



Battle Town Council



**MINUTES of an additional meeting of the FINANCE & GENERAL PURPOSES COMMITTEE
held on TUESDAY, 5 NOVEMBER 2019 at The Almonry, High Street, Battle at 6.00pm**

Present: Cllrs G Favell (Chairman), V Cook, J Gyngell and C Would.

In Attendance: Cllr B Brown, 1 member of the public, C Harris (Town Clerk)

Public Question Time

None.

- 1. Apologies for absence** – Cllr M Kiloh.
- 2. Disclosure of interest** – None.
- 3. The minutes of the meeting held on 1 October 2019** were agreed and duly signed by Cllr Favell.

4. Almonry Project

The **notes** following the **Almonry Development Working Group meeting with Architects and Engineers on 31 October 2019** had been circulated, as attached. The Architects had sought three quotes for **archaeological and CCTV drainage surveys**. It was suggested that, in light of receipt of the cost plan recently received and the subsequent reassessment by the ADWG which will form a recommendation to F&GP at the meeting on 26 November, neither of these surveys should be contracted immediately. After extensive discussion, it was agreed that the Clerk should investigate if this short delay would impact on the project timescale, if not taken forward immediately. If contracts do need to be awarded immediately, the matter will be discussed by email. The quotations were considered by Members and note was taken of the recommendation received from JD Clarke in relation to the archaeological survey. Members agreed in principle, subject to a decision by F&GP on 26 November to continue with the project, and a due diligence check in relation to the contractor for the CCTV drain survey, that HB Archaeology and BG Drains at costs of £395 and £550 respectively, carry out the necessary surveys.

5. Personnel sub Committee

The draft **minutes of the meeting held on 17 October 2019** were noted, as attached.

Member of the public left the meeting

6. CONFIDENTIAL – Marketing & Town Development Officer

Cllr Gyngell reported the process undertaken and proposed a **recommendation to Full Council for the position to be offered, subject to satisfactory references, for an initial six month contract to Helen Ogden at the NJC salary point of 17, pro-rata for 17.5 hours per week with effect from 6 January 2020. This was agreed.**

7. Matters for information / future agenda items

Additional meeting:

- Review projects and general reserves prior to budget setting
- Review all budget lines as recommended by Town Clerk
- Review staffing against business requirements
- Agree Committee's budget requirements for 2020-21

Scheduled meeting

- Review all policies, as agreed at Full Council 20 August 2019
- To consider new NALC financial regulations

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8. Date of next meeting: additional meeting prior to Full Council 19 November 2019
26 November 2019

There being no further business, the meeting closed at 7.46pm.

**CLLR G FAVELL
CHAIRMAN**

DRAFT