

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 June 2024 at 7:00pm**

PRESENT: Cllr Brailsford; Cllr El; Cllr Drayson; Cllr Huseyin; Cllr Rustem; Cllr Timpe.

ALSO IN ATTENDANCE: J Miller, Clerk; J Daeva; Cllr Plim; 1 videographer; 1 member of the public.

00077 PUBLIC PARTICIPATION

There were none.

00078 TO RECEIVE APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive apologies for absence with reasons from Cllr Winter.

00079 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Timpe declared a general interest as a Rother District Councillor.
Cllr Drayson declared a general interest as a Rother District Councillor.

00080 CHAIR'S ANNOUNCEMENTS

There were none.

00081 MINUTES

a) To approve the minutes of the meeting of 15th May 2024.

It was **RESOLVED** to approve the minutes of the meeting of 15th May 2024.

00082 GOVERNANCE AND ACCOUNTABILITY

a) To receive and approve bank reconciliation as of 31st May 2024.

It was **RESOLVED** to receive and approve bank reconciliation as of 31st May 2024.

b) To consider budget position as of 31st May 2024.

It was **RESOLVED** to approve budget position as of 31st May 2024.

c) To note reserves position as of 31st May 2024.

It was **RESOLVED** to note reserves position as of 31st May 2024.

It was **RESOLVED** to consider re-allocating the reserves and some of the CIL funds together to make a reserve of approximately £80,000 for the Pebsham Play Park at the next meeting.

d) To approve BACS payments 31st May 2024:

It was **RESOLVED** to approve BACS payments 31st May 2024.

Payee	Budget	Gross	VAT	Description
Sparc Creative	Events	£1,248.00	£208.00	500 Hand waving flags 250 Kid's bubbles 500 Bee Logo Bugs
Balfour Beatty	Christmas Lights Central	£117.20	£0	Plant Licence for cherry picker.
Balfour Beatty	Christmas Lights Central	£425.67	£0	S178 Licence light strings
RDC	EMR Devonshire Square	£3,600.30	£600.05	Recovery of Costs Devonshire Square WC's
Pelham Building Enterprises	Repairs and Renewals	£65.00	£0	Fitting of Letterbox Cover at the Hub
SLCC	Training	£144.00	£24.00	M Fifield FILCA
Business Stream	Utilities	£52.25	£0	Western Rd 11 Feb to 10 May 24
SLCC	Subscriptions	£288.00	£0	M Fifield SLCC Membership Annual
Abacus Main Limited	EMR Bus Shelters	£500	£0	Bus Shelter Maintenance
Viking	Repairs and Renewals	£38.14	£6.36	Stationery Supplies
Local Payroll Company	Legal and Professional	£54.00	£9.00	May Payroll
Mike Alan Video Productions	IT Costs	£1,440.00	£0	Four Council Meetings Filming April to May 24
Madeira Windows	EMR Fireproof Safe	£1,245.00	£207.50	New Security Door at The Hub
ESCC	Legal and Professional	£12.00	£2.00	DBS handling charge 1 X Volunteer April 24
Waveney IT	IT Costs	£59.98	£10.00	Logitech Keyboard and Mouse Combo
Sparc Creative	Events	£316.80	£52.80	Correct design artwork 3 X banners Bexhill Day

Mulberry Local Authority Services	Internal Audit Fees	£191.16	£31.86	BoSTC/12.06.24-00019 Internal Audit Fees 23-24 Visit 22/5/24
My Group	Repairs and Renewals	£209.05	£34.84	Mono & Colour Printer Click Charge 1/3/24-3/6/24
Specialist Accessible Transport	Events	£140.00	£0	Mais House to Bexhill Seafront 8 June 2024

e) To approve direct debits and standing orders:

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

Payee	Budget	Gross	VAT	Description
Verisure	Security	£57.36	£9.56	35 Western Rd Alarm System Services
BT	Utilities	£85.52	£14.25	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges
Waveney IT	IT Costs	£201.46	£33.58	Mailbox charges
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge
British Gas Lite	Utilities	£79.16	£3.77	Elec Bill June
British Gas Lite	Utilities	£70.93	£3.38	Gas Bill June
Echo Cleaning	Cleaning, caretaking	£312.00	£52.00	Cleaning and windows at Hub
Maltbys	Rent and rates	£1,333.33	£0.00	Monthly Rent for 35 Western Road
D Dennis	Domesday Project	£825.00	£0.00	Domesday project monthly instalment

f) To approve staff costs:

It was **RESOLVED** to approve staff costs.

Payee	Budget	Amount	Description
Various	Staff Costs	£21,622.00	June PAYE, NI and Pension Contributions

g) To consider report on one-year bond.

It was **RESOLVED** to invest £150,000 in the Unity Trust One Year Bond.

h) To note the following resolution and consider how to address the Finance and Audit Committee breaching the limit at 43% for recommendation to Full Council:

*It was **RESOLVED** that no more than 40% (rounded down) of membership on committees shall be made up of Councillors holding office at both the Town Council and the District Council.*

Cllr Timpe and Cllr Drayson left the meeting at 19:30pm.

It was **RESOLVED** to recommend that Full Council increase the number on the Finance and Audit Committee to 8 members to enable the 40% limit of Rother District Councillors to be adhered to.

Cllr Timpe and Cllr Drayson left the meeting at 19:35pm.

00083 GRANTS AND DONATIONS

- a) To note next round of grants and donations applications to be reviewed in July. – noted.
- b) To note previous grant recipients to be written to for an update. – noted.
- c) To review the grants and donations policy.

It was **RESOLVED** to recommend to Full Council that the Grants and Donation policy is streamlined to offer up to £10,000 in January, May and September each application can be made up to a value of £10,000 and for smaller grants up to £1000 to be considered at each meeting. An additional £12,000 to be allocated from the general reserves to increase the Grants and Donations budget to £42,000.

When a grant application is submitted, the committee will be advised of the previous Town Council grants received by that organisation.

A story will be prepared for Bexhill News if this recommendation is adopted by the Full Council.

00084 TOWN COUNCIL HUB

- a) To receive original schedule of condition document for 35 Western Road - noted.
- b) To note continuing to seek quotes on security enhancements in the Town Council Hub. – noted.

It was **RESOLVED** to recommend that the Full Council delegate the Finance & Audit Committee to investigate the banks for sale in the town as alternative premises for the Town Council, and any other suitable properties to accommodate future growth.

- c) To consider 36-month contract for gas and electric. (quotes circulated).
It was **RESOLVED** to proceed with a 24-month contract with EDF Energy.

00085 HEALTH AND SAFETY

- a) To note 'Near Misses' incident process in place. – noted.
- b) To note Facilities Coordinator undertaking NEBOSH General Certificate in Occupational Health and Safety. – noted.

00086 RECOMMENDATIONS FROM COMMITTEE

There are none.

00087 MOTIONS FROM COUNCILLORS

There are none.

00088 CORRESPONDENCE AND MATTERS FOR INFORMATION

There are none.

00089 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

a) To note answers to questions from last meeting.

Cllr Brailsford asked for an update on the search for a one-year bond.	This item is on the agenda and a report has been circulated.
Cllr Rustem asked if grant recipients could be asked for reports on the money received.	This has been asked for.
Cllr Wilson asked to review the value of the grants and donations policy.	The limit for grants and donations as per The Local Government Act 1972 s137 is set by the Department for Levelling Up, Housing and Communities. The limit for 2024-25 is £10.81 per elector. The electorate figure = 35,676 x £10.81 = £385,658.

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.

00090 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

00091 DATE OF NEXT MEETING – 10TH JULY 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 92.

00092 STAFF MATTERS

a) To receive update on recruitment.

It was **RESOLVED** to look at East Sussex County Council job alerts to widen recruitment.

Meeting closed at 20:29pm

DRAFT