



# Battle Town Council



## Minutes of the ANNUAL COUNCIL MEETING held on TUESDAY, 23<sup>rd</sup> APRIL 2020 via Zoom at 7.30pm

**Present:** Cllrs G Favell (Chairman), A Brown, C Davies, V Cook, J Gyngell, M Howell, M Kiloh, A Russell, H Sharman, D Wheeler and C Would.

**In Attendance:** County/District Cllr K Field, four members of the public, J de Garston (Asst to Town Clerk), C Harris (Town Clerk).

The Chairman welcomed Members, County/District Councillors and members of the public to the meeting.

### **PUBLIC QUESTION TIME 7.30pm to 7.45pm**

A member of the public thanked Officers and Councillors for their time and commitment over the last year and raised several questions for public clarification:

Almonry project:

- What have been the cost/time implications of meeting the planning condition attached to RR/2020/2152/P dated 26 February 2021?
- Have Planning Applications RR/2021/346/P and RR/2021/337/L been determined? What impact has the date of determination had on the project schedule?
- What is the final tender value, including adjustments for recent planning consents. ie what is the final estimate for the physical work?

Pavilion project:

- Is the FA still expected to be the principal funder and has any written commitment been received?
- A repeat request that the Council follow the example of Rother District Council and East Sussex County Council and publish main discussion documents relating to Agenda Items at the time of the Agenda.

The Chairman highlighted that the related documents are usually published on the Friday before meetings, which should allow adequate time for review and, in accordance with Standing Order 3.7, a written response on the questions will be provided.

Cllr Favell recorded her thanks to the Vice-Chairman, Cllr Kiloh, for her support during the Council year and to the Town Clerk for her on-going guidance and support. On behalf of Council, the Chairman thanked the Clerk for continuing to keep the Council functioning through the last year during the pandemic, while also managing the Health Pathway project and progressing the Almonry and Pavilion projects - often while working from home. She stated that the Council is extremely fortunate to have such an able and committed Clerk.

Vice Chairman Cllr Kiloh took the Chair.

### **1. Election of Council Chairman and receipt of Chairman's declaration of acceptance of office**

The Clerk reported there had been one nomination received for Cllr Favell. Members made no further nominations. Cllr Kiloh proposed Cllr Favell. This was seconded by Cllr Sharman, and agreed unanimously. Cllr Favell thanked Members for their support and will duly sign the declaration of acceptance in the presence of the Proper Officer prior to the next meeting.

Cllr Favell took the Chair.

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## 2. Election of Council Vice-Chairman

The Clerk reported there had been one nomination received for Cllr Cook. Members made no further nominations. Cllr Favell proposed Cllr Cook. This was seconded by Cllr Kiloh and agreed unanimously.

## 3. Apologies for absence – Cllr C Hartley,

## 4. Disclosure of interest – None.

5. **Minutes of the Council meeting** held on 20 April 2021 subject to the amendment of the wording at 10 d) from *Local Green Spaces* to **Town and Village Greens**, were agreed and electronically signed by Cllr Favell.

## 6. Report from the Town Clerk

- The Beech Room at the Emmanuel Centre has been booked for **Council meetings for 6 weeks** commencing with the P&T meeting on 11<sup>th</sup> May.
- The **Almonry project** will be starting this week. The Officers have moved to The Old Court House for the duration of the works. Promotion has been provided to advise of this move, although the office remains closed to visitors without an appointment. The recycling pink sacks will now be available from the Library and this has also been promoted by the town and Rother District Council.

*One member of the public left the meeting.*

## 7. Co-option to Netherfield Ward

As the applicant was not present, it was agreed to postpone this until the next meeting.

## 8. Standing Orders and Financial Regulations

Members agreed unanimously to the **adoption of Standing Orders and Financial Regulations**, as attached.

## 9. Formation, membership, and delegated authority levels of the Standing Committees and elect Committee Chairmen and Vice-Chairmen

Members agreed unanimously the Membership and elected Chairman and Vice-Chairman of Standing Committees as below:

	<u>ENVIRONMENT</u>	<u>ER&amp;TD</u>	<u>F&amp;GP</u>	<u>P&amp;T</u>
Ex-Officio	Cllr Glenna Favell	Cllr Glenna Favell	<b>Cllr Glenna Favell (CH)</b>	Cllr Glenna Favell
Ex-Officio	<b>Cllr Vikki Cook (CH)</b>	Cllr Vikki Cook	<b>Cllr Vikki Cook (VC)</b>	Cllr Vikki Cook
	<b>Cllr Claire Davies (VC)</b>	<b>Cllr Chris Hartley (VC)</b>	Cllr Margaret Howell	Cllr Andrew Brown
	Cllr Chris Hartley	Cllr Margaret Kiloh	Cllr Margaret Kiloh	Cllr Claire Davies
	Cllr Margaret Kiloh	<b>Cllr Hazel Sharman (CH)</b>	Cllr Hazel Sharman	Cllr Gyngell
	Cllr Hazel Sharman	Cllr Caroline Would		<b>Cllr Margaret Howell (CH)</b>
	Cllr Caroline Would			Cllr Allan Russell
				<b>Cllr Dale Wheeler (VC)</b>

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The Terms of Reference for each Standing Committee had been circulated. It was noted that these will be reviewed at the next meeting of each Committee. **Members agreed unanimously the delegated authority levels of the Standing Committees.**

## 10. Representatives (and deputy representatives) of the Council to other bodies Members agreed unanimously the representatives as below:

	Representative 1	Representative 2	Representative 3	Deputy
Battle Abbey Explanatory Board	Cllr Glenna Favell			Cllr Vikki Cook
Battle Area Sports Management Committee	Cllr Caroline Would			Cllr Vikki Cook
Battle Chamber of Commerce	Cllr Favell			Cllr Vikki Cook
Battle Charities Trustees	Cllr Vikki Cook	Cllr Margaret Kiloh		
* Battle Conservation Group	Cllr Allan Russell			Cllr Andrew Brown
Battle Cricket Club	Cllr Allan Russell			Cllr Andrew Brown
BLAP	Cllr Jill Gyngell	Cllr Hazel Sharman	Cllr Dale Wheeler	
Battle Marketing Group (& 1066)	Cllr Chris Hartley			Cllr Vikki Cook
Battle Memorial Hall	Cllr Jill Gyngell			Cllr Hazel Sharman
Battle Museum	Cllr Claire Davies			Cllr Allan Russell
Battle NHP Steering Group	Cllr Andrew Brown	Cllr Allan Russell	Cllr Dale Wheeler	<b>Additional Member:</b> Cllr Margaret Howell
Battle Twinning	Cllr Claire Davies			Cllr Glenna Favell
Battle Wildlife Group	Cllr Vikki Cook			Cllr Jill Gyngell
Beautiful Battle	Cllr Hazel Sharman			Cllr Jill Gyngell
ESALC	Cllr Glenna Favell	Cllr Chris Hartley		
RALC	Cllr Jill Gyngell	Cllr Dale Wheeler		
RVA	Cllr Glenna Favell			Cllr Hazel Sharman
South East Rail Network	Cllr Vikki Cook			Cllr Andrew Brown
SLR	Cllr Glenna Favell	Cllr Margaret Howell		
* UNESCO	Cllr Allan Russell			Cllr Glenna Favell

\* The Clerk was asked to contact previous Councillor Lesley Samms to ascertain the position on the Battle Conservation and Unesco groups.

## 11. Asset register

The updated asset register had been circulated. The Clerk was asked to add the Town Clock and Town entry gates at Battle Gates. She was also asked to identify where the bench for Starr had gone. The amended document is attached.

## 12. General Power of Competence

Members were reminded of the criteria to exercise the General Power of Competence: a fully qualified Clerk and a minimum of 2/3<sup>rd</sup> elected Councillors. **Members confirmed that the criteria to exercise the General Power of Competence is satisfied and the agreed unanimously to exercise this Power.**

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## 13. Risk Management and Operational & Financial Risks

Members noted the Operational & Financial Risks document was updated by F&GP in March this year. The Risk Management Statement had not been amended. **Members agreed unanimously to adopt both documents as attached.**

## 14. Councillors Basic Parish Allowance

Members noted that the current rate remains in line with RDC and other local councils. **It was agreed unanimously that the Basic Parish Allowance of £240 per annum, paid via PAYE, continue for elected Councillors.**

## 15. Direct debit arrangements

The Clerk had circulated the current commitment and these were agreed as below.

Company	Description	Amount	12 = or varies	Frequency
EON	Street lighting electric supply	£1,107.01	varies	Monthly
British Gas	The Almonry electricity		varies	Monthly
British Gas	Recreation Ground electricity		varies	Monthly
British Gas	NTR Pavilion electricity		varies	Monthly
Everflow	Cherry Gardens allotment water supply	£37.53	varies	Monthly
Everflow	Virgins Croft allotment water supply	£55.22	varies	Monthly
Everflow	Recreation ground water supply	£10.23	varies	Monthly
Everflow	The Almonry water supply	£27.84	varies	Monthly
Everflow	Abbey Green water supply	£31.17	varies	Monthly
Everflow	Watch Oak allotment water supply	£25.22	varies	Monthly
Ford Lease	Van lease agreement	£280.48	12=	Monthly
ID mobile	Office mobile phone	£17.99	varies	Monthly
JM Waste Management	Rubbish collection	£169.52	varies	Monthly
Rother District Council	Rates, The Almonry, suite 8	£98.00	12=	Monthly
Rother District Council	Rates, The Almonry, suite 3	£229.00	12=	Monthly
Rother District Council	Rates, The Almonry, suite 1	£160.00	12=	Monthly
Rother District Council	Rates, Cemetery	£364.00	12=	Monthly
Rother District Council	Rates, overflow car park	£898.00	10=	Monthly (10/12)
Sage	Payroll software	£32.40	12=	Monthly
Talk Talk	Almonry telephone/broadband	£38.50	varies	Monthly
PWLB	Loan - Cemetery extension project	£6,326.50	2=	Half yearly
British Gas	Cemetery electricity	£17.34	varies	Quarterly
British Gas	Almonry gas	£210.73	varies	Quarterly
Insight Systems	Photocopier	£338.39	varies	Quarterly
Local Subs Plus	Newspaper subscription	£49.92		Annually
PHS	Almonry sanitary disposal	£32.40		Annually
PHS	Cemetery sanitary disposal	£32.40		Annually

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Adobe	Automated debit card payment	£21.07	Monthly
Zoom	Automated debit card payment	£11.99	Monthly

## 16. Invoices, salaries and Councillors BPA

It was noted that payment of these via BACS is now included within the Financial Regulations.

## 17. To consider payment of annual subscriptions as follows:

- Rother Association of Local Councils  
The Clerk reported that the renewal subscription for RALC had not yet been confirmed but had been £90 the previous year, which had included the online mapping facility. She confirmed that the meetings are informative and provide a good networking experience. The online mapping is used by the Council for various tasks. **Members agreed unanimously to renew the subscription to RALC for 2021.**
- Society of Local Council Clerks  
It was noted that this membership is for the Town Clerk and provides training and additional advice; both have been a valuable resource. The renewal is due in November 2020 and was £281 for the current year. **Members agreed unanimously to renew the Clerk's membership to SLCC in November 2021.**

## 18. Dates for meetings to May 2022

The schedule was agreed as attached.

## 19. Correspondence and communications received post agenda publication

An offer to donate £100 towards a picnic table at the recreation ground had been received.

## 20. Financial matters

- The **list of payments** £70,251.67 and **receipts** £35,709.27, both net of account transfers, for March 2021 was noted as attached.
- Members were reminded that the expenditure on the Almonry project is likely to be in the region of £600,000 and whilst alternative sources of funding will still be sought, it is unlikely to exceed £100,000.

The Clerk reported that the rate of interest is applied at draw-down and the rate is updated twice a day. Rates for the previous week were quoted and acknowledged to be increasing, although it had been far higher recently. Following a discussion on the benefits of drawing down funds immediately and clarification that BTC Community Infrastructure Levy funds had not been identified for the Almonry project, **Members agreed unanimously to draw down £500,000 from the Public Works Loan Board.**

The Clerk was asked to ensure clear information is published on the Council's website.

- There had been no **Post Covid-19 Grant** applications received.

## 19. Matters for information / future items for agenda

Cllr Cook reported that the Clerk, Officers and grounds staff should all be congratulated on all that had been achieved in the last 13 extraordinarily challenging months. She expressed the Council's admiration and gratitude to Cllr Glenna Favell for her hard work, and huge learning curve to manage the Council with virtual meetings. The Vice-Chairman highlighted that, although there had been very few Mayoral duties, Cllr Favell had led the town in Remembrance and in National Mourning with dignity and reverence and she looked forward to learning her new role from and with her.

- To consider application for Co-option to Netherfield Ward

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## **20. Date of next meeting: 18 May 2021**

There being no further business the meeting closed at 8.32pm

CLLR G FAVELL  
CHAIRMAN

DRAFT