

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

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:  
Cllr Baldry; Cllr Brailsford; Cllr Clasby; Cllr Gibson; Cllr Harding; Cllr Plim; Cllr Rustem;  
Cllr Taylor-Gee; Cllr Wray

You are summoned to attend a meeting of the  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
of **BEXHILL-ON-SEA TOWN COUNCIL**  
to be held in the **Committee Room, Town Hall, Bexhill-on-Sea**  
on **Wednesday 22<sup>nd</sup> June 2022 at 7pm**  
when it is proposed to transact the following business:

Julie Miller  
Clerk and Responsible Financial Officer

16<sup>th</sup> June 2022

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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. TO ELECT CHAIR**
- 2. TO ELECT VICE CHAIR**
- 3. TO APPOINT MEMBERSHIP OF HR-SUB COMMITTEE**
- 4. TO APPOINT COMMITTEE MEMBER TO ASSET TRANSFER COMMITTEE**
- 5. PUBLIC PARTICIPATION**

The period of time designated for public participation at a meeting in accordance with standing order 3(e) 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.
- 6. TO RECEIVE APOLOGIES FOR ABSENCE**
- 7. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**
- 8. CHAIRMAN'S ANNOUNCEMENTS**
- 9. MINUTES**

To approve the minutes of the meeting of Wednesday 27<sup>th</sup> April 2022  
(Appendix A)

## 10. GOVERNANCE AND ACCOUNTABILITY

- a) To receive and approve bank reconciliation as at 31<sup>st</sup> May 2022  
(Appendix B)
- b) To consider budget position as at 31<sup>st</sup> May 2022. (Appendix C)
- c) To approve BACS payments June 2022:

Payee	Budget	Amount	VAT	Description
Julie Miller	Events	£ 75.60		Clerk reimbursement, mileage
Paul Debreczeny	Events	£ 136.56		Assistant clerk reimbursement, mileage
Paul Plim	Mayor's Budget	£ 8.70		Taxi Fares for events
Claire Baldry	Mayor's Budget	£ 12.00		Reimbursement for garden tickets
Surrey Hills Solicitors	Professional fees	£ 573.00	£ 55.00	Services in connection to lease
Showman Audio Visual	Climate Events	£ 492.00	£ 82.00	Audio services for Climate event
Rother District Council	Councillors expenses	£ 18.00	£ 3.00	Printing for Cllr Harding
Ellis Whittam	Professional Fees	£ 3,720.00	£ 620.00	HR and Health and Safety Services Contract
Ellis Whittam	Professional Fees	£ 176.50	£ 11.00	HR insurance
Light Up Bexhill	Grants and Donations (Reserve)	£ 1,503.10		Pull testing and cherry picker
Light Up Bexhill	Grants and Donations (Reserve)	£ 698.10		Final invoices flags and bunting
St. Barnabas Church	Climate Events	£ 150.00		Hall hire for climate event
Mulberry & Co	Audit	£ 208.80	£ 34.80	Annual internal audit
The Local Payroll Company	Professional Fees	£ 36.00	£ 6.00	Payroll fees May - £48.00 less credit note for invoicing Apr
Michaels Civic Robes	Charter Trustees Reserve	£ 5,370.48	£ 895.08	Mayoral Robes, hats, jabots, armbands
The Pelham	Rent	£ 474.70	£ -	Office hire May 2022
Blue Response	Events	£ 60.00	£ -	First aid for Falklands event

- d) To approve Direct Debits

Payee	Budget	Amount	VAT	Description
Waveney IT	IT Costs	£ 125.33	£ 20.89	Monthly mailbox subscription Microsoft

- e) To approve Staff Costs

Payee	Budget	Amount	Description
Various	Staff Costs	£ 8,084.70	May salary, PAYE, NI and Pension Contributions

- f) To note internal audit report and RFO action plan for Finance and General Purposes Committee to be prepared. (Appendix D)

## 11. RECOMMENDATIONS FROM COMMITTEES

- a) To review project plan for audio streaming meetings from Community Committee. (Appendix E)
- b) To review project plan for a Dementia Friendly Coffee Morning pilot event from the Community Committee. (Appendix F)
- c) To review project plan for 'Old and Bold' initiative from the Community Committee. (Appendix G)

## 12. POLICIES AND PROCEDURES

- a) To consider setting up advisory committee to review Standing Orders and Financial Regulations as per resolution of the last meeting.
- b) To note member finance training held on 5<sup>th</sup> May and 9<sup>th</sup> June with a third date being arranged.
- c) To note update on policy review and to review the following:
- i. Grievance Policy
  - ii. Disciplinary Policy
  - iii. Sickness Absence Policy
  - iv. Health and Safety Policy
  - v. Expenses Policy
  - vi. Travel and Expenses Claim Form

[Policies and Procedures - Bexhill-on-Sea - Bexhill-on-Sea, Bexhill-On-Sea \(bexhilltowncouncil.gov.uk\)](http://bexhilltowncouncil.gov.uk)

## 13. CORRESPONDENCE AND MATTERS FOR INFORMATION

There are none.

## 14. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from last meeting.

Cllr Drayson asked could if the committee could have an explanation of where the CIL money of £160,000 for Bexhill is and how it's accounted for.	This has been requested from Rother District Council.
Cllr Drayson asked if the committee could look at a workstream timetable at the end of each meeting.	This is listed below.
Cllr Plim asked what impact the CIL money will have on the town council's budget.	The town council will need to consider how it budgets alongside any additional CIL money it receives.

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

## **15. 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

## **16. DATE OF NEXT MEETING –20<sup>th</sup> JULY 2022**

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 17.

## **17. STAFFING MATTERS**

- a) To consider recruiting for facility officer role. (Appendix H)
- b) To receive updates on staffing matters.