

To: Chairman and Members of the
Policy & Resources Committee:-
Cllrs T Armour, T Banning,
L Hallett, P Howson
J Livings, J Page
D Neighbour, B Page
B Sawyers, J Harris & Mayor

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3rd July 2009

Dear Sir/Madam

You are summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** which will be held on **Wednesday 8th July 2009** in the Telscombe Civic Centre at 7.30 pm when it is proposed to transact the following business. Members of the public have the right to attend and will be able to ask questions and make statements at the commencement of the meeting for a 15-minute period.

Yours faithfully

Martin Duckworth

Martin Duckworth
Town Clerk

AGENDA

1. Election of Chairman and Vice Chairman of the Committee
2. Public question time
3. Apologies for absence and substitutions
4. To receive Members' declarations of prejudicial and personal interest
5. To approve and sign minutes of the meeting held on Wednesday 6th May 2009
6. Matters arising
7. To consider requesting Lewes District Council to remove air quality monitoring unit from the Civic Centre
8. To Consider Microsoft Office training for Councillors and staff
9. Consider installation of loft ladder for Civic Centre roof space

10. Consider establishing a dedicated residents association web page on Telscombe Town Council web site
11. To consider issues associated with gate from Telscombe Village onto the Tye.
12. To consider proposal from Tyco Vodafone's installation contractor for temporary use of Civic Centre power supply
13. To review terms of employment of all part time staff, all records of times worked for part time staff to be signed off by Assistant Town Clerk as line manager
14. To consider property asset valuations reports provided by Watsons – Valuers and Chartered Surveyors
15. To consider proposal from Abbeylands for continued land agent support
16. To establish policy in respect of request from Saltdean residents for boundary review and respond to Lewes District Council's request for comments in accordance with the agreed policy.
17. To consider Civic centre hire charges in view of recent advice from insurers
18. To consider extension of existing play space maintenance contract for a further three-month period to allow ongoing re-tendering negotiations.
19. Any other business the Chairman considers as urgent
20. To consider letter from WD Carr partnership dated 24th June previously circulated to all Councillors.
21. Resolve the Exclusion of Press and Public from the meeting. For consideration of confidential item of business in accordance with the Public Bodies Admissions to meetings Act 1960 Section1.

NB The next meeting of the Committee will be held on **Wednesday 9th September at 7.30 pm**