

**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 21<sup>st</sup> February 2024 at 7:00pm**

**PRESENT:** Cllr Brailsford; Cllr El; Cllr Huseyin; Cllr Rustem; Cllr Timpe; Cllr Wilson.

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

**00630 PUBLIC PARTICIPATION**

There were none.

**00631 TO RECEIVE APOLOGIES FOR ABSENCE**

It was **RESOLVED** to receive and approve apologies for absence with reasons from Cllr Crotty, Cllr Drayson and Cllr Winter.

**00632 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

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

**00633 CHAIR'S ANNOUNCEMENTS**

Cllr Wilson advised that a vice chair will be appointed at the next meeting.

**00634 MINUTES**

- a) To approve the minutes of the meeting of 24<sup>th</sup> January 2024.  
It was **RESOLVED** to approve the minutes of the meeting of 24<sup>th</sup> January 2024.

**00635 GOVERNANCE AND ACCOUNTABILITY**

- a) To receive update on one year bond.  
It was noted that this will be investigated as soon as workloads allow.
- b) To consider annual renewal of insurance.  
It was **RESOLVED** to delegate the authority to the clerk to organise the insurance renewal.
- c) To receive and approve bank reconciliation as of 31st December 2024.  
It was **RESOLVED** to receive and approve bank reconciliation as of 31<sup>st</sup> December 2024.
- d) To consider budget position as of 31st December 2024.  
It was **RESOLVED** to approve budget position as of 31<sup>st</sup> December 2024.
- e) To note reserves position as of 31st December 2024. – noted.

f) To approve BACS payments February 2024.

It was **RESOLVED** to approve BACS payments February 2024.

Payee	Budget	Gross	VAT	Description
Viking	Repairs and Renewals	£882.00	£147.00	Desks for new starters
Local Payroll Company	Professional Fees	£51.60	£8.60	January payroll services
SLCC	Training - Staff	£144.00	£24.00	FILCA training S Deacon
Mulberry & Co	Professional Fees	£72.00	£12.00	Finance Input
Viking	Repairs and Renewals	£220.62	£36.77	Office equipment
Rother District Council	Elections	£7,773.93	£0.00	Sackville Election
Regional Media Group	Printing, Publications	£4,536.00	£756.00	Years subscription Bexhill News Advertorial

g) To approve Direct Debits and Standing Orders.

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

Payee	Budget	Gross	VAT	Description
BT	Utilities	£89.82	£14.97	Phone and broadband monthly charge
Vodafone	Utilities	£122.40	£20.39	Monthly charges
Waveney IT	IT Costs	£30.00	£5.00	Councillor password reset
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
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

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

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

**00636 GRANTS AND DONATIONS**

- a) To review Grants and Donations Policy.  
It was **RESOLVED** to defer this item to the next meeting.

**00637 TOWN COUNCIL HUB**

- a) To review premises options (ongoing).  
It was noted that this is a standing agenda item and Full Council is investigating the methodist church.

**00638 COMMUNITY INFRASTRUCTURE LEVY**

- a) To receive any updates.  
It was noted that further CIL funds have been received.

**00639 RECOMMENDATIONS FROM COMMITTEES**

There are none.

**00640 MOTIONS FROM COUNCILLORS**

There are none.

**00641 CORRESPONDENCE AND MATTERS FOR INFORMATION**

There are none.

**00642 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**

- a) To note questions from last meeting.

Cllr Drayson asked. That the grants and donations policy be reviewed.	This is on the agenda of this meeting.
--	--

- b) To receive questions from councillors and any future agenda items.  
There were none.  
c) To consider any new risks for future mitigation.  
It was agreed to add legal claims to the risk register.

**00643 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

**00644 DATE OF NEXT MEETING – 20<sup>TH</sup> MARCH 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 were asked to leave the meeting during consideration of item 645.*

**00645 STAFFING**

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

*The meeting was closed at 20:00pm.*