

TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **POLICY & RESOURCES COMMITTEE** held on **Wednesday 8th July 2009** in Telscombe Civic Centre at 7.30 pm.

PRESENT

Councillors: Mr T Armour, Ms L Hallett,
Mr J Harris, Mr J Livings
Mr R Maskell, Nr D Neighbour
Mr B Page, Mr J Page,

APOLOGIES

Councillors: Mr P Howson, Mrs B Sawyers
Mr T Banning

There were no questions from members of the public and the meeting moved to the first agenda item.

312. ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE COMMITTEE

Cllr James Page was unanimously elected Chairman and Cllr Brian Page was unanimously elected Vice Chairman of the Committee.

313. DECLARATIONS OF INTEREST

Cllr Armour declared a prejudicial interest in item number twenty “to consider letter from WD Carr Partnership,” and left the meeting during the discussion of this item.

314. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON WEDNESD 6th MAY 2009

The minutes of the above meeting were approved by the Committee and signed as correct by the Chairman.

315. MATTERS ARISING

There were no matters arising.

316. TO CONSIDER REQUESTING LEWES DISTRICT COUNCIL TO REMOVE AIR QUALITY MONITORING UNIT FROM THE CIVIC CENTRE

The Committee considered that the unit represented an eyesore on the front of the Civic Centre and prevented the Town Council taking full advantage of the advertising potential of the front of the building. There were also discussions about the cost to the Town Council of powering the unit and the timeliness of the data displayed on the Town Council website. The committee considered that there were alternative and more suitable locations available.

RESOLVED that Lewes District Council is requested to disconnect and remove the air-monitoring unit from the Civic Centre.

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317. TO CONSIDER MICROSOFT OFFICE TRAINING FOR COUNCILLORS AND STAFF

The Assistant Town Clerk advised that no information had yet been received from the proposed training provider. Cllr Maskell advised he would progress the Council's enquiry.

RESOLVED that the item be reconsidered at the next meeting of the committee when relevant information should be available.

318. CONSIDER INSTALLATION OF LOFT LADDER FOR CIVIC CENTRE ROOF SPACE

The Committee considered a brief report from the Town Clerk and

RESOLVED that the quotation from Loftservices.com of Bognor be progressed.

319. CONSIDER ESTABLISHING A DEDICATED RESIDENTS ASSOCIATION WEB PAGE ON TELSCOMBE TOWN COUNCIL WEB SITE

Cllr J Page advised that it was possible to provide additional pages on the Town Council's website free of charge, and that these can be individually password protected for updating.

RESOLVED that the Residents Association have a dedicated page on the Town Council's website.

320. TO CONSIDER ISSUES ASSOCIATED WITH GATE FROM TELSCOMBE VILLAGE ONTO THE TYE

The Committee considered a brief report from the Town Clerk. The Committee noted that the existing field gate was in a poor state of repair and needed replacement. The Committee were aware that there had been issues with the gate being left open and stock escaping into the Village. The Committee considered that a self-closing gate should be installed and that a post should be inserted to prevent it from being pushed back and left open. The Committee requested the Clerk to obtain quotations for the replacement.

RESOLVED that the existing gate be replaced with a galvanised steel self-closing gate.

321. TO CONSIDER PROPOSAL FROM TYCO, VODAFONE'S INSTALLATION CONTRACTOR, FOR TEMPORARY USE OF CIVIC CENTRE POWER SUPPLY

The Committee considered proposals from Tyco Electronics, who were undertaking the installation of the telephone mast on behalf of Vodafone to have temporary access to power from the Civic Centre. The committee **agreed** to the proposal from Tyco subject to the company providing details of the power draw of the equipment so that Cllr J Page could calculate the potential cost to the Council and ensure it did not exceed the £150 per month proposed.

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321. Contd. To Consider Proposal from Tyco, Vodafone's Installation Contractor, for Temporary Use of Civic Centre Power Supply

RESOLVED that the Chairman of Policy and Resources together with the Town Clerk, be delegated to make a decision on the offer from Tyco Electronics pending receipt of further data from the company

322. 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

The Committee **agreed** that part time staff should complete time sheets detailing times of arrival and departure. The Town Clerk was asked to investigate the possibility of an automated fob system of time recording linked to the new security equipment.

RESOLVED that the Council's part time staff be required to complete time sheets for hours worked.

323. TO CONSIDER PROPERTY ASSET VALUATIONS REPORTS PROVIDED BY WATSONS – VALUERS AND CHARTERED SURVEYORS

The Committee noted the valuations provided by Watsons had been included in the Council's updated asset register.

324. TO CONSIDER PROPOSAL FROM ABBEYLANDS FOR CONTINUED LAND AGENT SUPPORT

The Committee considered the proposals from Abbeylands and

RESOLVED not to enter into a formal arrangement with the company but to use the services of the company on an ad hoc basis.

325. 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

The committee considered correspondence from The Saltdean Residents Association and Lewes District Council. The committee supported the Residents Association in their desire to have the town unified under a single local authority rather than split between Lewes District Council and Brighton and Hove City Council. The committee's preferred option was for a united Saltdean being part of Lewes District. The Committee

RESOLVED to advise Lewes District Council that Telscombe Town Council policy is to support the unification of East Saltdean and the wish that a united Saltdean remain within Lewes District.

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326. TO CONSIDER CIVIC CENTRE HIRE CHARGES IN VIEW OF RECENT ADVICE FROM INSURERS

The Committee considered a report from the Town Clerk following advice from the Council's insurers that separate hire charges should not be made for public liability insurance. The Town Clerk produced a table of revised charges that compensated for the loss of revenue by revising all hire charges. The Committee

RESOLVED that the proposed the new charges should be adopted with the amounts rounded up or down to the nearest five pence.

327. TO CONSIDER EXTENSION OF EXISTING PLAY SPACE MAINTENANCE CONTRACT FOR A FURTHER THREE-MONTH PERIOD TO ALLOW ONGOING RE-TENDERING NEGOTIATIONS

The Committee noted that the parks and grounds maintenance contract was due for renewal on 31st July and that the specification for the new contract was still subject to discussion. The Committee unanimously **agreed** to an extension of the existing contract for a further three-month period and

RESOLVED that the existing parks and grounds maintenance contract be extended for a further three month period from 31st July 2009.

328. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS AS URGENT

None.

329. TO CONSIDER LETTER FROM WD CARR PARTNERSHIP DATED 24TH JUNE PREVIOUSLY CIRCULATED TO ALL COUNCILLORS

Councillor Armour left the meeting during the discussion of this item. The Committee considered a letter from the WD Carr Partnership re grazing on the Tye. The Chairman read out an email from the Council's legal advisors suggesting that an informal meeting should be held with the Carr Partnership. The Committee considered that the Gorham Trust representatives should also be invited to attend.

RESOLVED that an informal meeting is arranged with the Carr Partnership and that representatives of the Gorham Trust are also invited to attend.

The Committee resolved to exclude the press and public from the meeting for consideration of a confidential item of business in accordance with the Public Bodies Admissions to meetings Act 1960 Section1 for consideration of the final agenda item.

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CONFIDENTIAL

The press and public were excluded from the meeting during the consideration of a confidential item in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

330. Confidential Item

Signed
CHAIRMAN

The next meeting of the committee will be held on Wednesday 9th September 2009 at 7.30 pm.