



Battle Town Council



**MINUTES of the ANNUAL COUNCIL MEETING held on TUESDAY, 16 MAY 2017 in
The Almonry, High Street, Battle, at 7.30pm**

PRESENT: Cllrs D Furness (Chairman), J Boryer, C Davies, G Favell, P Fisher, J Gyngell,
M Howell, R Jessop, M Kiloh, M Palmer, A Ratcliffe and J Reeves.
Cllr Kevin Dixon, Joel Kemp, Susan Linton, Jane de Garston, Carol Harris (Town Clerk)

The Chairman welcomed those present to the meeting.

Public Question Time

Cllr Kiloh reported that, prior to the meeting, she had presented cheques to the selected Mayor's Charities: TVS and Homestart. The funds raised had been £5,000 and this had been split equally. She thanked everybody that had contributed and the various organisations for their support. Cllr Kiloh felt that this had been a successful first year event and was pleased that it would be continuing. She wished Cllr Furness equal success.

1. To elect Council Chairman and Mayor

The Town Clerk reported there had been one nomination received for Cllr Furness. Members made no further nominations. Cllr Jessop proposed Cllr Furness. This was seconded by Cllr Palmer, and agreed unanimously. Cllr Furness thanked Members for their support and confirmed that he was pleased to accept following the previous successful year. Cllr Furness duly signed the declaration of acceptance.

2. To elect Council Vice-Chairman

The Town Clerk reported there had been one nomination received for Cllr Jessop. Members made no further nominations. Cllr Furness proposed Cllr Jessop. This was seconded by Cllr Gyngell and agreed unanimously.

3. Apologies

Apologies were received from Cllr Russell, County/District Cllr Field, District Cllrs Barnes, Curtis and Kirby-Green.

4. Disclosure of interest – None.

5. To approve and sign the minutes of the Council meeting held on 19 April 2016

These were proposed by Cllr Jessop, seconded by Cllr Kiloh and agreed unanimously. The Chairman duly signed the minutes.

6. Suggestion for the Mayor's Regalia

The Chairman invited Susan Linton(SL) to address the meeting. SL reported that she had been horrified at the negativity expressed by a few people at the Parish Assembly towards the proposal to provide a new Chain of Office for the Town Mayor. She confirmed that several people felt that a Mayoral robe and chain is important and that she would like to facilitate the production of suitable regalia. SL suggested that it could be made in a quality fabric, such as used for guardsmen's coats, with Bayeux tapestry style edging with the Town Council's coat of arms on the back. As a result of some research, she felt that this, together with an appropriate Chain of Office in silver, could be produced within the £5,000 budget. She stated that there would be no charge for her time in making the robe. It was suggested that the existing enamel medallion should be retained and that the copper names could be displayed in the Museum. In view of public support to donate to the cost, it was felt that donations of silver could be collected that

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would be melted down to produce the Chain. Cllr Furness proposed that Susan Linton seek assistance from other suitably qualified persons to produce designs and ideas for the Mayoral Regalia and that, subject to approval from Council, produce the items at a cost of up to £5,000. This was seconded by Cllr Jessop and agreed by a majority of Members.

7. Standing Orders and Financial Regulations

The Town Clerk had circulated the existing standing orders and financial regulations as updated in 2015. Revisions to the Standing Orders were suggested as: 3.8 deletion of ~~and stand when speaking (except when a person has a disability or is likely to suffer discomfort)~~. 4.4 iv change terms of office to terms of reference; and 4.5 change ~~four~~ to five members. There were no revisions to the Financial Regulations recommended. These documents were agreed, as attached, unanimously.

8. Standing Committees

Members had been asked to express their wishes as to which committee(s) they wished to serve on. The Town Clerk had circulated the formation of Standing Committees: 5 Members plus Chairman and Vice Chairman as recommended by Finance & General Purposes. She confirmed quorum requirements and membership arrangements for the Finance and General Purposes Committee. In light of her experience and the extensive workload of the Environment Committee, Cllr Fisher requested that she be added to membership. This was agreed.

The Terms of Reference and delegated authority was renewed for the Environment, External Relations & Town Development, Finance & General Purposes and Planning & Transport Committees. Membership was agreed as detailed below:

	<u>ENVIRONMENT</u>	<u>ER&TD</u>	<u>F&GP</u>	<u>P&T</u>
Ex-Officio	Cllr Furness	Cllr Furness	Cllr Furness (CH)	Cllr Furness
Ex-Officio	Cllr Jessop	Cllr Jessop	Cllr Jessop (VC)	Cllr Jessop (CH)
	Cllr Boryer	Cllr Davies (VC)	Cllr Favell	Cllr Davies
	Cllr Favell (CH)	Cllr Favell	Cllr Kiloh	Cllr Gyngell (VC)
	Cllr Fisher	Cllr Fisher	Cllr Ratcliffe	Cllr Howell
	Cllr Gyngell	Cllr Palmer		Cllr Ratcliffe
	Cllr Howell (VC)	Cllr Ratcliffe (CH)		Cllr Russell
	Cllr Reeves			

9. Council Representatives

Members agreed the representatives as below. Cllr Jessop informed Members that it was likely that the Battle Partnership would be closed down shortly

	Representative 1	Representative 2	Representative 3	Deputy
Battle Abbey Explanatory Board	Cllr Furness			Cllr Jessop
Battle Area Sports	Cllr Fisher			Cllr Favell

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Management Committee				
Battle Chamber of Commerce	Cllr Jessop			<i>Cllr Ratcliffe</i>
Battle Charities Trustees	Cllr Jessop	Cllr Kiloh		<i>Cllr Furness</i>
Battle Cricket Club	Cllr Furness			<i>Cllr Russell</i>
Battle Health Pathway	Cllr Favell			<i>Cllr Boryer</i>
BLAP	Cllr Boryer	Cllr Fisher	Cllr Reeves	
Battle Marketing Group (& 1066)	Cllr Ratcliffe			<i>Cllr Palmer</i>
Battle Memorial Hall	Cllr Jill Gyngell			<i>Cllr Jo Reeves</i>
Battle Museum	Cllr Kiloh			<i>Cllr Russell</i>
Battle NHP Steering Group	Cllr Howell	Cllr Jessop	Cllr Russell	
<i>Battle Partnership</i>	<i>Cllr Jessop</i>			
Battle Visual Arts Development Committee	Cllr Russell	Cllr Reeves		<i>Cllr Ratcliffe</i>
Beautiful Battle	Cllr Boryer	Cllr Favell		<i>Cllr Gyngell</i>
ESALC	Cllr Jessop	Cllr Kiloh		
Netherfield Village Hall	Cllr Boryer			
RALC	Cllr Howell	Cllr Jessop		
RVA	Cllr Howell			<i>Cllr Gyngell</i>
Battle Twinning	Cllr Fisher			<i>Cllr Favell</i>

10. Asset register

The Town Clerk had circulated an update of the asset register, which had been reviewed by the internal auditor. This was noted, as attached.

11. Insurance

The Town Clerk confirmed that the internal auditor had agreed the insurance arrangements are adequate. She reminded Member that the existing term matures this October and quotes for all risks will be sought prior to renewal. This was noted.

12. General Power of Competence

The Town Clerk's report detailed the eligibility requirements for the General Power of Competence, and that the Council currently did not qualify due to not having enough elected Members. This was noted. Members agreed that a concerted Councillor recruitment effort must be made.

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13. Members' Register of Interests

The Clerk had circulated a Register of Interests form and asked that this be completed and returned to the office as soon as possible.

14. Meeting schedule

The proposed schedule, as attached, was agreed for the forthcoming Council year. It was noted that all meetings will now be on Tuesdays: Full Council and Planning monthly; Standing Committees bi-monthly.

15. Direct debit arrangements

The Town Clerk had circulated a list of regular payments currently paid by direct debit, as below:

- BNP Paribas
- British Gas
- Eon Energy Ltd
- Greencore Recycling Ltd
- Insight Systems
- Rother District Council
- Talk Talk Business
- South East Water

She requested agreement to renew the arrangements with the addition of Southern Water. This was agreed.

16. Annual Governance Statement

The Town Clerk explained the importance of the annual governance statement to Members, and that the statement had been verified and reviewed by the internal auditor. Members approved the annual governance statement which was signed by Cllr Furness in his capacity as Chairman of the Council.

17. Annual Return

The Town Clerk had circulated in advance of the meeting a copy of the completed annual return, along with the supporting accounting statements, which had been verified and reviewed by the internal auditor. Members approved the annual return which was signed by Cllr Furness in his capacity as Chairman of the Council.

Cllr Furness thanked the Town Clerk for her work on this challenging task.

8. Correspondence and communications - None.

19. County Councillor report

Cllr Field had sent her apologies together with a report that the County Council had not yet met formally and that there is now a majority Conservative control. She had advised the National Funding Formula for schools is in limbo pending a new government and there has been no news regarding the proposed consultation on clean air. Cllr Field passed on her thanks for her re-election.

20. District Councillor report

Cllr Dixon introduced Joel Kemp, Parliamentary candidate for the LibDems. He reported that the elections had been the Council's focus although there appears to be some development in relation to the Blackfriars site which he will report further at the next meeting. Cllr Dixon confirmed that at Rother's Annual Meeting, Cllr Mrs Mary Barnes was elected Chairman and a 1½% pay award was agreed. He also highlighted a 2nd consultation in relation to local governance in Bexhill. Cllr Dixon was pleased to note that the Town Council are in the process of updating the Register of Interests information.

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21. Battle Muffins Club

Cllr Furness reported that the new Chairman of Battle Muffins Club has requested details of any projects that are due to complete during this financial year that would benefit from funding. Members were asked to advise the Clerk of any suitable schemes.

22. . To receive minutes and agree any recommendations from Committee meetings:

- Finance & General Purposes 2 and 9 May 2017
- Planning & Transport on 5 and 19 April and 3 May 2017
- Environment 18 April 2017
- External Relations & Town Development 25 April 2017

These were presented by the relevant Chairman and noted.

Cllr Furness highlighted a letter in this week's Observer praising the work that had been carried out at the Cemetery and thanked Cllr Favell and her team for all their work on this project.

23. Emergency First Aid at Work

The Clerk reminded Members that F&GP had requested all staff members to be First Aid qualified. She had identified an Emergency First Aid at Work one day course that could be provided at our premises for a cost of £420 for a maximum of 12 people. The Clerk recommended inviting other parishes to join this course to help spread the cost and ensure others are H&S compliant. This was agreed.

24. List of payments & receipts

Member's noted payments as the attached list for February and March:

	Income (inc transfers)	Income (exc transfers)	Expenditure (inc transfers)	Expenditure (exc transfers)
February	108,923.48	1487.50	43,373.85	31,215.04
March	44,570.11	5428.76	51,396.51	37,080.84

25. Reports from representatives of the Council and other reports

Several Councillors had attended the Parish Assembly and the St Georges Day service.

Cllrs Davies, Favell, Howell and Kiloh, together with the Clerk, had represented the Town Council in the Battle Marbles competition.

- Cllr Jessop - had circulated a written report in advance of the meeting;
- Cllr Furness - had accompanied a "ladybird" visiting local schools for the Pestalozzi Mayors fundraising challenge;
- had led on meetings relating to the Wild Flower Meadows;
 - had met with the Dean and Cllr Favell to discuss the issue of consecrating land at the cemetery extension;
 - had met with Natasha Williams at Battle Abbey;
 - attended the opening of Battle Emporium;
 - attended a Battle Choral Society Concert;
 - had attended meetings:
 - o Rotary Club of Battle;
 - o Battle Chamber of Commerce;
 - o With Heads at local schools and Governors;
- Cllr Gyngell - had attended a Memorial Hall Committee meeting.

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- Cllr Favell
- and the Clerk had met with Battle Baptist FC and Battle Bonfire Boyes to agree storage facilities at the recreation ground. They had agreed to share the storage unit.
 - had carried out a Cherry Gardens allotment inspection;
 - had met with the Dean and Cllr Furness to discuss the issue of consecrating land at the cemetery extension
- Cllr Howell
- had attended a meeting of Rother Association of Local Councils;
 - had attended meetings of the Neighbourhood Plan Steering Group.

Cllr Fisher reported that she will be hosting a Twinning Association information event on Saturday 3 June between 10am and 3pm.

26. Social gathering

Cllr Howell reminded Members that, as there had been no Christmas gathering last year, she would like to invite Members and Staff with partners to a social gathering at her home. Dates were suggested and Members were asked to let the Clerk know availability.

27. Matters for information / future items for agenda

- Councillor recruitment drive

28. Date of next meeting: Tuesday, 20 June 2017

Meeting closed at 8.30pm

Cllr D Furness
Chairman