

## **BEXHILL-ON-SEA TOWN COUNCIL**

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting of  
the **BEXHILL-ON-SEA TOWN COUNCIL**

on **Wednesday 21<sup>st</sup> June 2023 at 7pm (the meeting started at 7:10pm)**

**PRESENT:** Cllr Brailsford; Cllr Crotty; Cllr Rustem; Cllr Winter; Cllr Wilson; Cllr  
Huseyin

**ALSO IN ATTENDANCE:** J Miller, Clerk; J Daeva; Cllr Goss; one sound  
technician; one member of the public.

### **00104. TO ELECT CHAIR**

It was **RESOLVED** to elect Cllr Wilson as Chair.

### **00105. TO ELECT VICE CHAIR**

It was **RESOLVED** to elect Cllr Clasby as Vice Chair.

### **00106. TO APPOINT MEMBERS TO HR SUB COMMITTEE**

It was **RESOLVED** to appoint Cllr Huseyin, Cllr Rustem and Cllr Brailsford to the  
HR Sub Committee.

### **00107. PUBLIC PARTICIPATION**

A member of the public asked:

- a) How many responsible financial officers does the council have?  
*One.*
- b) How often will the sanding down maintenance of noticeboards be carried out?  
*As reviewed at the Community Committee, the manufacturer recommends between one and three years, depending on weathering.*
- c) Have the Christmas lights been put out to tender?  
*The Community Committee is organising quotes for Christmas lights.*
- d) What do the initials LDC stand for on the payment run list?  
*Liversedge Design Collective.*
- e) What has happened to the equipment transferred from the Bexhill Town  
Forum to the Town Council?  
*It is at the Town Council Hub.*
- f) Has the Bexhill Town Forum officially closed and if so, were remaining funds  
returned to Rother District Council?  
*Please pose your question to Rother District Council, the Town Council does not have access to Rother District Council bank accounts or the Bexhill Town Forum contract with the District Council.*
- g) Where can the Mayors diary be located?  
*The Mayor's diary is not made available to the public, for security reasons. A report of the functions attended by the Mayor is presented to the Full Council meeting on a regular basis.*

### **00108. APOLOGIES FOR ABSENCE**

It was **RESOLVED** to receive and approve apologies for absence with reasons from  
Cllr Baldry; Cllr Clasby; and Cllr Gibson.

**00109. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Cllr Winter declared an interest as a Rother District Councillor.

Cllr Wilson declared an interest in utility bills due to being a pension fund member.

**00110. CHAIR'S ANNOUNCEMENTS**

There were none.

**00111. MINUTES**

It was **RESOLVED** to sign and approve the minutes of meeting of the of 22<sup>nd</sup> March 2023.

**00112. GOVERNANCE AND ACCOUNTABILITY**

## a) Budget changes

The budget changes were discussed, and it was **RESOLVED** to re-negotiate the cleaning and reduce the cleaning down to two days per week.

b) To receive and approve bank reconciliation as of 30<sup>th</sup> April 2023.

It was **RESOLVED** to approve the bank reconciliation as of 30<sup>th</sup> April 2023.

c) To consider budget position as of 30<sup>th</sup> April 2023.

The budget position was reviewed.

d) To note reserves, position as of 30<sup>th</sup> April – noted.

It was **RESOLVED** to approve the following BACS payments:

| Payee                        | Budget                      | Gross      | VAT     | Description  |
|------------------------------|-----------------------------|------------|---------|--|
| A Uddin                      | Mileage and expenses        | £ 64.38    |         | Reimbursements and mileage   |
| S Deacon                     | Events                      | £ 36.22    |         | Reimbursements for shop windows                                      |
| J Miller                     | Printing                    | £ 9.00     |         | Postage for council meeting papers                                   |
| Viking Direct                | Repairs and Renewals        | £ 380.27   | £ 76.05 | Office equipment   |
| The Pelham                   | Repairs and Renewals        | £ 792.00   | £ 62.00 | Fire Extinguisher stands, fire alarms, office equipment installation |
| Mulberry & Co                | Professional Fees           | £ 177.12   | £ 2.52  | Monthly finance input  |
| Local Payroll Company        | Legal and professional fees | £ 51.60    | £ 8.60  | Payroll admin fee  |
| LDC                          | Reserves - Streaming        | £ 300.00   | £ -     | Streaming for May 25th and June 8th                                  |
| All Saints CE Primary School | Room Hire                   | £ 35.00    | £ -     | 14th June meeting room hire  |
| Spectrum Fire Protection     | Repairs and Renewals        | £ 60.50    | £ -     | Commissioning of Fire Extinguishers                                  |
| The Pelham                   | Repairs and Renewals        | £ 650.00   | £ -     | Re-sanding and preservation of noticeboards                          |
| LDC                          | Reserves – Streaming        | £ 150.00   | £ -     | Streaming June 14th  |
| D Dennis                     | CNE Projects                | £ 1,225.00 | £ -     | Domesday Project June 2023   |

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- e) 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                         | £ 81.54   | £ 13.56  | 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                      |
| Business Stream | Utilities                         | £ 28.13   | £ -      | Water charges waste - 11 Feb -10 May 2023    |
| Opus Energy     | Utilities                         | -£ 39.14  | £ -      | Gas 03/05 - 06/06/23 35 Western Road         |
| Opus Energy     | Utilities                         | -£ 943.62 | £ -      | Electricity 05/05 - 04/06/23 35 Western Road |
| Maltby's        | Rent and rates                    | £1,333.33 | £ -      |  |
| Echo Cleaning   | Security, Caretaking and Cleaning | £ 750.00  | £ 125.01 | Monthly cleaning 35 Western Road             |

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

| Payee   | Budget      | Amount      | Description                                     |
|---------|-------------|-------------|---|
| Various | Staff Costs | £ 14,495.50 | June salary, PAYE, NI and Pension Contributions |

### 00113. GRANTS AND DONATIONS

- a) To note Full Council decision to donate £5,000 to the Carnival from the Grants and Donations Budget – noted.  
b) To consider the following grant applications:

|                      |            |                      |
|----------------------|------------|----------------------|
| Community Supporters | £ 1,000.00 | Beach Garden Project |
|----------------------|------------|----------------------|

It was **RESOLVED** to approve the grant of £1000 to the Beach Garden Project.

### 00114. TOWN COUNCIL HUB

- a) To note Fire Risk Assessment to follow at next meeting – noted.  
b) To note customer log for Hub, categorised in working days, lists of queries actioned since opening.  
It was **RESOLVED** to share the activities of the Hub with Rother District Council.  
c) To note Japanese Knotweed in rear courtyard removed – noted.  
d) To consider next steps in creating a strategy for the Hub.  
It was **RESOLVED** for the Town Clerk to investigate a plan to make one of the upstairs rooms usable for meetings.  
e) To approve the following procurement:
- i. Boiler servicing
  - ii. Electrical checks
  - iii. Make Post Box safe

It was **RESOLVED** to delay all procurement to allow the committee further time to consider.

- f) To note quote for replacement front door and two further quotes being sought.

#### **00115. CONTRACTS**

- a) To consider the following:

- i. Gas and Electric Suppliers.

*Cllr Wilson declared an interest in this item and left the room at 20:21pm*

*Cllr Brailsford was nominated to chair this item.*

It was **RESOLVED** to go ahead with the British Gas Lite contract for 12 months.

*Cllr Wilson re-entered the meeting at 20:27pm*

#### **00116. POLICIES AND PROCEDURES**

- a) To consider Neurodiversity Policy for recommendation to Full Council

The Clerk will seek further guidance on policies for councillors' and what assistance is available for neurodivergence.

It was **RESOLVED** to recommend the Neurodiversity Policy to Full Council.

It was **RESOLVED** to review the Equality and Diversity Policy at the next meeting.

- b) To discuss what the outgoing Town Council can do to make it easier for the incoming Councillors. This item was not discussed.

#### **00117. COMMUNITY INFRASTRUCTURE LEVY**

- a) To receive further updates – there were none.

It was **RESOLVED** to request that the Full Council amends the Terms of Reference for the committees to allow the CIL funding to be decided by the Finance and General Purposes Committee.

#### **00118. RECOMMENDATIONS FROM COMMITTEES**

- a) There are none.

#### **00119. MOTIONS FROM COUNCILLORS**

- a) Cllr Wilson

To consider adding an extra piece of information in the standard form for requesting financial assistance from Bexhill-on-Sea Town Council relevant to charities that raise funds for distribution to other charities. That the charities that will receive financial assistance should be listed on the application.  
This motion fell.

- b) Cllr Wilson

For members of the Finance and General purposes committee to bring to committee ideas that could create other income streams for Bexhill Town Council to create income as opposed to a precept income due to the current cost of living crisis.

It was **RESOLVED** to discuss future income generation ideas at the next meeting.

**00120. CORRESPONDENCE AND MATTERS FOR INFORMATION**

- a) There are none.

**00121. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**

- a) To note questions from last meeting.

|  |   |
|--|---|
| Cllr Harding<br>That the HR Sub-committee organises an appraisal meeting for the clerk before the elections      | This was already in hand and has been completed.  |
| Cllr Taylor-Gee<br>What can the out-going Town Council do to make it easier for the incoming councillors?        | This is on the agenda for discussion.   |
| Cllr Brailsford<br>Could the Town Council create a “Rother Alerts” type communication                            | As communications is the responsibility of the Community Committee, this item will be added to a future agenda of the Community Committee |
| Cllr Plim<br>Could the Town Council have a parish council page on Rother Alerts, rather than create a new scheme | As communications is the responsibility of the Community Committee, this item will be added to a future agenda of the Community Committee |

- b) To receive questions from councillors and any future agenda items.  
There were none.
- c) To consider any new risks for future mitigation.  
Cllr Crotty asked for the risks of the No to Northeye group suggesting that the Town Council supports its group to be added to the risk register.

**00122. 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 123:

**00123. STAFFING UPDATES**

- a) To receive updates on staffing matters.  
An update was received.

**00124. DATE OF NEXT MEETING – 26<sup>th</sup> JULY 2023**

*All motions for the next meeting of the committee on 26<sup>th</sup> July 2023 must be received by 17<sup>th</sup> July 2023.*

*Meeting closed at 21:05 pm.*

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

DRAFT