



# Battle Town Council



**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE  
held on TUESDAY, 24 JULY 2018 at The Almonry, High Street, Battle at 7.30pm**

**Present:** Cllrs D Furness (Chairman), C Davies, G Favell, M Kiloh.

**In Attendance:** Carol Harris, Town Clerk

- 1. Apologies for absence** – Cllr J Gyngell
- 2. Disclosure of interest** – None.
- 3. The minutes of the meetings held on 1 and 15 May and 4 June 2018** were agreed and duly signed by Cllr Furness.
- 4. Matters arising from minutes of previous meeting (not elsewhere on the agenda)**  
The Clerk reported that:
  - staff had undergone successful **health checks**;
  - **Councillor training** had been completed early in the day;
  - the **electrical work** had been completed.

**5. Grounds maintenance staff recruitment**

The Clerk reminded Members that the recently recruited staff member had decided he was unable to accept the permanent position and it had therefore been re-advertised. Interviews had been carried out by Cllr Favell and the Clerk the previous week. Three candidates were offered a second interview with Cllr Furness, Cllr Favell and the Clerk earlier that day as they had proven to be strong applicants. Since Cllr Furness had been unable to attend the second interviews, Cllr Favell and the Clerk recommended the position be offered to Stephen Chilton on a 6 month probation period at salary point 14 in recognition of existing certificates for weed spraying and chainsaw cutting. **Members agreed to this appointment** with a start date of 3 September 2018.

**6. Wedding Venue Working Group**

Notes from the meeting on 24 May had been circulated, as attached. Cllr Favell updated members on items completed since that date and confirmed that the Licence had now been received. Suggested expenses and fees were discussed and agreed, as attached. Advertising was agreed to include: website; leaflets; Observer; Registry Office; and Rother Alerts. The Clerk was asked to: contact the Fire Station to ask if a wedding car could be parked on their forecourt; request that "Joy the Barber's" sign be removed from the porch; remove the curtains for cleaning and possible sale. She confirmed that emergency lighting for the courtyard area (a quote is awaited) and that a door opening policy is required.

The Clerk reported that an indicative cost for refurbishment of the wood panelling had been received at £1,716. Members agreed that this is not appropriate at this time.

**7. Almonry Community Heritage Centre Working Group**

Cllr Kiloh reminded Members that F&GP had tasked the existing Working Group's to produce and submit a grant application to Heritage Lottery Fund. She suggested that a further Group would then be required to take the project forward. The notes of a meeting held on 24 May and a written report at 24 July are attached to these minutes. Cllr Kiloh confirmed that a draft application is expected tomorrow, in accordance with the time-line agreed. This will be considered by funding advisors from ESCC and RVA prior to submission to HLF. She reiterated the changes in the HLF scheme that would result in future applications being considered against all national applications. Cllr Kiloh advised that if the bid is not successful more feedback would be given and a further bid could be made.

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Cllr Kiloh reported on a meeting with Cllr Favell; the Clerk; Malcolm Johnston and Mark Adams from Rother District Council to discuss options for taking forward the proposal to create a Community Hub at the Almonry. It was suggested that funding for providing the service together with a capital sum for office adaptation costs may be available. RDC emphasised the need for training and a Service Level Agreement. Malcolm Johnston agreed to produce a proposal in early September for consideration. Cllr Kiloh highlighted that this can be used as part of the HLF application.

## 8. Suggested purchases

The Clerk advised that the **Deputy Mayor's ribbon** is threadbare and relatively unusable. Cllr Favell offered to purchase a replacement ribbon. The Clerk reminded Members that there is an Ear Marked Reserve for Mayoral Regalia (405) of £4,750 and that it had been suggested that the ribbon might be replaced with a smaller version of the Mayor's "chainmail" style chain. The Clerk was asked to research the cost of a smaller "chainmail" chain and badges for previous Mayors for discussion at the next meeting.

The Clerk reported on the frayed and dirty **Battle Town Council flag**. She confirmed that a replacement would be approx £300. The Clerk was asked to investigate the cost of a higher quality flag for consideration at the next meeting. (*Post meeting note: the existing flag was purchased from the same supplier in 2012*)

Members agreed that **insurance cover for the Council's defibrillators** should be incepted. It was agreed that no externally owned defibrillators should be included in the Council's policy.

## 9. Grant applications

**Members agreed a grant of £500 to 1066 Marketing** towards social media training and the social media campaign on condition that Battle organisations eg Museum, Historical Society etc are given the opportunity to take part in the training session.

## 10. Policies

The Clerk was asked to circulate the draft Lone Working; Data Protection; and Risk Management Policies for approval via email. In light of advice received at the Councillors' training session, it was agreed that a Policy Working Group should be considered at the next meeting.

## 11. Financial matters

The **budget report to 30 June 2018** was noted.

The **bank reconciliation at 30 June 2018** was noted and duly signed by the Chairman.

## 12. Matters for information and future agenda items

- Office Staff
- Mayoral Regalia
- Battle Town Council flag
- Policy Working Group
- Review Action Plan

## 13. Date of next meeting: 25 September 2018

The meeting closed at 8.45pm.

**CLLR D FURNESS  
CHAIRMAN**