

BEXHILL-ON-SEA TOWN COUNCIL

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting of the **BEXHILL-ON-SEA TOWN COUNCIL** at **ST PETER'S COMMUNITY CENTRE**

on **Wednesday 26th July 2023 at 7pm**

PRESENT: Cllr Baldry; Cllr Brailsford; Cllr Clasby; Cllr Crotty; Cllr Winter; Cllr Wilson.

ALSO IN ATTENDANCE: J Miller, Clerk; J Daeva; two members of the public; Cllr Plim.

00194. PUBLIC PARTICIPATION

Questions asked in meetings are responded to in the draft minutes of the meeting. The Council's current policy is that the draft minutes of the meeting held on a Wednesday are uploaded to the Council's website on the Friday of that week, workload permitting.

A member of the public asked:

a) Why the Climate, Nature and Environment committee have suspended financial regulations.

In accordance with Financial Regulation 11d, the committee considered that the appointment of contractors in this instance was suitable without seeking further quotes due to the exceptional situation.

b) What have the council achieved so far and are the councillors happy with their overall progress – can each individual councillor answer?

The town council is a corporate body for which individual councillors have no power to act. Residents wishing to seek councillors' personal opinions should do this directly with councillors.

c) A member of the public spoke about the transfer of the parks and open spaces from Rother District Council, no question was asked.

A member of the public asked:

d) Will this council claim back everything that belongs to the town from Rother District Council?

Community assets across Bexhill that are owned by Rother District Council can be discussed as part of the Asset Transfer programme. Currently, the Public Toilets are under discussion.

Cllr Plim asked whether the council has a policy to prevent vexatious comments from members of the public when addressing meetings.

The Council does not have a policy for vexatious communications, however Standing Order 2 addresses improper behaviour at meetings:

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

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If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

00195. APOLOGIES FOR ABSENCE

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

00196. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Winter declared an interest as a Rother District Councillor.

Cllr Winter declared an interest as chair of the Little Commoners.

00197. CHAIR'S ANNOUNCEMENTS

The chair suggested a change in the order of the agenda to allow the Hub security plans to be discussed during the confidential item.

00198. MINUTES

It was **RESOLVED** to sign and approve the minutes of meeting of the of 21st June 2023.

00199. GOVERNANCE AND ACCOUNTABILITY

- a) To note bank reconciliation to follow at next meeting – noted.
- b) To note budget position to follow at next meeting – noted.
- c) To approve BACS payments July 2023:

Payee	Budget	Gross	VAT	Description
A Uddin	Events	£ 15.30		Health and wellbeing event
S Deacon	Events	£ 26.48		Health and wellbeing event
P Debreczeny	Mileage and expenses	£ 50.34		Noticeboards, site visits + £21 events (Rotary Bell)
Rother District Council	Rent and rates	£ 1,422.00		Rates payments for April and May
Viking Direct	Repairs and Renewals	£ 95.46	£ 15.91	Office equipment
Mulberry & Co	Professional Fees	£ 180.96	£ 2.16	Monthly finance input
Local Payroll Company	Legal and professional fees	£ 53.58	£ 8.93	Payroll admin fee
LDC	Reserves - Streaming	£ 150.00	£ -	Streaming for June 21st
East Sussex County Council	Professional Fees	£ 64.80	£ 10.80	DBS Checks
J Hayes	Allotments	£4.20	£ -	Key cutting

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				BoSTC/26.07.2023 – 000062
Pebsham Community Association	Room Hire	£ 76.50	£ -	Council meeting 19th April
Blue Response	Events	£ 354.00	£ 59.00	Health and wellbeing event
Sparc Creative	Events	£ 313.20	£ 52.20	Marketing for Health and Wellbeing event
Thomas French Jewellers	Events	£ 25.00		Rotary bell engraving
D Thornton	CNE Projects	£ 120.00		Emergency plan package
Rother District Council	Events	£ 7.20	£ 1.20	Printing for road signs
Rother District Council	Events	£ 71.50	£ -	Event hire for health and wellbeing roadshow
Rother District Council	Events	£ 14.40	£ 2.40	Happy to chat stickers
Paul Plim	Reserves	£ 34.70		Mayoral expenses 2022-23

- a) To approve direct debits and standing orders.
It was **RESOLVED** to approve the following direct debits and standing orders:

Payee	Budget	Gross	VAT	Description
BT	Utilities	£ 85.86	£ 14.31	May phone and broadband
Vodafone	Phone lines and Wi-Fi	£ 122.40	£ 20.39	Monthly charges
Waveney IT	IT Costs	£ 175.46	£ 29.24	Monthly Mailbox charges
Opus Energy	Utilities	£ 165.19	£ 8.26	Final electricity Bill Opus 05/06-02/07

- b) To approve staff costs.
It was **RESOLVED** to approve the staff costs:

Payee	Budget	Amount	Description
Various	Staff Costs	£ 17,457.23	July salary, PAYE, NI and Pension Contributions

00200. GRANTS AND DONATIONS

- a) To consider the following grant applications:

The Little Commoners	£500.00	Little Common Summer Fete
Heart of Sidley	£8000.00	Sea Magic Event

Cllr Winter left the meeting at 19:14pm

It was **RESOLVED** to approve £500 to the Little Commoners

Cllr Winter re-entered the meeting at 19:22pm

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Cllr Winter declared an interest as an advisory committee member for 18 hours.

It was **RESOLVED** to approve £1,000 to the Heart of Sidley.

00201. TOWN COUNCIL HUB

- a) To review investigations into access for the Hub
It was **RESOLVED** to revisit the subject of utilising the upstairs area of the Hub in 2026.
- b) To approve the following procurement:
- i. Boiler servicing
It was **RESOLVED** to appoint Hollis Heating.
 - ii. Electrical checks
It was **RESOLVED** to appoint Moore and Saunders.
 - iii. Make Post Box safe.
It was **RESOLVED** to approve up to £500 to make the post box safe with the Pelham building enterprise.
- c) To note quote for replacement front door and still trying to source two further quotes.
It was **RESOLVED** to approve the repair to the door with MC Glass at £3552, from the furniture budget.

00202. POLICIES AND PROCEDURES

- a) To note clerk investigating Equality and Diversity Policy – noted.
- b) To receive ideas from committee members on income generation ideas for the Council.
It was **RESOLVED** to investigate short term deposit investments for the general reserves.

00203. COMMUNITY INFRASTRUCTURE LEVY

- a) To note Full Council decision to retain responsibility for CIL funding recommendation to Climate, Nature and Environment Committee - noted.

00204. RECOMMENDATIONS FROM COMMITTEES

- a) There are none.

00205. MOTIONS FROM COUNCILLORS

- a) There are none.

00206. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) There are none.

00207. 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.
There were none.
- c) To consider any new risks for future mitigation.

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The risk assessment will be circulated to members of the committee to review at the next meeting.

- d) To note risk register point 47 covers the risk of inaccurate reporting of Council business as discussed at last meeting – noted.

00208. 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

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 209 and 210:

00209. TOWN COUNCIL HUB

- a) To review Sussex Police safety advice for the Hub
 It was **RESOLVED** to investigate the costs of the recommendations in the report.
 It was **RESOLVED** for the town council to investigate joining the “Shop Watch” WhatsApp group.
 It was **RESOLVED** for the locks to be installed immediately.

00210. STAFFING UPDATES

- a) To receive update from the HR sub-committee.
 An update was received.
 It was **RESOLVED** for staff recognition to be arranged up to a value of £200.

00211. DATE OF NEXT MEETING – 27TH SEPTEMBER 2023

All motions for the next meeting of the committee on 27th September 2023 must be received by 18th September 2023.

Meeting closed at 20:55pm.

Signed..... Date.....

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