

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, 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 12th November 2025 at 6:30pm**

when it is proposed to transact the following business:

Joey Daeva

Proper Officer

6th November 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. PUBLIC PARTICIPATION

2. TO RECEIVE APOLOGIES FOR ABSENCE

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

4. CHAIRS ANNOUNCEMENTS

5. MINUTES

To approve the minutes of the meeting of Wednesday 17th September 2025.

(Appendix A)

6. GOVERNANCE AND ACCOUNTABILITY

a) To receive bank reconciliation as of 31st October 2025. *(Appendix B)*

b) To consider budget position as of 31st October 2025. *(Appendix C)*

c) To receive payment listing as of September and October 2025.

(Appendix D)

d) To receive ear-marked reserves as of 31st October 2025.

(Appendix E)

e) To receive CCLA update.

7. GRANTS AND DONATIONS

a) To receive updated Grant and Donation Policy.

(Appendix F)

b) To receive grants report.

(Appendix G)

8. BUDGET PREDICTIONS 2026-2027

a) To consider budget for 2026-2027 for recommendation to Full Council.

(Appendix H i, Appendix H ii)

9. RECCOMENDATIONS FROM COMMITTEES

a) There were none.

10. MOTIONS FROM COUNCILLORS

a) There were none.

11. CORRESPONDENCE AND MATTERS FOR INFORMATION

a) There was none.

12. QUESTIONS FROM COUNCILLORS AN FUTURE AGENDA ITEMS

a) To note answers to questions from last meeting.

Cllr Peters asked about the cost of Office 365 provided by Waveny IT.	The cost of Office 365 is £280.67, covering all staff accounts, the information email account, and all councillor accounts. Waveney IT have verified this and provided a list of the licenses currently in use.
Cllr Peters sought clarification regarding the increase in staff salaries.	The 20% increase in staff salaries was due to the NJC SCP national pay award and the requirement for this to be backdated for all staff members.
Cllr Wilson requested that a review of the CCLA's income and expenditure be included under Governance and Accountability.	This item is a standing item on the agenda.

b) To receive questions from councilors 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.

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

14. DATE OF NEXT MEETING – WEDNESDAY 10th DECEMBER 2025

All motions for the next meeting of the Finance and Audit Committee on 10th December 2025 must be received by the 28th November 2025.

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 will not be permitted to attend during the following items:

15. STAFFING UPDATE

- a) To consider annual salary review.