



# Battle Town Council



**MINUTES of the FINANCE & GENERAL PURPOSES COMMITTEE**  
**held on TUESDAY, 28 JANUARY 2020 at The Almonry, High Street, Battle at 7.30pm**

**Present:** Cllrs G Favell (Chairman), V Cook, J Gyngell and M Kiloh.

**In Attendance:** One member of the public, C Harris (Town Clerk)

**Public Question Time** – nothing raised

**1. Apologies for absence** – Cllrs C Would and L Samms.

**2. Disclosure of interest** – Cllr Gyngell declared an interest in item 6 as an associate of both applicants.

**3. The minutes of the meeting held on 26 November 2019** were agreed and duly signed by Cllr Favell.

## **4. Clerk's report**

The process of transferring funds to **savings plans** is ongoing. The **Mandate with Barclays** had finally been completed although, due to the loss of some paperwork by the Hastings branch, Cllr Would had not been included in approved signatories. The remainder of the F&GP Committee are now certified cheque signatories. Cllrs Favell and Kiloh, together with the Clerk, are approved for online transactions. Due to the inefficiency of Barclays resulting in an unacceptable delay in this procedure, £300 compensation had been agreed.

A third quote had now been received for the **rebuild of a section of the boundary wall** to the southern garden. Members agreed the Clerk's recommendation to award the contract to Stonewest Ltd at a cost of £6,300.

## **5. Almonry Development Project**

It was noted that only two Members had been unable to attend the recent Almonry Development Working Group meeting at which it had been agreed to recommend to Full Council that the tender process proceed. The notes were received as attached. Cllr Sharman had agreed to join the ADWG. The Clerk confirmed that Market Appraisals for guidance on sale and rental of the Almonry had been obtained. To ensure a fully informed consultation could be issued, three Royal Institute of Chartered Surveyors had been contacted to seek costs for asset valuations at the current condition and should works be undertaken. Two quotes had been received. Members agreed that Oldfield Smith, who are familiar with the building having carried out an asset valuation of all Council property in 2016, should be instructed to carry out the valuations at a cost of £500.

*Cllr Gyngell repeated her interest in the following item.*

## **6. Grant applications**

Two applications had been received and circulated prior to the meeting. In accordance with Council Policy these were discussed.

- **Battle Community Singers:** £840 for transport costs and sheet music for National Community Choirs Festival. **Members agreed to grant £470 for the purchase of one stage with legs and the sheet music.**

- **Streets of Battle:** £500 for mentoring and coaching for Youth performance. **Members agreed to award a grant of £500** but asked the Clerk to highlight that applications for similar activities may not be successful in the future.

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*The member of the public left the meeting at this point.*

## 7. Policies review

The following **policies** had been circulated prior to the meeting and **were agreed**, as attached:

- Civic Award;
- Complaints Procedure
- Lettings;
- Member/Office Relations Protocol;
- Safeguarding Children and Vulnerable Adults.

## 8. Data Protection Policy

This had been circulate prior to the meeting and agreed, as attached.

## 9. Personnel sub Committee

Members agreed to exercise their right to exclude the public and press from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Staff matters were discussed and Members agreed:

- that the **Trainee Grounds Maintenance employee** will benefit from any agreed percentage salary increase from April 2020;
- in recognition that, following her annual appraisal, it was agreed that she had exceeded expectations and also the responsibility for two additional staff members, **the Clerk** to receive an increase of two salary increments to spine point 39 from April 2020;
- an afternoon tea be arranged for the **retirement of Gary Champion** on 31 March 2020;
- the **recruitment process for a Grounds Maintenance person**: to be started this week; closing date 23 February; shortlisting 27 February; interviews on 5 March; proposed start date 6 April. A salary between £17, 711 and £19,554 depending on experience should be offered. Ratification of selected candidate to be approved by special additional meeting of Full Council on 10 March.

## 10. Action Plan

Members considered the demand for online card payments and agreed to monitor this for discussion later in the year. The report was noted as attached.

## 11. Financial matters

The budget report to 31 December 2019 was noted, as attached. Members agreed that an **additional PC should be purchased** (100 4075) to a maximum cost of £1,000. As the proposed **Mayoral Regalia** had been gifted to the Council by Cllr Richard Jessop, it was agreed to recommend to Full Council that the Mayoral Regalia Ear Marked Reserve (405) be transferred to General Reserves.

## 12. Matters for information and future agenda items

- To consider new Reserves Policy – to be drafted by Cllr Kiloh

## 13. Date of next meeting: 24 March 2020

There being no further business, the meeting closed at 9.22pm.

**CLLR G FAVELL**  
**CHAIRMAN**