

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and General Purposes Committee:
Cllr Baldry; Cllr Brailsford; Cllr Clasby; Cllr Gibson; Cllr Harding; Cllr Plim; Cllr Rustem;
Cllr Taylor-Gee; 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, Rother District Town Hall, Bexhill-on-Sea**
on **Wednesday 21st December 2022 at 7pm**
when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

15th December 2022

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

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 chair 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 chair 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 chair 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 chair of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

2. TO RECEIVE APOLOGIES FOR ABSENCE

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

4. CHAIR'S ANNOUNCEMENTS

5. MINUTES

- a) To approve the minutes of the meeting of 23rd November 2022 (Appendix A)
- b) To review the accuracy of the minutes of the meeting of 19th October 2022 (Appendix B)

6. PRECEPT AND BUDGET 2023/24

- a) To review staff costs budget following full council's consideration of the draft budget proposals for 2023/24.

7. GOVERNANCE AND ACCOUNTABILITY

- a) To note risk assessment work delayed due to current office workload pressures.
- b) To consider NALC investment guidance and investing contingency funds.
- c) To consider grant funding applications as follows:

Bexhill Breathers	£ 500.00	To expand breathing exercise sessions to Little Common
Bexhill United Ladies Football Club	£ 500.00	Youth kit and training equipment
Bexhill Royal Air Force Air Cadets	£ 1,491.82	Archery equipment for sports nights
18 Hours	£ 1,000.00	Contribution to Bexhill After Dark event
Wave Arts	£ 1,300.00	Painting Gubby's Balls
1066 Kids	£ 500.00	Half term activities for children at Pebsham Community Centre
Community Supporters	£ 500.00	To expand the women's mental health group to Sidley
Bexhill and Rother Homeless Unity Group	£ 500.00	To help members with fuel bills and temporary accommodation
Golden Marigold Club	£ 1,000.00	Contribution towards new minibus
St Michael's Community Centre	£ 2,000.00	LED lights and window replacement

£ 9,291.82

- d) To receive and approve bank reconciliation as at 30th November 2022

(Appendix C)

- e) To consider budget position as at 30th November 2022

(Appendix D)

- f) To note reserves position as at 30th November 2022

(Appendix E)

- g) To approve BACS payments November 2022:

Payee	Budget	Amount	Description
Viking Direct	Printing, Publications and Ads	£ 107.60	Stationery
Rother Association of Local Councils	Subscriptions	£ 95.00	Annual subscription
Local Payroll Company	Professional Fees	£ 48.00	November payroll 2022
Surrey Hills Solicitors	Professional Fees	£ 207.00	Final lease invoice
Wifi Hifi	Future Projects Climate	£ 307.00	Facilitator Sewage Meeting
Rother District Council	Meeting Room Hire	£ 1,200.00	July - November meetings at Town Hall
Rother District Council	Printing, Publications and Ads	£ 461.80	Printing for Remembrance, D Harding printing, Sewage posters and leaflets
Rialtas Business Solutions	Professional Fees	£ 324.00	Annual Support
Rother District Council	Printing	£ 15.00	D Harding printing
Opus Energy	Utilities	£ 191.56	Electricity bill 35 Western Road 5th October - 4th December 2022
BT	Utilities		

St Johns Centre	Future Projects Climate	£ 100.00	Hire for sewage public forum
Sussex Events	Events	£ 192.00	Walkie Talkies for Remembrance event
Breakthrough Communications	Member Training	£ 99.00	Payment towards Equality workshop
Bexhill Senior Citizens Club	Meeting Room Hire	£ 40.00	Hire for CNE Committee
Paul Debreczeny	Events	£138.49	Reimbursement of events purchases and mileage

h) To approve Direct Debits and Standing Orders

Waveney IT	IT Costs	£ 119.93	Monthly mailbox subscription Microsoft
Maltby Property Management	Rent	£ 1,333.33	Rent for premises

i) To approve Staff Costs.

Payee	Budget	Amount	Description
Various	Staff Costs	£ 9,362.00	December salary, PAYE, NI and Pension Contributions

8. GRANTS AND DONATIONS

- a) To note policy for grants outside of policy to follow at a future meeting.
- b) To consider grant applications as follows:

9. NEW PREMISES

- a) To consider following contracts/purchases:
 - i. Cleaning
 - ii. Waste Collection
 - iii. Sanitary services
 - iv. Alarm system
 - v. Fire paraphernalia
 - vi. Reference map of Bexhill – 1200x1200xm - £265.00+VAT
 - vii. Laptops x 3 - £546.65+ VAT x 3

10. COMMUNITY INFRASTRUCTURE LEVY

- a) To receive any updates.

11. RECOMMENDATIONS FROM COMMITTEES

- a) Recommendations from HR Sub Committee to be considered in closed session due to the confidential nature of staffing matters.

12. POLICIES AND PROCEDURES

- a) To note policy review check being worked on.

13. MOTIONS FROM COUNCILLORS

- a) Cllr Harding
To discuss the office workload and the role of the HR Sub Committee to gather this information.

14. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) Extra verge cuts confirmed at £18,068 for 2023/24
- b) Rialtas Business Solutions ownership updates
- c) To receive correspondence from resident and agree response

15. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note questions from last meeting.

There were none.

- 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

- c) To consider any new risks for future mitigation.

16. OVERVIEW OF ANNUAL INTERNAL CONTROL TASKS OF THE COUNCIL

January	Submit Precept to Rother District Council
February	Review Standing Orders/Financial Regs and policies for Full Council AGM, obtain three quotes for insurance policy renewal
March	Review annual financial risk assessment
April	Complete year end accounts and AGAR, produce annual report, insurance policy renews,
May	AGM – adoption of policies, internal audit, review asset register
June	Approval of AGAR, review internal controls, complete internal audit
July	Electors rights period, Annual VAT return
August	RFO to begin budget drafting
September	Committees prepare budget forecasts, F&GP review salary budgets
October	Committees prepare budget forecasts
November	F&GP review committee forecasts and prepare budget for full council review
December	Full council approve annual budget

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 17.

17. STAFFING MATTERS

- a) To receive recommendations from HR Sub Committee

18. DATE OF NEXT MEETING – 25th JANUARY 2023

- a) To consider postponing until **22nd FEBRUARY 2022** following the recommendation of HR Sub Committee.