

BEXHILL-ON-SEA TOWN COUNCIL

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting of
the **BEXHILL-ON-SEA TOWN COUNCIL**

on **Wednesday 27th October 2021 at 6.30pm**

PRESENT: Cllr Plim; Cllr Baldry; Cllr Brailsford; Cllr Blagrove; Cllr
Clasby; Cllr Drayson; Cllr Gibson; Cllr Harding; Cllr
Wray;

ALSO IN ATTENDANCE: Julie Miller, Clerk,

00275. TO ELECT CHAIRMAN

It was **RESOLVED** to elect Cllr Clasby to the position of Chairman.

00276. TO ELECT VICE CHAIRMAN

It was **RESOLVED** to elect Cllr Harding to the position of Vice Chairman.

00277. APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and accept apologies from Cllr Rustem.

00278. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

There were none.

00279. CHAIRMAN'S ANNOUNCEMENTS

The chairman thanked the committee for the nominations as chairman and explained that the F&GP committee will be pivotal to the new town council and particularly prominent for residents.

00280. PUBLIC PARTICIPATION

There were none.

00281. GOVERNANCE AND ACCOUNTABILITY

a) To receive financial reports as at 30th September 2021

Thanks were noted to the clerk for pulling together the budget information from Rother District Council. The budget lines were discussed and it was agreed to ask Rother District Council for the split of historical election costs and a forecast for the next election. It was also agreed to find out the costs in other parishes to check that it's proportionate.

b) To note update on bank account

It was noted that the account is open and awaiting documents from Cllr Clasby.

c) To note financial software package downloaded and data entry pending – noted.

d) To consider requesting that all new committee initiatives are presented to the Finance and General Purposes Committee in the form of a project plan for approval before proceeding.

It was **RESOLVED** to request that new committee initiatives that are not prior agreed in the budget are presented to the Finance and General Purposes

Committee in the form of a projected financial plan for approval before recommending to full council. The terms of reference will be amended and recommended to full council.

- e) To approve allotment rent rise in line with all other RDC increases at 4.8% (August RPI).

		Current Charges per Plot per Annum (2021/2022)	Proposed Charges per Plot per Annum (2022/2023)
Small Plot	<125sqm	£50.00	£52.00
Large Plot	>125sqm	£96.00	£101.00

00282. STAFFING MATTERS

- a) To formally approve the joining of the Local Government Pension Scheme through the East Sussex Pension Fund
It was **RESOLVED** to formally approve the joining of the Local Government Pension Scheme through the East Sussex Pension Fund and for the town clerk position to be enrolled into the scheme.
- b) To formulate HR Staffing Sub-Committee to conduct clerk appraisal and objectives
It was **RESOLVED** to seek quotes for HR advice and support for the council. It was **RESOLVED** to appoint Cllr Harding; Blagrove and Baldry
- c) To consider recruitment of assistant clerk role
It was **RESOLVED** to approve the assistant clerk job description and appoint an interview panel of Cllrs Blagrove and Drayson and the clerk. It was **RESOLVED** to delegate the authority of appointment to the clerk. The advert will be placed on the council's website, close by end of the month interview in December and appoint in January.

BUDGET 2022-23

- d) To consider draft precept and budget for recommendation to full council
It was **RESOLVED** to recommend to full council and annual budget of £387,550 and precept of £385,920 for 2022-23.

00283. POLICIES AND PROCEDURES

- a) To note audit retention policy being prepared
b) To note investment and reserves policy being prepared
c) To note the requirement of retained HR support/staff handbook

00284. GRANTS AND DONATIONS

- a) To note application form and policy being prepared for public release – noted.

00285. MOTIONS FROM COUNCILLORS

a) **Cllr Izzard**

That Bexhill-on-Sea Town Council develops a Procurement Policy, with strong emphasis on supporting local business and business's that can evidence that they are moving towards Carbon Neutrality.

It was **RESOLVED** for the clerk to investigate a procurement scoring policy to include carbon neutrality, local business and best value.

00286. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

Cllr Gibson asked about work experience and shadowing within the workplace.

00287. DATE OF NEXT MEETING – 15th DECEMBER 2021

Meeting closed at 21:17pm

Signed.....

Date.....