



Battle Town Council



**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE
held on TUESDAY, 21 MARCH 2017 at The Almonry, High Street, Battle at 7.30pm**

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

In Attendance: Carol Harris (Town Clerk)

1. Apologies for absence – Cllr J Gyngell.

2. Disclosure of interest – Cllr Furness declared a personal interest in any discussion relating to the grant application made by the Battle Festival Committee as he is the current Chairman. Cllr Ratcliffe declared a personal interest in items relating to the Almonry as a tenant of the property.

3. Minutes of the meetings held on 7 February 2016 – These were approved by Members and duly signed by Cllr Furness.

4. Report from the Town Clerk

John D Clarke Architects have been instructed to take forward the Almonry refurbishment project to Planning application. The Clerk was asked to obtain a timescale for this work.

5. Almonry

The Clerk was asked to obtain an update on essential repairs to the Almonry building from conservation standard contractors. The mortar joints to the roadside wall and the ceiling in the main office were highlighted as urgent work. **The Committee resolved to delegate authority to the Clerk to arrange essential repairs to a maximum of £7,000.**

6. Grant request

Members discussed the request from Streets of Battle. **The Committee resolved to grant the Street of Battle £300 to the Jukebox and £100 each to Stilt walkers and Marketing.**

7. Personnel sub-Committee

The Committee agreed to the recommend to Full Council:

- that Carol Harris be offered the permanent position of Town Clerk.
- a salary increase to one staff member.

8. Financial matters

The budget report to date was noted. **The Committee resolved to put into earmarked reserves: £2,000 for electricity and £650 for training.**

The Committee agreed to recommend to Full Council the recommendation from NALC/SALC for a 1% salary increase for all staff.

9. Matters for information and future agenda items

Members discussed the **security of the building**. The Clerk was asked to investigate and implement general rules and regulations for who is in the building. This led to the issue of single working and the Clerk was asked to revisit a Policy for this. It was suggested that the Fire & Rescue Service be asked to provide advice on any safety issues within the building.

The issue of the building's **dirty windows** was highlighted and the Clerk was asked to arrange for these

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to be cleaned inside and to ensure the first floor windows are included in the usual exterior regime.

The Clerk was pleased to confirm that Jane de Garston, **Trainee Deputy Town Clerk**, is settling in well and is already a valuable addition to the office.

The Clerk reported that there had been a visit from the **Valuation Office Agency** to assess the **non-domestic rateable value**. A splitting of the rates to each business had been discussed and it had been indicated that, with the business relief entitlement, the amount due should be reduced.

7.55pm Cllr Furness left the meeting at this point. Cllr Jessop took the Chair.

6. Grant request

The Committee resolved to award a grant to Battle Arts & Music Festival of £500 on condition that this was to benefit Battle residents.

10. Date of next meeting: Tuesday, 2 May 2017

The meeting closed at 8.06pm

**CLLR D FURNESS
CHAIRMAN**