

**Minutes of the BVADC Finance sub Committee meeting
held on 12 June 2018 at 1.30m at The Almonry, High Street, Battle**

Present: Cllr Allan Russell, Lesley Samms (Chairman BDAVC), Carol Harris (Town Clerk)

1. The minutes from previous meeting 26 February 2018 were agreed.

2. Matters Arising from previous meeting

The Clerk reported:

- that there was no formal agreement from the Council to cover contingency expenditure;
- Heritage Lottery Fund require their logo on the marker stones and these have been ordered and will be fixed as appropriate.

LS advised that the Muffins had declined to sponsor the cabinets for the ceramics on the basis of their criteria. A further application will be made shortly.

3. Running Budget:

a) The **Coding report** was noted, as attached. It was noted that the balance included obligated payments due and therefore showed a deficit of £1810. In real terms the account still had £690 available. ***(Post meeting note. An invoice for printing of books has now been received at £2462. The project is therefore overspend by £762.38 before stone markers are installed)***

b) It was confirmed that there had been no **payments to members of steering group**. It had been agreed that any payments to LS and MM for work carried out since the previous meeting would be paid out of sales of the activity book.

c) Confirmation had been received from HLF that the 'great evaluation' had been received and, upon filing of the completion report and final payment request, the **last 10% of grant funding** would be issued.

The Clerk reported that ESCC require a Low Impact Assessment to be carried out on each site of the proposed **stone markers** (at a cost of £300 plus travel for both items); a structures licence at £57.20; and two excavation licences at £350 each. It was agreed to recommend to the BVADC Committee that the stone marker proposed for the entrance to Uckham Lane be re-sited to Cherry Gardens, subject to approval of the Council, to keep costs down. The Clerk was asked to contact the artist to ask for a revised invoice and for a date for completion of the stone markers.

LS confirmed that sale of the books has been passed to the ER&TD Committee although some will be sold online. The Council will charge £2.50 per book and it must be retailed at £5.

4. Matters for information/Future agenda items

Further recommendations to the BVADC Committee:

- to dissolve the group with it being absorbed into the Almonry Community Heritage Centre Working Group
- to officially launch the project with a walk of the trail followed by refreshments at the Almonry on a date to be agreed in September.

5. Date of next meeting: 4 July 2018 at 2pm in The Almonry