

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council
You are summoned to attend the **ANNUAL GENERAL MEETING** of
BEXHILL-ON-SEA TOWN COUNCIL to be held in the
CLIFFORD ROOM AT BEULAH BAPTIST CHURCH, BEXHILL-ON-SEA
on **Wednesday 24th May 2023 at 6.00pm**
when it is proposed to transact the following business:

Julie Miller
Clerk and Responsible Financial Officer

17th May 2023

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. TO ELECT CHAIR

Chair to sign Declaration of Acceptance of Office of Chair.

2. TO ELECT VICE CHAIR

3. APOLOGIES FOR ABSENCE

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

5. MINUTES

To approve the minutes of the following meetings of the full council:

a) Wednesday 19th April 2022

(Appendix A)

b) Wednesday 26th April 2022

(Appendix B)

6. COMMITTEES

To receive the minutes and updates of committees held since the last Full Council meeting.

There are none.

7. RECOMMENDATIONS FROM COMMITTEES

There are none.

8. TO CO-OPT COUNCILLORS TO THE FOLLOWING VACANCIES:

a) Kewhurst Ward

b) Old Town and Worsham Ward

c) Old Town and Worsham Ward

d) Pebsham and St Michael's Ward

e) St Stephen's Ward

9. TO REVIEW OF DELEGATION ARRANGEMENTS AND TERMS OF REFERENCE FOR COMMITTEES

(Appendix C)

10. TO APPROVE APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES

- a) Finance and General Purposes Committee
- b) Climate, Nature and Environment Committee
- c) Community Committee
- d) Planning and Development Committee
- e) Asset Transfer Committee

11. TO APPOINT ANY NEW COMMITTEES (IN ACCORDANCE WITH STANDING ORDER 4).

12. TO REVIEW AND ADOPT APPROPRIATE STANDING ORDERS AND FINANCIAL REGULATIONS.

(Appendix D&E)

13. TO REVIEW ARRANGEMENTS (INCLUDING LEGAL AGREEMENTS) WITH LOCAL AUTHORITIES, NOT-FOR-PROFIT BODIES AND BUSINESSES.

All contract terms can be found on the councils website:

- (a) Extra urban grass cuts – East Sussex County Council.
- (b) Printer Contract -
- (c) Payroll services
- (d) Rental agreement – 35 Western Road
- (e) Office cleaning
- (f) Sanitary services
- (g) Electricity and Gas
- (h) Telephone and Broadband
- (i) Water services
- (j) Waste collection
- (k) Alarm system
- (l) Microsoft Mailboxes
- (m) HR and health and safety services
- (n) Wholesaler agreement

[Contracts - Bexhill-on-Sea Bexhill-On-Sea, East Sussex - Bexhill-on-Sea, Bexhill-On-Sea \(bexhilltowncouncil.gov.uk\)](http://bexhilltowncouncil.gov.uk)

14. TO REVIEW REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

- a) Bexhill Air Cadet Squadron - Mayor
- b) RALC – Cllr Winter
- c) Citizen’s Advice – Cllr Gibson
- d) Fairtrade Group - Vacancy
- e) Sea Angling Club Design Workshop – Cllr Gibson
- f) Little Gate Farm – Cllr Gibson
- g) Support for Ukraine Hub – Cllr Brailsford
- h) To approve reporting back procedure for members: to send notes to the Town Clerk for inclusion in meeting papers.

15. TO REVIEW INVENTORY OF LAND AND OTHER ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

(Appendix F)

16. TO CONFIRM ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS

This can be found on the homepage on our website:

[Bexhill-on-Sea, Bexhill-On-Sea \(bexhilltowncouncil.gov.uk\)](http://bexhilltowncouncil.gov.uk)

17. TO REVIEW COUNCIL AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

- a) ESALC and RALC (includes NALC)
- b) National Allotment Society

18. TO REVIEW COUNCIL COMPLAINTS PROCEDURE

(Appendix G)

19. TO REVIEW OF COUNCIL POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FREEDOM OF INFORMATION AND DATA PROTECTION LEGISLATION

These can be found on our website:

[Data Protection and GDPR - Bexhill-on-Sea - Bexhill-on-Sea, Bexhill-On-Sea \(bexhilltowncouncil.gov.uk\)](http://bexhilltowncouncil.gov.uk)

20. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

(Appendix H)

21. REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES AND PROCEDURES

These can be found on our website:

[Policies and Procedures - Bexhill-on-Sea - Bexhill-on-Sea, Bexhill-On-Sea](http://bexhilltowncouncil.gov.uk)

22. REVIEW OF THE COUNCIL'S EXPENDITURE INCURRED UNDER S137 OF THE LOCAL GOVERNMENT ACT 1972 OR THE GENERAL POWER OF COMPETENCE

This can be found on our website:

[Transparency Code - Bexhill-on-Sea Bexhill-On-Sea, East Sussex - Bexhill-on-Sea,](http://bexhilltowncouncil.gov.uk)

23. DETERMINING THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL UP TO AND INCLUDING THE NEXT ANNUAL MEETING OF THE COUNCIL

(Appendix I)

24. PUBLIC PARTICIPATION

In accordance with standing order 3(e) this session 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.

25. MAYOR'S OFFICE

- a) To receive update on the work of the Town Mayor.

26. REPORTS FROM COUNCILLORS

External councillors may report for 3 minutes. Written reports must be received three days before the meeting.

- a) To receive reports from Division County Councillors.
- b) To receive reports from Ward District Councillors.
- c) To receive ward reports from Town Councillors.

27. NORTHEYE ASYLUM PROPOSAL

- a) To note acknowledgement from Home Office following the Town Council's submission of points and questions raised at the Extra-ordinary Meeting on 26th April 2023.

28. GOVERNANCE AND ADMINISTRATION

- a) To note external audit taking place 7th June 2023.

29. EXTERNAL REPRESENTATIVES

To note reports from external representatives to be received at the next meeting. (Councillors to send to Town Clerk for circulation prior to the meeting)

30. MOTIONS FROM COUNCILLORS

There are none.

31. CORRESPONDENCE AND MATTERS FOR INFORMATION

- a) Various emails giving views on Northeye (added to Home Office submission)

32. QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS

- a) To receive questions from councillors
Questions shall be recorded in the minutes and responded to at the next meeting or before
- b) To note any future agenda items

33. DATE OF NEXT MEETING – 5th JULY 2023

All motions for the next meeting of full council on 5th July 2023 must be received before 26th June 2023.