

BEXHILL-ON-SEA TOWN COUNCIL
Minutes of the meeting of the **BEXHILL-ON-SEA TOWN COUNCIL**
FINANCE AND GENERAL PURPOSES COMMITTEE
held in the **BEXHILL SENIOR CITIZENS CLUB, EVERSLEY ROAD,**
BEXHILL-ON-SEA
On **Wednesday 24th April 2024** at **7:00pm**

PRESENT: Cllr Brailsford; Cllr Drayson; Cllr El; Cllr Huseyin; Cllr Wilson.

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

00831 PUBLIC PARTICIPATION

A member of the public asked.

00832 TO RECEIVE APOLOGIES FOR ABSENCE

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

00833 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Drayson declared an interest as a member of Rother District Council.

00834 CHAIR'S ANNOUNCEMENTS

There were none.

00835 MINUTES

- a) To approve the minutes of the meeting of 20th March 2024
It was **RESOLVED** to approve and sign the minutes of the meeting of 20th March 2024.

00836 GOVERNANCE AND ACCOUNTABILITY

- b) To note Special Expenses for 2024-25.
Parks £700,756
Museum £10,800
TOTAL £711,556
- c) To note Rother District Council considering adding BoSTC logo to next year's Council Tax letters to residents. – noted.
- d) To note bank reconciliation, budget and reserves for year-end being calculated. – noted.
- e) To approve BACS payments April 2024.
It was **RESOLVED** to approve BACS payments April 2024.

Payee	Budget	Gross	VAT	Description
S Deacon	Events	£84.14	£0.00	Office sundries and shop window
J Miller	Events	£2.05	£0.00	Office sundries
St Peter's Community Association	Events	£288.00	£0.00	Annual Town Meeting hire
Rialtas Business Solutions	IT Costs	£2,012.40	£335.40	Software licence renewal
Newton Flag Banners Makers	Events	£28.80	£4.80	D Day flag
Michaels	Events	£594.00	£99.00	Civic Awards Pin Badges
Local Payroll Company	Legal & Professional Fees	£51.60	£8.60	March payroll
Mulberry & Co	Legal & Professional Fees	£96.00	£0.00	Finance administration
Worknest	Legal & Professional Fees	£576.00	£96.00	Legionella Assessment
Worknest	Legal & Professional Fees	£1,194.00	£199.00	Fire Risk Assessment
Greenwood	Allotments	£798.00	£133.00	Tree survey at allotments
A Anaswara	Allotments	£5.16	£0.00	Mileage
Fitzpatrick Woolmer	Noticeboards	£10,467.60	£1,744.60	Noticeboards x 4
Rother District Council	Printing	£106.80	£17.80	Printing business cards
Spectrum Fire Protection	Security, caretaking, cleaning	£75.38	£12.56	Fire extinguisher service
Zurich Insurance	Insurance	£2,107.41	£0.00	Annual insurance payment

The Pelham	Allotments	£1,305.00	£0.00	<u>BoSTC/24.04.24-00238</u>
RBL Concert Band	Events	£100.00	£0.00	Annual Town Meeting
JTP53 Photography	Events	£75.00	£0.00	Photos Annual Town Meeting
Surrey Hills	Legal & Professional Fees	£990.00	£165.00	Legal Claim services
Rother District Council	Rent and rates	£5,688.75	£0.00	Rates up to 08/01/25
Rialtas Business Solutions	IT Costs	£298.80	£49.80	Allotment software
Picture Crafts	Events	£599.47	£0.00	Falklands Flag framing
Bexhill Senior Citizens Club	Meeting Room Hire	£40.00	£0.00	Visioning exercise
Moore and Saunders	Repairs and Renewals	£399.60	£66.60	Electrical works at Hub
ESALC	Subscriptions	£3,524.50	£0.00	Annual subs NALC and ESALC
Viking	Repairs and Renewals	£134.40	£22.40	Filing cabinet
Viking	Repairs and Renewals/IT	£113.90	£18.98	Stationery and first aid replenishment
Viking	Events	£88.66	£14.78	Stationery and mouse

f) To approve direct debits and standing orders:

It was **RESOLVED** to approve direct debits and standing orders.

Payee	Budget	Gross	VAT	Description
BT	Utilities	£79.02	£13.17	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges
Waveney IT	IT Costs	£201.46	£33.58	Mailbox charges
Waveney IT	IT Costs	£65.10	£10.85	Password change and laptop deliveries

				<u>BoSTC/24.04.24-200239</u>
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge
British Gas Lite	Utilities	£73.58	£3.59	Elec Bill Apr
British Gas Lite	Utilities	£173.68	£8.27	Gas Bill Apr
Castle Water	Utilities	£21.56	£0.00	_Water bill 35 Western Road
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

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

Payee	Budget	Amount	Description
Various	Staff Costs	£17843.36	April PAYE, NI and Pension Contributions

00837 GRANTS AND DONATIONS

- a) To receive reports from previous grant recipients.
b) To consider next steps for grant application received from Whitelabel events for £5000 (normally considered in January 2025).
It was **RESOLVED** to approve a payment from general reserves to fund the £5000.00 application.

00838 TOWN COUNCIL HUB

- a) To note Full Council decision to approve health and safety handbook and health and safety manual. – noted.

00839 HEALTH AND SAFETY

- a) To consider recording “near miss” incidents (Cllr Drayson).
It was **RESOLVED** to seek NALC advice on recording “near miss” incidents.

00840 RECOMMENDATIONS FROM COMMITTEES

There are none.

00841 MOTIONS FROM COUNCILLORS

There are none.

00842 CORRESPONDENCE AND MATTERS FOR INFORMATION

There are none.

00843 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

a) To note questions from last meeting.

<p>Cllr Huseyin asked for a breakdown on the Recorra prices.</p>	<p>Town Council contracts can be found on the website here. Contracts - Bexhill-on-Sea Bexhill-On-Sea, East Sussex - Bexhill-on-Sea, Bexhill-On-Sea (bexhilltowncouncil.gov.uk) (j) waste collection.</p>
<p>Cllr Drayson asked if we should document near misses as if they were accidents.</p>	<p>This is on the agenda to consider.</p>
<p>Cllr Rustem asked about the council tax error made by Rother District Council on bills. How did it happen and whose fault was it?</p>	<p>The error made by Rother District Council was a system error that has been rectified.</p>

- a) To receive questions from councillors and any future agenda items.
There were none.
- b) To consider any new risks for future mitigation.
There were none.

00844 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

00845 DATE OF NEXT MEETING – TO BE AGREED AT ANNUAL GENERAL MEETING ON 8TH MAY 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 may be asked to leave the meeting during consideration of item 846.

00846 STAFF MATTERS

- a) To consider pay review 2024/2025.
Cllr Huseyin left the meeting at 20:15pm
It was **RESOLVED** to approve the pay review for 2024/25.
- b) To receive recommendation from HR Sub Committee
It was **RESOLVED** to proceed with the external road closure contractor with funds to be taken from the reserves. The Street Market will be funded for May 2024.

The meeting was closed at 20:30pm.

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