1. **To elect Council Chairman and Mayor**
   The Clerk reported there had been one nomination received for Cllr Furness. Members made no further nominations. Cllr Fisher proposed Cllr Furness as Chairman for the forthcoming year. This was seconded by Cllr Boryer, and agreed unanimously. Cllr Furness thanked Members for their support and confirmed that he was pleased to accept for a further year, following the sad death of Cllr Richard Jessop. Cllr Furness duly signed the declaration of acceptance.

2. **To elect Council Vice-Chairman**
   The Clerk reported there had been one nomination received for Cllr Favell. Members made no further nominations. Cllr Kiloh proposed Cllr Favell as Vice Chairman for the forthcoming year. This was seconded by Cllr Furness and agreed unanimously.

3. **Apologies** – Cllrs A Brown and A Ratcliffe

4. **Disclosure of interest** – None.

5. **Minutes of the Council meeting held on 17 April 2018** were agreed and duly signed by Cllr Furness.

6. **Report from County Councillor**
   Cllr Field confirmed that the:
   - petition of 3315 residents calling for a crossing at Battle Hill had been presented to the Chairman of the County Council by Cllr Dixon, herself and the boy recently injured in the area. Cllr Field thanked the Town Council for their help in collecting the completed forms;
   - consultation is continuing for the 2 homes under threat in Eastbourne;
   - new Chairman and Vice Chairman are Cllrs Michael Ensor and Peter Pragnall respectively;
   - provision of the music service is out to consultation.

7. **Report from District Councillor**
   Cllrs Dixon/Field reported that Kier have indicated issues with waste collections due to unadopted roads being inaccessible on health and safety grounds. They have indicated that, with effect from 30 May, the bins will be collected from the end of 9 roads in the area. Cllr Dixon confirmed that Kier will be released from their contract next April. He reported that it has been agreed to take forward the Sedlescombe Neighbourhood Plan.

8. **Standing Orders and Financial Regulations**
   The Town Clerk had circulated the existing Standing Orders and Financial Regulations as updated in 2017. She confirmed that there were no recommended changes to the former. In relation to the Financial Regulations, F&GP recommended revisions to: 6.8 “….may be made by Banker’ Standing Order and/or bank transfers provided that the instructions are signed, or otherwise evidenced by two authorised members are retained…..”; and 6.10 “…provided evidence is retained showing which two authorised
**Battle Town Council**

members approved the payment.” The revisions were approved and the documents agreed, as attached.

9. **Formation, membership, delegated authority levels of the Standing Committees and Committee Chairmen and Vice-Chairmen:**

   Members had been asked to express their wishes as to which Committee(s) they wished to serve on. The Clerk had circulated the formation of Standing Committees: at least 5 Members plus Chairman and Vice Chairman as Standing Order 4.5. She confirmed quorum requirements are a minimum of 3 and membership arrangements for the Finance and General Purposes Committee: Chairman and Vice Chairman of Council, plus immediate past Chairman and Chairman of each Standing Committee. As Chairman of ER&TD is also immediate past Chairman of Council, Cllr Davies (VC ER&TD) was appointed to F&GP Committee.

   The Terms of Reference and delegated authority was renewed for the Environment, External Relations & Town Development, Finance & General Purposes and Planning & Transport Committees. Membership was agreed as detailed below:

<table>
<thead>
<tr>
<th></th>
<th>ENVIRONMENT</th>
<th>ER&amp;TD</th>
<th>F&amp;GP</th>
<th>P&amp;T</th>
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<tbody>
<tr>
<td>Ex-Officio</td>
<td>Cllr Furness</td>
<td>Cllr Furness</td>
<td>Cllr Furness (CH)</td>
<td>Cllr Furness</td>
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<tr>
<td>Ex-Officio</td>
<td><strong>Cllr Favell (CH)</strong></td>
<td>Cllr Favell</td>
<td>Cllr Favell (VC)</td>
<td>Cllr Favell</td>
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<td>Cllr Boryer</td>
<td>Cllr Cook</td>
<td>Cllr Davies</td>
<td><strong>Cllr Brown (VC)</strong></td>
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<td>Cllr Dass</td>
<td><strong>Cllr Davies (VC)</strong></td>
<td>Cllr Gyngell</td>
<td>Cllr Davies</td>
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<tr>
<td>Cllr Fisher</td>
<td><strong>Cllr Kiloh (CH)</strong></td>
<td>Cllr Kiloh</td>
<td><strong>Cllr Gyngell (CH)</strong></td>
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<tr>
<td>Cllr Gyngell</td>
<td>Cllr Wheeler</td>
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<td>Cllr Howell</td>
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<td><strong>Cllr Howell (VC)</strong></td>
<td>Cllr Williams</td>
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<td>Cllr Russell</td>
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<td>Cllr Williams</td>
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10. **To appoint representatives (and deputy representatives) of the Council to other bodies:**

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<tr>
<th></th>
<th>Representative 1</th>
<th>Representative 2</th>
<th>Representative 3</th>
<th>Deputy</th>
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</thead>
<tbody>
<tr>
<td>Battle Abbey Explanatory Board</td>
<td>Cllr Furness</td>
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<tr>
<td>Battle Area Sports Management Committee</td>
<td>Cllr Fisher</td>
<td></td>
<td><strong>Cllr Favell</strong></td>
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<tr>
<td>Battle Chamber of Commerce</td>
<td>Cllr Favell</td>
<td></td>
<td><strong>Cllr Ratcliffe</strong></td>
<td></td>
</tr>
<tr>
<td>Battle Charities Trustees</td>
<td>Cllr Fisher</td>
<td>Cllr Kiloh</td>
<td><strong>Cllr Furness</strong></td>
<td></td>
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<tr>
<td>Battle Cricket Club</td>
<td>Cllr Furness</td>
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<td></td>
<td><strong>Cllr Russell</strong></td>
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# Battle Town Council

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<thead>
<tr>
<th>Battle Health Pathway</th>
<th>Cllr Favell</th>
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<th>Cllr Boryer</th>
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<tbody>
<tr>
<td>BLAP</td>
<td>Cllr Boryer</td>
<td>Cllr Fisher</td>
<td>Cllr Gyngell</td>
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<tr>
<td>Battle Marketing Group (&amp; 1066)</td>
<td>Cllr Kiloh</td>
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<td>Battle Memorial Hall</td>
<td>Cllr Jill Gyngell</td>
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<td>Battle Museum</td>
<td>Cllr Kiloh</td>
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<td>Cllr Russell</td>
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<tr>
<td>Battle NHP Steering Group</td>
<td>Cllr Howell</td>
<td>Cllr Brown</td>
<td>Cllr Russell</td>
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<tr>
<td>Battle Visual Arts Development Committee</td>
<td>Cllr Russell</td>
<td>Cllr Favell</td>
<td>Cllr Ratcliffe</td>
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<tr>
<td>Beautiful Battle</td>
<td>Cllr Boryer</td>
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<td>Cllr Favell</td>
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<tr>
<td>ESALC</td>
<td>Cllr Kiloh</td>
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<td>RALC</td>
<td>Cllr Howell</td>
<td>Cllr Furness</td>
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<tr>
<td>RVA</td>
<td>Cllr Howell</td>
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<td>Cllr Gyngell</td>
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<tr>
<td>Battle Twinning</td>
<td>Cllr Fisher</td>
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<td>Cllr Favell</td>
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### 11. Asset register
The Clerk had circulated the updated asset register, which had been reviewed by the internal auditor. Subject to the addition of the tennis courts, this was noted, as attached.

### 12. Insurance
The Clerk confirmed that the internal auditor had agreed the insurance arrangements are adequate. She reminded Members that the renewal of a 3 year agreement had been negotiated with WPS as brokers and Aviva Insurance Company in October 2017. The Clerk reported that the service received continued to be excellent. This was noted.

### 13. General Power of Competence
The Clerk reported the eligibility requirements for the General Power of Competence, and that the Council currently did not qualify. This was noted. Members were reminded that a Governance Review is currently being undertaken to reduce the number of Councillors to 13 and that there is an election in May 2019; at which point it was hoped the Council would qualify.

### 14. Meeting schedule up to annual meeting 2019
The Clerk had circulated the meeting schedule in a similar format to the previous year with appropriate adjustments to bring in line with legal requirements for budgeting and the election in May 2019. This was agreed as attached.

### 15. Direct debit arrangements
The Clerk had circulated the current commitment as below.
The Clerk was asked to make enquiries to amalgamate the direct debits to save on banking costs. **Members agreed to the continuation of the direct debits as listed and that staff salaries are paid by electronic transfer.**

16. **Annual Governance Statement**
The Clerk explained the importance of the annual governance statement to Members, and that the statement had been verified and reviewed by the internal auditor. F&GP recommended that **Members approve the annual governance statement.** This was agreed and duly signed by Cllr Furness in his capacity as Chairman of the Council.

17. **Accounting Statements and Annual Return**
The Clerk had circulated in advance of the meeting a copy of the completed annual return, along with the supporting accounting statements, which had been verified and reviewed by the internal auditor. F&GP recommended that **Members approve the annual return.** This was agreed and duly signed by Cllr Furness in his capacity as Chairman of the Council. Members thanked the Clerk for her work on this task.

The year-end Bank Reconciliation had been carried out, as attached, and F&GP recommended that the **Bank Reconciliation at 31 March 2018 be approved and was duly signed by the Chairman.**

18. **Matters arising from minutes of previous meeting (not elsewhere on the agenda)** – None.

19. **Correspondence and communications** – None.
Councillors’ Basic Parish Allowance for 2018-19
Members were reminded that the current level of allowance if £240 per year; paid in monthly instalments via the PAYE system. It was agreed that the Basic Parish Allowance of £240 should be offered to all elected Members.

Mansers Shaw
The Clerk reminded Members that an area of land providing access to Mansers Shaw had been offered to the Council subject to all legal fees being borne by Council. Further communication had been received advising of additional costs in relation to mortgage requirements in the sum of £431. Members agreed that the additional fees of £431 should be accepted to enable to transfer of land to the Council.

Draft minutes and recommendations from Committee meetings:
• Minutes of the Personnel sub Committee on 1 May 2018 were presented by Cllr Favell and noted.
• Minutes of the Finance & General Purposes on 1 May 2018 were presented by Cllr Furness and noted. The recommendation to purchase a Memorial Board for the names of the war dead from Battle and Netherfield not included on the existing War Memorial was agreed, subject to careful wording and approval of any existing families’ permission to include the names, at a cost of approximately £600. The Clerk was asked to investigate the position with the grant application for the refurbishment of the names on the War Memorial.
• Minutes of the Planning & Transport on 8 May 2018 were presented by Cllr Gyngell and noted.
• Minutes of the Events sub Committee on 8 May 2018 were presented by Cllr Russell and noted. He reported that Battle Abbey School had offered the Abbots Hall for the Armistice event on the evening of 11 November and this would be considered at the next meeting.

List of payments & receipts
The interim income and expenditure report for April, as attached, had been circulated. Members noted income of £913.50 and expenditure £23,905.47; both net of account transfers and any direct debits or credits.

Reports from representatives of the Council and other reports
Cllr Furness - the St George’s Day Service at which it had been a pleasure to witness the youth groups parade;
- Claverham Community College School Council to discuss the recreation ground. It had been suggested that a Friends of Battle Rec be formed;
- Saxonwood Residential Home Open Day;
- BLOG concert – Made in Dagenham;
- Wildflower Meadow Working Group meeting: notes of which had been circulated;

Cllr Dass - a fundraising coffee morning for the Battle Health Pathway;

Cllr Howell - a meeting of the Neighbourhood Plan Steering Group;
- Rother Voluntary Action – Market Place meeting;

Cllr Cook - a Mothers and Toddlers/Battle Health Pathway event;

Cllr Russell - Neighbourhood Plan Steering Group meeting: new officers elected; re-application of the grant is ongoing;

Cllr Wheeler - a Battle Health Pathway coffee morning;
- reported involvement with Neighbourhood Plan Steering and Battle Local Action Plan groups;
Battle Town Council

Cllr Boryer - a Beautiful Battle meeting: the minutes had been circulated;

Cllr Favell - Rother Voluntary Action – Market Place meeting at which Sue Prochac had offered support in setting up a Helping Hand project;
- the Recreation Ground Working Group meeting;

Cllr Fisher - a Battle Health Pathway coffee morning;
- Battle Twinning event at Dover Castle. The arrangements for the visit to St Valery sur Somme at the end of August is progressing;
- The final 2 murals produced by Battle Abbey School as part of the Battle Local Action Plan project have now been installed;

Cllr Kiloh - St Georges Day Service;
- meetings with Battle Museum and other groups to discuss the Almonry Community Heritage Centre project;

Cllr Gyngell - Recreation Ground Working Group meeting;
- Almonry Community Heritage Centre Working Group meeting;
- Memorial Hall Committee meeting: a baby grand piano has been purchased and a recital is planned for 17 June; agreement, with reservations, for the War Memorial; proposals for a joint wedding venture suggested; clearing out of the cellar had been undertaken;

25. Matters for information / future items for agenda
Members noted that staff member, Michael Deboick will shortly be leaving to relocate to another area. It was agreed that his hard work should be acknowledged with the new circuit area, which had been designed and installed by him, should be named “Michael’s Mayhem”.

26. Date of next meeting: Tuesday 19 June 2018

Meeting closed at 8.22pm

Cllr D Furness
Chairman