

**BEXHILL-ON-SEA TOWN COUNCIL**

Minutes of the meeting of the **BEXHILL-ON-SEA TOWN COUNCIL**

**FINANCE AND AUDIT COMMITTEE**

Held in the **BEXHILL SENIOR CITIZENS CLUB, EVERSLY ROAD,**  
**BEXHILL-ON-SEA**

On **Wednesday 10<sup>th</sup> December 2025 at 6:30pm**

**PRESENT:** Cllr Blagrove, Cllr Crotty, Cllr El, Cllr Huseyin, Cllr Peters, Cllr Rustem, Cllr Wilson.

**ALSO IN ATTENDANCE:** M Webber; L Muhilathithan; One Videographer; 0 members of public.

**00338 PUBLIC PARTICIPATION**

There was none.

**00339 TO RECEIVE APOLOGIES FOR ABSENCE**

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

**00340 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Cllr Wilson declared an interest in item 7 due to knowing a relative of the owner on a personal level.

**00341 CHAIRS ANNOUNCEMENTS**

There was none.

**00342 MINUTES**

To approve the minutes of the meeting of Wednesday 12<sup>th</sup> November 2025.

a) Wednesday 12<sup>th</sup> November 2025.

It was **RESOLVED** to approve the minutes of the meeting of Wednesday 12<sup>th</sup> November 2025 after the correct amendment has been made.

**00343 GOVERNANCE AND ACCOUNTABILITY**

Initial.....

- a) To receive bank reconciliation as of 30<sup>th</sup> November 2025.  
It was noted that the name on the bank reconciliation needs to be updated to the current Town Clerk.  
It was **RESOLVED** to approve bank reconciliation as of 30<sup>th</sup> November 2025.
- b) To consider budget position as of 30<sup>th</sup> November 2025.  
It was **RESOLVED** to approve the budget position as of 30<sup>th</sup> November 2025.
- c) To receive payment listing as of November 2025.  
It was **RESOLVED** to approve the payment listing as of November 2025.
- d) To receive ear-marked reserves as of 30<sup>th</sup> November 2025.  
It was **RESOLVED** to approve the ear-marked reserves as of 30<sup>th</sup> November 2025.
- e) To receive CCLA update.  
A verbal update was given.

#### **00344 GRANTS AND DONATIONS**

- a) To consider grants as per Appendix F.  
It was **RESOLVED** to approve the grant of £1,000 to the Children with Cancer Fund.

#### **00345 INTERIM INTERNAL AUDIT REPORT**

- a) To note the comments of the internal auditor. -noted.  
It was noted that four points were brought forward by the internal auditor. VAT return becoming quarterly – the Committee is now required to receive a new data report – financial regulations that need to be altered due to still containing elements of the generic document – risk policy missing the covering statement.

#### **00346 VIREMENTS**

- a) To receive virement report and consider approving virements.  
It was **RESOLVED** to approve the virements shown in the virements report per Appendix H.

**00347 RECCOMENDATIONS FROM COMMITTEES**

a) There were none.

**00348 MOTIONS FROM COUNCILLORS**

a) There were none.

**00349 CORRESPONDENCE AND MATTERS FOR INFORMATION**

a) There were none.

**00350 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**

a) To note answers to questions from last meeting.

Cllr Blagrove asked if another organisation uses the Town Council's insurance.	The Council is not aware of any organisations using the Council's insurance.
--	--

b) To consider any new risks for future mitigation.

There was none.

**00351 OVERVIEW OF ANNUAL INTERNAL CONTROL TASKS OF THE COUNCIL**

<b>January</b>	<b>Submit Precept to Rother District Council</b>
<b>February</b>	<b>Review Standing Orders/Financial Regs and policies for Full Council AGM, obtain three quotes for insurance policy renewal</b>
<b>March</b>	<b>Review annual financial risk assessment</b>
<b>April</b>	<b>Complete year end accounts and AGAR, produce annual report, insurance policy renewals,</b>
<b>May</b>	<b>AGM – adoption of policies, internal audit, review asset register</b>
<b>June</b>	<b>Approval of AGAR, review internal controls, complete internal audit</b>
<b>July</b>	<b>Electors rights period, Annual VAT return</b>
<b>August</b>	<b>RFO to begin budget drafting</b>
<b>September</b>	<b>Committees prepare budget forecasts, F&amp;GP review salary budgets</b>
<b>October</b>	<b>Committees prepare budget forecasts</b>
<b>November</b>	<b>F&amp;A review committee forecasts and prepare budget for full council review</b>
<b>December</b>	<b>Full council approve annual budget</b>

**00352 DATE OF NEXT MEETING – WEDNESDAY 14<sup>th</sup> JANUARY 2026**

*All motions for the next meeting of the Finance and Audit Committee on 14<sup>th</sup> January 2026 must be received by the 3<sup>rd</sup> January 2026.*

Initial.....

*The meeting was closed at 19:10pm.*

*Date.....*

*Signed.....*

*Initial.....*