

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council

You are summoned to attend a meeting of

BEXHILL-ON-SEA TOWN COUNCIL to be held in the
COUNCIL CHAMBER, TOWN HALL, BEXHILL-ON-SEA

on **Wednesday 8th June 2022 at 7pm**

when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

30th May 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. PUBLIC PARTICIPATION

In accordance with standing order 3(e) this session 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.

2. APOLOGIES FOR ABSENCE

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

4. MINUTES

To approve the minutes of the following meetings of the full council:

a) Wednesday 18th May 2022

(Appendix A)

5. COMMITTEES

To receive the minutes and updates of committees held since the last Full Council meeting:

There are none.

6. RECOMMENDATIONS FROM COMMITTEES

There are none.

7. MAYOR'S OFFICE

a) To receive update on the work of the Town Mayor.

8. REPORTS FROM COUNCILLORS

External councillors may report for 3 minutes. Written reports must be received three days before the meeting.

- a) To receive reports from Division County Councillors.
- b) To receive reports from Ward District Councillors.
- c) To receive ward reports from Town Councillors.

9. SUPPORT FOR UKRAINE

- a) To receive update from Cllrs Brailsford; Taylor-Gee; Thomas on 'Bexhill Hub for Ukraine Support'
- b) To consider how the town council can further support Ukraine.

10. GOVERNANCE AND ADMINISTRATION

- a) To review Council and Financial Risk Assessment 2021-22 (Appendix B)
- b) To note 'Away Day' booked for 14th July at Manor Barn.
- c) To note draft design for corporate flag to follow at next meeting.
- d) To approve Bexhill Trust membership.
- e) To consider updating the Charter Trustees regalia booklet and agree next steps.

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW 2021-22

- a) To review the system of internal control (Appendix C)
The council is asked to review the system of internal control.
- b) To review the effectiveness of the system of internal control. (Appendix D)
The council is asked to consider the attached statement of internal control in support of the Annual Governance Statement. The Chair of the meeting and the clerk to sign.
- c) To approve the internal audit report 2021-22 (Appendix E)
- d) To approve the Annual Governance Statement for 2021-22, Section 1 of the AGAR for the year ending 31 March 2022. (Appendix E)
The clerk to read out the assertions and the council to answer. (See accompanying evidence.) The Chair of the meeting and the clerk to sign and date.
- e) To approve the Accounting Statements for 2021-22, Section 2 of the AGAR for the year ending 31 March 2022, the supporting Bank Reconciliation as at 31 March 2022 and the explanation of significant variances from last year (2021-22) to this year (2021-22). (Appendix E)
The Chair of the meeting and clerk to sign and date.

12. CHARTER TRUSTEES ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW 2021-22

- a) To review the system of internal control used by the Charter Trustees for 2021-22. (Appendix F)
- b) To approve the internal audit report 2021-22 (Appendix G)
- c) To approve the Annual Governance Statement for 2021-22, Section 1 of the AGAR for the year ending 31 March 2022. (Appendix G)
The clerk to read out the assertions and the council to answer. (See accompanying evidence.) The Chair of the meeting and the clerk to sign and date.
- d) To approve the Accounting Statements for 2021-22, Section 2 of the AGAR for the year ending 31 March 2022, and the supporting Bank Reconciliation as at 31 March 2022. (Appendix G)
The Chair of the meeting and clerk to sign and date.

- e) To approve the Charter Trustees certificate of exemption 2021-22
(Appendix G)

13. EXTERNAL REPRESENTATIVES

To receive reports from external representatives (circulated prior to the meeting)

- a) RALC - Cllr Winter and Cllr Taylor-Gee
- b) Citizen's Advice Bureau – Cllr Gibson
- c) Bexhill Air Cadet Squadron - Mayor
 - i. To note Mayoral cadet policy updates to follow at next meeting.
- d) Fairtrade – Cllr Izzard
- e) To receive update from Cllr Plim Policing Focus Group 23/05/22.

14. MOTIONS FROM COUNCILLORS

- a) Cllr Brailsford
To review the membership qualification criteria for the Asset Transfer Committee

15. CORRESPONDENCE AND MATTERS FOR INFORMATION

There are none.

16. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To receive answers to questions raised at the last meeting

Cllr Drayson Asked if there is a way that a councillor can have a voting mistake corrected other than judicial review?	There isn't a legal remedy for a councillor to change the way they voted for a motion after the vote has taken place.
Cllr Drayson Asked if the next meeting could approve a member to the Bexhill Trust?	This is on the agenda of this meeting.
Cllr Wray When will members of sub-committee's be appointed?	Membership of sub-committees is agreed at the first meeting of the committee that the sub-committee reports to.
Cllr Brailsford asked if the qualification criteria of the Asset Transfer Committee could be reviewed.	This is on the agenda of this meeting.

- b) To receive questions from councillors at the meeting.
Questions shall be recorded in the minutes and responded to at the next meeting or before
- c) To note any future agenda items

17. DATE OF NEXT MEETING – 6th JULY 2022.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the commercially sensitive nature of the business to be transacted in item 16 and the personal data in item 18 and 19, the public and the press will be asked to leave the meeting during consideration of the following:

18. TO RECEIVE UPDATE ON LEASE NEGOTIATIONS

19. TO RECEIVE UPDATE ON STAFFING MATTERS