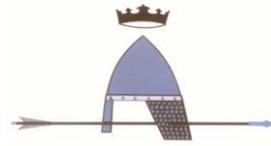


# Battle Town Council



## **DRAFT MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held on Tuesday, 5 May 2015 at The Almonry, High Street, Battle at 7.30pm**

**Present:** Cllrs M Kiloh (Chairman), D Furness, R Jessop, S Pry, D Wilson

**In Attendance:** Andy Beams (Town Clerk), Trevor Houghton-Berry (Project Manager), Cllr G Favell

- 1. Apologies for absence** – None.
- 2. Disclosure of interest** – None.
- 3. Minutes of the meetings held on 10 March 2015** – These were proposed by Cllr Furness and seconded by Cllr Wilson, and duly signed by Cllr Kiloh as a true record of the meeting.
- 4. Matters arising from previous meetings** – None.

### **5. The Almonry Project**

Trevor Houghton-Berry provided a verbal update to Members to support the written summary previously circulated. As agreed with the Town Clerk, a project file had been set up in the Council office and was available for any Member to view the information. Recent meetings with a specialist chartered surveyor had confirmed that all aspects of the basic floor plan were structurally possible. The next key stage was to obtain accurate figures for project costs, and to do this a specialist architect would need to be approached.

**RESOLVED:** Members authorised Trevor Houghton-Berry to approach specialist architects and obtain quotes for providing a simple specification which could be used to for obtaining conservation and listed building approval.

### **6. Amenity Site**

Cllr Kiloh reminded Members of the current situation that ESCC were proposing disposal of the site as the Town Council had indicated it no longer wanted to pay for the licence, and posed the question as to whether the Town Council may want to purchase the site, and if so, what would the Town Council use it for. Cllr Jessop stated that its potential use could be included in the Neighbourhood Plan, if local people identified a specific need for a facility on that area. Cllr Wilson stated that as the Town Council owned neighbouring land on three sides of the site, retaining it for amenity use was considered when the site was originally discussed for potential sale many years earlier.

**RESOLVED:** The Town Clerk was authorised to make further enquires with ESCC regarding potential sale price, and report back to Full Council in June.

### **7. Councillor Vacancies**

The Town Clerk had previously circulated an advert and application form for the vacancies, recommending publication and co-option to take place at the June Full Council meeting.

**RESOLVED:** Members agreed to the documents with one minor alteration to the wording on the application form, and the Town Clerk was requested to publish the information on noticeboards and the Town Council website.

### **8. Council Business Plan**

Cllr Kiloh requested feedback from Members on the generic business plan template previously circulated by the Town Clerk. Cllrs Furness and Jessop stated they liked the process, and suggested adopting as the format to use. All Members agreed a key part of the process was to ensure the plans were regularly reviewed by committees.

**RESOLVED:** To adopt the template for use, and for each committee to consider its detailed action plans at their first committee meeting of the new Council.

# Battle Town Council

## 9. Policy Review

The Town Clerk had reviewed the existing policies of the Town Council, and provided a list of those which were not currently in place. Given the number missing, it had previously been agreed to deal with these a few at a time, and three draft policies had been circulated in advance of the meeting.

**RESOLVED:** Members agreed to adopt the Adverse Weather Policy, Confidential Reporting ('Whistleblowing') Policy and Protocol for Member/Officer Relations.

## 10. Councillor training and information pack

Members discussed potential training for Members following the formation of the new Council. Any co-opted Councillors will be encouraged to attend one of the SSALC New Councillor Training Events being held over the next few months, along with any existing Councillors who haven't yet attended this course. Cllrs Jessops and Wilson recommended that the committee chairmen attend the chairmanship course once the positions have been decided at Full Council. All Members will be issued with copies of Standing Orders, Financial Regulations and Code of Conduct at the first meeting of the new Council.

## 11. Financial matters

Members reviewed the income and expenditure, balance sheet and annual return figures as prepared by the Deputy Clerk. A discussion took place as to the suitable level of general reserve that the Council should hold, with different views expressed. It was agreed that this was something that should be agreed in principle as part of the business plan.

**RESOLVED:** The committee agreed to recommend the figures for adoption by Full Council at the May meeting.

## 12. Matters for information and future agenda items

For future agenda – Local Council Award Scheme

## 13. Date of next meeting: Tuesday 14 July 2015

The meeting closed at 9.15pm.

CLLR M KILOH  
CHAIRMAN

