

BEXHILL-ON-SEA TOWN COUNCIL
Minutes of the meeting of the **BEXHILL-ON-SEA TOWN COUNCIL**
FINANCE AND AUDIT COMMITTEE
Held in the **BEXHILL SENIOR CITIZENS CLUB, EVERSLEY ROAD,**
BEXHILL-ON-SEA
On **Wednesday 12th November 2025** at **6:30pm**

PRESENT: Cllr Blagrove, Cllr Crotty, Cllr Peters, Cllr Wilson, Cllr Winter.

ALSO IN ATTENDANCE: J Daeva, Clerk; M Webber; One videographer; two members of the public.

1. PUBLIC PARTICIPATION

There were none.

2. TO RECEIVE APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and approve apologies for absence with reasons from Cllr El, Cllr Huseyin and Cllr Rustem.

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

There were none.

4. CHAIRS ANNOUNCEMENTS

In the absence of Cllr Huseyin, Cllr Blagrove chaired the meeting.

5. MINUTES

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

a) Wednesday 17th September 2025.

It was **RESOLVED** to approve and sign the minutes of the meeting of Wednesday 17th September 2025.

6. GOVERNANCE AND ACCOUNTABILITY

a) To receive bank reconciliation as of 31st October 2025.

It was **RESOLVED** to approve bank reconciliation as of 31st October 2025.

b) To consider budget position as of 31st October 2025.

It was **RESOLVED** to approve budget position as of 31st October 2025.

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

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It was **RESOLVED** to approve payment listing as of September and October 2025.

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

It was **RESOLVED** to approve the ear-marked reserves as of 31st October 2025.

- e) To receive CCLA update.

It was noted that funds cannot be moved into CCLA until two signatories have signed the relevant forms. This is underway.

7. GRANTS AND DONATIONS

- a) To receive updated Grants and Donations Policy.

It was **RESOLVED** to recommend the updated Grants and Donations Policy to Full Council.

- b) To receive grants report.

The report was received. It was noted there were no applications to discuss.

8. BUDGET PREDICTIONS 2026-2027

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

It was **RESOLVED** to rename past mayors' badges to civic regalia.

It was **RESOLVED** for staff to contact Little Common and Sidley to see how much their Christmas lights cost and if they will need further funding.

It was **RESOLVED** to recommend to Full Council to half the funding for Councillor training to £2000.

It was **RESOLVED** to review allotment rates.

It was **RESOLVED** to recommend to Full council a reduction in general maintenance to £2000.

It was **RESOLVED** to recommend the budget to the Full Council with the above amendments.

It was noted the tax base for 26-27 has not yet been received.

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.

Cllr Blagrove asked if another organisation uses our insurance.

c) To consider any new risks for future mitigation.

Cllr Peters suggested that the risk of losing ID cards should be added to the risk register.

Cllr Wilson suggested that the risk of lack of property owned by the Town Council be added to the risk register.

Cllr Peters left the meeting at 20:04pm.

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

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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 30th 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.

Cllr Wilson left the meeting at 20:05.

Cllr Peters re-entered the meeting at 20:05.

Cllr Wilson re-entered the meeting at 20:07.

The Deputy Clerk and RFO left the meeting at 20:07.

The Deputy Clerk and RFO re-entered the meeting at 20:09.

The staff salaries were reviewed.

The meeting closed at 20:14pm.

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