



# Battle Town Council



MINUTES of the ANNUAL COUNCIL MEETING held on TUESDAY, 14 MAY 2019 in  
The Almonry, High Street, Battle, at 7.30pm

**PRESENT:** Cllrs G Favell (Chairman), A Brown, B Brown, C Davies, J Gyngell, M Holmes,  
M Kiloh, A Russell, L Samms, H Sharman, D Wheeler and C Would.  
Cllr K Dixon, Carol Harris (Town Clerk), 3 members of the public

## Public Question Time

Mr Marks requested that Council request owners of the clock at Market Square to correct and monitor the time setting; as a significant item in the town. He asked for clarification of how questions raised at the Parish Assembly would be published and suggested the Council's website.

### 1. To elect Council Chairman and Mayor

The Clerk reported there had been one nomination received for Cllr Favell. Members made no further nominations. Cllr Kiloh proposed Cllr Favell. This was seconded by Cllr Russell, and agreed unanimously. Cllr Favell thanked Members for their support and duly signed the declaration of acceptance in the presence of the Proper Officer.

### 2. To elect Council Vice-Chairman

The Clerk reported there had been one nomination received for Cllr Kiloh. Members made no further nominations. Cllr Brown proposed Cllr Kiloh. This was seconded by Cllr Wheeler and agreed unanimously.

3. **Apologies** – Cllr V Cook.

4. **Disclosure of interest** – None.

5. **Minutes of the Council meeting held on 30 April 2019** were agreed and duly signed by Cllr Favell.

### 6. Report from County Councillor

Cllr Field had sent her apologies.

### 7. Report from District Councillor

Cllr Dixon confirmed that subsequent to the recent elections, the Conservative party had lost control of the Council and an **Alliance** would now be formed. He expressed thanks for the support for the three **LibDem Members** now representing the Battle wards. Cllr Dixon reported that the **finances** are in a poor condition with an additional £750k required for **waste** and £600k on **recycling** contracts.

### 8. Standing Orders and Financial Regulations

The Town Clerk had circulated the existing Standing Orders and Financial Regulations as approved in 2018. Proposed amendments to the Standing Orders:

- 3.8 removal, as irrelevant, of “*The chairman of the meeting may at any time permit a person to be seated when speaking.*”;
- 12.4 amendment from *he* and *his* to **she/he** and **her/his** to be gender neutral;
- 15.2 xv addition of words in **bold** “refer to a planning application received by the council to the chairman or in **her/his** absence vice-chairman of the Planning & Transport Committee within two working days of receipt **agree** to facilitate an extraordinary meeting **or consider by electronic**

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mail if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Transport Committee”;

- 18.4 iii to amend in accordance with best practice for open tenders: “the invitation to tender shall be advertised in ~~a local newspaper and in any other manner that is appropriate~~ **an appropriate manner as required by current legislation**”;
- 19.9 add “**and Chairman of Personnel sub Committee**” to ensure the Clerk’s line manager has access to relevant information.

**The revisions were approved and the Standing Orders agreed, as attached.**

One proposed amendment to the Financial Regulations:

- 5.2 The RFO shall prepare a schedule of payments requiring authorisation ~~forming part of the agenda for the meeting and~~, together with relevant invoices, present the schedule to **the council nominated cheque signatories**. They shall review the schedule for compliance and, having satisfied ~~itself~~ **themselves** shall authorise payment ~~by a resolution of the council~~. The approved schedule shall be ruled off and initialled by the ~~Chairman of the meeting~~ **council nominated signatories**. A detailed list of ~~all~~ **monthly** payments shall be disclosed ~~within or as an~~ **forming part of the agenda for the following meeting and as an** attachment to the minutes of the meeting ~~at which payment was authorised.....”~~

**The revision was approved and the document 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 draft formation of Standing Committees: at least 5 Members plus Chairman and Vice Chairman as Standing Order 4.5. As a result of the Governance review, it had been suggested that Councillors not appointed to Planning & Transport Committee would serve both Environment and ER&TD. 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, if appropriate, and Chairman of each Standing Committee.

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

	<u>ENVIRONMENT</u>	<u>ER&amp;TD</u>	<u>F&amp;GP</u>	<u>P&amp;T</u>
Ex-Officio	Cllr Glenna Favell	Cllr Glenna Favell	<b>Cllr Glenna Favell (CH)</b>	Cllr Glenna Favell
Ex-Officio	Cllr Margaret Kiloh	Cllr Margaret Kiloh	<b>Cllr Margaret Kiloh (VC)</b>	Cllr Margaret Kiloh
	Cllr Bernard Brown	Cllr Bernard Brown	Cllr Vikki Cook	<b>Cllr Andrew Brown (VC)</b>
	<b>Cllr Vikki Cook (CH)</b>	Cllr Vikki Cook	Cllr Jill Gyngell	Cllr Claire Davies
	Cllr Lesley Samms	<b>Cllr Lesley Samms (VC)</b>	Cllr Caroline Would	<b>Cllr Gyngell (CH)</b>
	<b>Cllr Hazel Sharman (VC)</b>	Cllr Hazel Sharman		Cllr Maurice Holmes
	Cllr Caroline Would	<b>Cllr Caroline Would (CH)</b>		Cllr Allan Russell
				Cllr Dale Wheeler

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## 10. To appoint representatives (and deputy representatives) of the Council to other bodies:

	Representative 1	Representative 2	Representative 3	Deputy
Battle Abbey Explanatory Board	Cllr Glenna Favell			<i>Cllr Margaret Kiloh</i>
Battle Area Sports Management Committee	Cllr Bernard Brown			<i>Cllr Caroline Would</i>
Battle Chamber of Commerce	Cllr Favell			<i>Cllr Bernard Brown</i>
Battle Charities Trustees	Cllr Vikki Cook	Cllr Margaret Kiloh		
Battle Conservation Group	Cllr Lesley Samms			<i>Cllr Allan Russell</i>
Battle Cricket Club	Cllr Allan Russell			<i>Cllr Andrew Brown</i>
Battle Health Pathway	Cllr Caroline Would			<i>Cllr Dale Wheeler</i>
BLAP	Cllr Jill Gyngell	Cllr Hazel Sharman	Cllr Dale Wheeler	
Battle Marketing Group (& 1066)	Cllr Caroline Would			<i>Cllr Lesley Samms</i>
Battle Memorial Hall	Cllr Jill Gyngell			
Battle Museum	Cllr Maurice Holmes			<i>Cllr Claire Davies</i>
Battle NHP Steering Group	Cllr Andrew Brown	Cllr Allan Russell	Cllr Dale Wheeler	
Battle Twinning	Cllr Claire Davies			<i>Cllr Glenna Favell</i>
Battle Wildlife Group	Cllr Dale Wheeler			<i>Cllr Bernard Brown</i>
Beautiful Battle	Cllr Hazel Sharman			<i>Cllr Jill Gyngell</i>
ESALC	Cllr Glenna Favell	Cllr Margaret Kiloh		
RALC	Cllr Andrew Brown	Cllr Allan Russell		
RVA	Cllr Glenna Favell			<i>Cllr Andrew Brown</i>
SLR	Cllr Glenna Favell	Cllr Maurice Holmes		

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## 11. Asset register

The Clerk had circulated the updated asset register, which will form part of the review by the internal auditor in June. The Clerk confirmed that the buildings value had been subject to a professional rebuild valuation in 2017. This asset register was noted, as attached.

## 12. Risk Management and Operational & Financial Risks

The documents had been circulated to Members prior to the meeting. The Clerk confirmed that whilst the Risk Management Statement had previously been adopted, the Auditor had recommended the Operational & Financial Risks in table form. He had informally accepted the document as suitable. Members approved these documents.

## 13. Insurance

The Clerk confirmed that the renewal of a 3 year agreement had been negotiated with WPS as brokers and Aviva Insurance Company in October 2017. She reported that the service received continued to be excellent and the previous year's cost was £5908. The Clerk reported that the internal auditor will further examine the insurance arrangements in June. This was noted.

## 14. Agreement for electronic information

Members agreed that all information will be circulated electronically via Councillor email addresses. A document had been signed by each Councillor to this effect.

## 15. General Power of Competence

The Clerk reminded Members of the criteria to exercise the General Power of Competence: a fully qualified Clerk and a minimum of 2/3<sup>rd</sup> elected Councillors. Members confirmed that the criteria to exercise the General Power of Competence is satisfied.

## 16. Meeting schedule up to annual meeting 2019

The Clerk had circulated the meeting schedule in a similar format to the previous year. In relation to the Parish Assembly, Members agreed that discussion should be undertaken by ER&TD to recommend a more suitable date to encourage a broader audience to the meeting. Subject to this proposed change, the dates were agreed as attached.

## 17. Direct debit arrangements

The Clerk had circulated the current commitment as below.

Company	Description	Amount	12 = or varies	Frequency
Eon	Street lighting electric supply	£1,146.35	varies	Monthly
Sage	payroll software	£13.20	12=	Monthly
Insight Systems	Photocopier	£164.45	varies	Monthly
Rother District Council	Rates The Almonry, suite 8	£96.00	12=	Monthly
Rother District Council	Rates The Almonry, suite 3	£225.00	12=	Monthly
Rother District Council	Rates The Almonry, suite 1	£157.00	12=	Monthly
Rother District Council	Rates Cemetery	£319.00	12=	Monthly
Rother District Council	Rates overflow car park	£883.00	10=	Monthly
Scottish Power	The Almonry electricity	£130.00	12=	Monthly
Scottish Power	NTR Pavilion electricity	£18.00	12=	Monthly
Scottish Power	Recreation Ground electricity	£28.00	12=	Monthly
Everflow	Cherry Gardens allotments water	£33.89	varies	Monthly
Everflow	Virgins Croft allotments water	£2.39	varies	Monthly

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Everflow	Recreation Ground water	£7.53	varies	Monthly
Everflow	The Almonry water	£71.19	varies	Monthly
Everflow	Abbey Green water	£3.42	varies	Monthly
Castle Water	Watch Oak water	£214.48	varies	Monthly
PWLB	Loan - Cemetery extension project	£6,326.50	2=	Half yearly
JM Waste Management	Rubbish collection	£169.52	varies	monthly
Talk Talk	Almonry telephone/broadband	£58.97	varies	Monthly
British Gas	Cemetery electricity	£16.99	varies	Quarterly
British Gas	The Almonry gas	£1,324.21	varies	Quarterly
PHS	The Almonry sanitary disposal	£38.88		Quarterly
PHS	Cemetery sanitary disposal	£19.44		Quarterly
Extra Energy	Previous electrical supplier	£193.00	12=	Monthly

The Clerk confirmed that all contracts are reviewed at renewal. **Members agreed to the continuation of the direct debits as listed and that staff salaries are paid by electronic transfer.**

## 18. Councillors' Basic Parish Allowance for 2018-19 and payments to Staff and Councillors

Members were reminded of the recommendation from F&GP to retain the current level of allowance of £240 per year; paid in monthly instalments via the PAYE system. **Council agreed that the Basic Parish Allowance of £240 should be offered to all elected Members.** The Clerk requested that those wishing to take advantage of the BPA provide date of birth, National Insurance number, tax code and relevant bank account details as soon as possible.

**Member agreed that payments of salaries and BPA should continue to be paid via BACS.**

## 19. Payments of annual subscriptions

The Clerk highlighted the benefits of membership of Rother Association of Local Councils, Surrey & Sussex Association of Local Councils and Society of Local Council Clerks. **Members agreed the annual renewals: RALC £40; SSALC (including NALC) £2045.82; SLCC £273.**

## 20. Clerk's report

- The **Almonry business plan** is progressing. The **surveys for roof, structure and condition** will be carried out on 29 May 2019.
- The artist will be providing a draft **information board for the roundabout statue** within the next 7 days.
- The **new van** has been subject to **wilful damage**. The police have been advised. CCTV will be checked for evidence and the situation monitored.

## 21. Correspondence and communication

A request from **Streets of Battle to use the Abbey Green** on Saturday 24 August for two free lunchtime shows. This was agreed.

## 22. Draft minutes and recommendations from Committee meetings:

- Minutes of the **Events sub Committee on 16 April 2019** were presented by Cllr Russell and noted. He reported that this was the last meeting as the group had been subsumed by ER&TD.
- Minutes of the **External Relations & Town Development on 30 April** were presented by Cllr Kiloh and noted.

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## 23. Apprentice grounds person

Cllr Favell reported that two candidates had accepted a three day work experience as a second interview. Positive feedback had been received from the three members of staff and these comments had been discussed. The recommendation from Cllr Favell and the Clerk to offer the apprenticeship on terms previously agreed to Daniel Jenner was approved by Council. The Clerk confirmed that the next stage is to agree dates with Mr Jenner and Plumpton College. It was agreed that a pre-summer start date for employment should be arranged.

## 24. Licence with Rother District Council

The draft Licence for sharing of the office space had been circulated prior to the meeting. The detail had been previously approved and **Members agreed the terms of the Licence and a commencement date of 8 July 2019 was satisfactory.** The Clerk was asked to sign the document on behalf of the Council.

## 25. Battle Tapestry

The Clerk reported that Battle Muffins have now confirmed that this item will be placed in the Memorial Halls and discussion for siting in the Ceremonies Room is no longer necessary.

## 26. Christmas lights

The Clerk reminded Members that a contract for lease festive lighting had been agreed by ER&TD. The existing lights had been gifted to the Town Council by the Chamber of Commerce. **Members agreed that the cross string lights, that will no longer be required, should be offered back to them for disposal/sale.**

## 27. Scarecrow competition

Members considered an entry into this year's Battle Festival "The World of Theatre and Musicals" competition and Cllr Bernard Brown agreed to create a scarecrow on behalf of the Council.

## 28. Replacement of CCTV

Members were pleased to note the replacement of CCTV cameras in the town centre through a joint project of Sussex Police and RDC. The Clerk was asked to suggest the refurbishment of the Oak tree bed camera post.

## 29. Payments & receipts

The Clerk apologised that the income and expenditure report for April was not available. This will be provided next month.

## 30. Reports from representatives of the Council and other reports

- Cllr Davies - the **Battle Twinning Association** where the request for the Town Council to host the welcome receptions was confirmed. They had requested overnight use of the coach park from RDC but this had been refused. The Clerk was asked to contact Cllr Dixon for assistance with this. The Clerk confirmed that M Bocquet had confirmed attendance at a civic meeting on Friday 12 July between 10am and 12pm;
- Cllr Holmes - reported that he is working on a list of issues raised by a previous **Netherfield** Town Councillor;
- Cllr A Brown - the **BCPNP** presentation and meeting;
- Cllr Russell - **BCPNP** minutes will be circulated with P&T minutes. The public exhibition had welcome approx. 160 people. Meetings with the external consultant and developers had been undertaken with further appointments scheduled;

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- Cllr Wheeler - the **BCPNP** public exhibition;
- Cllr Samms - had attended the **Battle Conservation Group** meeting, minutes attached. Battle Abbey School had generously offered to provide a banner and stall at the forthcoming Medieval Fayre. The aim of the group is to achieve UNESCO status;
- Cllr Gyngell - the **Memorial Hall Committee** are updating the St Valery Room and kitchen facilities. The AGM will be held on 20 June and all are welcome;  
- Battle Festival programme is near to completion with the Big Blue opening event taking place on 28 September;
- Cllr Kiloh - **Battle Marketing group** will be submitting a grant application for the reproduction of the town map. The South East in Bloom and Great British High Street competitions had been discussed. It had been suggested that empty shop windows should be used to show town activities. This will be discussed by ER&TD. The Clerk was asked to seek Cllr Dixon's assistance in obtaining the RDC contribution previously received for In Bloom competitions;
- Cllr Favell - **RVA** event;  
- a meeting with the **Lottery Funding representative** and members of **Fit for Battle**. Enthusiastic advice had been received, although there remains a large amount of work to do;  
- the ladies and men's teams took part in the **Marbles competition**. The men were able to reach the semi-final.

Several Councillors attended the **launch of the Heritage Arts Trails**, which had been greatly enjoyed.

## 31. Matters for information / future items for agenda

There is a **Wildflower Walk** at the cemetery on Saturday 18 May at 2pm. All are invited. Cllrs Favell and Sharman agreed to assist with refreshments.

The new Councillors are invited to a **Neighbourhood Plan presentation** at 6.30pm next Tuesday, 21 May.

- Responses to questions and comments raised at the Parish Assembly

## 26. Date of next meeting: Tuesday 19 June 2018

Meeting closed at 8.45pm

**Cllr G Favell**  
Chairman