

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, EVERSLEY ROAD,
BEXHILL-ON-SEA**
on **Wednesday 12th March 2025 at 6:00pm**

PRESENT: Cllr Drayson; Cllr El; Cllr Huseyin; Cllr Plim; Cllr Timpe.

ALSO IN ATTENDANCE: J Miller, Clerk; J Daeva; One Videographer; 0 members of the public.

00654 PUBLIC PARTICIPATION

There were none.

00655 TO RECEIVE APOLOGIES FOR ABSENCE

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

00656 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Drayson declared an interest as a member of Rother District Council.
Cllr Timpe declared an interest as a member of Rother District Council and trustee at De La Warr Pavilion.

00657 CHAIR'S ANNOUNCEMENTS

There were none.

00658 MINUTES

- a) To approve the minutes of the meeting of 12th February 2025
It was **RESOLVED** to approve the minutes of the meeting of 12th February 2025.

00659 GOVERNANCE AND ACCOUNTABILITY

- a) To consider annual renewal of insurance.
It was **RESOLVED** to renew insurance.
- b) To receive and approve bank reconciliation as of 28th February 2025.
It was **RESOLVED** to approve bank reconciliation as of 28th February 2025.
- c) To consider budget position as of 28th February 2025.
It was **RESOLVED** to approve budget position as of 28th February 2025.
- d) To consider updated reserves position as of 28th February 2025.
It was **RESOLVED** to approve updated reserves position as of 28th February 2025.
- e) To receive payment listing as of 28th February 2025.
It was **RESOLVED** to receive payment listing as of 28th February 2025 £80,445.44.

00660 INTERIM AUDIT REPORT

- a) To receive interim audit report and to consider recommendations.
- i. Based on the level of financial activity of the council, the authority level for the Clerk appears low and may be restrictive to the efficient day-to-day functioning of the council.
 - ii. The reconciliation has been signed but the accompanying bank statements have not been signed in accordance with the requirements of FR 2.6.
The Clerk's delegated authority for purchases will be reviewed at the Annual Statutory Meeting upon the review of the Financial Regulations.

00661 PURCHASE LEDGER SYSTEM

- a) To approve the purchase of purchase ledger finance software upgrade.
It was **RESOLVED** to approve the purchase of purchase ledger finance software upgrade.

00662 GRANTS AND DONATIONS

- a) To consider grants as per Appendix H.
It was **RESOLVED** to donate the following:
Little Common Methodist Church £4779.81
Bexhill Festival of Music £1,800
Bexhill Downs Ladies Group £500
Sidley Cricket Club £500

The grant from By The Coast will be encouraged to apply again and submit accounts as per the policy.

It was **RESOLVED** to investigate the value of funds required for the Bexhill Festival of Music to continue for a five year period.

- b) To consider drafting a policy for allocating CIL funds to community groups.
It was **RESOLVED** to draft a policy for allocating CIL funds to community groups.

00663 TOWN COUNCIL HUB

- a) To receive February hub report.
The February hub report was received.

00664 HEALTH AND SAFETY

- a) To receive updated risk assessment.
The updated risk assessment was received.

00665 RECOMMENDATIONS FROM COMMITTEES

There are none.

00666 MOTIONS FROM COUNCILLORS

There are none.

00667 CORRESPONDENCE AND MATTERS FOR INFORMATION

There is none.

00668 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

a) To note answers to questions from last meeting.

Cllr Plim asked if CIL money can be used for accessibility projects.	The council doesn't have a policy in place for allocation of CIL projects.
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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.

00669 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&A review committee forecasts and prepare budget for full council review
December	Full council approve annual budget

00670 DATE OF NEXT MEETING – 9TH APRIL 2025

The meeting closed at 18:40pm

Date.....

Signed.....

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