIL funds to be used to provide motorbike parking facilities.

### 13. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) Payroll provider price increase notification.

### 14. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from last meeting.

<p>Cllr Plim Can Community Infrastructure Levy funds be used to provide motorbike parking facilities in Bexhill and if so, which committee would progress this?</p>	<p>This is on the agenda, the Climate, Nature and Environment Committee would progress this, if agreed.</p>
---	---

- 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

### 16. DATE OF NEXT MEETING – 19<sup>th</sup> APRIL 2023

*All motions for the next meeting of the committee on 19<sup>th</sup> April 2023 must be received by 10<sup>th</sup> April 2023.*