



Battle Town Council



**MINUTES of a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE
held on TUESDAY, 7 NOVEMBER 2017 at The Almonry, High Street, Battle at 7.30pm**

Present: Cllrs R Jessop (Chairman), G Favell, J Gyngell, M Kiloh and A Ratcliffe.

In Attendance: Carol Harris, Town Clerk

- 1. Apologies for absence** – Cllr D Furness.
- 2. Disclosure of interest** – Cllr A Ratcliffe declared a personal interest in item 6 as a tenant of The Almonry.
- 3. Minutes of the meetings held on 5 September 2017** – These were approved by Members and duly signed by Cllr Jessop.

4. Matters arising from previous meetings, not on the agenda

The Clerk reported:

- That a third quote for CCTV should be received within the next few days and an order would be then be placed;
- New electricity contracts had been agreed for a period of 3 years;
- The gov.uk domain had been purchased and the website and emails should be set up shortly.

Members agreed that email addresses should be cllrinitialsurname@battletowncouncil.gov.uk

Cllr Jessop confirmed that the Mayoral Chain should be in the office by the end of this week. It was agreed that an article naming the designer and jeweller, in addition to the retailer, should be in the next Newsletter. The Clerk was asked to ensure that insurance is updated and that the Chain is kept in the safe. **Members expressed their gratitude to Cllr Jessop for his very generous gift.**

5. F&GP action plan

Objective 1 was discussed. The Clerk was asked to update Outcome 3 with the funding approaches already identified. Outcome 4 is underway and will be completed by the end of this month.

6. Almonry

Cllr Jessop reported that further **essential works had been identified to the exterior of the building**. It had therefore been agreed with the contractor that these should take precedence over the internal works. A revised Schedule had been produced in the sum of £8,020 although it had been emphasised that further issues may be found. Cllr Jessop confirmed that he had arranged for some items to be redone and would not recommend further projects be undertaken by this contractor. **Members resolved to increase the budget to £10k to allow for the building to be made waterproof and safe.** It was agreed that any required scaffolding should be incorporated into the contract. Cllr Jessop offered to assist the Clerk on specification of future projects. It was highlighted that both the electrical and heating systems require attention. The Clerk was asked to obtain a full survey for the electrical system.

The Committee noted that **Planning and Listed Building applications** RR/2017/2150/P and RR/2017/2151/L had been submitted and would be discussed at the next P&T Committee meeting.

7. Abbey Gatehouse print

Cllr Jessop suggested that a copy of the Abbey Gatehouse print, at a cost of £395 plus frame, would be an appropriate addition to the Council's assets. **Members agreed to take this to Full Council for discussion.**

8. Grant request

Battle Town Council

Members were reminded that Battle Area Community Transport had been granted £1000 last year towards the purchase of a newer minibus. Funds had not permitted the purchase and this sum had been earmarked towards further fundraising. **Members agreed to grant £1000 to Battle Area Community Transport.**

9. Certified Annual Return 2016-17

Members noted receipt of the External Auditor's report and Certificate. The Clerk confirmed that this has been publicised as required. The Clerk was thanked for her work on this.

10. Financial matters

The **budget report** to 30 September 2017 was noted and is attached. The Clerk reported that the electricity arrears will be collected at £193 per month for 3 years. An additional sum of £2316 will therefore need to be included in annual budget Electricity (4195).

The Committee agreed budget recommendation for 2018-19:

- the per session charge for the Almonry meeting room for 2018-19:
 - Charities, community groups (non profit making) £18
 - Commercial £50
- A general inflationary increase of 3% other than the following items that require an adjustment in costs as necessary:
 - bank fees;
 - telephone/broadband (new contract with faster broadband speed);
 - photocopies (supplier increase as contract);
 - rates (valuation review – being appealed)
 - electricity arrears.

The (t) Deputy Town Clerk was asked to research the appropriate split for the EMR for Asset Replacement for identification purposes.

The ER&TD and P&T Committees will be discussing their budget recommendations at this month's meetings. **Members agreed to hold a further F&GP meeting to agree budget recommendations for 2018/19 on 5 December at 6pm.**

11. Personnel sub Committee

The Clerk was asked to leave the room for this item

Cllr Favell gave a verbal report on the meeting held prior to F&GP, the minutes of which will be attached to this document.

- **Members agreed to recommend to Full Council the permanent position of (t) Deputy Town Clerk be offered to Jane de Garston.**
- **The Committee agreed the recommendations of one and two spine points to the (t)DTC and TC respectively, in recognition of exceeding expectations this year, with effect from 1 April 2018.**
- **Members agreed an ex-gracia payment for members of staff in the December salary.**

12. Matters for information and future agenda items

To review and agree precept recommendation to Full Council

13. Date of additional meeting: 5 December 2017

The meeting closed at 8.50pm.

CLLR D FURNESS
CHAIRMAN