

**Minutes of the BVADC Finance sub Committee meeting
held on 18 December at 4pm at the home of Lesley Samms**

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

1. Minutes from previous meeting on 8 November were agreed.

2. Matters Arising from previous meeting

CH confirmed that ESCC have reported that the public right of way marker remains at the entrance to Kingsmead but is covered by fauna. ESCC are arranging for this to be cleared. She was asked to request that the "Private access" sign be removed for clarity.

3. Running Budget:

• **Coding report. Spend against budget headings**

Report attached. All agreed that the expenditure is within expected budgets. LS highlighted that HT1 and HT2 should be combined as agreed with HLF. This allows for 2 wooden benches to be incorporated into 2 of the stone markers. It was felt that the river bench is not feasible within the timeframe and the allocated cost due to the proposed donated timber not being suitable. Gavin Roweth had agreed to research alternative sources for timber. Any remaining funds will be earmarked for a river bench in the future. The combined HT1 and HT2 budget will enable the remaining 2 stone markers to be purchased, as in the original funding application.

• **Payments to members of steering group. - Time sheet process review**

Some adjustment has been made to the time worked by DG and accordingly there would be no further regular invoicing although she had agreed to continue to represent the group on 1066 Marketing. LS confirmed that she monitors activity.

4. Progress report and application for second half of lottery monies

• **Decline of request for funding for ceramics**

• **Decision on alternative spend – poet(s)**

CH had circulated the notification from HLF that the second tranche of funds have been approved. Although HLF will not fund the ceramic artwork, they are happy to allow Poet costs to be included.

• **Funding of ceramics**

It was agreed that, subject to acceptability, the sponsorship from the Film company should be used to purchase the ceramic artwork at a cost of £1600 with the remainder moving to HT5 – Activity books. LS to ensure full invoice and credit for sponsorship from West End Studios Ltd are submitted to the Town Council.

5. Payments to:

• **Activity book designer and writer**

• **Film company selected**

Members endorsed the approval of these items as agreed at the previous weeks BVADC meeting.

6. Other matters arising from meeting of BVADC steering group held Wednesday 13 December 2017

In light of the change in availability of one member of the Committee it was agreed to invite a further representative to join. CH was asked to contact the Battle Photographic Society as an appropriate addition to the group; highlighting that the project will be completed by 31 March 2018.

7. Matters for information/Future agenda items

8. Date of next meeting: Wednesday 17 January 2018 at 6.45pm

Meeting closed at 4.50pm