

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **POLICY & RESOURCES COMMITTEE** held on **Monday 12<sup>th</sup> September 2016** at Telscombe Civic Centre, 7.30 pm.

**PRESENT:** Cllrs T Armour, B Page, A Smith, D Wright & J Wilkins

**Also Present:** Stella Newman, Deputy Town Clerk & RFO (*minutes*)

## **1002. PUBLIC QUESTION TIME**

Mr P Seed asked how many ewes the Council currently have and it was agreed that his question be answered under agenda item 12 regarding the Community Flock.

## **1003. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllrs G Maskell and R Maskell due to annual leave and this reason for absence was accepted. Cllr Harris was also absent but no apologies had been received.

## **1004. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST**

Cllr Armour declared an interest in agenda item 11 regarding the Village Club and item 12 regarding the Community Flock. Cllr Wilkins also declared an interest in item 11 regarding the Village Club.

## **1005. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 27<sup>th</sup> JULY 2016**

The Committee considered the minutes of the meeting and it was proposed by Cllr A Smith, seconded by Cllr J Wilkins and unanimously

**RESOLVED** that they were a true record of the proceedings and were signed as correct by the Committee Chairman, Cllr D Wright.

## **1006. TO APPROVE MINUTES OF THE TELSCOMBE VILLAGE CLUB SUB-COMMITTEE HELD ON 13<sup>th</sup> JUNE 2016**

It was noted that the Village Club sub-committee had now been dissolved and a new Village sub-committee formed which was overseeing the last Minutes from the Village Club. At the first meeting of the Village sub-committee it had been agreed that the minutes from 13<sup>th</sup> June needed amending as some important information had been left out. It was therefore agreed that the amended minutes be taken back to the next Village sub-committee for agreement before being presented at a subsequent Policy & Resources committee.

## **1007. MATTERS ARISING**

Min 992, p 2493 & 94, To approve use of the Tye for London to Brighton Charity Bike Ride in July 2017 - it was **agreed** that the necessity for the sheep to be removed 21 days prior to the event will have to be taken into account and it was also **agreed** that an exact income figure be agreed by Committee prior to final agreement with Threshold Sports.

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## 1007. Contd. Matters Arising

Min 995, p 2494 To Disband the Telscombe Village Club Sub-Committee and Min 996, p 2494 & 95 To Form a Telscombe Village Sub-Committee – it was noted that it had been agreed that the Council have no lease and therefore no remit regarding the Village Club premises, but that the Village Club had been placed on the agenda for this meeting following a subsequent email from Savills, the managing agents of the Club.

## 1008. TO NOTE ACTION LIST

Noted.

## 1009. TO RECEIVE INCOME AND EXPENDITURE TO 31<sup>st</sup> JULY 2016

Regarding budget 4010-101 Councillor/Civic Expenses, Cllr B Page asked why it was overspent by £333. The Deputy Town Clerk/RFO explained that it had been agreed at the Council meeting in July to purchase a new chain for the Deputy Mayor at a cost of £700 to be paid from that budget head. It had also been agreed to undertake a virement from budget 4073-104 of £700 to cover the cost. The virement was carried out in August. Cllr B Page also advised that it may appear strange that no income or expenditure was showing to 31<sup>st</sup> July for the community flock, but that invoices had been agreed for upkeep and subsequently paid in August. The income and expenditure figures were unanimously **agreed**.

## 1010. TO RECEIVE BANK RECONCILIATION FOR FIRST QUARTER TO 30<sup>th</sup> JUNE 2016

The Deputy Town Clerk/RFO confirmed that the first quarter's bank reconciliations had been checked by Cllr R Maskell on 6<sup>th</sup> September. Cllr R Maskell had found the reconciliations to be in order showing total bank and cash balances of £384,159.12 and had signed the bank reconciliation, corresponding bank statements and supporting documentation as correct. The Committee noted this action and **agreed** the bank reconciliation.

## 1011. TO RATIFY UPDATE TO WEBSITE

The report from the Deputy Town Clerk regarding the update required to the Minutes and Agendas page of the website was noted and the fact that the Chairman of the Committee had authorised the work to be undertaken at a cost of £325 plus VAT and half an hours training for the Deputy Town Clerk. It was therefore unanimously

**RATIFIED** that the update be undertaken at a cost of £325 plus VAT and half an hours training.

## 1012. TO DISCUSS TELSCOMBE VILLAGE CLUB

The report from the Deputy Town Clerk was noted and the fact that Savills had now authorised Telscombe Council on behalf of the Trustees to 'take bookings and manage the Village Club whilst the new lease/management agreement is under negotiation.'

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## **1012. Contd. To Discuss Telscombe Village Club**

Cllr Page advised that Guy Streeter from Savills had not proved reliable and despite agreement at a meeting with himself and Nancy to a management agreement, had subsequently advised he would make amendments to the original proposed lease that solicitors had advised us not to sign due to its unbalanced nature in the Trustees favour.

In view of the circumstances it was proposed by Cllr B Page, seconded by Cllr A Smith and

**RECOMMENDED** that Telscombe Council do not take responsibility for any lettings of the building or indeed anything pertaining to the building until such time that a management agreement (not a lease) is signed and that the Deputy Town Clerk should advise Savills accordingly.

## **1013. TO DISCUSS INCREASE IN COMMUNITY FLOCK**

Cllr Smith advised that following working party meetings, a draft business plan had been drawn up, one item of which was to maintain the community flock at 100 ewes. Cllr Armour produced costings for the community flock for the 2012-13, 2013-14 and 2014-15 years and advised he and Cllr Page had gone through the figures in detail. The outcome showed a healthy return, but it was noted that due to a number of variables each year it was difficult to provide a definitive forecast. Both Cllrs Armour and Page were thanked for their hard work in this respect. Cllr Armour also produced details of the community flock for the 2015-16 year which showed a balance of Suffolk ewes of 70. 30 ewes would therefore need to be purchased to bring the flock back up to 100. Following discussion it was proposed by Cllr B Page, seconded by Cllr A Smith and

**RECOMMENDED** that authorisation be given to Tim Armour to purchase 30 ewes and the funds come from the Tye earmarked reserve.

## **1014. TO DISCUSS TREE SURVEY OF TELSCOMBE TYE**

The Amenities & Civic Centre Committee had agreed for a tree survey to be carried out at Chatsworth Park and The Copse, two areas owned by the Council with a high density of trees. A member of the public, Peter Seed, had asked if a survey would also be carried out on the Tye and it had been agreed to take this to the next Policy & Resources Committee meeting. Much discussion ensued regarding whether a survey should be carried out and it was proposed by Cllr T Armour, seconded by Cllr A Smith and

**RECOMMENDED** not to carry out a tree survey on the Tye as this was a natural rural area not a cultivated urban area like Chatsworth Park.

## **1015. TO DISCUSS EVENING/WEEKEND CARETAKER POST**

It was noted that only one of the people who had been offered the position on a job share basis had accepted and discussion ensued as to whether an advert be placed again to fill the other position, or whether Graham Ware be asked to undertake all duties. It was finally proposed by Cllr A Smith, seconded by Cllr J Wilkins and



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## 1015. Contd. To Discuss Evening/Weekend Caretaker Post

**RECOMMENDED** that Graham Ware be offered to undertake both positions on a temporary basis and that he give us 2 month's notice if he no longer wished to carry out the two roles, with a review to be carried out after 6 months.

## 1016. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

Cllr T Armour asked if the padlock for bridleway 8 gate was ready to be put back on and if so if it could be done as soon as possible as the bridleway was receiving increased usage with the gate being open. Following discussion it was unanimously **agreed** that the Deputy Town Clerk ask Chris Allen to put the padlock back as soon as possible and that he be asked to put 4 extra links in the chain.

## 1017. EXCLUSION OF PRESS AND PUBLIC

It was unanimously **agreed** to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

*DWright*

Signed .....  
Chairman

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## CONFIDENTIAL ITEMS

### 1018. TO APPROVE AND SIGN CONFIDENTIAL MINUTES OF THE POLICY & RESOURCES MEETING HELD ON WEDNESDAY 27<sup>th</sup> JULY 2016

The Committee considered the confidential minutes of the meeting and it was proposed by Cllr A Smith, seconded by Cllr J Wilkins and unanimously

**RESOLVED** that they were a true record of the proceedings and were signed as correct by the Committee Chairman, Cllr D Wright.

### 1019. TO APPROVE AND SIGN CONFIDENTIAL MINUTES OF THE EMPLOYMENT SUB-COMMITTEES OF 26<sup>th</sup> AND 31<sup>st</sup> AUGUST 2016

Cllr B Page requested that the minutes of the Employment sub-committee meetings on 26<sup>th</sup> and 31<sup>st</sup> August be accepted and that the recommendations contained therein be adopted.

**RESOLVED** that the minutes be accepted and recommendations adopted and the minutes were signed as accurate by the Committee Chairman, Cllr B Page.

There being no further business the meeting closed at 9.08pm.

*D Wright*  
Signed .....  
Chairman

*Date for the next meeting of the Committee – Monday 7<sup>th</sup> November 2016*