



# Battle Town Council



**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE  
held on Tuesday, 8 September 2015 at The Almonry, High Street, Battle at 7.30pm**

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

**In Attendance:** Andy Beams (Town Clerk)

- 1. Apologies for absence** – Cllrs D Furness and A Ratcliffe.
- 2. Disclosure of interest** – None.
- 3. Minutes of the meetings held on 7 July 2015** – These were proposed by Cllr Jessop, seconded by Cllr Favell, and duly signed by Cllr Kiloh as a true record of the meeting.
- 4. Matters arising from previous meetings** – None.

## **5. The Almonry**

Members reviewed the quotes received and discussed the actual work required at this point, agreeing the need to delegate authority to a smaller group to now move the project forwards.

**RESOLVED:** Members agreed to appoint Anthony Hicks (subject to contract) and invite him in to meet with the delegated group to discuss the exact requirements needed. Members agreed to delegate responsibility to Cllrs Kiloh and Jessop, along with the Town Clerk.

## **6. Banking arrangements**

The Town Clerk had circulated a note informing Members of the introduction of charges by Barclays Bank from October onwards, and making a recommendation of changing to an alternate provider who offers free banking.

**RESOLVED:** Members acknowledged the advice of the Town Clerk, and agreed to recommend to Full Council that the main banking is moved to the Co-op as soon as possible. The signing instruction will be any two of Cllrs, Favell, Furness, Jessop and Kiloh.

## **7. Accounting systems**

Members reviewed the briefing note provided by the Clerk, offering the alternate option for an accounting system. Members felt it was important that both the Clerk and Deputy Clerk were familiar with any system used, and were both able to access and explain the information fully to Members.

**RESOLVED:** Members agreed to change to the RBS system at the end of the current contract, and authorised the Town Clerk to make the necessary arrangements.

## **8. PWLB options**

Members reviewed the briefing note from the Town Clerk, and the example repayment tables. Members agreed that a fixed rate provided the best option for the Council, and would enable easier budgeting for the half yearly repayments. Members discussed the likely costs of the extension, associated fees and additional cemetery development work that was needed, and agreed that taking up the fully approved amount was prudent.

**RESOLVED:** Members agreed to recommend to Full Council to borrow the full £250,000 over a 25 year period, which equated to 6 monthly repayments of approximately £7,222 (interest rate fixed on the day of the advance).

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## **9. Staffing costs**

Members reviewed the briefing note of the Town Clerk outlining how salaries for the grounds workers were currently separated across a number of budget headings, and considered the recommendation to put all staff salaries into one budget heading in future years.

**RESOLVED:** Members agreed to include all staff member salaries in one budget heading, under the Finance & General Purposes Committee budget, in future years

## **10. Staff training**

Members reviewed the briefing note of the Town Clerk and considered the points raised regarding recognition and costs of training.

**RESOLVED:** Members agreed that a review of staff roles and contracts could be undertaken to distinguish between skill levels. The Town Clerk was asked to prepare a proposal for consideration at Full Council with regard to repayment of training fees for personal development when a staff member leaves shortly after completing the training.

## **11. Financial matters**

Members noted the report, although queried the accuracy of the figures which seemed to reflect no spend. The Town Clerk to check with the Deputy Clerk the accuracy of the report.

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

For Full Council, appointments for the Chairman of External Relations & Town Development, Vice-Chairman of Planning & Transport, and an additional Member of Finance & General Purposes need to be made.

## **13. Date of next meeting: Tuesday 20 October 2015**

The meeting closed at 8.55pm.



**CLLR M KILOH  
CHAIRMAN**