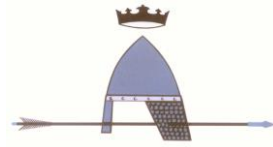




Battle Town Council



MINUTES of the additional FINANCE & GENERAL PURPOSES COMMITTEE held on TUESDAY, 20th JULY 2021 at The Emmanuel Centre, Harrier Lane, Battle at 6.30pm

Present: Cllrs G Favell (Chairman), V Cook, M Howell and H Sharman.

In Attendance: 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 25th May 2021** were agreed and duly signed by Cllr Favell.

4. **Annual Governance Statement**

The document had been circulated prior to the meeting, as attached, and Members considered each item at Section 1 of the Annual Governance Statement and **agreed unanimously to recommend to Full Council that the Chairman be authorised to sign the Governance Statement.** It was noted that item 9 is not applicable.

5. **Accounting Statements and Annual Return**

The Clerk reported that the internal auditor had approved the accounts and annual return, as attached, ready for submission to the external auditor. Section 2 had been circulated prior to the meeting, as attached. Members considered the figures, noting that the increased income and expenditure related to the grants received and payments made for the Battle Health Pathway and Cycle Skills Area projects, and **the Committee agreed unanimously to recommend to Full Council that the Chairman be authorised to sign the Accounting statements for 2020/21**

As part of this process, the year-end Bank Reconciliation to 31st March 2021 had been carried out. **Members agreed unanimously to recommend to Full Council that this be approved and signed by the Chairman.**

6. **Recruitment of a Deputy Town Clerk**

Cllr Cook presented the draft Minutes from the Personnel sub Committee meeting dated 13th July and presented the recommendations. She highlighted that the previous role had insufficient hours for the expected tasks and that there is budget available for an increase in hours. **Members agreed unanimously to recommend to Full Council the:**

- recruitment of a Deputy Town Clerk for 30 hours per week, with flexible hours to include evening meetings, weekends and staff holidays;
- timetable as attached;
- job description and person specification remain the same as for the previous role of Deputy Town Clerk/Town Development Officer;
- salary range of £24982 – £27741 pro-rata subject to experience and review be offered;
- post to be advertised, as attached, on: social media; Indeed; Rother District Council; East Sussex County Council; Friday-Ad and web-site.

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7. Matters for information and future agenda items – none.

8. Date of next meeting: 27th July 2021

There being no further business, the meeting closed at 8.41pm.

CLLR G FAVELL
CHAIRMAN

DRAFT