

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 22nd February 2023 at 7pm**
when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

16th February 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 21st December 2022

(Appendix A)

6. GOVERNANCE AND ACCOUNTABILITY

- a) To review and approve risk assessment. *(Appendix B)*
b) To conduct annual review of Standing Orders *(Appendix C)*
c) To conduct annual review of Financial Regulations *(Appendix D)*
d) To conduct annual review of Code of Conduct *(Appendix E)*
e) To receive and approve bank reconciliation as of 31st January 2023

(Appendix F)

f) To consider budget position as of 31 January 2023

(Appendix G)

g) To note reserves position as at 31 January 2023

(Appendix H)

h) To approve BACS payments February 2023:

Payee	Budget	Amount	VAT	Description
Rother District Council	Rent and rates	£ 4,734.01		Business rates August - April 2023
S Deacon	Events	£ 16.34		Reimbursement stationery and shop window
National Allotment Society	Subscription	£ 67.00	£ 11.00	Local authority allotment society membership
Sussex Sign Company	Events	£ 1,350.08	£ 455.70	External shop signs
East Sussex County Council	Subscription	£ 50.00		DBS Check registration
Local Payroll Company	Professional Fees	£ 48.00	£ 8.00	Payroll services January
St John's Centre	Future Projects CNE	£ 100.00		Hall hire for sewage meeting 03/12
Mulberry & Co	Professional Fees	£ 84.96	£ 14.16	
Viking	Repairs and Renewals	£ 691.89		Office equipment
Rother District Council	Printing	£ 36.00	£ 6.00	Banner printing for shop window
Trade Fire Safety	Repairs and Renewals	£ 423.65	£ 70.61	Fire Extinguishers for shop
Rother District Council	Allotments	£ 656.46	£ 109.41	Recharge for final allotment management cross charge
Rialtas Business Solutions	IT Costs	£ 1,104.19	£ 184.03	Finance software subscriptions
Rother District Council	Events	£ 350.00	£ 291.67	Parking permit
P Debreczeny	Events	£ 37.50		Mileage events

i) To approve Direct Debits and Standing Orders

Payee	Budget	Amount	VAT	Description
Waveney IT	IT Costs	£ 119.93	£26.85	Monthly mailbox subscription Microsoft
Maltby Property Management	Rent	£ 1,333.33		Rent for premises
Opus Energy	Utilities	£171.78	£8.18	Electricity 5 Jan – 4 Feb
Opus Energy	Utilities	£923.29	£153.88	Gas 7 Jan – 6 Feb

j) To approve Staff Costs.

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

7. GRANTS AND DONATIONS

a) To discuss policy for grants outside of policy to follow at a future meeting.

b) To note next round of grant funding closing date of 28th February 2023 and to agree.

8. NEW PREMISES

- a) To approve the following purchases:
 - i. Mobile phones
 - ii. Office Printer
 - iii. Fire marshal and First Aid training

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 underway.
- 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

There are none.

13. CORRESPONDENCE AND MATTERS FOR INFORMATION

14. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from last meeting.

There were none.

- 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

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press may be asked to leave the meeting during consideration of item 16.

16. STAFFING MATTERS

- a) To receive update on staffing matters, recruitment, and appointments.
- b) To receive advice from HR provider.

17. DATE OF NEXT MEETING – 22ND MARCH 2023

All motions for the next meeting of the committee on 22nd March 2023 must be received by 12th March 2023.