

**Minutes of the BVADC Finance sub Committee meeting
held on 8 November 2017 6.45pm at The Almonry**

Present: Cllr Allan Russell, Lesley Samms (Chairman BDAVC), Carol Harris (Town Clerk)

1. Minutes from previous meeting were agreed.

2. Matters Arising from previous meeting 22 June 2017

CH confirmed that a report confirming Albion Stone as the only provider of Portland Stone had been received.

3. Running Budget:

A) Coding report. Spend against budget headings

LS presented a full backdated coding analysis to CH and confirmed that she is also recording expenditure. LS reported that £200 from contingency has been used for reference books and travel expenses for research in Liverpool.

B) Payments to members of steering group. Time sheet process review

Both BTC and LS are keeping spreadsheets for professional expenses and all are in accordance with the budget.

4. Progress report and application for second half of lottery monies

LS gave a brief outline of progress made since the last meeting. She confirmed that evidence has been provided to Steve Scott and he will produce a report to the Heritage Lottery Fund. This should result in the 2nd tranche of grant.

LS highlighted her concern that costs have increased since the initial application. This had already resulted in an order for 3 stone markers rather than the planned 5. She had also become aware of additional funds being required for the archiving of materials: collecting; copying; and managing and the transcribing of one to one interviews (which had been agreed at £50 per interview). LS recommended that, if funds may be vired between headings, the play should be cancelled to enable the outstanding stone markers to be produced.

LS suggested that an extension of funding will be required. She agreed to research costs for the archiving of materials and produce a justification for the extra funding required. It was suggested that Battle Museum of Local History may be able to provide information on archiving.

5. Finance sub Committee minutes

It was agreed that the minutes should form an agenda item of full BVADC steering group meetings. The updated accounts running balances should also be circulated to all Members.

6. Matters for information/Future agenda items

LS reported that the 'Kingsmead Open Space' sign has disappeared and a new 'private access' sign erected. CH was asked to notify both RDC and ESCC Rights of Way team.

- Application for further funds – Steve Scott

7. Date of next meeting – Wednesday 8 November at 6.45pm

Meeting closed at 10.10am