

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

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:  
Cllr Brailsford; VACANCY; Cllr Drayson; Cllr El; Cllr Huseyin; Cllr Rustem; Cllr Timpe;  
Cllr Wilson; Cllr Winter

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 **Bexhill Senior Citizens Club, Eversley Road, Bexhill-on-Sea**  
on **Wednesday 20<sup>th</sup> March 2024 at 6:30pm**  
when it is proposed to transact the following business:

Julie Miller  
Clerk and Responsible Financial Officer

14<sup>th</sup> March 2024

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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 21<sup>st</sup> February 2024 *(Appendix A)*

### **6. TO APPOINT VICE-CHAIR**

### **7. GOVERNANCE AND ACCOUNTABILITY**

- a) To annual renewal of insurance £2,107.41.  
b) To receive and approve bank reconciliation as of 31<sup>st</sup> January 2024 *(Appendix B)*  
c) To consider budget position as of 31<sup>st</sup> January 2024 *(Appendix C)*  
d) To note reserves position as of 31<sup>st</sup> January 2024 *(Appendix D)*

e) To approve BACS payments March 2024

Payee	Budget	Gross	VAT	Description
Spurcroft	Events	£242.40	£40.40	Freedom scroll
Local Payroll Company	Professional Fees	£51.60	£8.60	January payroll services
Mulberry & Co	Professional Fees	£590.04	£96.00	Finance Input
Rother District Council	Events	£200.00	£0.00	Road closure street market
Mike Alan Video Productions	Audio Recording	£830.00	£0.00	Recording meetings
We Waste	Allotments	£402.00	£67.00	Fly Tipping removal
Paul Debreczeny	Events	£166.63		Reimbursements
Anne Anaswara	Allotments	£8.38		Reimbursements
Delia Thornton	Climate Projects	£300.00		Community Resilience Plan
The National Allotment Society	Allotments	£66.00	£11.00	Annual Renewal
A Manoukian	Events	£1500.00		Mace Bearer 2023+2024

b) To approve Direct Debits and Standing Orders

Payee	Budget	Gross	VAT	Description
BT	Utilities	£60.30	£10.05	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges
Waveney IT	IT Costs	£175.46	£29.24	Mailbox subscription
Waveney IT	IT Costs	£30.00	£5.00	Reset councillor password
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge
Nationwide Leasing	Printing	£306.00	£51.00	Quarterly printer rental
British Gas Lite	Utilities			Elec Bill Feb
British Gas Lite	Utilities			Gas Bill Feb
My Group	Printing	£121.14	£20.19	Printing Dec – Mar
Recorra South East Ltd	Cleaning, caretaking	£282.00	£47.00	Waste collection Hub
Echo Cleaning	Cleaning, caretaking	£312.00	£62.40	Cleaning and windows at Hub
Maltbys	Rent and rates	£1,333.33	£0.00	Monthly Rent for 35 Western Road
D Dennis	CNE Projects	£775.00	£0.00	Domesday project monthly installment

c) To approve staff costs

Payee	Budget	Amount	Description
Various	Staff Costs	£ 16,535.53	March salary, PAYE, NI and Pension Contributions

## **8. GRANTS AND DONATIONS**

- a) To review grants and donations policy.

## **9. TOWN COUNCIL HUB**

- a) To review premises options (ongoing).
- b) To approve health and safety expenditure. *(Appendix E)*
- c) To recommend health and safety handbook to Full Council. *(Appendix F)*
- d) To recommend health and safety manual to Full Council. *(Appendix G)*
- e) To review risk assessment. *(Appendix H)*

## **10. COMMUNITY INFRASTRUCTURE LEVY**

- a) To receive any updates.

## **11. RECOMMENDATIONS FROM COMMITTEES**

There are none.

## **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

## **16. DATE OF NEXT MEETING – 24<sup>th</sup> APRIL 2024**

*All motions for the next meeting of the committee on 24<sup>th</sup> April 2024 must be received by 15<sup>th</sup> April 2024.*