

BEXHILL-ON-SEA TOWN COUNCIL
Minutes of the **ANNUAL STATUTORY MEETING** of the
BEXHILL-ON-SEA TOWN COUNCIL
held in the **BEXHILL SENIOR CITIZEN'S CLUB, EVERSLEY ROAD,**
BEXHILL-ON-SEA
on **Wednesday 21st May 2025** at **6:00pm**

PRESENT: Cllr Blagrove; Cllr Byrne; Cllr Carroll; Cllr Crotty; Cllr Drayson; Cllr El; Cllr Hunt; Cllr Huseyin; Cllr Jacklin; Cllr Peters; Cllr Plim; Cllr Rustem; Cllr Thomas; Cllr Timpe; Cllr Wilson; Cllr Winter.

ALSO IN ATTENDANCE: J Daeva; M Webber; One videographer; Cllr Ian Hollidge (East Sussex County Council); Cllr Jimmy Stanger (Rother District Council); 6 members of the public.

00001 TO ELECT CHAIR

- a) Chair to sign the Declaration of Office of Chair.
A recorded vote was called.

Cllr Drayson:

FOR:

Cllr Drayson

Cllr Plim:

FOR:

Cllr El

Cllr Huseyin

Cllr Plim

Cllr Wilson:

FOR:

Cllr Byrne

Cllr Carroll

Cllr Hunt

Cllr Jacklin

Cllr Peters

Initial.....

Cllr Rustem
Cllr Thomas
Cllr Timpe
Cllr Wilson

Cllr Winter:

FOR:

Cllr Blagrove
Cllr Crotty
Cllr Winter

It was **RESOLVED** to elect Cllr Wilson as Chair.
Cllr Wilson signed the Declaration of Office of Chair.

00002 TO ELECT VICE-CHAIR

A recorded vote was called:

Cllr Drayson:

FOR:

Cllr Blagrove
Cllr Crotty
Cllr Drayson
Cllr Winter

Cllr Huseyin:

FOR:

Cllr Byrne
Cllr Carroll
Cllr El
Cllr Hunt
Cllr Huseyin
Cllr Jacklin
Cllr Peters
Cllr Plim
Cllr Thomas
Cllr Timpe

Initial.....

Cllr Rustem

Cllr Wilson

It was **RESOLVED** to elect Cllr Huseyin as vice-chair.

00003 APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and accept apologies for absence with reasons from Cllr Goss.

00004 TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Byrne declared an interest as a member of Rother District Council.
Cllr Drayson declared an interest as a member of Rother District Council.

Cllr Timpe declared an interest as a member of Rother District Council.
Cllr Winter declared an interest as a member of Rother District Council.

00005 CHAIR'S ANNOUNCEMENTS

There were none.

00006 MINUTES

To approve the minutes of the following meetings of the full council:

a) Wednesday 30th April 2025.

It was **RESOLVED** to approve and sign the minutes of the meeting of Wednesday 30th April 2025.

00007 COMMITTEES

a) To note minutes from committee meetings held since the last meeting:

- i. Amenities Committee 07/05/25 – noted.
- ii. Finance and Audit Committee 14/05/25 – noted.

00008 RECOMMENDATIONS FROM COMMITTEES – there are none.

00009 TO REVIEW OF DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE FOR COMMITTEES

Initial.....

It was **RESOLVED** to approve the delegation arrangements and Terms of Reference.

00010 TO APPROVE APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES

a) Amenities Committee.

It was **RESOLVED** to appoint Cllr Byrne, Cllr Drayson, Cllr El, Cllr Goss, Cllr Plim, Cllr Rustem, Cllr Wilson to the Amenities Committee.

b) Engagement and Communications Committee.

It was **RESOLVED** to increase the number on the Engagement and Communications Committee to seven members.

It was **RESOLVED** to appoint Cllr Blagrove, Cllr Crotty, Cllr Drayson, Cllr Huseyin, Cllr Plim, Cllr Thomas and Cllr Winter to the Engagement and Communications Committee.

c) Finance and Audit Committee.

It was **RESOLVED** to appoint Cllr Blagrove, Cllr Crotty, Cllr El, Cllr Huseyin, Cllr Peters, Cllr Rustem, Cllr Wilson and Cllr Winter to the Finance and Audit Committee.

00011 TO REVIEW AND ADOPT APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS.

It was **RESOLVED** to adopt appropriate Standing Orders and Financial Regulations.

00012 TO REVIEW ARRANGEMENTS (INCLUDING LEGAL AGREEMENTS) WITH LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES.

All contract terms can be found on the council's website:

- (a) Extra urban grass cuts – East Sussex County Council.
- (b) Printer Contract
- (c) Payroll services
- (d) Rental agreement – 35 Western Road
- (e) Office cleaning
- (f) Sanitary services
- (g) Electricity and Gas
- (h) Telephone and Broadband

- (i) Water services
- (j) Waste collection
- (k) Alarm system
- (l) Microsoft Mailboxes
- (m) HR and health and safety services
- (n) Wholesaler agreement
- (o) David Dennis – Wild Domesday Project Year 1
- (p) David Dennis – Wild Domesday Project Year 2
- (q) David Dennis – Wild Domesday Project Year 3
- (r) Videographer Contract
- (s) Toilet Cleaning and Maintenance Contract
- (t) CCTV Contract

It was **RESOLVED** to review the arrangements.

00013 TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

- a) RALC – Cllr Huseyin and Cllr Jacklin.
- b) Citizen’s Advice – Cllr Byrne.
- c) Bexhill Air Cadet Squadron – Mayor/ Deputy Mayor.
- d) Bexhill Maritime – Cllr Timpe.
- e) Little Gate Farm – Cllr Winter.
- f) Neighbourhood Board – Cllr Wilson.
- g) Combe Valley CIC – Cllr Jacklin.
- h) Chamber of Commerce Centenary Fund Assessment Panel – Cllr Wilson.

It was **RESOLVED** for the town clerk to join the Neighbourhood Board.

00014 TO REVIEW INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

This was reviewed.

00015 TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

It was **RESOLVED** to approve policy schedule.

00016 TO REVIEW COUNCIL AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

- a) ESALC and RALC (includes NALC) (includes GEOX Sphere mapping).
 - b) National Allotment Society.
- The council/ Staff subscriptions were reviewed.

00017 TO REVIEW COUNCIL COMPLAINTS PROCEDURE

The council complaints procedure was reviewed.

00018 TO REVIEW OF COUNCIL POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

[GDPR – Bexhill-on-Sea Bexhill-On-Sea, East Sussex – Bexhill-on-Sea, Bexhill-On-Sea](#)

The policies, procedures and practices were reviewed.

The Responsible Financial Officer left the meeting at 19:00pm.

00019 REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

The policy for dealing with the press/media was reviewed.

00020 REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

[Employment Policies – Bexhill-on-Sea Bexhill-On-Sea, East Sussex – Bexhill-on-Sea, Bexhill-On-Sea](#)

The employment policies and procedures were reviewed.

00021 REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S137 OF THE LOCAL GOVERNMENT ACT 1972 OR THE GENERAL POWER OF COMPETENCE

[Transparency Code – Bexhill-on-Sea Bexhill-On-Sea, East Sussex – Bexhill-on-Sea, Bexhill-On-Sea](#)

The expenditure was reviewed.

00022 DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL

The Responsible Financial Officer re-entered meeting at 19:02pm.

It was **RESOLVED** to approve the recommended meeting times, dates and venue with the amendment that future meetings will start at 6:30pm. Meeting dates will be published on the website.

00023 PUBLIC PARTICIPATION

Cllr Thomas left the meeting at 19:08pm

A member of the public congratulated Councillor Wilson on his role as Chair and commended the Town Council for the progress being made. They noted that the VE Day 80 event was very well supported by the community. They also took the opportunity to highlight Sussex Day on 16th June and encouraged councillors to attend the event at the new beach garden, where the Sussex Charter will be read at 12:00pm noon.

00024 ROTHER DISTRICT COUNCIL LIAISON

a) To receive notes from leaders meeting held on 16th May 2025. These have been circulated.

It was **RESOLVED** to hold a meeting with Rother District Council to discuss devolution, with one councillor from each ward attending.

Cllr Thomas re-entered 19:11pm

a) To receive letter regarding the Little Common war memorial and agree next steps.

The item was deferred until the next meeting.

b) To note confirmation that Rother District Council Officers have signed statutory declaration and awaiting update from solicitor. – noted.

00025 MAYOR'S OFFICE

a) To receive update on the work of the Town Mayor.
An update was circulated prior to the meeting.

00026 REPORTS FROM COUNCILLORS

External councillors may report for 3 minutes. Written reports must be received three days before the meeting.

- a) To receive reports from Division County Councillors.

Cllr Hollidge thanked Cllr Plim for chairing the recent Strengthening Local Relationships meeting, which has created a clear route for reporting highways issues. Cllr Hollidge thanked Cllr Blagrove for organising the recent meeting of The Rother Forum, an independent group not affiliated with the Town Council, where the DISC system used to help address anti-social behaviour was discussed. Work on devolution and Local Government Reorganisation is continuing, with an interim plan submitted in March and government feedback received on 7th May. This includes consideration of how local representation will be maintained, particularly for areas without town councils, as the Rother District Council moves towards becoming part of a unitary authority.

- b) To receive reports from Ward District Councillors. – There were none.

- c) To receive ward reports from Town Councillors.

Cllr Crotty reported receiving an email from a resident concerned about the drainage at Egerton Park pond, particularly with the school holidays approaching and the potential risk to children. The email was forwarded on, and Rother District Council has since contacted the resident to address their concerns. Cllr Crotty also praised the VE Day 80 event, describing it as superb, and thanked staff, councillors, and Bexhill-on-Sea residents for their support and attendance.

Cllr Thomas shared that a resident had expressed appreciation for the planting of five trees in an avenue but also raised concerns about the condition of the roads.

Cllr Byrne was invited to visit a local boxing club in the ward, which is strongly committed to promoting health and wellbeing in an inclusive environment. The club is currently seeking a minibus to support its activities. An invitation has also been extended to the local MP to visit the club, and funding options are being explored.

00027 PLANNING MATTERS

- a) To receive update on Neighbourhood Plan.

Initial.....

The Neighbourhood Plan Working Group is preparing for its first meeting, with a provisional date set for 20th June. The group plans to invite the Rother District Council Neighbourhood Plan Officer. Four councillors are now involved: Cllrs Plim, Thomas, Wilson and Winter.

Cllr Carroll left meeting at 19:44pm.

Cllr Carroll re-entered the meeting at 19:46pm.

00028 LOCAL GOVERNMENT REORGANISATION

- a) To receive update on submissions of Expressions of Interest to Rother District Council and East Sussex County Council.

It was noted that the method of submitting expressions of interest will be discussed at an upcoming meeting with Rother District Council.

00029 EXTERNAL REPRESENTATIVES

- a) RALC – it was noted that a RALC meeting to discuss devolution is being organised for June 2025.
- b) Citizen’s Advice – Cllr Byrne noted that Citizen’s Advice is currently very busy, with a particular focus on providing energy advice to rural areas. It was also mentioned that the local MP recently met with Citizen’s Advice.
- c) Bexhill Air Cadet Squadron – There were none.
- d) Bexhill Maritime – There were none.
- e) Little Gate Farm – There were none.
- f) Neighbourhood Board – An update was circulated prior to the meeting.
- g) Combe Valley CIC – Cllr Jacklin reported the Annual Big Green Day is being held on Sunday 8th June at 10:00am.
- h) Chamber of Commerce Centenary Fund Assessment Panel – It was noted that progress is underway.

00030 MOTIONS FROM COUNCILLORS – there are none.

00031 CORRESPONDENCE AND MATTERS FOR INFORMATION – there are none

00032 QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

Initial.....

a) To receive answers to questions raised at the last meeting.

<p>Cllr Drayson asked Where did the asking of questions of councillors addressing the committees come from?</p>	<p>Councillors can ask questions at the section in the agenda as above. Questions are noted in the minutes and an answer sought ready for the next meeting which is included in the agenda document.</p>
<p>Cllr Drayson asked Why vote on changing the standing orders when two motions have been passed without written submission.</p>	<p>Motions for new items of business are raised by councillors in accordance with Standing Orders. For items already listed on the agenda that require further action, councillors can propose a motion related to that item during the debate, in line with Standing Orders.</p>
<p>Cllr Jacklin asked Can the council begin the preparation and promotion of the September Town Meeting.</p>	<p>This is being done by the Engagement and Communications Committee.</p>

b) To receive questions from councillors.

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

Cllr Jacklin asked whether the CCTV contract has been put in for renewal.

Cllr Plim asked for clarification on how many allotments were owned by Bexhill-on-Sea Town Council.

Cllr Drayson asked whether the appointment of the Mayoral Cadet should take place when the new Mayor is established.

Cllr Drayson asked if councillors could be sat next to their ward partners for future meetings.

Cllr Crotty praised the standard bearer representing the town council at VE Day events.

c) Any future agenda items.

Cllr Drayson – to establish a process for selecting the Chair, with a deadline set ahead of the Annual Meeting of the Council.

Initial.....

Cllr Drayson – to establish a process for committee appointments , to ensure that those standing for committee positions are known in advance.

- d) To consider any new risks to be added to the risk register. – There were none.

00033 DATE OF NEXT MEETING – WEDNESDAY 25TH JUNE 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:

00034 TO RECEIVE UPDATE ON LEGAL CLAIM

*The Democratic Services Officer left the meeting at 20:01pm.
The Responsible Financial Officer left the meeting at 20:01pm.*

There were none.

00035 STAFFING UPDATE

*Cllr Crotty left the meeting at 20:13pm.
Cllr Crotty re-entered the meeting at 20:15pm*

A report recommended by the Finance and Audit Committee was discussed and it was **RESOLVED** to approve the appointment of the Democratic Services Officer as Interim Town Clerk.

It was **RESOLVED** to approve the appointment of the Responsible Financial Officer as Interim Deputy Town Clerk.

It was **RESOLVED** to approve a probation period of three months beginning 30th June 2025, with fortnightly check-ins with the HR-Sub Committee and a formal review at the end of the three-month period.

It was **RESOLVED** for the HR Sub-Committee to begin negotiations with the current Town Clerk in relation to her notice period.

The meeting closed at 20:49pm

Date.....

Signed.....

DRAFT

Initial.....