

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council

You are summoned to attend a meeting of

BEXHILL-ON-SEA TOWN COUNCIL to be held in the
COUNCIL CHAMBER, TOWN HALL, BEXHILL-ON-SEA

on **Wednesday 20th October 2021 at 6.30pm**

when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

14th October 2021

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

In accordance with standing order 3(e) this session 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. APOLOGIES FOR ABSENCE

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

4. MINUTES

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

- a) Wednesday 15th September 2021 (Appendix A)

5. COMMITTEES

To receive the minutes and updates of committees held since the last Full Council meeting:

- a) 22/09/2021 Community Committee (Appendix B)
b) 06/10/2021 Planning Committee (Appendix C)
c) 13/10/2021 Community Committee (Appendix D)

6. COMMITTEES AND WORKING GROUPS

To receive any notes and updates from working groups that report to Full Council

- a) 13/10/2021 Premises Working Group – Cllr Plim
b) 08/10/2021 COVID Recovery Team – Cllr Taylor-Gee

7. RECOMMENDATIONS

To consider recommendations from committees and working groups

- a) Community Committee
 - i. To adopt Sponsorship Policy *(Appendix E)*
 - ii. To adopt Noticeboard Policy *(Appendix F)*
 - iii. To adopt Town Crier job description and for the Community Committee to appoint a Town Crier through an audition and selection process *(Appendix G)*
 - iv. To transfer the responsibilities of noticeboards from the Climate, Nature & Environment Committee to the Community Committee terms of reference.
 - v. To transfer the responsibilities of Grants and Donations from the Community Committee to the Finance & General Purposes Committee terms of reference.
- b) Premises Working Group
 - i. The town council rent the office at the town hall for £3000.00 per annum and arranges for telephone, PC hardware, printer and broadband services. This can be used as a back office for filing etc. and administrative staff.
 - ii. A mix of using The Pelham and working from home is adopted until the end of December 2021, whilst the office is prepared and technology set up.
 - iii. The town council continues to seek a shop front.

8. MAYOR'S OFFICE

- a) To receive update on the work of the Town Mayor. *(Appendix H)*

9. 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.
- b) To receive reports from Ward District Councillors.
- c) To receive ward reports from Town Councillors.

10. GOVERNANCE AND ADMINISTRATION

- a) To receive update from the Bexhill Trust.
- b) To note approximate election costs at £62,045.
- c) To note Charter Trustees accounts awaiting independent review of accounts before funds transferred to the town council.
- d) To note Town Forum awaiting results of town council survey before considering future membership or activities.
- e) To note Cllrs Gibson, Brailsford and Taylor-Gee attending future Town Centre Steering Group Meetings to feedback on possible transfer of the group to the town council.
- f) To appoint a councillor to the Community Committee following the resignation from the committee of Cllr Clasby.
- g) To appoint an external representative to Rother Voluntary Action.
- h) To appoint an external representative to Citizen's Advice Bureau.
- i) To note training policy being prepared
- j) To note equality policy being prepared
- k) To note training / review session on governance and terms of reference for all councillors being arranged by the Community Committee.

11. MOTIONS FROM COUNCILLORS

a) Cllr Izzard

To enable Bexhill to maintain the town's Fairtrade status, Bexhill on Sea Town Council adopts the suggested 'Bexhill on Sea Town Council's Statement of

Commitment to Fairtrade' and publishes it on the Town Council Website.

Furthermore, the council will officially provide the Bexhill Fairtrade Town Steering Group with a signed copy of the statement enabling them to submit the renewal of the town's Fairtrade Town status. *(Appendix I)*

12. CORRESPONDENCE

There is none.

13. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

a) To receive answers to questions raised at the last meeting *(Appendix J)*

b) To receive questions from councillors

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

c) To note any future agenda items

14. DATE OF NEXT MEETING – 17th NOVEMBER 2021