

BEXHILL-ON-SEA TOWN COUNCIL

To all Members of Bexhill-on-Sea Town Council

You are summoned to attend a meeting of **BEXHILL-ON-SEA TOWN COUNCIL** to be held in the **Council Chamber, Bexhill Town Hall** on **Wednesday 21st July 2021 at 6.30pm** when it is proposed to transact the following business:

Julie Miller

Clerk and Responsible Financial Officer

15th July 2021

AGENDA

1. 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.

2. APOLOGIES – to receive and accept apologies for absence

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

4. MINUTES

- 4.1. To approve the minutes of the Full Council meeting held on Wednesday 16th June 2021 *(Appendix A)*
- 4.2. To receive the minutes of committees held since the last Full Council meeting
 - (a) Community Committee - Cllr Baldry *(Appendix B)*
- 4.3. To receive any notes and updates from working groups
 - (a) Premises Working Group
 - (b) COVID Recovery Team 'Best way of recovering from COVID'

5. RECOMMENDATIONS FROM COMMITTEES

To consider recommendations from committees

- 5.1. Community Committee: To adopt the terms of reference *(Appendix C)*

6. REPORTS FROM COUNCILLORS

- 6.1. Ward District Councillors
- 6.2. Ward County Councillors
- 6.3. Town Councillors

7. OFFICER'S REPORT

- 7.1. Update from Town Clerk. *(Appendix D)*

8. BEXHILL TRUST

8.1. To receive a verbal update from Cllr Drayson.

9. ARMED FORCES COVENANT

9.1. To consider entering into the Armed Forces Covenant.

10. MOTIONS SUBMITTED BY COUNCILLORS FOR CONSIDERATION

Cllr Brailsford:

10.1. That all working groups produce minutes of their meetings, which are then emailed to all participants for all parties to agree the accuracy of the content of the minutes before they are submitted to the Full Council for discussion.

11. CORRESPONDENCE

11.1. West St Leonards Forum – Neighbourhood Plan

12. TO NOTE FUTURE AGENDA ITEMS

13. DATE OF NEXT MEETING

13.11 To note that the date of the next Council Meeting is scheduled for Wednesday 18th August 2021 at 6.30pm in the Pebsham Community Centre.

Scroll down for appendices

APPENDIX A – Draft minutes circulated separately.

APPENDIX B – Draft minutes circulated separately.

APPENDIX C - RECOMMENDATIONS FROM COMMITTEES

5.1 Terms of Reference of the Community Committee

- a) The committee shall consist of 9 members appointed by Full Council
- b) The committee shall meet monthly on the second Wednesday of the month
- c) The Mayor and Deputy Mayor shall be ex-officio members with voting rights
Delegated functions:
- d) To carry out public consultation exercises to inform the strategy and policy of the council, using methods accessible to all residents and local businesses, ensuring whole community engagement.
- e) To develop a five year vision and strategic framework to encompass short-, medium- and long-term projects for recommendation to full council.
- f) To monitor and review the approved vision and strategic framework, recommending any remedial actions to full council.
- g) To be responsible for the Council's involvement consulting with young persons
- h) To monitor and develop the communications of the council including, but not limited to:
 - i. Website
 - ii. Social media platforms
 - iii. Noticeboards
 - iv. Newsletter
- i) To consider the town council's involvement in local events in order to promote the work of the council and strengthen pride in the town
- j) To oversee and develop civic events such as Mayor Making, Freeman/Freewoman awards, Remembrance Day.
- k) To work in conjunction with the Mayors Office to utilise the office of Mayor for the benefit of Bexhill-on-Sea Town Council as a whole and to receive reports from the Mayor on any forthcoming functions they are due to attend.
- l) To approve grants and community support within the framework of the financial regulations.

APPENDIX D OFFICER'S REPORT

Below is a summary of the work carried out since the last meeting:-

- a) Arrangements have been made for the creation of social media and website platforms.
- b) 'Meet and Greets' have been taking place with town councillors, RDC officers and local stakeholders.
- c) Workflow processes are being designed and implemented.
- d) Committee meetings are being arranged and the corresponding agendas and minutes being produced.
- e) A Mayors diary system and protocol is being worked up.
- f) Financial processes and banking services are being finalised.
- g) Final Register of Interest forms have been submitted.
- h) Temporary work space is being sought at the town hall
- i) The recommendations from the Premises working group are being investigated.