

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 **Clifford Room, Beulah Baptist Church, Bexhill-on-Sea**
on **Wednesday 20th July 2022 at 7pm**
when it is proposed to transact the following business:

Julie Miller
Clerk and Responsible Financial Officer

14th July 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 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. TO RECEIVE APOLOGIES FOR ABSENCE

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

4. CHAIRMAN'S ANNOUNCEMENTS

5. MINUTES

To approve the minutes of the meeting of Wednesday 22nd June 2022

(Appendix A)

6. GOVERNANCE AND ACCOUNTABILITY

- a) To note further finance training to be organised in September.
- b) To note risk register being updated for review at next meeting.
- c) To approve corporate card to be applied for with restrictions of £500 per transaction as per Financial Regulation 6.
- d) To receive and approve bank reconciliation as at 30th June 2022

(Appendix B)

e) To consider budget position as at 30th June 2022.

(Appendix C)

f) To approve BACS payments July 2022:

PAYEE	BUDGET	GROSS	VAT	DETAIL
Julie Miller	Events Expenses	£ 40.23	£ -	Mileage for meetings and stationery purchase
Sparc Creative	Mayor's Budget	£ 300.00	£ 50.00	Design and production of town council flag logo
College of Arms	Charter Trustees Reserve	£ 3,870.00	£ -	Right to bear and use armorial bearings of Bexhill-on-Sea
Showman Audio Visual	Events – ATM	£ 384.00	£ 64.00	Annual Town Meeting PA
Beulah Baptist Bexhill	Meeting Room Hire	£ 80.00	£ -	Planning and Finance meeting room hire
Rother District Council	Climate Events	£ 42.00	£ 1.50	Printing of A5 flyers
Rother District Council	Allotment Charges	£ 573.32	£ 95.55	April - June allotment recharge
Bexhill Radio	Streaming Reserves	£ 52.99	£ -	July FC and Planning streaming
Rother District Council	Meeting Room Hire	£ 810.00	£ -	May and June meetings
Pebsham Community Assoc	Meeting Room Hire	£ 60.00	£ -	CC meeting July
Regional Media Group	Printing and Publications	£ 295.00	£ -	Advertorial in Bexhill News first edition
The Pelham	Rent and Rates	£ 419.40	£ -	June office hire
Surrey Hills Solicitors	Professional Fees	£ 738.00	£ 120.00	Lease work
Surrey Hills Solicitors	Professional Fees	£ 99.00	£ 16.50	Lease work
The Local Payroll Company	Professional Fees	£ 48.00	£ 8.00	June payroll services
Paul Plim	Mayor's Budget	£ 185.70	£ -	Reimbursement event attendance costs

g) To approve Direct Debits

Payee	Budget	Amount	VAT	Description
Waveney IT	IT Costs	£ 125.33	£ 20.89	Monthly mailbox subscription Microsoft

h) To approve Staff Costs

Payee	Budget	Amount	Description
Various	Staff Costs	£7,747.28	July salary, PAYE, NI and Pension Contributions

i) To review internal audit report action plan

Risk Assessment	<ol style="list-style-type: none"> 1. Annual risk assessment adopted at June 2022 meeting 2. Assessment of new risks added to the agenda of each meeting 3. New risks identified will be added to the risk assessment document with mitigation measures 4. Risk Assessment will be reviewed annually at March Full Council meeting
Allotment Management	<ol style="list-style-type: none"> 1. Facilities Co-ordinator role advertised 2. Transfer of responsibility of allotment management will take place once successful candidate has completed induction 3. Climate, Nature and Environment (CNE) Committee to determine whether or not a sub-committee is required or the strategic management remains with the CNE Committee.

7. RECOMMENDATIONS FROM COMMITTEES

- a) To consider seeking legal advice following Full Council’s motion to review the ex-officio status of the Mayor and Deputy Mayor.

8. POLICIES AND PROCEDURES

- a) To review Pension policies for recommendation to Full Council *(Appendix D)*
- b) To review the following policies for recommendation to Full Council:
- i. Document Retention Policy *(Appendix E)*
 - ii. Investment Strategy Policy *(Appendix F)*
 - iii. Project Plan Scrutiny Policy *(Appendix G)*
 - iv. Procurement Policy *(Appendix H)*
 - v. Protocol for Officer and Councillor Relationships *(Appendix I)*

9. FINANCIAL PROPOSAL

- i. To consider request for financial support from 18 hours *(Appendix J)*

10. CORRESPONDENCE AND MATTERS FOR INFORMATION

There are none.

11. 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.

12. 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

13. DATE OF NEXT MEETING –21st SEPTEMBER 2022

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 13

14. STAFFING MATTERS

- a) To review future resourcing.
- b) To receive updates on staffing matters.