

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

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting of  
the **BEXHILL-ON-SEA TOWN COUNCIL**  
on **Wednesday 22<sup>nd</sup> March 2023 at 7pm**

**PRESENT:** Cllr Baldry; Cllr Brailsford (Chair); Cllr Harding; Cllr Plim; Cllr Taylor-Gee;  
Cllr Wray.

**ALSO IN ATTENDANCE:** J Miller, Clerk; one members of the public.

### **00748. PUBLIC PARTICIPATION**

A member of the public asked:

Why has the Town Council not obtained quotes for works to the toilets before taking them on.

*The Town Council has now decided to defer the discussion on the devolvement of the public conveniences until after the elections therefore consideration for what improvements can be made or obtaining quotes for such works is on hold. The research carried out by the Asset Transfer Committee concluded that the Town Council be recommended to take on the maintenance of the WCs from 1<sup>st</sup> April 2023 and during year one it would prepare a long-term business plan with specifications and quotes for any improvements that it wishes to make to the sites.*

### **00749. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to receive and approve apologies for absence with reasons from Cllr Rustem and Cllr Gibson.

### **00750. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Cllr Baldry declared an interest as a member of the Bexhill Museum.

### **00751. CHAIR'S ANNOUNCEMENTS**

There were none.

### **00752. MINUTES**

It was **RESOLVED** to sign and approve the minutes of meeting of the 22<sup>nd</sup> of February 2023.

### **00753. GOVERNANCE AND ACCOUNTABILITY**

- a) To receive and approve bank reconciliation as of 28<sup>th</sup> February 2023.  
It was **RESOLVED** to approve the bank reconciliation as of 28<sup>th</sup> February 2023.
- b) To consider budget position as of 28<sup>th</sup> February 2023.  
The budget position was reviewed, and it was **noted** that the RFO is preparing a report on the room hire costs and other suggestions for the transfer of budget funds from another budget if required (virement).
- c) To note reserves, position as of 28<sup>th</sup> February 2023 – noted.  
It was **RESOLVED** to approve the following BACS payments:

PAYEE	BUDGET	AMOUNT	DETAILS
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 reimbursement, 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

- d) To approve direct debits and standing orders.  
It was **RESOLVED** to approve the following 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

- e) To approve staff costs.  
It was **RESOLVED** to approve the following direct debits and standing orders:

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

#### 00754. GRANTS AND DONATIONS

- a) To consider updated grants policy.  
It was **RESOLVED** to recommend to the Full Council update the grant policies with the following:
- i. Applications up to a maximum of £1,000 will be considered. Three rounds of funding in July, October, January with a total budget of £5,000 per round. Total £15,000 per year)
  - ii. Applications between £1001 and £5,000. One round each year up to £5,000 in January. (Total £5,000 per year)
  - iii. Applications between £5,001 and £10,000. One round in October up to £10,000. (Total £10,000 per year)
  - iv. For the Town Clerk to highlight to the committee any grant applications that do not meet the policy criteria.
- b) To consider the following grant applications:  
(Those in red will require Full Council approval if recommended)

*Cllr Baldry left the meeting during discussions about the Bexhill Museum.  
Cllr Baldry left the meeting during discussions about the Footbridge Project.  
Cllr Baldry left the meeting during discussions about Sidley Friendship Club.*

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

		BoSTC/22.02.2023 – 000233
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
Sidley Friendship Group	£ 500.00	Coach trip for members
St Stephen's Church Hall	£ 1,545.28	Contribution to Kitchen Project
£ 13,545.28		

It was **RESOLVED** to use the £3000 in reserves for the Bexhill Museum towards the restoration of the horse drawn Merryweather.

It was **RESOLVED** to approve the following grants:

Footbridge Project	£ 1,000.00
Bexhill Senior Citizens Club	£ 500.00
White Label Events	£ 2,250.00
Running Space	£ 1,000.00
Chamber of Commerce	£ 750.00
Sidley Friendship Group	£ 500.00
St Stephen's Church Hall	£ 598.65
£ 6,598.65	

#### 00755. NEW PREMISES

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

#### 00756. COMMUNITY INFRASTRUCTURE LEVY

- a) To receive further updates – there were none.  
It was noted that the Climate, Nature, and Environment Committee.

#### 00757. RECOMMENDATIONS FROM COMMITTEES

- a) There are none.

#### 00758. POLICIES AND PROCEDURES

- a) To note policy review underway – noted.  
b) To note frequently asked questions page to be created on the website and other online updates to be reviewed in the coming month – noted.  
The committee will review the customer service log when more data has been collected to consider how this could be presented on the website.

**00759. MOTIONS FROM COUNCILLORS**

- a) Cllr Plim  
Can the Community Infrastructure Levy funds could be used to provide motorbike parking facilities in Bexhill using the CIL funds and if so, which committee would progress this.  
It was **RESOLVED** to invite the Climate, Nature, and Environment Committee to consider using CIL funds for motorbike parking facilities,

**00760. CORRESPONDENCE AND MATTERS FOR INFORMATION**

- a) Payroll provider price increase notification – noted.

**00761. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**

- a) To note questions from last meeting.  
Cllr Harding asked that the HR Sub Committee organise an appraisal meeting for the Town Clerk before the elections so that the Finance and General Purposes Committee can be updated on the clerk's performance against objectives.  
Cllr Taylor-Gee asked what the outgoing Town Council could do to make it easier for the incoming councillors.  
Cllr Brailsford asked if the Town Council could create a "Rother Alerts" type communication.  
Cllr Plim asked if the Town Council could have a parish council page on Rother Alerts rather than create a new scheme.  
*Cllr Clasby left the meeting at 20:40pm*
- b) To receive questions from councillors and any future agenda items.  
There were none.
- c) To consider any new risks for future mitigation.  
There were none.

**00762. 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

**00763. DATE OF NEXT MEETING – 19<sup>th</sup> APRIL 2023**

Meeting closed at 20:42pm. Signed..... Date.....

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