

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council Finance and Audit Committee:
Cllr Blagrove, Cllr Crotty, Cllr El, Cllr Huseyin, Cllr Peters, Cllr Rustem, Cllr Wilson and Cllr Winter

You are summoned to attend a meeting of the

FINANCE AND AUDIT COMMITTEE of BEXHILL-ON-SEA TOWN COUNCIL

to be held in the **Bexhill Senior Citizens Club, Eversley Road, Bexhill-on-Sea**
on **Wednesday 11th June 2025 at 6:30pm**

when it is proposed to transact the following business:

Julie Miller
Proper Officer

5th June 2025

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.

PLEASE TURN OFF YOUR MOBILE PHONE DURING THE MEETING AS THIS INTERFERES WITH THE RADIO MICROPHONES USED IN RECORDING THE MEETING.

AGENDA

1. TO ELECT CHAIR

2. TO ELECT VICE-CHAIR

3. 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.

4. TO RECEIVE APOLOGIES FOR ABSENCE

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

6. CHAIR'S ANNOUNCEMENTS

7. MINUTES

- a) To approve the minutes of the meeting of 14th May 2025. (Appendix A)

8. TO APPOINT MEMBERS TO HR-SUB COMMITTEE

9. GOVERNANCE AND ACCOUNTABILITY

- a) To receive bank reconciliation as of 31st May 2025. (Appendix B)
b) To consider budget position as of 31st May 2025 (Appendix C)

- c) To receive payment listing as of 31st May 2025. (Appendix D)
- d) To receive ear-marked reserves as of 31st May 2025. (Appendix E)
- e) To note the long-term investment matures in August and the report will follow at the September meeting.

10. GRANTS AND DONATIONS

- a) To review Grants and Donations Policy. (Appendix F)
- b) To consider grants as per Appendix G. (Appendix G)
- c) To receive updated draft policy for allocating CIL funds to community groups. (Appendix H)

11. TOWN COUNCIL HUB

- a) To receive April hub report. (Appendix I)

12. RECOMMENDATIONS FROM COMMITTEES

There are none.

13. MOTIONS FROM COUNCILLORS

There are none.

14. CORRESPONDENCE AND MATTERS FOR INFORMATION

There is none.

15. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To note answers to 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

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| 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&A review committee forecasts and prepare budget for full council review |
| December | Full council approve annual budget |

17. DATE OF NEXT MEETING – WEDNESDAY 9TH JULY 2025