

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:
Cllr Brailsford; Cllr Crotty; 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 21st February 2024 at 7.00pm**
when it is proposed to transact the following business:

Julie Miller
Clerk and Responsible Financial Officer

15th February 2024

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 24th January 2024 (Appendix A)

6. GOVERNANCE AND ACCOUNTABILITY

- a) To receive update on one year bond.
b) To consider annual renewal of insurance.
c) To receive and approve bank reconciliation as of 31st December 2024 (Appendix B)
d) To consider budget position as of 31st December 2024 (Appendix C)
e) To note reserves position as of 31st December 2024 (Appendix D)
f) To approve BACS payments February 2024:

Payee	Budget	Gross	VAT	Description
Viking	Repairs and Renewals	£882.00	£147.00	Desks for new starters
Local Payroll Company	Professional Fees	£51.60	£8.60	January payroll services
SLCC	Training - Staff	£144.00	£24.00	FILCA training S Deacon
Mulberry & Co	Professional Fees	£72.00	£12.00	Finance Input
Viking	Repairs and Renewals	£220.62	£36.77	Office equipment
Rother District Council	Elections	£7,773.93	£0.00	Sackville Election
Regional Media Group	Printing, Publications	£4,536.00	£756.00	Years subscription Bexhill News Advertorial

b) To approve Direct Debits and Standing Orders

Payee	Budget	Gross	VAT	Description
BT	Utilities	£72.54	£12.09	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges
Waveney IT	IT Costs	£175.46	£29.24	Mailbox subscription
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge
British Gas Lite	Utilities	£64.84	£3.09	Elec bill Dec
British Gas Lite	Utilities	£144.02	£35.02	Gas Bill Dec
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 instalment

c) To approve staff costs

Payee	Budget	Amount	Description
Various	Staff Costs	£ 16,535.13	February salary, PAYE, NI and Pension Contributions

7. GRANTS AND DONATIONS

a) To review Grants and Donations Policy

[Grants and Donations - Bexhill-on-Sea - Bexhill-on-Sea, Bexhill-On-Sea \(bexhilltowncouncil.gov.uk\)](http://bexhilltowncouncil.gov.uk)

8. TOWN COUNCIL HUB

a) To review premises options (ongoing).

9. COMMUNITY INFRASTRUCTURE LEVY

a) To receive any updates.

10. RECOMMENDATIONS FROM COMMITTEES

There are none.

11. MOTIONS FROM COUNCILLORS

There are none.

12. CORRESPONDENCE AND MATTERS FOR INFORMATION

There are none.

13. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

a) To note questions from last meeting.

Cllr Drayson asked That the grants and donations policy be reviewed.	This is on the agenda of this meeting.
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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.

14. 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

15. DATE OF NEXT MEETING – 20th MARCH 2024

All motions for the next meeting of the committee on 20th March 2024 must be received by 11th March 2024.

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 were asked to leave the meeting during consideration of item 16

16. STAFFING

a) To receive updates on staffing matters.