

BEXHILL-ON-SEA TOWN COUNCIL

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting of
the **BEXHILL-ON-SEA TOWN COUNCIL**
on **Wednesday 21st December 2022 at 7pm**

PRESENT: Cllr Brailsford; Cllr Baldry; Cllr Clasby; Cllr Harding;
Cllr Izzard; Cllr Plim; Cllr Wray

ALSO IN ATTENDANCE: J Miller, Clerk; Cllr Winter; one member of the public.

The chairman moved the approval of minutes item to the first item on the agenda.

00526. MINUTES

- a) It was **RESOLVED** to sign and approve the meeting of the 19th of October 2022 with amendments made to participants and the removal of “Cllr Baldry left the meeting at the deliberation of the Bexhill Senior Citizens Club.”
- b) It was **RESOLVED** to sign and approve the minutes of the meeting of 23rd of November 2022 with a minor amendment.

00527. PUBLIC PARTICIPATION

There were none.

00528. APOLOGIES FOR ABSENCE

It was **RESOLVED** to receive and approve apologies for absence from Cllr Taylor-Gee, Cllr Gibson and Cllr Rustem with reasons. Cllr Izzard attended substituting for Cllr Gibson.

00529. TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Cllr Plim declared an interest in the grant application item for the RAF Air Cadets. Cllr Brailsford declared an interest in the grant application item for the Golden Marigold Club.

00530. CHAIR’S ANNOUNCEMENTS

There were none.

00531. PRECEPT AND BUDGET

- a) To review staff costs budget following full council’s consideration of the draft budget proposals for 2023/24.
Cllr Clasby asked a series of questions that will be emailed to the clerk for a response to all F&GP members prior to the full council meeting in January 2023.

00532. GOVERNANCE AND ACCOUNTABILITY

- a) To note risk assessment work delayed due to current office workload pressures – noted.
- b) To consider NALC investment guidance and investing contingency funds – the guidance was noted.
- c) It was **RESOLVED** to approve the grant applications as follows:

| BoSTC/21.12.2022 – 000159 | | |
|---|------------|--|
| 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 and improvements to the London Road underpass |
| 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

Cllr Plim left the meeting during the discussion concerning RAF Cadets.

Cllr Brailsford left the meeting during the discussion concerning the Golden Marigold Club.

The items highlighted in red that are over £1000 will be recommended to Full Council.

- d) To receive and approve bank reconciliation as at 30th November 2022
It was **RESOLVED** to approve the bank reconciliation as at 30th November 2022.
- e) To consider budget position as at 30th November 2022 – noted.
- f) To note reserves position as at 30th November 2022 - noted.
- g) To approve BACS payments November 2022:

It was **RESOLVED** to approve the following payments:

| | | | |
|--------------------------------------|--------------------------------|------------|--|
| 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, Cllr Printing, Sewage posters and leaflets |
| Rialtas Business Solutions | Professional Fees | £ 324.00 | Annual Support package |

Initial.....

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|------------------------------|----------------------------|---|--------|--|
| Rother District Council | Printing | £ | 15.00 | Cllr Printing |
| Opus Energy | Utilities | £ | 191.56 | Electricity bill 35 Western Road 5th October - 4th December 2022 |
| BT | Utilities | £ | 45.54 | Broadband 01/11 – 30/11 BoSTC/21.12.2022 – 000160 |
| 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 + Asset Transfer Meeting |
| Paul Debreczeny | Events | £ | 138.49 | Reimbursement of events purchases and mileage |

h) To approve Direct Debits and Standing Orders

It was **RESOLVED** to approve the following payments:

| | | | | |
|----------------------------|----------|---|----------|--|
| 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.

It was **RESOLVED** to approve the following payments:

| | | | | |
|---------|-------------|---|---------|---|
| Various | Staff Costs | £ | 9362.00 | November salary, PAYE, NI and Pension Contributions |
|---------|-------------|---|---------|---|

00533. GRANTS AND DONATIONS

a) To note policy for grants outside of policy to follow at a future meeting – noted.

00534. NEW PREMISES

It was **RESOLVED** to approve the following contracts:-

- a) Cleaning – Echo Cleaning
- b) Waste Collection - Recorra
- c) Sanitary services - PHS
- d) Alarm system – Verisure
- e) Fire paraphernalia – Spectrum

It was **RESOLVED** to approve the purchase of the following:

- f) Reference map of Bexhill - £428 + VAT
- g) Laptops x 3 - £546.65+ VAT x 3

00535. COMMUNITY INFRASTRUCTURE LEVY

a) To note no further updates – noted.

00536. RECOMMENDATIONS FROM COMMITTEES

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

00537. POLICIES AND PROCEDURES

a) To note policy review check being worked on.

Initial.....

00538. MOTIONS FROM COUNCILLORS

a) Cllr Harding

To discuss the office workload and the role of the HR Sub Committee to gather this information. This item was deferred to the closed session at the end of the meeting.

This item was deferred to the confidential session.

00539. CORRESPONDENCE AND MATTERS FOR INFORMATION

a) Extra verge cuts confirmed at £18,068 for 2023/24 – noted.

b) Rialtas Business Solutions ownership updates – noted.

c) To receive correspondence from resident and agree response

It was **RESOLVED** to invite the resident to meet with the Chair and Town Clerk to talk through concerns.

It was **RESOLVED** to create a frequently asked questions page on the website.

The Town Clerk will obtain advice on the use of the public participation session by election candidates as a campaign opportunity.

00540. 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.

There were none.

c) To consider any new risks for future mitigation

There are none.

00541. 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 |

00542. DATE OF NEXT MEETING – 25th JANUARY 2023

- a) To consider postponing until **22nd FEBRUARY 2023** following the recommendation of HR Sub Committee.

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 543 and 544

00543. STAFFING MATTERS

a) To receive updates on recruitment and staffing.

It was **RESOLVED** to organise HR and employment law training for councillors through Worknest.

The Community Committee are recommended to arrange a training programme for the new council term.

It was **RESOLVED** to adopt the recommendations of the HR Sub Committee as:-

- i. Arrange a 'check in' with committee chairs to discuss meeting management.
- ii. Postpone as many meetings as possible in January to allow a workload catch up and organisation of new premises opening.
- iii. The sub-committee shall review the NALC advice on the publication of staffing matters and draft a PR response for the F&GP Committee to consider.
- iv. Arrange a meeting with the Police Inspector to discuss how the council deals with malicious communications and safety of members and officers.

The Town Clerk left the meeting at 8:18pm

00544. MOTIONS FROM COUNCILLORS

a) Cllr Harding

To discuss the office workload and the role of the HR Sub Committee to gather this information. This item was deferred to the closed session at the end of the meeting.

It was **RESOLVED** to ask the following to the council's HR provider:

- i. The appropriateness of performance objectives determined for the Town Clerk being more generally known.
- ii. Dates for HR Committee Meetings being circulated and known in advance.
- iii. The appropriateness of councillors having a role in the interviews and appointment of members of staff

Updates on recruitment of staff and appointments to the council will be received at the next meeting.

Meeting closed at 20:38pm

Signed.....

Date.....

Initial.....