

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council
You are summoned to attend the ANNUAL GENERAL MEETING of
BEXHILL-ON-SEA TOWN COUNCIL to be held in the
COUNCIL CHAMBER, TOWN HALL, BEXHILL-ON-SEA
on **Wednesday 18th May 2022 at 6.30pm**
when it is proposed to transact the following business:

Julie Miller
Clerk and Responsible Financial Officer

12th May 2022

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. TO ELECT CHAIR

Chair to sign Declaration of Acceptance of Office of Chair.

2. TO ELECT VICE CHAIR

3. APOLOGIES FOR ABSENCE

4. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

5. MINUTES

To approve the minutes of the following meetings of the full council:

- a) Wednesday 13th April 2022 *(Appendix A)*
- b) Wednesday 20th April 2022 *(Appendix B)*
- c) Wednesday 11th May 2022 *(Appendix C)*

6. COMMITTEES

To receive the minutes and updates of committees held since the last Full Council meeting:

- a) 27/04/2022 Finance and General Purposes Committee *(Appendix D)*

7. RECOMMENDATIONS FROM COMMITTEES

- a) Finance and General Purposes Committee
That the Grants and Donations Policy is updated to offer three rounds of grant funding up to, but not limited to, £10,000 at each round. The three rounds shall have the following deadline dates: 31st July 2022, 31st October 2022 and 28th February 2023.

8. TO REVIEW OF DELEGATION ARRANGEMENTS OFFICERS AND TERMS OF REFERENCE FOR COMMITTEES

(Appendix E)

9. TO APPROVE APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES

- a) Finance and General Purposes Committee
- b) Climate, Nature and Environment Committee
- c) Community Committee
- d) Planning and Development Committee
- e) Premises Working Group (reporting to Full Council)

10. TO APPOINT ANY NEW COMMITTEES (IN ACCORDANCE WITH STANDING ORDER 4).

11. TO REVIEW AND ADOPT APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS *(Appendix F&G)*

12. TO REVIEW ARRANGEMENTS (INCLUDING LEGAL AGREEMENTS) WITH LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES.

There are none.

13. TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

- a) RALC
- b) Citizen's Advice Bureau
- c) Bexhill Air Cadet Squadron
- d) Fairtrade Group

14. TO REVIEW INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT *(Appendix H)*

15. TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

16. TO REVIEW COUNCIL AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

- a) ESALC and RALC (includes NALC)

17. TO REVIEW COUNCIL COMPLAINTS PROCEDURE *(Appendix I)*

18. TO REVIEW OF COUNCIL POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

These can be found on our website:

[Data Protection and GDPR - Bexhill-on-Sea - Bexhill-on-Sea, Bexhill-On-Sea \(bexhilltowncouncil.gov.uk\)](https://www.bexhilltowncouncil.gov.uk)

19. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA *(Appendix J)*

20. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

These can be found on our website:

[Policies and Procedures - Bexhill-on-Sea - Bexhill-on-Sea, Bexhill-On-Sea](#)

21. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S137 OF THE LOCAL GOVERNMENT ACT 1972 OR THE GENERAL POWER OF COMPETENCE

This can be found on our website:

[Transparency Code - Bexhill-on-Sea Bexhill-On-Sea, East Sussex - Bexhill-on-Sea,](#)

22. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL

(Appendix K)

23. PUBLIC PARTICIPATION

In accordance with standing order 3(e) this session shall not exceed 15 minutes unless directed by the Chairman 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 chairman 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 chairman 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 chairman of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

24. MAYOR'S OFFICE

- a) To receive update on the work of the Town Mayor.

25. REPORTS FROM COUNCILLORS

External councillors may report for 3 minutes written reports must be received three days before the meeting.

- a) To receive reports from Division County Councillors.
- b) To receive reports from Ward District Councillors.
- c) To receive ward reports from Town Councillors.

26. SUPPORT FOR UKRAINE

- a) To receive update from Cllrs Brailsford; Taylor-Gee; Thomas on 'Bexhill Hub for Ukraine Support'

27. GOVERNANCE AND ADMINISTRATION

- a) To note 'Away Day' being organised with Trevor Leggo as per motion passed at April's meeting.
- b) To note flag incorporating the coat of arms being investigated.

28. EXTERNAL REPRESENTATIVES

To receive reports from external representatives (circulated prior to the meeting)

- e) RALC - Cllr Winter and Cllr Taylor-Gee
- f) Citizen's Advice Bureau – Cllr Gibson
- g) Bexhill Air Cadet Squadron – Mayor

- i. To note Mayoral Cadet Award amendments to be considered at next meeting
- h) Fairtrade Group – Cllr Izzard
- i) To receive update from Sussex Road Safety Stakeholder Virtual Briefing 28/04/2022 – Cllr Drayson
- j) To nominate councillor to attend Policing Focus Group 23/05/2022 at The Almonry, Battle 2:30pm.

29. MOTIONS FROM COUNCILLORS

There are none.

30. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) Request from Cllr Langlands to support Grant Application.

31. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To receive answers to questions raised at the last meeting

<p>Cllr Drayson asked should a show of hands vote include those voting against a motion and those abstaining.</p>	<p>A show of hands is the method that members use to show their vote in response to a motion that has been moved and seconded. Hands should be shown when the chairman asks for those voting ‘for’ a motion, those voting ‘against’ a motion and those abstaining from the vote.</p>
<p>Cllr Drayson asked if there was a way that a councillor can have a voting mistake corrected by judicial review.</p>	<p>Judicial review is a type of court proceeding, in which someone (the “claimant”) challenges the lawfulness of a government decision. A councillor could instigate judicial review as the ‘claimant’, they would do so by acting in their own personal capacity.</p>
<p>Cllr Izzard asked what caused the delay in the town council opening a bank account and why wasn’t it done at the beginning of the term.</p>	<p>The corporate body is responsible for the decision to open a bank account. In July 2021 the incoming clerk was passed details of the setting up a bank account by the outgoing clerk. An application to open an account was made in August 2021. Full council approved the signatories required for the account opening in September 2021. The clerk collected the required identification for the signatories and sent to the bank. The F&GP committee held its first meeting in October 2021 and monitored the opening of the account. RDC had been holding the town council’s funds since the town council’s inception. RDC transferred £500 to the new bank account to enable activation on 26th October 2021. RDC then transferred the remaining precept on 23rd February 2022 and this is when the town council began administering its own finances. The delay of funds transfer from RDC between the months of October 2021 and February 2022 was due to RDC taking advice on the VAT workings required to cross charge the invoices that they had paid on behalf of the town council since May 2021.</p>

<p>Cllr Blagrove asked when will the live streaming begin and can we have a written update on it.</p>	<p>The Community Committee has been researching the town forum equipment and future requirements of live streaming. The Committee considered its final recommendations on 11th May 2022, as planned and this will now be passed to the Finance and General Purposes Committee for financial risk assessment review.</p>
<p>Cllr Blagrove asked when all of the financial information from this council is going to be uploaded to the website.</p>	<p>The financial information that the council is required to publish in relation to the Local Government Transparency Code information is available on the council's website on the 'Transparency Code' page in line with the regulatory requirements.</p> <p>The monthly bank reconciliation is available under 'Finance and Accounting' page.</p> <p>After the Annual Accounting and Governance Review has been approved by the corporate body in June, this will also be displayed on the 'Finance' page, along with supporting documentation.</p> <p>The budget performance of the council is displayed in the meeting papers for the F&GP Committee each month and on the 'Finance and Accounting' webpage.</p>
<p>Cllr Blagrove asked if the assistant clerk could be invited to meet councillors at full council.</p>	<p>The assistant clerk has been invited to attend this full council meeting.</p>

- b) To receive questions from councillors
 - i. To receive questions at the meeting
Questions shall be recorded in the minutes and responded to at the next meeting or before
- c) To note any future agenda items

32. DATE OF NEXT MEETING – TO BE AGREED AT THIS MEETING

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the commercially sensitive nature of the business to be transacted in item 33 and the personal data in item 34, the public and the press will be asked to leave the meeting during consideration of the following:

33. TO RECEIVE UPDATE ON LEASE NEGOTIATIONS