

BEXHILL-ON-SEA TOWN COUNCIL

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting of
the **BEXHILL-ON-SEA TOWN COUNCIL**
on **Wednesday 23rd March 2022 at 6.30pm**

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

ALSO IN ATTENDANCE: Julie Miller, Clerk; Cllr Winter and one member of the public.

00560. PUBLIC PARTICIPATION

There were none.

00561. APOLOGIES FOR ABSENCE

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

00562. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Harding declared an interest in the item concerning Three Events Bexhill.

Cllr Baldry declared an interest in the items concerning Bexhill Heritage and Made in Bexhill. Cllr Baldry also declared an interest in the items concerning of Bexhill Events Groups, Friends of Bexhill Events, Festival of the Sea due to a controlling position in the groups.

Cllr Gibson declared an interest in the items concerning Glenleigh Park PTFA, Bexhill Events Group and Bexhill Heritage.

Cllr Drayson declared an interest in the items concerning Light Up Bexhill, Bexhill Heritage, Bexhill Environmental Group and Rother District Council.

Cllr Brailsford declared an interest in the items concerning Bexhill 100, Bexhill Carnival Committee and Bexhill Community Events Group.

Cllr Wray declared an interest in the item concerning Bexhill Festival of the Sea.

Cllr Plim declared an interest in the item concerning 9th Bexhill Scout Group.

00563. CHAIRMAN'S ANNOUNCEMENTS

It was **RESOLVED** for Cllr Wray to assume the position of the chairman of the meeting when Cllr Harding leaves during the grants and donations item concerning Three Events Bexhill.

00564. GOVERNANCE AND ACCOUNTABILITY

a) To receive financial report from RDC as of 14th March 2022.

This was received.

b) To note bank account open and precept funds received – noted.

c) To receive bank reconciliation year to date February 2022.

It was **RESOLVED** to approve the bank reconciliation as of February 2022.

Balances £376,072.78.

d) To approve BACS payments March 2022.

It was **RESOLVED** to approve the following BACS payments:

Date	Payee	Budget	Amount	VAT	Description
23-Feb	HMRC	Staff Costs	£ 2,494.94	n/a	Feb PAYE and National Insurance
23-Feb	Local Government Pension	Staff Costs	£ 1,534.73	n/a	Feb Pension payment
28-Mar	The Albatross Club	Mayor	£ 245.00	£ -	Town crier event refreshments
28-Mar	Paul Plim	Mayor	£ 161.97	n/a	Mayor's expenses July 2021 – Jan 2022
23-Mar	Local Government Pension	Staff Costs	£ 1,758.47	n/a	March Pension payment
23-Mar	HMRC	Staff Costs	£ 2,679.88	n/a	March PAYE and National Insurance
18-Mar	Rother District Council	Various	£ 149,338.94	£ 13,056.21	Recovery of payments made May 21 - March 22
10-Feb	Bexhill Caring Community	Room Hire	£ 45.00	£ -	Hall Hire 16th February
01-Mar	Waveney IT	IT Costs	£ 125.33	£ 20.89	Microsoft Mailboxes Monthly Charge
03-Mar	Beulah Baptist Bexhill	Room Hire	£ 60.00	n/a	Hall Hire 9th March
17-Mar	Rother District Council	Room Hire	£ 740.00	£ -	Town hall hire Jan- Feb 2022
01-Mar	The Pelham	Room Hire	£ 355.20	£ -	Feb office hire
18-Mar	Surrey Hills Sols	Prof Fees	£ 198.00	£ 33.00	Prelim lease work
18-Feb	Surrey Hills Sols	Prof Fees	£ 240.00	£ 40.00	allotment legal work
28-Mar	Claire Baldry	Mayor	£ 8.90	n/a	Deputy Mayor's expenses July 2021 - Jan 2022
06-Feb	Zurich Insurance	Insurance	£ 1,653.29	£ -	Annual insurance renewal 2022-23

e) To approve insurance renewal.

It was **RESOLVED** to approve the annual insurance renewal at £1653.29.

f) To approve additional user licence on RBS Omega system for assistant clerk support ledger input.

It was **RESOLVED** to approve the additional user licence on RBS Omega.

00565. RECOMMENDATIONS FROM COMMITTEES

To review project plan for Climate and Nature Panel.

It was **RESOLVED** to approve the project plan.

GRANTS AND DONATIONS

00566. It was **RESOLVED** to donate £1000 to Heart of Sidley for festive lights.

Initial.....

A recorded vote was called for the following decisions:

Cllr Drayson left the meeting at 18:49

To donate £2000 to Light up Bexhill for Christmas Lights:
FOR Cllr Baldry; Gibson; Plim
AGAINST Cllr Wray; Cllr Rustem; Brailsford; Blagrove
The motion fell.

To donate £1000 for Light Up Bexhill for Christmas Lights:
FOR: Cllr Baldry; Gibson; Blagrove; Brailsford; Rustem; Wray; Plim
AGAINST: None
ABSTAIN: Cllr Harding.

00567. It was **RESOLVED** to donate £1000 to Light Up Bexhill for Christmas Lights.

Cllr Drayson re-entered the meeting at 18:51
Cllr Plim left the meeting at 18:57

To donate £2,000 to 9th Bexhill Scouts for Natural History Museum sleepover
FOR: None
AGAINST: Cllr Baldry; Cllr Gibson; Cllr Drayson; Cllr Blagrove; Cllr Brailsford; Cllr Rustem;
Cllr Wray
ABSTAIN: Cllr Harding

To donate £1,000 to 9th Bexhill Scouts for Natural History Museum sleepover
FOR: Cllr Baldry; Cllr Gibson; Cllr Drayson; Cllr Blagrove; Cllr Brailsford; Cllr Rustem; Cllr
Wray
AGAINST: None
ABSTAIN: Cllr Harding

00568. It was **RESOLVED** to donate £1000 to 9th Bexhill Scouts for Natural History
Museum sleepover.

Cllr Plim re-entered the meeting at 19:01

To donate £1000 to All Saints PTFA for outdoor play equipment
FOR: Cllr Baldry; Gibson; Drayson; Blagrove; Brailsford; Rustem; Wray; Plim
AGAINST: None
ABSTAIN: Cllr Harding

00569. It was **RESOLVED** to donate £1000 to All Saints PTFA for outdoor play
equipment.

Cllr Brailsford left the meeting at 19:02

To donate £500 to Bexhill 100 for the jubilee car show

FOR: Cllr Baldry; Gibson; Drayson; Blagrove; Rustem; Plim
AGAINST: Cllr Wray
ABSTAIN: Cllr Harding

To donate £500 to Bexhill Carnival for this year's event
FOR: Cllr Baldry; Gibson; Drayson; Blagrove; Rustem; Cllr Wray; Cllr Plim
AGAINST: None
ABSTAIN: Cllr Harding

00570. It was **RESOLVED** to donate £500 to Bexhill Carnival for this years event.

Cllr Gibson and Cllr Baldry left the meeting at 19:08

To donate £1000 to Bexhill Community Events Group for the King Offa Event
FOR: Drayson; Cllr Plim
AGAINST: Cllr Wray; Blagrove; Rustem
ABSTAIN: Cllr Harding

To donate £500 to Bexhill Community Events Group for the King Offa Event
FOR: Cllr Drayson; Blagrove; Rustem; Plim
AGAINST: Cllr Wray
ABSTAIN: Harding

00571. It was **RESOLVED** to donate £500 to Bexhill Community Events Group for the King Offa Event.

*Cllr Gibson and Cllr Brailsford re-entered the meeting at 19:11
Cllr Wray left the meeting at 19:11*

To donate £1000 to Festival of the Sea for this year's event
FOR: Cllr Gibson; Drayson; Blagrove; Brailsford; Rustem; Cllr Plim
AGAINST: None
ABSTAIN: Cllr Harding

00572. It was **RESOLVED** to donate £500 to Festival of the Sea for this year's event.

Cllr Wray and Cllr Baldry re-entered the meeting at 19:12

To donate £290 to Bexhill Lions for Green Fairy Trails
FOR: Cllr Baldry; Gibson; Blagrove; Brailsford; Rustem; Wray; Plim
AGAINST: None
ABSTAIN: Cllr Harding

00573. It was **RESOLVED** to donate £290 to Bexhill Lions for Green Fairy Trails.

To donate £500 to Community Supporters for Community Grow and Cook
FOR: Cllr Baldry; Gibson; Drayson; Blagrove; Brailsford; Rustem; Wray; Plim
AGAINST: None

ABSTAIN: Cllr Harding

00574. It was **RESOLVED** to donate £500 to Community Supporters for Grow and Cook

To donate £500 to the Footbridge Project for printing artworks:

FOR: Cllr Baldry; Cllr Gibson; Brailsford; Cllr Plim

AGAINST: Cllr Blagrove; Cllr Rustem; Cllr Wray

ABSTAIN: Cllr Harding; Cllr Drayson

00575. It was **RESOLVED** to donate £500 to Footbridge Project for printing artworks

To donate £1000 to Friends of Combe Valley for improvements to the country park:

FOR: Cllr Baldry; Gibson; Brailsford; Rustem; Wray; Plim

AGAINST: None

ABSTAIN: Cllr Drayson; Blagrove; Harding

00576. It was **RESOLVED** to donate £1000 to Friends of Combe Valley for improvements to the country park.

Cllr Gibson left the meeting at 19:20

To donate £1000 to Glenleigh PTFTA for a buddy bench

FOR: Baldry, Drayson., Blagrove, Brailsford; Rustem; Wray; Plim

AGAINST: None

ABSTAIN: Cllr Harding

00577. It was **RESOLVED** to donate £1000 to Glenleigh PTFA for a buddy bench.

Cllr Gibson re-entered the meeting at 19:21pm

To donate £500 to Just Friends for the anniversary lunch

FOR: Cllr Baldry; Gibson; Cllr Rustem; Cllr Wray; Cllr Plim

AGAINST: Cllr Brailsford

ABSTAIN: Cllr Drayson; Cllr Blagrove; Cllr Harding

00578. It was **RESOLVED** to donate £500 to Just Friends for the anniversary lunch.

To donate £500 to Made in Bexhill for float repairs and tent.

FOR: Cllr Baldry; Gibson; Drayson; Brailsford; Rustem; Wray; Plim

AGAINST: None

Abstain: Cllr Blagrove; Cllr Harding

00579. It was **RESOLVED** to donate £500 to Made in Bexhill for float repairs and tent.

To donate £500 to Pebsham Community Centre for refurbishments.

Initial.....

FOR: Cllr Baldry; Cllr Gibson; Cllr Drayson; Cllr Blagrove; Cllr Brailsford; Cllr Rustem; Cllr Wray; Cllr Plim
AGAINST: None
ABSTAIN: Cllr Harding

00580. It was **RESOLVED** to donate £500 to Made in Bexhill for float repairs and tent.

To donate £500 to Sussex Community Development Association for a human library
FOR: None
AGAINST: Cllr Gibson; Cllr Brailsford; Cllr Wray
ABSTAIN: Cllr Baldry; Drayson; Blagrove; Rustem; Plim, Harding

00581. It was **RESOLVED** to request that Sussex reapply in the next round with more detail on what the money will be spent on.
FOR: Baldry; Gibson; Drayson; Blagrove; Cllr Brailsford; Cllr Rustem
AGAINST: None
ABSTAIN: Cllr Wray; Cllr Plim; Cllr Harding.

Cllr Harding and Cllr Baldry left the meeting at 19:34

To donate £500 to Three Events Bexhill for Milifest
FOR: Cllr Gibson; Drayson; Brailsford; Rustem; Wray; Plim
AGAINST: None
ABSTAIN: Cllr Blagrove

00582. It was **RESOLVED** to donate £500 to Three Events Bexhill for Milifest.

*Cllr Harding and Cllr Baldry re-entered the meeting at 19:42
Cllr Drayson left the meeting at 19:42*

To donate £1000 to Light Up Bexhill for the Jubilee Beacon
FOR: Cllr Baldry; Plim
AGAINST: None
ABSTAIN: Cllr Gibson; Blagrove; Brailsford; Rustem; Wray; Harding.

00583. It was **RESOLVED** to donate £500 to Light Up Bexhill for the Jubilee Beacon

To donate £500 to Friends of Little Common for Hanging Baskets.
FOR: Cllr Baldry; Gibson; Brailsford; Rustem; Wray; Plim
AGAINST: None
ABSTAIN: Cllr Blagrove; Cllr Harding

00584. It was **RESOLVED** to donate £500 to Friends of Little Common for Hanging Baskets.

*Cllr Baldry left the meeting at 19:52 and re-entered at 19:53
Cllr Drayson re-entered the meeting at 19:54pm*

00585. £8610 was left in the Grants and Donations Budget for 2021-22

30000	Budget
13290	Grants and Donations
3000	Ringfenced Christmas lights
5100	Light Up Bexhill Jubilee
8610	Left to spend

To donate £1750 to W.AVE arts for the Sea Road project:

FOR: Cllr Baldry; Gibson; Brailsford; Plim

AGAINST: None

ABSTAIN: Cllr Drayson; Blagrove; Wray; Harding

00586. It was **RESOLVED** to allocate £1750 to W.AVE arts for the Sea Road project.

This left £6,860 left to spend.

A vote was held to roll over the funds to the next financial year. The motion fell.

A vote was held to donate £6,860 to Bexhill Heritage for various projects.

00587. It was **RESOLVED** for the remaining £6,860 be donated to Bexhill Heritage for various projects.

b) To agree opening and closing date for next round of community grants and donations.

00588. It was **RESOLVED** to adapt the policy to allow for three rounds of £10,000 funding in 2022-23.

00589. It was **RESOLVED** for the clerk to report back to the next meeting with suggestions for dates of each round.

c) To consider accounting procedure for grant approved by Full Council for Light Up Bexhill (up to £5,100).

00590. It was **RESOLVED** to request the purchase order/quote from Light Up Bexhill in order for the RFO to raise payment and for Light Up Bexhill to provide the paid invoice to reconcile the payment made.

00591. RESERVES

a) To discuss possible capital projects and future expenditure to be ear-marked in reserves.

Cllr Blagrove left the meeting at 20:42
Cllr Blagrove re-entered the meeting at 20:45

Cllr Wray left the meeting at 20:45
Cllr Wray re-entered the meeting at 20:46

Cllr Gibson left the meeting at 20:48
Cllr Gibson re-entered the meeting at 20:49

Ideas such as budgeting for asset transfer, future staffing resource, reviewing the results of the survey, improving WCs, street cleaning and pothole repair were discussed.

00592. POLICIES AND PROCEDURES

- a) To appoint HR advisory service.
It was noted that quotes are being sought.
- b) To appoint payroll service.
It was **RESOLVED** to appoint the payroll service.
- c) To review policy list prior to commencing policy audit.
It was **RESOLVED** to add the NHS and Armed Forces Covenant to be the policy review list and for the review to commence.

00593. CORRESPONDENCE

- a) Request from W.AVE Arts for project funding.
This was already covered earlier in the meeting.
- b) Councillors to read Governance and Accountability Practitioners Guide 2021 for understanding of Annual Audit – noted.
- c) To note Pay award for Local Government employees April 2021- March 2022 – noted.

00594. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from the last meeting
There were none.
- b) To receive questions from councillors and any future agenda items
There were none.

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, it was **RESOLVED** that the public and the press may be asked to leave the meeting during consideration of the following item:

00595. STAFFING MATTERS

Cllr Blagrove left the meeting at 21:31pm

- a) To receive update on staffing structure and resources
- b) To consider investigating apprenticeship scheme

It was **RESOLVED** to investigate an apprenticeship scheme and consider a job description and person specification for a facility officer.

00596. DATE OF NEXT MEETING – 27th APRIL 2022

Meeting closed at 21:22pm

Signed.....

Date.....

DRAFT

Initial.....