

BEXHILL-ON-SEA TOWN COUNCIL

Minutes of the meeting of the **BEXHILL-ON-SEA TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE** held at **THE BEXHILL SENIOR CITIZENS CLUB, EVERSLEY ROAD**

BEXHILL-ON-SEA

On **Wednesday 24th January 2024 at 6:30pm**

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

ALSO IN ATTENDANCE: J Daeva; Cllr Plim; Cllr Goss; Cllr Timpe; two members of the public.

00562 PUBLIC PARTICIPATION

A member of the public asked why the town clerk is not here and why the Deputy Clerk is not in attendance.

The Town Clerk is on annual leave. Paid annual leave is a legal right that an employer must provide to all employees. The town council has not appointed a Deputy Clerk. The varying work delegated to the Town Clerk is deputised through several different roles. The Assistant Clerk organises events and carries out committee actions as directed by the Town Clerk, the Democratic Services Officer provides civic support to the Town Clerk, the Customer Services officer receives front of house enquiries at the Hub and the Facilities Coordinator takes care of general facility maintenance/ health and safety matters. Therefore, it is the Democratic Services Officer's role to carry out clerk responsibilities at a statutory meeting, and that is the case for this meeting.

00563 TO RECEIVE APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and approve apologies for absence with reasons from Cllr Crotty; Cllr Huseyin; Cllr Rustem and Cllr Winter.

00564 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

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

00565 CHAIR'S ANNOUNCEMENTS

As the Town Clerk/ RFO is on annual leave, any questions will be noted in questions for the RFO to answer.

The chair confirmed that due to the resignation of Cllr Clasby, there is a vacancy for vice-chair on the committee which will be filled at the next meeting.

00566 MINUTES

- a) To approve the minutes of the extra-ordinary meeting of 20th December 2023

It was **RESOLVED** to approve the minutes of the extra-ordinary meeting of 20th December 2023.

00567 GOVERNANCE AND ACCOUNTABILITY

- a) To note one year bond being investigated. – noted.
- b) To note annual renewal of insurance to be discussed at the next meeting. – noted.
- c) To note working group set up by Full Council to review Terms of Reference, incorporating Standing Orders and Financial Regulations therefore this committee's February review is postponed until this work is completed. – noted.
- d) To receive and approve bank reconciliation as of 30th November 2023
It was **RESOLVED** to approve the bank reconciliation as of 30th November 2023.
- e) To consider budget position as of 30th November 2023.
It was **RESOLVED** to approve budget position as of 30th November 2023.
- f) To note reserves position as of 30th November 2023 – noted.
- g) To approve BACS payments January 2024:
It was **RESOLVED** to approve BACS payments January 2024.

Payee	Budget	Gross	VAT	Description
S Deacon	Events	£68.49	£0.00	Office sundries and shop window
Bexhill Radio	EMR - Streaming costs	£170.00	£0.00	Recording of meetings
Rother District Council	Staff Costs	£500.00	£83.33	Parking permit
Balfour Beatty	CNE Projects	£423.24	£70.54	Collington Lane East Grit Bin
Balfour Beatty	Christmas Lights	£45.50	£0.00	Christmas Lights Road Closures
Balfour Beatty	Christmas Lights	£715.54	£0.00	Christmas Lights Road Closures
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Surrey Hills	Legal & Professional Fees	£462.00	£77.00	Advice for WCs

				<u>BoSTC-24.01.24/00170</u>
Surrey Hills	Legal & Professional Fees	£900.00	£150.00	Summerhill allotment lease
Bexhill Senior Citizens Club	Meeting room hire	£560.00	£0.00	Meetings Dec - May 2024
Sussex Christmas Trees	Christmas Lights	£57.60	£9.60	Recycling Christmas Tree
TM Roofing	EMR - Repairs and Renewals	£3,650.40	£608.40	Roof repair
SLCC	Staff Training	£144.00	£24.00	ILCA P Debreczeny
Viking	Events	£35.24	£5.87	Stationery
Viking	Printing	£149.34	£24.89	office paper and sundries
Local Payroll Company	Legal & Professional Fees	£51.60	£8.60	Payroll administration
Mulberry & Co	Legal & Professional Fees	£168.00	£28.00	Finance administration
AHGTC	Events	£30.00	£0.00	Guild of Town Criers membership
Light Angels	Christmas Lights	£1,252.80	£208.80	Tree lights, timers, resets
Light Angels	Christmas Lights	£2,653.03	£442.17	Supply and install cables and work on Western Road
Light Angels	Christmas Lights	£23,542.40	£4,718.00	Hire of lights, install and takedown, cherry picker licence
W E Waste Limited	Allotment Maint	£402.00	£67.00	Removal of flytipping

h) To approve Direct Debits and Standing Orders

It was **RESOLVED** to approve the Direct Debits and Standing Orders for January 2024.

Payee	Budget	Gross	VAT	Description
BT	Utilities	£72.54	£12.09	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges
Waveney IT	IT Costs	£175.46	£29.24	Mailbox subscription
Hugofox	IT Costs	£11.99	£2.00	Website monthly charge
British Gas Lite	Utilities	£64.84	£3.09	Elec bill Dec
British Gas Lite	Utilities	£144.02	£35.02	Gas Bill Dec

				<u>BoSTC-24.01.24/00171</u>
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

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

Payee	Budget	Amount	Description
Various	Staff Costs	£ 18,483.60	January salary, PAYE, NI and Pension Contributions

00568 GRANTS AND DONATIONS

- a) To note applications process opening on 1st April 2024. Proposed dates based on 2023 decision:
- i. Grants for up to £1000 to be considered in July 2024, October 2024 and January 2025.
 - ii. Grants between £5001 - £10000 to be considered in October 2024, grants between £1001 - £5000 to be considered in January 2025.

It was **RESOLVED** to use the proposed application dates.

00569 TOWN COUNCIL HUB

- a) To review premises options (ongoing).
- b) To review Hub statistics. – noted.

00570 COMMUNITY INFRASTRUCTURE LEVY

- a) To receive any updates.
There were none.

00571 RECOMMENDATIONS FROM COMMITTEES

There are none.

00572 MOTIONS FROM COUNCILLORS

There are none.

00573 CORRESPONDENCE AND MATTERS FOR INFORMATION

There were none.

00574 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

a) To note questions from last meeting.

Cllr Drayson asked Where Councillors can find out what the HR-Sub Committee spoke about.	The minutes of the HR-Sub Committee are published on the Town Council website.
Cllr Crotty asked How many grants the Council has applied for since it was formed and how many have been received.	The Council has not yet prepared any suitable projects for grant applications.

b) To receive questions from councillors and any future agenda items.

Cllr Drayson asked that the grants and donations policy be reviewed.

c) To consider any new risks for future mitigation.

There were none.

00575 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

00576 DATE OF NEXT MEETING – 21ST FEBRUARY 2024

The meeting closed at 18:55pm.