

BEXHILL-ON-SEA TOWN COUNCIL

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting of the **BEXHILL-ON-SEA TOWN COUNCIL** at **ROTHER DISTRICT TOWN HALL, Bexhill-on-Sea** on **Wednesday 27th September 2023 at 6.30pm**

PRESENT: Cllr Baldry; Cllr Brailsford; Cllr Clasby; Cllr Crotty; Cllr Gibson; Cllr Huseyin; Cllr Winter.

ALSO IN ATTENDANCE: J Miller, Clerk; J Daeva; Cllr Plim, Cllr Goss, three members of the public.

00279. PUBLIC PARTICIPATION

Cllr Plim asked about the costs for security at the Hub and asked that this matter is expediated, in particular CCTV.

00280. APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and approve apologies for absence with reasons from Cllr Rustem and Cllr Wilson.

00281. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Baldry, Cllr Gibson, and Cllr Brailsford declared an interest in the Christmas Lights item as members of Bexhill Community Events Group.
Cllr Winter declared an interest as a Rother District Councillor.

00282. CHAIR'S ANNOUNCEMENTS

The chair of the meeting advised councillors of the successful audit and congratulated the Town Clerk on excellent work.

00283. MINUTES

A recorded vote was requested:

FOR: Cllr Baldry; Cllr Clasby.

AGAINST: Cllr Crotty Cllr Winter.

ABSTAIN: Cllr Brailsford; Cllr Huseyin; Cllr Gibson.

The chair used the casting vote, and it was **RESOLVED** to sign and approve the minutes of meeting of the of 26th July 2023.

00284. GOVERNANCE AND ACCOUNTABILITY

a) To approve bank reconciliation for September 2023

It was **RESOLVED** to approve the bank reconciliation for September 2023.

b) To not budget position as at September 2023 – noted.

c) To approve BACS payments of September 2023:

Payee	Budget	Gross	VAT	Description
Viking	Repairs and Renewals	£ 197.09	£ 32.82	Shredder, stationery

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<u>BoSTC/27.09.2023 – 000088</u>				
ESALC	Member Training	£ 48.00	£ 8.00	Planning Training - Cllr Crotty
SLCC	Staff Training	£ 144.00	£ 24.00	ILCA Training
SPARC	Events	£ 357.60	£ 59.60	Event signage
Rother District Council	Meeting Room Hire	£ 1,005.00	£ -	Town Hall hire March 23 - June 23
Rother District Council	Printing, Publications, and advertising	£ 238.80	£ 39.90	Business Cards
MC Glass	Repairs and Renewals	£1,420.80	£ 236.80	Deposit for new front door on Hub
D Ashwood	Events	£ 140.00	£ -	Bexhill Day Buffet, Albatross Club
S Deacon	Mileage and events	£ 47.41	£ -	Office sundries
Local Payroll Company	Professional Fees	£ 51.60	£ 8.60	Monthly payroll service
The Pelham Building Enterprises	Allotment Maintenance	£ 8,600.00	£ 1,305.00	£2880 Tree surgery Sidley House +£4950 Plot renovation x 4 Preston Rd £770 supplies, visits and advice
The Pelham Building Enterprises	Repairs and Renewals	£635.00	£ -	Repairs to letterbox, locks, boards at the Hub £430 + £205
Mulberry & Co	Professional Fees	£468.96	£ 78.16	Finance input August 23
J Miller	Events	£3.00	£ -	Cable ties
SPARC	Events	£1,189.20	£ 198.20	Flag, banners for Bexhill Day
BCS Ltf	Events	£305.52	£ 50.92	Road Closed signs
P Debreczeny	Mileage and events	£39.60		Mileage claim

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	£ 93.06	£ 15.51	Phone and broadband monthly charge
Vodafone	Utilities	£ 122.40	£ 20.39	Monthly charges
Waveney IT	IT Costs	£ 175.46	£ 29.24	Monthly Mailbox charges
Waveney IT	IT Costs	£ 172.80	£ 28.80	Domain renewal 2 years
Business Stream	Utilities	£ 41.80	£ -	Water waste May - Aug 23
My Group Solutions	Printing, publications and advertising	£ 121.19	£ 20.20	Printing at Hub

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Nationwide Leasing Solutions	Printing, publications and advertising	£ 306.00	£ 51.00	<u>BoSTC/27.09.2023 – 000089</u> Quarterly printer hire
British Gas Lite	Utilities	-£ 85.08	-£ 4.05	Electricity credit note
British Gas Lite	Utilities	£ 47.76	£ 6.33	Electricity 03-07 - 29/08
British Gas Lite	Utilities	£ 88.82	£ 4.23	Gas bill 03/08-03/09
Community Supporters	Grants and Community Support	£1000		Beach Garden Project grant approved F&GP
Royal British Legion	Events	£150		Wreaths for Remembrance Mayor (Newhaven), Mayor, DMayor, Central, St Marks, Sidley

b) To approve staff costs.

It was **RESOLVED** to approve the staff costs:

Payee	Budget	Amount	Description
Various	Staff Costs	£ 15,363.77	September salary, PAYE, NI and Pension Contributions

00285. GRANTS AND DONATIONS

a) To consider application from Little Common PTA for £169.08 funding towards bins for second hand uniform.

Cllr Huseyin declared an interest in this item and abstained from voting.

It was **RESOLVED** to approve the grant of £169.08 to Little Common PTA.

00286. TOWN COUNCIL HUB

a) To approve Boiler Service contractor option 2 from previous procurement process.

It was **RESOLVED** to appoint the second contractor.

b) To note footfall activity at the Hub since the it opened.

It was **RESOLVED** to refer these figures to the Community Committee.

c) To note suggestions log from Hub visitors – noted.

d) To note roof leak being investigated – noted.

e) To note costs for security improvements to the hub being investigated – noted.

It was noted that the HR Sub Committee will review the security and for the Clerk to expedite the CCTV and other measures.

The Hub can be closed for safety if necessary.

f) To note Customer Services is already a member of “ShopWatch”.

g) To note security locks installed – noted.

It was **RESOLVED** to review premises options as a standing item on the agenda.

00287. POLICIES AND PROCEDURES

a) To consider updated Equality and Diversity Policy for recommendation to full council.

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It was **RESOLVED** to recommend the Equality and Diversity Policy for approval by Full Council.

- b) To review short term investment options.

It was **RESOLVED** to invest £85,000 from the general reserves into a one-year bond at Aldermore for one-year fixed rate bond.

It was **RESOLVED** for Cllr Crotty; Cllr Gibson; Cllr Brailsford; Cllr Huseyin to be registered signatories on the bank mandate.

00288. COMMUNITY INFRASTRUCTURE LEVY

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

00289. RECOMMENDATIONS FROM COMMITTEES

- a) To consider recommending Christmas Lights Project Plan to Full Council.

It was **RESOLVED** to recommend the Christmas Lights Project Plan to Full Council.

00290. MOTIONS FROM COUNCILLORS

- a) There are none.

00291. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) FOI request for council risk assessment – noted.

00292. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from last meeting.

There were none.

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

Cllr Gibson asked if a working group could be set up to review Standing Orders and Financial Regulations.

- c) To consider any new risks for future mitigation.

It was noted that risks to staff safety may have heightened in the Hub due to councillor's behaviour. It may be that this is encouraging aggression towards the council and disrespect towards staff and Councillors, this will be added to the risk register.

00293. 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_	<u>BoSTC/27.09.2023 – 000091</u>
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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 294 and 295:

00294. STAFFING UPDATES

- a) To receive any updates from HR Sub Committee.
It was noted that the HR Sub-Committee is meeting on 10th October 2023.
- b) To conduct annual salary budget review.
It was agreed to review this at the next meeting.

00295. DATE OF NEXT MEETING – 18th OCTOBER 2023

All motions for the next meeting of the committee on 18th October 2023 must be received by 9th October 2023.

Meeting closed at 20:13pm.

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

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