

# **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 **Monday 17<sup>th</sup> January 2022 at 6.30pm**  
when it is proposed to transact the following business:

Julie Miller  
Clerk and Responsible Financial Officer

10<sup>th</sup> January 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 RECEIVE APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**
- 3. CHAIRMAN'S ANNOUNCEMENTS**
- 4. PUBLIC PARTICIPATION SESSION**

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.

- 5. TO SUSPEND STANDING ORDERS TO ALLOW REPRESENTATIVES FROM BEXHILL MUSEUM TO ADDRESS THE MEETING.**
- 6. MINUTES**

To approve the minutes of the following meetings:

- a) Wednesday 27<sup>th</sup> October 2021

(Appendix A)

## 7. GOVERNANCE AND ACCOUNTABILITY

- a) To receive financial reports as at 30<sup>th</sup> November 2021
- b) To note update on bank account
- c) To consider Terms of Reference for HR Sub Committee (*Appendix B*)
- d) To note Grants and Donations fund released to public and application deadline of 1<sup>st</sup> March 2022.
- e) To consider producing Annual Report for delivery to households in April 2022

## 8. BUDGET 2022-23

- a) To review draft precept and budget for recommendation to full council following budget request of Climate, Nature and Environment Committee:

|                                  |         |
|----------------------------------|---------|
| Climate and Nature Emergency     | £6,000  |
| Accessibility improvements       | £3,000  |
| Improving appearance of the town | £6,000  |
| Health and Wellbeing             | £5,000  |
|                                  | -----   |
|                                  | £20,000 |

## 9. BACKGROUND INFORMATION

To receive background information on the following matters:

- a) Special Expenses (*Appendix C*)
- b) Asset Transfer (*Appendix D*)
- c) Community infrastructure Levy (*Appendix E*)

## 10. POLICIES AND PROCEDURES

- a) To note quotations being sought for HR advice services/staff handbook
- b) To note audit retention policy being prepared
- c) To note investment and reserves policy being prepared
- d) To note procurement policy being prepared

## 11. MOTIONS FROM COUNCILLORS

There are none.

## 12. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from last meeting

|   |  |
|---|--|
| Cllr Gibson asked about work experience and shadowing in the workplace. | The council can create an initiative for both work experience and shadowing once a compliant premises is up and running. |
|---|--|

- 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*

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 13

### **13. STAFFING MATTERS**

- a) To receive update on assistant clerk appointment.
- b) To receive update from HR Sub Committee on clerk appraisal meeting.

### **14. DATE OF NEXT MEETING – 23<sup>RD</sup> MARCH 2022**