



Battle Town Council



**MINUTES of a Meeting of the
FINANCE & GENERAL PURPOSES COMMITTEE
held on Tuesday, 5 March 2013 at
The Almonry, High Street, Battle at 7.30pm**

Present: Cllr R Bye - Chairman
Cllrs: C Bishop, Mrs M Kiloh, R Jessop and Ms M-L Neill.

1. **Apologies for Absence** – Cllrs R Harris and Mrs S Pry.
2. **Disclosure of Interest** – None.
3. **Minutes of the Meeting held on 8 January 2013.** Cllr Jessop proposed approval of the minutes, seconded by Cllr Mrs Kiloh. This was agreed and they were duly signed.
4. **Matters Arising from Previous Meetings** – None.
5. **Correspondence and Communications** – None.

6. **Terms of Reference**

The Clerk had updated the previous terms of reference. These had been circulated and were agreed as attached.

7. **Risk Assessment**

The Clerk had revised and updated the previous risk assessment completed in March 2010. Subject to 2 amendments relating to the checking of electrical equipment used by tenants and the introduction of a formal, annual appraisal system the risk assessment was adopted as attached.

8. **Budget Report 2012-13**

The attached reports covering both the Council budget as a whole and that for which the Committee are responsible were noted. The Clerk highlighted that forecast income now includes a reduced sum for cemetery fees and a prepayment of rent relating to one of the offices. The Committee also considered the cost of **advertising in the local press** for the Clerk recruitment. **Cllr Ms Neill proposed that £875 be incurred. This was seconded by Cllr Jessop and approved unanimously.**

9. **Bank Reconciliation Statement** at 31 January 2013

The attached statement was noted.

10. **Budget 2013-14 and 3 Year Plan**

The approved budget for 2013-14 was noted. Cllr Jessop tabled thoughts about items which might be included in the 3 year plan. Cllr Ms Neill felt that these needed further debate in order to put them into a strategic context which would enable them to be prioritised more easily. The Clerk was asked to circulate Cllr Jessop's note to the other Committee Members with a view to an additional, informal meeting being held on 9 April.

11. **Pay Award**

In view of the confidential nature of the business Cllr Jessop proposed the adoption of Standing Order 3(a). This was seconded by Cllr Mrs Kiloh and agreed unanimously.

In setting the budget for 2013-14 Council had made provision for a 1% pay award. The

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Committee discussed how this should be applied and **Cllr Bye proposed, seconded by Cllr Jessop that Council be recommended to award a 1% pay increase to all staff with effect 1 April. This was agreed unanimously.**

12. Almonry Report

There were no specific issues relating to the **garden** other than that the lawn has been thoroughly scarified and treated.

The initial **external repairs** programme has now been completed and, following the approval given at the last Council meeting a second phase of work is now being undertaken and regarded as a continuation of the initial contract.

13. Matters for Information and Future Agenda Items

The key item for discussion will be the Council's overall **3 year plan**.

14. Date of Next Meeting: Tuesday, 4 June 2013

The meeting closed at 8.15pm

**CLLR R BYE
CHAIRMAN**

