

# BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and Audit Committee:  
Cllr Drayson; Cllr El; Cllr Huseyin; Cllr Plim; Cllr Rustem; Cllr Timpe; Cllr Wilson; Cllr Winter

You are summoned to attend a meeting of the

## FINANCE AND AUDIT COMMITTEE

of **BEXHILL-ON-SEA TOWN COUNCIL**

to be held in the **Bexhill Senior Citizens Club, Eversley Road, Bexhill-on-Sea**

on **Wednesday 11<sup>th</sup> December 2024 at 6:00pm**

when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

5<sup>th</sup> December 2024

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.

**PLEASE TURN OFF YOUR MOBILE PHONE DURING THE MEETING AS THIS INTERFERES WITH THE RADIO MICROPHONES USED IN RECORDING THE MEETING.**

## 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 9<sup>th</sup> October 2024 (Appendix A)
- b) To approve the minutes of the meeting of 13<sup>th</sup> November 2024 (Appendix B)

### 6. GOVERNANCE AND ACCOUNTABILITY

- a) To note budget position and reserves position to follow at next meeting.
- b) To approve BACS payments November 2024:

Payee	Budget	Gross	VAT	Description
P Debreczeny	Staff Mileage	£123.85	£0.00	Mileage

ESALC	Training	£96.00	£16.00	Planning Training Cllrs Drayson and Crotty. (Cllr Crotty did not attend.)
S Deacon	Events	£84.75	£0.00	Shop window dressings and office sundries
S Wallis	Allotments reserve	£1200	£0.00	Clearance of soil and rubbish for fence works
The Local Payroll Company Ltd	Professional Fees	£54.00	£9.00	Payroll fees October
Interference Ltd	Allotments reserve	£14,904.00	£2484.00	Allotment Fencing – second tranche
GW Shelter Solutions	Bus Shelters	£2540.90	£423.48	Endwell Rd Shelter repairs
TGTM Ltd	Christmas Lights	£1794.00	£299.00	Road closures Christmas lights
Sussex Mayors Association	Mayors Budget	£76.00	£0.00	Luncheon 04/12
Bexhill Men's Shed	Events	£45.00	£0.00	Plinth for Coghlan Cup
J Miller	Events	£60.00	£0.00	Civic Awards Cup
J Miller	Staff mileage	£24.93	£0.00	Mileage and office sundries
Rother District Council	Events	£117.00	£0.00	Christmas Lights
Abacus Main Limited	Bus Shelters	£500.00	£0.00	Bus Shelter Cleans
Paul Wilson	Mayors Budget	£10.30	£0.00	Taxi Hastings Sinfonia
Mike Alan Video Productions	Reserves	£945.00	£0.00	November meeting filming and production.
SPARC	Events	£268.80	£44.80	Christmas Banner and lanyards
Viking	Events	£486.72	£81.12	Folding chairs
Heart of Sidley	Mayors Budget	£500.00	£0.00	Donation to Christmas

c) To approve direct debits and standing orders:

	<b>Budget</b>	<b>Gross</b>	<b>VAT</b>	<b>Description</b>
Verisure	Security 4160/110	£57.36	£9.56	35 Western Rd Alarm System Services
BT	Utilities 4115/110	£79.04	£13.17	Phone and broadband monthly charge
Vodafone	Utilities 4115/110	£122.40	£20.39	Monthly charges (P)
Waveney IT	IT Costs 4210/120	£248.80	£41.47	Mailbox charges
Hugofox	IT Costs 4210/120	£11.99	£2.00	Website monthly charge
My Group Solutions	Printing	£236.41	£39.40	Quarterly Printing Charges

Waveney IT	IT Costs	£532.73	£88.79	Tablet for Cllr Rustem
Echo Cleaning	Cleaning, caretaking 4160/110	£312.00	£52.00	Cleaning and windows at Hub
Maltbys	Rent and rates 4110/110	£1,333.33	£0.00	Monthly Rent for 35 Western Road
D Dennis	Domesday Project 4670/220	£825.00	£0.00	Domesday project monthly instalment
Wetton	EMR 330 Devonshire Square Toilets Utilities 4160/110	£1,081.60	£180.27	Devonshire Road Toilets Monthly Cleaning Bill

d) To approve staff costs:

Payee	Budget	Amount	Description
Various	Staff Costs	£21,999.05	December PAYE, NI and Pension Contributions

## 7. GRANTS AND DONATIONS

- a) To consider grant as per Appendix C.  
Bexhill Wild CIC £480.00

(Appendix C)

## 8. HEALTH AND SAFETY

- a) To note floor plan for upstairs offices in the Hub underway to allow for risk assessment to be carried out.

## 9. COMMUNITY INFRASTRUCTURE LEVY

- a) To note expression of interest for CIL funds towards the Glyne Gap roundabout sent to Rother District Council.

## 10. RECOMMENDATIONS FROM COMMITTEES

There are none.

## 11. MOTIONS FROM COUNCILLORS

There are none.

## 12. CORRESPONDENCE AND MATTERS FOR INFORMATION

There is none.

## 13. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note answers to questions from last meeting.

Cllr Timpe asked why the De La Warr pavilion was not mentioned in the new "Welcome to Bexhill-on-Sea" signs.	The "Welcome to Bexhill-on-Sea" signs were designed and approved by the previous administration. To adapt the signs would require a motion submitted under the Amenities Committee followed by a cost analysis.
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Cllr Drayson asked if Rother District Council's budget consultation is being put to the Full Council agenda.	This has been done.
Cllr Wilson asked if the investment had been made.	The investment was made on the 6 <sup>th</sup> August 2024.

- 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&A review committee forecasts and prepare budget for full council review
December	Full council approve annual budget

#### **15. DATE OF NEXT MEETING – 15<sup>TH</sup> JANUARY 2024**

*All motions for the next meeting of the Finance and Audit Committee meeting on 15<sup>th</sup> January 2024 must be received by 6<sup>th</sup> January 2024.*