



# Battle Town Council



**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE  
held on Tuesday, 10 May 2016 at The Almonry, High Street, Battle at 7.30pm**

**Present:** Cllrs M Kiloh (Chairman), G Favell, D Furness, J Gyngell, R Jessop and A Ratcliffe

**In Attendance:** Andy Beams (Town Clerk), 2 members of the public

**1. Apologies for absence** – None.

**2. Disclosure of interest** –Cllr Ratcliffe declared an interest in the item concerning the Almonry, as a tenant of the building.

**3. Minutes of the meetings held on 15 March 2016** – These were proposed by Cllr Jessop, seconded by Cllr Furness, and duly signed by Cllr Kiloh as a true record of the meeting.

**4. Grant requests**

Members assessed the grant requests which had been previously circulated.

**RESOLVED:** Members agreed to award the following amounts:

Battle Twinning Association £171

Concorde £500

Play For Coronation Gardens £500

**5. Almonry update**

The Town Clerk updated Members with the series of meeting which had taken place with the architect. Cllr Kiloh explained that without removing the central pillar from the existing meeting room, the options were limited in terms of creating a space large enough to be used effectively. Discussions continued, including looking at the possibility of Full Council meetings be held at alternate premises, and a meeting with the senior planning officer from RDC was being arranged to look at what could be allowable with regard to the pillars.

**6. Council land and buildings**

Cllr Kiloh introduced the item, stating the need to review the land and building assets to ensure they were being effectively used for the benefit of the town. Members discussed a number of possibilities, but felt more detailed information with regard to the assets was required before any decisions could be made.

**RESOLVED:** The Town Clerk was asked to produce a more detailed breakdown of the land and building assets for consideration at the next committee meeting, and investigate work carried out by other local councils looking to maximise their assets.

**7. Review of committee structure**

Committee chairs were asked to express their opinion about how effectively their committee was operating. Members felt that each of the committees carried out an important function for the Council, and that they should continue in their current format, addressing the issues identified within the committee action plans.

**RESOLVED:** Standing committees to remain as present.

**8. Community Payback Team priorities**

Members reviewed the projects identified by the Environment and Planning & Transport committees, agreeing that the watering function was not suitable for the Payback team to carry out.

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**RESOLVED:** Members agreed to prioritise the three identified footpaths, works in the churchyard and the painting of benches as the initial projects for the team. The Town Clerk was asked to arrange another between Peter Bond, Cllr Jessop and the Town Clerk to explain these priorities and agree a works programme.

## **9. Council business plan**

Members had been circulated in advance the first draft of the plan. Members agreed the information required to complete the missing sections, and made a few minor amendments. The Town Clerk stated that further work was required on the formatting of the document, and that each of the committees would be required to produce their financial plan to support their stated aims and objectives.

**RESOLVED:** Members agreed part of the document would be used as the basis of the annual report to the town assembly, but the full plan would not be published until all of the changes and financial information was included.

## **10. Staffing matters**

Personnel Sub-Committee – Cllr Favell reported the next meeting was scheduled for Monday 16 May where objectives would be agreed for the Town Clerk, based on the business plan objectives. A fuller report would be made to the next committee meeting.

Future staffing – The Town Clerk had circulated details of how an apprentice scheme could operate within the Town Council, and had held preliminary discussions with Sussex Coast College who would be happy to support any apprenticeship. Members discussed the potential benefits to the Council, and were keen to ensure the apprentice role developed into one where more than just simple office tasks could be completed.

**RESOLVED:** Members agreed to the idea of taking on an apprentice and authorised the Town Clerk to make the necessary arrangements with Sussex Coast College.

Training Requests – Members agreed the two training requests and authorised the Town Clerk to make the booking.

## **11. Financial matters**

The Town Clerk introduced the current year reports and end of previous financial year figures. Members had been circulated the updated copy of the Governance and Accountability Regulations which the internal auditor had confirmed the Council was complying with.

**RESOLVED:** Members agreed to recommend to Full Council the Annual Governance Statement and Annual Return as presented. Members also recorded their thanks to the Town Clerk for successfully completing the audit.

## **12. Matters for information and future agenda items**

None, other than those previously identified.

## **13. Date of Next Meeting: Tuesday 5 July 2016**

The meeting closed at 9.20pm

**CLLR M KILOH  
CHAIRMAN**