



# Battle Town Council



**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE  
held on Tuesday, 16 August 2016 at The Almonry, High Street, Battle at 7.30pm**

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

**In Attendance:** Carol Harris (Deputy Town Clerk)

- 1. Apologies for absence** – Cllrs D Furness and J Gyngell.
- 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 5 July 2016** – These were duly signed by Cllr Jessop as a true record of the meeting.

#### **4. Almonry update**

Members were advised that the pre-application had been submitted to RDC and acknowledged. An appointment with the Conservation Officer has been made for Tuesday 20 September at 2pm. Cllrs Favell and Kiloh agreed to attend. All Members of the Committee are welcome.

#### **5. Land and building assets**

The Town Clerk had reported that, despite contacting 4 companies, only one proposal had been received. This had been circulated to Members prior to the meeting and was discussed. **Cllr Jessop proposed that, subject to the clarification of wording relating to the offer of appointment, the contract be awarded to Greenhayes Planning and that the fee of £3,000 be taken from Reserves. This was seconded by Cllr Favell and agreed unanimously.**

#### **6. Personnel sub-committee**

The suggested **Terms of Reference** for the Personnel sub Committee had been circulated to Members prior to the meeting. **These were agreed** as attached. In line with the ToR, **it was agreed that Cllr Furness, as Chairman of Council, will immediately replace Cllr Kiloh as a member of the sub-committee and that, for consistency, Cllrs Favell and Jessop would remain on this group.**

The **job descriptions** for both the Town Clerk and the Deputy Town Clerk, as attached, had been circulated prior to the meeting. **Cllr Kiloh proposed that the job descriptions for both Town Clerk and Deputy Town Clerk be approved. This was seconded by Cllr Jessop and agreed unanimously.**

Members of F&GP expressed concern about the continuing lack of training on the new finance system for the DTC and expect this to be rectified immediately.

A **staff appraisal policy and associated assessment forms**, as attached, had been circulated to Members prior to the meeting and were discussed. **Cllr Kiloh proposed that the Policy be approved and that the assessment forms be used for the forthcoming appraisals and reviewed thereafter. This was seconded by Cllr Jessop and agreed unanimously.**

Cllr Favell agreed to liaise with other members of the sub-committee to agree **a date for the next meeting.**

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## 7. IT support

The Town Clerk had obtained quotes from 4 companies offering support via remote access to our systems, with an additional fee for on-site assistance if required. **Cllr Ratcliffe proposed the pay as you go option provided by Compio IT Services, costing £35 per incident. This was seconded by Cllr Jessop and agreed unanimously.** The Committee requested confirmation of the back-up arrangements that are in place for the next meeting.

## 8. Proposal to become a Fair Trade Town

Cllr Jessop reported on a presentation made to a recent RALC meeting by Bexhill Fairtrade Town Committee. He highlighted the negligible costs involved in return for enabling poorer societies of the world to improve their infrastructure. Cllr Jessop advised that the criteria included: the provision of Fairtrade tea, coffee and sugar at Council events/meetings; retailer/shop and catering firm to sell a few Fairtrade products (number dependent on size of population) and a few organisations to use and support Fairtrade. The Fairtrade logo could then be placed on Council literature and the town promoted as a Fairtrade supporter. **Members agreed that Cllr Jessop should gather evidence of general support and bring to the next meeting.**

## 9. PWLB update

Members were reminded that work is now progressing on both the cemetery extension and associated works. The Town Clerk had confirmed that the application to draw down the money for the loan, which was originally agreed in January, had been completed and that the funds will be available on 1 September. Members noted that the interest rate will be fixed at the date that the loan is drawn down and repayments will then be due six monthly.

## 10. Financial matters

A **grant request** had been received from Alan Hunting Associates to assist in funding an astronomy and space exhibition on Sunday 9 October. **Cllr Ratcliffe proposed a grant to Alan Hunting Associates of £400 towards the Astronomy and Space Exhibition. This was seconded by Cllr Kiloh and agreed unanimously.**

Members noted the **budget reports**. Cllr Favell expressed concern that Chairmen are no longer required to sign off invoices relating to their Committee and are therefore not as informed on expenditure as previously. **Cllr Jessop proposed that, for clarity, prior to payment, the Committee Chairman be requested to sign invoices. This was seconded by Cllr Favell and agreed unanimously.**

## 11. Matters for information and future agenda items

Cllr Jessop reported that the planning application for the **sculpture on the roundabout** has been submitted with further information requested by RDC. He said that fundraising is going well and that some Members may remember offering to give their Basic Parish Allowance towards this project.

- General reserve levels
- Review of the Action Plan

## 12. Date of Next Meeting: Tuesday 27 September 2016

The meeting closed at 8.25pm

**CLLR R JESSOP  
CHAIRMAN**