BEXHILL-ON-SEA TOWN COUNCIL
Minutes of the meeting of the **BEXHILL-ON-SEA TOWN COUNCIL FINANCE AND AUDIT COMMITTEE**
Held in the **BEXHILL SENIOR CITIZENS CLUB, EVERSLEY ROAD, BEXHILL-ON-SEA**
On **Wednesday 17th September 2025 at 6:30pm**

PRESENT: Cllr Blagrove, Cllr Crotty, Cllr El, Cllr Huseyin, Cllr Peters, Cllr Wilson.
ALSO IN ATTENDANCE: J Daeva, clerk; One videographer, 0 members of the public.

00191 PUBLIC PARTICIPATION SESSION

There were none.

00192 TO RECEIVE APOLOGIES FOR ABSENCE

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

00193 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

There were none.

00194 CHAIR'S ANNOUNCEMENTS

There were none.

00195 MINUTES

a) To approve and sign the minutes of the meeting of Wednesday 9th July 2025.
It was **RESOLVED** to approve and sign the minutes of the meeting of Wednesday 9th July 2025.

00196 GOVERNANCE AND ACCOUNTABILITY

a) To receive bank reconciliation as of 31st August 2025.
It was **RESOLVED** to approve bank reconciliation as of 31st August 2025.
b) To consider budget position as of 31st August 2025.
It was **RESOLVED** to approve budget position as of 31st August 2025.
c) To receive payment listing as of 31st July 2025 and 31st August 2025.

It was **RESOLVED** to approve payment listing as of 31st July 2025 and 31st August 2025.

d) To receive ear-marked reserves as of 31st August 2025.
It was **RESOLVED** to approve ear-marked reserves as of 31st August 2025.

e) To consider short-term reinvestment options.
It was **RESOLVED** to put £500,000 from ear-marked reserves into CCLA investment management.

00197 GRANTS AND DONATIONS

a) To receive draft Grants and Donations Policy.
It was **RESOLVED** to amend the Grants and Donations Policy with the following information:
Events grants will be considered two times a year, and grants for other projects will be considered four times a year.
3.2 of the Grants and Donations Policy will be amended to read 'It is expected that grant money will be spent during 12 calendar months of receipt.'
3.5 of the Grants and Donations Policy will be amended to read 'If the organisation dissolves, the council will seek reimbursement.'
3.6 of the Grants and Donations Policy will be amended to read 'At the council's discretion, the grant will be repayable to the council should the project the grant was granted for not materialise within 12 calendar months of receipt of the grant.'

b) To consider grants as per appendix H.
The following grants were not approved:
Bexhill and Rother Homeless Unity Group – £10,000.00.
Community Supporters – £5,000.00.
Flatlands Project CIC/ Beeching Road Studios – £4,000.00.

Glow Baby – it was **RESOLVED** not to award the grant. However, should the organisation wish to apply for a specific project grant in the future, the Council would consider a reapplication.

Space for Yew CIC – it was **RESOLVED** not to award the requested grant of £8,000.00. The Council would, however, consider a reapplication for a smaller grant of up to £1,000.00.

00198 RECOMMENDATIONS FROM COMMITTEES

There were none.

00199 MOTIONS FROM COUNCILLORS

There were none.

00200 CORRESPONDENCE AND MATTERS FOR INFORMATION

There was none.

00201 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

a) To note answers to questions from last meeting.

Cllr Wilson asked for clarification on the year-to-date figure under Mayor's expenses, noting an assumption that the amount of £1,317 related to the Mace Bearer's Hat and possibly another item.	The figure comprises £387.50 for the Mace Bearer's bicorn hat and £750 for the Mace Bearer's fee for 2024–2025, with the remaining £179.50 to be confirmed.
Cllr Wilson asked for clarification on the EMR Reserve for public toilets, querying whether it represents the remaining balance of the original £150,000 raised from residents two years ago in case the Town Council took on the toilets, as opposed to EMR 330, which relates to refurbishment funds. He referred to Appendix E (Earmarked Reserves) and noted that a significant deposit was recently paid to a company for refurbishment work, which does not appear in the current report.	EMR 330 represents the balance of the £150,000 allocated for the Devonshire Square Toilet refurbishment works, which are now completed. EMR 358 is designated for the costs of operating the public toilets under licence from Rother District Council.

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.

Cllr Peters enquired about the cost of Office 365 provided by Waveney IT.

Cllr Peters sought clarification regarding the increase in staff salaries.

Cllr Wilson requested that a review of the CCLA's income and expenditure be included under Governance and Accountability.

c) To consider any new risks for future mitigation.

There were none.

Initial............................

00202 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&A review committee forecasts and prepare budget for full council review**
December	**Full council approve annual budget**

00203 DATE OF NEXT MEETING – WEDNESDAY 8th OCTOBER 2025

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 will not be permitted to attend during the following items:

00204 STAFFING UPDATE

a) To receive update.
The Interim Town Clerk and Responsible Financial Officer left the meeting at 19:56pm.

It was **RESOLVED** for Cllr Wilson to take the minutes.

Cllr Crotty left the meeting at 20:02pm

Cllr Crotty re-entered the meeting at 20:03pm.

It was **RESOLVED** to recommend to Full Council the appointment of Joey Daeva as the Permanent Town Clerk of Bexhill-on-Sea Town Council with effect from 1 October 2025.

The meeting closed at 20:10pm.

Initial.............................

Date..

Signed..