

BEXHILL-ON-SEA TOWN COUNCIL
Minutes of the **ANNUAL GENERAL MEETING** of the
BEXHILL-ON-SEA TOWN COUNCIL
FULL COUNCIL held in the **COUNCIL CHAMBER, BEXHILL-ON-SEA TOWN**
HALL,
on **Wednesday 18th May 2022 at 6.30pm**

PRESENT: Cllr Plim (Town Mayor); Cllr Baldry; Cllr Barfoot; Cllr Blagrove; Cllr Brailsford; Cllr Carroll; Cllr Clasby; Cllr Drayson; Cllr Harding; Cllr Izzard; Cllr Gibson; Cllr Norris; Cllr Rustem; Cllr Taylor-Gee; Cllr Thomas; Cllr Winter; Cllr Wray.

ALSO IN ATTENDANCE: J Miller, Clerk; Two members for the public.

00001. TO ELECT CHAIR

It was **RESOLVED** to elect Cllr Plim to the position of Chair.

00002. TO ELECT VICE CHAIR

It was **RESOLVED** to elect Cllr Baldry to the position of Vice Chair.

00003. APOLOGIES FOR ABSENCE

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

00004. It was **RESOLVED** to move the Public Participation session forward to allow members of the public to address the meeting.

00005. PUBLIC PARTICIPATION

A member of the public asked if the Charter Trustees booklet sold in the Bexhill Museum could be updated with the town council's information.

A member of the public advised the council of the plans to celebrate Sussex Day at the Pelham on 16th June at 12noon and requested that the new town crier(s) read the charter.

A member of the public asked if the town council could put notices in the town hall noticeboard.

A member of the public asked that the 'Welcome To Bexhill' gateway signs be updated across the town.

00006. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Winter declared an interest in the item concerning Citizens Advice.

Cllr Harding declared an interest in the Ukraine Hub item.

Cllr Plim declared an interest in the item concerning the request for support for the Beach Garden by Cllr Langlands.

Cllr Barfoot entered the meeting at 18:40pm

00007. MINUTES

It was **RESOLVED** to approve the minutes of the following meetings: Wednesday 13th April 2022; Wednesday 20th April 2022; Wednesday 11th May 2022.

00008. COMMITTEES

It was **RESOLVED** to receive the minutes of the Finance and General Committee of 27th April 2022.

00009. RECOMMENDATIONS FROM COMMITTEES

a) Finance and General Purposes Committee

It was **RESOLVED** that the Grants and Donations Policy is updated to offer three rounds of grant funding up to, but not limited to, £10,000 at each round. The three rounds shall have the following deadline dates: 31st July 2022, 31st October 2022 and 28th February 2023.

00010. TO REVIEW OF DELEGATION ARRANGEMENTS OFFICERS AND TERMS OF REFERENCE FOR COMMITTEES

The delegation arrangements for officers and the terms of reference for committees were **REVIEWED** and **ADOPTED**.

00011. TO APPROVE APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES

A recorded vote was called for.

a) Finance and General Purposes Committee

MEMBER	VOTES FOR
Baldry	Plim, Baldry, Taylor-Gee, Harding, Clasby, Rustem, Gibson, Wray, Carroll, Norris, Brailsford, Thomas, Izzard, Blagrove
Brailsford	Plim, Baldry, Taylor-Gee, Harding, Clasby, Rustem, Gibson, Wray, Carroll, Drayson, Barfoot, Norris, Brailsford, Thomas, Izzard, Winter, Blagrove
Clasby	Plim, Baldry, Taylor-Gee, Harding, Clasby, Rustem, Gibson, Wray, Carroll, Norris, Drayson, Barfoot, Norris, Brailsford, Thomas, Izzard, Winter, Blagrove
Gibson	Plim, Baldry, Taylor-Gee, Harding, Clasby, Rustem, Gibson, Wray, Carroll, Barfoot, Norris, Brailsford, Thomas, Izzard, Winter
Harding	Plim, Baldry, Taylor-Gee, Harding, Clasby, Gibson, Wray, Barfoot, Norris, Brailsford, Thomas, Izzard
Rustem	Plim, Baldry, Taylor-Gee, Harding, Clasby, Rustem, Gibson, Wray, Carroll, Drayson, Barfoot, Norris, Brailsford, Thomas, Winter, Blagrove
Wray	Plim, Baldry, Taylor-Gee, Harding, Clasby, Rustem, Gibson, Wray, Carroll, Norris, Drayson, Barfoot, Norris, Brailsford, Thomas, Izzard, Winter, Blagrove
Plim	Baldry, Taylor-Gee, Clasby, Rustem, Gibson, Wray, Drayson, Barfoot, Norris, Brailsford, Thomas, Izzard
Taylor-Gee	Plim, Baldry, Taylor-Gee, Harding, Clasby, Gibson, Wray, Carroll, Drayson, Barfoot, Thomas, Izzard
Drayson	Plim, Clasby, Rustem, Wray, Carroll, Drayson, Norris, Brailsford, Thomas, Izzard, Winter, Blagrove
Blagrove	Plim, Clasby, Rustem, Wray, Carroll, Drayson, Norris, Brailsford, Winter, Blagrove

Cllr Blagrove was removed due to having the least number of votes and a further vote took place.

MEMBER	VOTES FOR
Harding	Plim, Baldry, Taylor-Gee, Harding, Clasby, Gibson, Barfoot, Norris, Brailsford, Thomas, Izzard
Plim	Baldry, Taylor-Gee, Clasby, Rustem, Gibson, Wray, Carroll, Drayson, Barfoot, Norris, Brailsford, Thomas
Taylor-Gee	Plim, Baldry, Taylor-Gee, Harding, Clasby, Gibson, Wray, Carroll, Barfoot, Thomas, Izzard
Drayson	Plim, Clasby, Rustem, Wray, Drayson, Norris, Brailsford, Izzard, Winter, Blagrove

00012. Cllr Drayson was removed due to having the least number of votes and the Finance and General Purposes Committee membership was **AGREED** as

Cllr Baldry, Cllr Brailsford, Cllr Clasby, Cllr Gibson, Cllr Harding, Cllr Rustem, Cllr Wray, Cllr Plim, Cllr Taylor-Gee

b) Climate, Nature and Environment Committee

00013. It was **RESOLVED** to appoint the following members to the Climate, Nature and Environment Committee:

Cllr Brailsford, Cllr Izzard, Cllr Norris, Cllr Taylor-Gee, Cllr Thomas, Cllr Wray, Cllr Winter

VOTES FOR : Cllr Plim; Cllr Baldry; Cllr Barfoot; Cllr Blagrove; Cllr Brailsford; Cllr Carroll; Cllr Clasby; Cllr Drayson; Cllr Harding; Cllr Izzard; Cllr Gibson; Cllr Norris; Cllr Rustem; Cllr Taylor-Gee; Cllr Thomas; Cllr Winter; Cllr Wray

VOTES AGAINST: None

c) Community Committee

Baldry	Plim, Baldry, Taylor-Gee, Harding, Clasby, Rustem, Gibson, Wray, Carroll, Barfoot, Norris, Brailsford, Thomas, Izzard
Barfoot	Plim, Baldry, Taylor-Gee, Harding, Clasby Rustem, Gibson, Wray, Carroll, Barfoot, orris, Thomas, Izzard
Brailsford	Plim, Baldry, Taylor-Gee, Harding, Clasby, Rustem, Gibson, Wray, Carroll, Barfoot, Norris, Brailsford, Thomas, Izzard, Winter, Blagrove
Carroll	Plim, Baldry, Taylor-Gee, Clasby, Rustem, Gibson, Wray, Carroll, Drayson, Barfoot, Norris, Brailsford, Thomas, Izzard, Winter, Blagrove
Gibson	Plim, Baldry, Taylor-Gee, Harding, Clasby, Rustem, Gibson, Wray, Carroll, Barfoot, Norris, Brailsford, Thomas, Izzard, Winter, Blagrove
Rustem	Plim, Baldry, Taylor-Gee, Clasby, Rustem, Gibson, Wray, Carroll, Barfoot, Norris, Brailsford, Thomas, Izzard, Winter, Blagrove
Taylor-Gee	Plim, Baldry, Taylor-Gee, Harding, Clasby, Rustem, Gibson, Wray, Carroll, Barfoot, Norris, Brailsford, Thomas, Izzard
Winter	Clasby, Rustem, Gibson Wray, Carroll, Norris, Brailsford, Winter, Blagrove
Harding	Plim, Baldry, Taylor-Gee, Harding, Gibson, Barfoot, Thomas

Plim	Plim, Baldry, Clasby, Rustem, Taylor-Gee, Gibson, Wray, Carroll, Barfoot, Norris, Brailsford, Thomas
Thomas	Plim, Baldry, Harding, Taylor-Gee, Clasby, Rustem, Gibson, Wray, Barfoot, Thomas, Izzard
Blagrove	Clasby, Rustem, Wray, Carroll, Drayson, Norris, Brailsford, Winter, Blagrove

00014. Cllr Blagrove, Cllr Winter and Cllr Harding were removed due to having the least number of votes and the Community Committee membership was **AGREED** as

Cllr Baldry, Cllr Barfoot, Cllr Brailsford, Cllr Carroll, Cllr Gibson, Cllr Rustem, Cllr Taylor-Gee, Cllr Plim, Cllr Thomas,

d) Planning and Development Committee

00015. It was **RESOLVED** to appoint the following members to the Climate, Nature and Environment Committee:

Cllr Baldry, Cllr Barfoot, Cllr Drayson, Cllr Fenner Cllr Plim, Cllr Norris, Cllr Winter

VOTES FOR : Cllr Plim; Cllr Baldry; Cllr Barfoot; Cllr Blagrove; Cllr Brailsford; Cllr Carroll; Cllr Clasby; Cllr Drayson; Cllr Harding; Cllr Izzard; Cllr Gibson; Cllr Norris; Cllr Rustem; Cllr Taylor-Gee; Cllr Thomas; Cllr Winter; Cllr Wray

VOTES AGAINST: None

e) Premises Working Group (reporting to Full Council)

00016. It was **RESOLVED** to appoint the following members to the Premises Working Group:

Cllr Baldry, Cllr Barfoot, Cllr Brailsford, Cllr Clasby, Cllr Taylor-Gee, Cllr Winter

VOTES FOR : Cllr Plim; Cllr Baldry; Cllr Barfoot; Cllr Blagrove; Cllr Brailsford; Cllr Carroll; Cllr Clasby; Cllr Drayson; Cllr Harding; Cllr Izzard; Cllr Gibson; Cllr Norris; Cllr Rustem; Cllr Taylor-Gee; Cllr Thomas; Cllr Winter; Cllr Wray

VOTES AGAINST: None

00017. TO APPOINT ANY NEW COMMITTEES (IN ACCORDANCE WITH STANDING ORDER 4).

It was **RESOLVED** not to appoint any new committees.

00018. TO REVIEW AND ADOPT APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS

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

00019. TO REVIEW ARRANGEMENTS (INCLUDING LEGAL AGREEMENTS) WITH LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES. There are none.

00020. TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

It was **RESOLVED** to appoint the following external representatives:

- a) RALC – Cllr Taylor-Gee and Cllr Winter
- b) Citizen’s Advice Bureau – Cllr Gibson
- c) Bexhill Air Cadet Squadron – Cllr Plim
- d) Fairtrade Group – Cllr Izzard

00021. TO REVIEW INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

The inventory of assets was **REVIEWED**.

00022. TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

The arrangements for insurance cover in respect of all insurable risks was **CONFIRMED**.

00023. TO REVIEW COUNCIL AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

The council’s subscription to ESALC and RALC and was **REVIEWED**.

00024. TO REVIEW COUNCIL COMPLAINTS PROCEDURE

The council complaints procedure was **REVIEWED** and **ADOPTED**.

00025. TO REVIEW OF COUNCIL POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

The following policies were **REVIEWED** and **ADOPTED**:

- Freedom of Information Policy
- Data Protection Policy
- Information Management Policy
- Privacy Notice
- Model Publication Scheme

00026. REVIEW OF THE COUNCIL’S POLICY FOR DEALING WITH THE PRESS/MEDIA

The council’s policy for dealing with the Press/Media was **REVIEWED** and **ADOPTED** and it will be further considered for updates at the next Finance and General Purposes Committee.

00027. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

The following policies were **REVIEWED** and will be referred to the next Finance and General Purposes Committee for further research:

Grievance Policy
 Disciplinary Policy
 Sickness Absence Policy
 Health and Safety Policy
 Expenses Policy

00028. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S137 OF THE LOCAL GOVERNMENT ACT 1972 OR THE GENERAL POWER OF COMPETENCE

The following expenditure was **REVIEWED**:

Organisation	Requested	Reason
Light Up Bexhill	£ 5,100.00	Jubilee flags and bunting
W.AVE Arts	£ 1,750.00	Sea Road derelict building artwork
Bexhill Heritage	£ 6,860.00	Shelter, Band Stand, Flag Pole
Heart of Sidley	£ 1,000.00	Festive Lights (Christmas Earmark)
Light Up Bexhill	£ 1,000.00	Festive Lights (Christmas Earmark)
9th Bexhill Scouts	£ 1,000.00	Sleepover at Natural History Museum
All Saints PTFA	£ 1,000.00	Outdoor play equipment
Bexhill 100	£ 500.00	Jubilee car show
Bexhill Carnival	£ 500.00	2022 Carnival
Bexhill Community Events Group	£ 500.00	King Offa Event
Bexhill Festival of Sea	£ 1,000.00	Festival of the Sea Event
Bexhill Lions	£ 290.00	Green Fairy Trails
Community Supporters	£ 500.00	Grow and Cook Sessions
Footbridge Project	£ 500.00	Printing artworks
Friends of Combe Valley	£ 1,000.00	Improvements to countryside park
Glenleigh Park PTFA	£ 1,000.00	Buddy Bench
Just Friends	£ 500.00	Anniversary Lunch
Made In Bexhill	£ 500.00	Float repairs and tent
Pebsham Community Centre	£ 500.00	Exterior improvement to centre
Three Events Bexhill	£ 500.00	Millifest
Light Up Bexhill	£ 1,000.00	Jubilee beacon
Friends of Little Common	£ 500.00	Hanging baskets

£ 27,000.00

Initial.....

00029. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL

Cllr Blagrove left the meeting at 19:53pm

It was **RESOLVED** to determine the time and place of ordinary meetings of the council as follows.

Full Council shall be held in the Chamber and Committee Meetings at other rooms where available.

Planning 08 June 2022 6pm; Full Council 08 June 2022 7pm; Asset Transfer 15 June 2022 6pm; CNE 15 June 2022 7pm; Planning 22 June 2022 6pm; F&GP 22 June 2022 7pm; Planning 06 July 2022 6pm; Full Council 06 July 2022 7pm; Asset Transfer 13 July 2022 6pm; Community 13 July 2022 7pm; Planning 20 July 2022 6pm; F&GP 20 July 2022 7pm; Planning 07 September 2022 6pm; Full Council 07 September 2022 7pm; Asset Transfer 14 September 2022 6pm; CNE 14 September 2022 7pm; Planning 21 September 2022 6pm; F&GP 21 September 2022 7pm; Planning 05 October 2022 6pm Full Council 05 October 2022 7pm; Asset Transfer 12 October 2022 6pm; Community 12 October 2022 7pm; Planning 19 October 2022 6pm; F&GP 19 October 2022 7pm; Planning 09 November 2022 6pm; Full Council 09 November 2022 7pm; Asset Transfer 16 November 2022 6pm; CNE 16 November 2022 7pm; Planning 23 November 2022 6pm; F&GP 23 November 2022 7pm; Planning 07 December 2022 6pm; Full Council 07 December 2022 7pm; Community 14 December 2022 6pm; Planning 21 December 2022 6pm; F&GP 21 December 2022 7pm; Planning 11 January 2022 6pm; Full Council 11 January 2022 7pm; Asset Transfer 18 January 2022 6pm; CNE 18 January 2022 7pm; Planning 25 January 2022 6pm; F&GP 25 January 2022 7pm; Planning 08 February 2022 6pm; Full Council 08 February 2022 7pm; Asset Transfer 15 February 2022 6pm; Community 15 February 2022 7pm; Planning 22 February 2022 6pm; F&GP 22 February 2022 7pm; Planning 08 March 2022 6pm; Full Council 08 March 2022 7pm; Asset Transfer 15 March 2022 6pm; CNE 15 March 2022 7pm; Planning 22 March 2022 6pm; F&GP 22 March 2022 7pm; Planning 05 April 2022 6pm; Full Council 05 April 2022 7pm; Asset Transfer 12 April 2022 6pm; Community 12 April 2022 7pm; Planning 19 April 2022 6pm; F&GP 19 April 2022 7pm May AGM 10 May 2022 6:30pm.

00030. MAYOR'S OFFICE

- a) To receive update on the work of the Town Mayor – an update was noted.

00031. 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 – noted.
- b) To receive reports from Ward District Councillors – noted.
- c) To receive ward reports from Town Councillors – noted.

Initial.....

Cllr Drayson left the meeting at 19:59pm

00032. SUPPORT FOR UKRAINE

- a) To receive update from Cllrs Brailsford; Taylor-Gee; Thomas on 'Bexhill Hub for Ukraine Support'
It was noted that the Ukraine hub has set up two drop-ins for Ukrainian refugees to help them settle in the community.

Cllr Drayson re-entered the meeting at 20:01pm

00033. GOVERNANCE AND ADMINISTRATION

- a) To note 'Away Day' being organised with Trevor Leggo as per motion passed at April's meeting – noted.
- b) To note flag incorporating the coat of arms being investigate – noted.

00034. EXTERNAL REPRESENTATIVES

To receive reports from external representatives (circulated prior to the meeting)

- a) RALC - Cllr Winter and Cllr Taylor-Gee
It was noted that there had not been a meeting since the last meeting.
- b) Citizen's Advice Bureau – Cllr Gibson
Cllr Gibson reported that a meeting is taking place this week and an update will follow.
- c) Bexhill Air Cadet Squadron – Mayor
 - i. To note Mayoral Cadet Award amendments to be considered at next meeting – noted.
It was noted that the committee are due to meet.
- d) Fairtrade Group – Cllr Izzard
Cllr Izzard reported that the group was very thankful that a representative had been appointed.
- e) To receive update from Sussex Road Safety Stakeholder Virtual Briefing 28/04/2022 – Cllr Drayson
It was noted that Cllr Drayson was unable to attend, and the recording of the meeting had not been successful.
- f) To nominate councillor to attend Policing Focus Group 23/05/2022 at The Almonry, Battle 2:30pm.
It was **RESOLVED** for Cllr Plim to attend the Policing Focus Group on 23rd May 2022.

00035. MOTIONS FROM COUNCILLORS

There are none.

00036. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) Request from Cllr Langlands to support Grant Application.

Cllr Plim left the meeting at 20:07pm

It was **RESOLVED** to support Cllr Langlands grant application to Rother District Council for the beach garden.

Cllr Plim re-entered the meeting at 20:09pm

00037. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

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

<p>Cllr Drayson asked should a show of hands vote include those voting against a motion and those abstaining.</p>	<p>A show of hands is the method that members use to show their vote in response to a motion that has been moved and seconded. Hands should be shown when the chairman asks for those voting 'for' a motion, those voting 'against' a motion and those abstaining from the vote.</p>
<p>Cllr Drayson asked if there was a way that a councillor can have a voting mistake corrected by judicial review.</p>	<p>Judicial review is a type of court proceeding, in which someone (the "claimant") challenges the lawfulness of a government decision. A councillor could instigate judicial review as the 'claimant', they would do so by acting in their own personal capacity.</p>
<p>Cllr Izzard asked what caused the delay in the town council opening a bank account and why wasn't it done at the beginning of the term.</p>	<p>The corporate body is responsible for the decision to open a bank account. In July 2021 the incoming clerk was passed details of the setting up a bank account by the outgoing clerk. An application to open an account was made in August 2021. Full council approved the signatories required for the account opening in September 2021. The clerk collected the required identification for the signatories and sent to the bank. The F&GP committee held its first meeting in October 2021 and monitored the opening of the account.</p> <p>RDC had been holding the town council's funds since the town council's inception.</p> <p>RDC transferred £500 to the new bank account to enable activation on 26th October 2021.</p> <p>RDC then transferred the remaining precept on 23rd February 2022 and this is when the town council began administering its own finances.</p> <p>The delay of funds transfer from RDC between the months of October 2021 and February 2022 was due to RDC taking advice on the VAT workings required to cross charge the invoices that they had paid on behalf of the town council since May 2021.</p>

	BoSTC/18.05.2022 – 000010
Cllr Blagrove asked when will the live streaming begin and can we have a written update on it.	The Community Committee has been researching the town forum equipment and future requirements of live streaming. The Committee considered its final recommendations on 11 th May 2022, as planned and this will now be passed to the Finance and General Purposes Committee for financial risk assessment review.
Cllr Blagrove asked when all of the financial information from this council is going to be uploaded to the website.	The financial information that the council is required to publish in relation to the Local Government Transparency Code information is available on the council's website on the 'Transparency Code' page in line with the regulatory requirements. The monthly bank reconciliation is available under 'Finance and Accounting' page. After the Annual Accounting and Governance Review has been approved by the corporate body in June, this will also be displayed on the 'Finance' page, along with supporting documentation. The budget performance of the council is displayed in the meeting papers for the F&GP Committee each month and on the 'Finance and Accounting' webpage.
Cllr Blagrove asked if the assistant clerk could be invited to meet councillors at full council.	The assistant clerk has been invited to attend this full council meeting.

- b) To receive questions from councillors
- i. To receive questions at the meeting
Questions shall be recorded in the minutes and responded to at the next meeting or before
Cllr Drayson asked if there was a way that a councillor can have a voting mistake corrected other than judicial review.
Cllr Drayson asked for the next meeting to approve a member of the public to the Bexhill Trust.
Cllr Wray asked when the HR Sub-Committee will be appointed.
Cllr Brailsford asked if the qualification criteria of the Asset Transfer Committee could be reviewed.
- c) To note any future agenda items
There were none.

00038. DATE OF NEXT MEETING – 8TH JUNE 2022

Initial.....

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the commercially sensitive nature of the business to be transacted in item 39, the public and the press will be asked to leave the meeting during consideration of the following:

00039. TO RECEIVE UPDATE ON LEASE NEGOTIATIONS

It was noted that the final lease is expected to be reviewed in the coming weeks.

Meeting closed at 20:20pm

Signed.....

Date.....

DRAFT