

# BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:  
Cllr Baldry; Cllr Brailsford; Cllr Clasby; Cllr Gibson; Cllr Harding; Cllr Plim; Cllr Rustem;  
Cllr Taylor-Gee; Cllr Wray

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 **Committee Room, Town Hall, Bexhill-on-Sea**  
on **Wednesday 19<sup>th</sup> October 2022 at 7pm**  
when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

13<sup>th</sup> October 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

### 2. 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 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.

### 3. TO RECEIVE APOLOGIES FOR ABSENCE

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

### 5. CHAIR'S ANNOUNCEMENTS

### 6. MINUTES

To approve the minutes of the meeting of 20<sup>th</sup> July 2022

*(Appendix A)*

### 7. GOVERNANCE AND ACCOUNTABILITY

a) To note updated risk assessment to follow at next meeting.

b) To receive and approve bank reconciliation as at 30<sup>th</sup> September 2022

*(Appendix B)*

c) To consider budget position as at 30<sup>th</sup> September 2022

*(Appendix C)*

d) To note reserves position as at 30<sup>th</sup> September 2022

*(Appendix D)*

Surrey Hills Solicitors	Professional Fees	£	366.00	Lease work
Breakthrough Communications	Training	£	594.00	Data Protection Workshop
The Pelham	Rent	£	407.00	Rent July 2022
Julie Miller	Events	£	396.83	Survey Monkey fee 384.00 + mileage
Paul Debreczeny	Events/Mayors Budget	£	57.71	50 copyright flag, 7.71 parking and mileage
Julie Miller	Events	£	101.14	Mileage, parking and torch reimbursement
Paul Debreczeny	Events	£	116.17	Mileage, parking and light reimbursement
All Saints CE Primary School	Meeting Room Hire	£	45.00	Room Hire 07/09
ESALC Limited	Training	£	48.00	Finance training
The Pelham	Rent	£	126.00	Office hire August
Sparc Creative	Printing, Publications and Ads	£	151.20	Banners for Remembrance
ESALC Limited	Training	£	300.00	Vision and Strategy Day
Regional Media Group	Printing, Publications and Ads	£	1,770.00	6 months advertorial pages for Bexhill News
The Local Payroll Company	Professional Fees	£	48.00	July Payroll fees
The Local Payroll Company	Professional Fees	£	48.00	August Payroll fees
Ann Bott	Professional Fees	£	1,000.00	Investigation Report
Manor Barn	Training	£	630.00	Vision and Strategy Day Room Hire and lunch
Sussex Signs	Reserves	£	1,384.14	Deposit for premises signage
Rother District Council	Printing, Publications and Ads	£	80.00	Bexhill Day flyer printing
Little Common RBL Band	Mayor's Budget	£	300.00	HM Queen's funeral events
Unity Trust Bank	Bank Fees	£	27.60	Quarterly Fees
Opus Energy	Utilities	£	229.32	Electricity Bill 35 Western Road 1/08-07/09
Opus Energy	Utilities	£	240.49	Gas bill 35 Western Road 01/08 - 09/09
Paul Debreczeny	Events	£	63.65	Mileage and parking
Julie Miller	Events	£	46.20	Mileage and parking
Thomas French Jewellers	Mayor's Budget	£	890.00	Engraving and collar for Mullens Cup
Opus Energy	Utilities	£	66.61	Electricity bill 35 Western Road 08/09-04/10
Opus Energy	Utilities	£	444.13	Gas bill 35 Western Road 01/08 - 09/09
Maltby Property Management	Rent and Rates	£	368.00	Buildings Insurance 35 Western Road 01/10/22 - 30/09/2023
Regional Media Group	Recruitment	£	135.00	Advertising vacancies
The Pelham	Rent and Rates	£	126.00	August Room Hire
The Pelham	Rent and Rates	£	217.00	September Room Hire
Rother District Council	Allotment Charges	£	592.00	Allotment recharge costs 1st July - 30th September 2022 staff costs
Pebsham Community Assoc	Room hire	£	60.00	Community Committee hire 12/10

Local Payroll Company	Professional fees	£	48.00	September payroll
ESALC Limited	Training	£	48.00	VTG Councillor training
Claire Baldry	Mayor's Budget	£	42.20	Taxi Fares for events

e) To approve BACS payments August, September and October 2022 as above.

f) To approve Direct Debits and Standing Orders

Waveney IT	IT Costs	£	119.93	Monthly mailbox subscription Microsoft x 3
Maltby Property Management	Rent	£	1,333.33	Rent for premises x 3

g) To approve Staff Costs and overtime paid for HM Queen events.

Payee	Budget	Amount	Description
Various	Staff Costs	£12,075.44	October salary, PAYE, NI and Pension Contributions
Various	Staff Costs	£9,295.82	September salary, PAYE, NI and Pension Contributions
Various	Staff Costs	£8,768.88	August salary, PAYE, NI and Pension Contributions

## 8. GRANTS AND DONATIONS

a) To consider approving the following grants:

Light Up Bexhill	£ 2,200.00	Christmas Magical Event
Pebsham Community Association	£ 1,500.00	Purchase 150 fold up chairs and trolley
Bexhill Senior Citizens Club	£ 1,000.00	Parquet Floor restoration in hall
The Little Commoners	£ 473.33	Litter picking hoops and hi-vis vests
Friends of Little Common	£ 1,000.00	Christmas Tree and Lights
Jesus Loves Bexhill	£ 500.00	Gazebo
Bexhill In Bloom	£ 1,000.00	Funding the Bexhill-in-Bloom core project
Bexhill Caring Community	£ 436.20	Trip to Brighton i360
Community Supporters	£ 1,000.00	Qualifications for young people, to deliver workshops to older residents
Sidley Cricket Club	£ 1,000.00	Indoor training sessions, coach training and equipment
Concert Band of the Royal British Legion	£ 500.00	Purchase five new musical arrangements

£10,609.53

*Any amounts over £1,000 must be referred to full council as per the grants policy.*

## 9. COMMUNITY INFRASTRUCTURE LEVY

a) To receive any updates.

## 10. RECOMMENDATIONS FROM COMMITTEES

There are none.

## 11. POLICIES AND PROCEDURES

- To consider continuing partnership funding agreements as per correspondence from Rother District Council (Appendix E)
- To note policy review check in to be carried out at next meeting.

- c) To consider policy for community funding requests outside of the grants and donations policy.

## **12. PRECEPT AND BUDGET 2023/24**

- a) To review first draft for submission to full council.

## **13. CORRESPONDENCE AND MATTERS FOR INFORMATION**

There are none.

## **14. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**

- a) To note questions from last meeting.

Cllr Harding asked for a permanent agenda item regarding the Community Infrastructure Levy (CIL).	This is on the agenda.
Cllr Wray asked if a policy could be created for groups asking for funds outside of the usual grant funding policy	This is on the agenda.

- 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 – 23<sup>RD</sup> NOVEMBER 2022**

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 may be asked to leave the meeting during consideration of item 16.

## **17. STAFFING MATTERS**

- a) To receive updates on recruitment and staffing.