

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:
Cllr Baldry; Cllr Blagrove; Cllr Brailsford; Cllr Clasby; Cllr Drayson; Cllr Gibson; Cllr
Harding; Cllr Rustem; 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 27th April 2022 at 6.30pm**
when it is proposed to transact the following business:

Julie Miller
Clerk and Responsible Financial Officer

21st April 2022

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. 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.

2. TO RECEIVE APOLOGIES FOR ABSENCE

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

4. CHAIRMAN'S ANNOUNCEMENTS

5. MINUTES

To approve the minutes of the following meetings:

- a) Wednesday 23rd March 2022 (Appendix A)

6. GOVERNANCE AND ACCOUNTABILITY

- a) To receive bank reconciliation and budget update as at 31st March 2022.
(Appendix B)
- b) To approve BACS payments April 2022:

Payee	Budget	Amount	VAT	Description
Simon P. Goacher	Payroll services	£ 203.27	£ -	Payroll services 2021-22
Sussex Event Ltd	Mayors Budget	£ 50.40	£ 8.40	Radios for Town Crier event
Swale Borough Council	Printing	£ 50.35	£ -	Printing of Training Material
Rother District Council	Printing	£ 131.00	£ -	Printing of Survey Result Booklets
Waveney IT	IT Costs	£ 125.33	£ 20.89	Microsoft license for mailboxes
The Pelham	Rent/Rates	£ 633.00	£ -	Office hire March 2022
ESALC Ltd	Subscriptions	£ 3,387.50	£ -	ESALC and RALC annual subscriptions
Blue Response	Mayors Budget	£ 60.00	£ -	First Aid for Town Crier Event
East Sussex County Council	Verge Cutting	£ 21,330.00	£ 3,555.00	Extra grass cutting
Rother District Council	Allotments	£ 1,208.40	£ 201.40	Recharge of allotment management Oct 2021 - Mar 2022

c) To approve payroll April 2022.

Payee	Budget	Amount	Description
Various	Staff Costs	£8,175.21	April salaries, PAYE, NI and Pension Contributions

d) To appoint internal auditor for 2021-22.

(Appendix C)

7. FUTURE STAFFING RESOURCES

- To note apprenticeship scheme being investigated.
- To consider Facilities Officer job description and person specification as per resolution of the Finance Committee at the last meeting.

(Appendix D)

8. RECOMMENDATIONS FROM COMMITTEES

There are none.

9. GRANTS AND DONATIONS 2022-23

- To consider recommending to full council that it adapts the grants and donations policy to three rounds of £10000 applied for by 31st July, 31st October and 28th February.

10. RESERVES

- To consider ear-marking reserves:

Unity Current Account	£201,023.33
Unity Instant Access Account	£ 8,777.90
	<u>£209,801.23</u>

Example of earmarking of unspent reserves:

General Contingency	£75,000.00
Charter Trustees Funds (Crest & Regalia)	£8,772.60
Additional Staffing 2022-23	£20,000.00
Improving WCs	£20,000.00
Supporting Bexhill Museum	£5,000.00
Repairs and Renewals	£15,000.00
Five-year Strategy	£10,000.00
Future Street Cleansing Operations	£10,000.00
Future Pothole Repair	£7,028.63
Streaming Equipment/Labour costs	£10,000.00
Grants and Donations to pay from 2021-22	£27,000.00
Fireproof Safe	£2,000.00

11. POLICIES AND PROCEDURES

- a) To consider appointing HR advice services (Appendix E)
- b) To review Standing Orders and Financial Regulations for recommendation to Full Council (Appendix F)
- c) To note policy review underway.

12. MOTIONS FROM COUNCILLORS

There are none.

13. CORRESPONDENCE AND MATTERS FOR INFORMATION

There are none.

14. 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
Questions shall be recorded in the minutes and responded to at the next meeting or before

15. DATE OF NEXT MEETING – TO BE AGED AT ANNUAL GENERAL MEETING