



# Battle Town Council



**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE  
held on TUESDAY, 6 MARCH 2018 at The Almonry, High Street, Battle at 7.30pm**

**Present:** Cllrs D Furness (Chairman), C Davies and G Favell.

**In Attendance:** Carol Harris, Town Clerk

- 1. Apologies for absence** – Cllrs J Gyngell, M Kiloh and A Ratcliffe.
- 2. Disclosure of interest** – None.
- 3. Minutes of the meetings held on 23 January 2018** were approved by Members, subject to the amendment at item 2 of Cllr Favell's personal involvement in the **Battle Health Pathway Group**; not *Neighbourhood Plan Group*, and duly signed by Cllr Furness.

#### **4. Matters arising from previous meetings**

The Clerk reported that:

- **CCTV** had now been installed. The recording equipment is held in the Clerk's office and live visual imaging is available on both the Clerk's and Deputy Clerk's mobile phones;
- the **electrical survey** had been completed and a report awaited;
- a letter of notification of **increase in rent** had been issued to the **Pre-School Playgroup**.

#### **5. Action plan**

Members considered **Objective 2** – "To provide an efficient and responsive service to the public and ensure that admin systems are effective and accountable". These were agreed as attached.

#### **6. Almonry Community Heritage Centre Working Group**

- Notes of meetings held on 23 January and 15 February 2018 had been circulated, as attached.
- The Clerk reported that there had been 2 expressions of interest from professional bid writers to complete an application to the Heritage Lottery Fund. She confirmed that offers of assistance had also been received from East Sussex County Council and Rother Voluntary Action. **Members discussed the options and agreed that the Clerk should work with Mark Anderson of JD Clarke to take this forward at a cost of £75 per hour.** The Clerk highlighted a funding source that may assist with the costs of developing and coordinating this project. The Clerk was asked to pursue this.

#### **7. Wedding Venue Working Group**

- Notes of meeting held on 2 February had been circulated, as attached.
- The Aims and Objectives, as attached, were agreed.
- The recommendations in relation to improvements to the ground floor areas were agreed as detailed on the notes of 2 February.

#### **8. Almonry**

The Clerk was authorised to obtain best value for the renewal of the gas supply contract.

#### **9. Personnel sub Committee**

The draft minutes from the meeting held earlier in the day were tabled for information, as attached. Members unanimously agreed the recommendations that:

- **an apprentice between the age of 16 and 18yrs be sought at a pay rate of £5ph for 30 hours per week;**

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- the Clerk's hours be increased by 4 hours, to 37pw, for a period of up to 6 months to enable her to complete the CiLCA training;
- the Clerk be permitted to carry over 5 days annual leave and the remaining hours to be paid as salary;
- the remaining salaries budgets (4000/4005) be carried over as an Ear Marked Reserve as a contingency for any permanent increase in the Town Clerk's hours.

## **10. Financial matters**

- The budget report to 31 January 2018 was noted, as attached.
- The Bank Reconciliations for periods 31 October 2017 and 31 January 2018 were noted and duly signed by Cllr Furness.
- Members agreed that the Clerk and Committee Chairmen be delegated to agree justifiable unspent funds to be carried over to Ear Marked Reserves as appropriate.
- The offer of a small replica Battle Tapestry at a cost of £119 as a gift to St Valery sur Somme or Bayeux was discussed. The Clerk was asked to obtain more information on the item and potential framing costs. It was agreed that Battle Beer or local wine would be a suitable gift for the forthcoming visit to St Valery sur Somme on this occasion.

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

The Clerk reported on an offer to carry out a free on-site NHS health check. It was agreed that this should be offered to staff members.

## **12. Date of next meeting: 1 May 2018**

The meeting closed at 8.15pm.

**CLLR D FURNESS  
CHAIRMAN**