

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 15<sup>th</sup> March 2017** in Telscombe Civic Centre at 7.30 pm.

**PRESENT:-** Cllrs T Armour, D Brindley, J Harris, G Maskell *Mayor*, R Maskell, D Neave, B Page, A Smith, J Wilkins *Deputy Mayor*

**Also present:** Nancy Astley, Town Clerk; Stella Newman, Deputy Clerk/RFO (*minutes*)

## **1188. PUBLIC QUESTION TIME**

Mr Peter Seed had queries on several items on the risk assessment as follows:- No 24 – are the Council going to look at easements? The Clerk advised yes. No 25 says insurance cover in place until August 2016. The Clerk advised that insurance is reviewed annually and is currently in place. No 27 risk factor is lower and he wondered why. The Town Clerk advised this is because we are now working with Natural England on the Tye Management Plan. No's 30 & 31 Mr Seed advised that footpath 10 is obstructed by duplicate fencing which is the responsibility of Telscombe Town Council. The Town Clerk advised that this is purely a general risk assessment. He also asked if the two plots of land on the South Coast Road opposite Broomfield Avenue would be added to the Asset Register and he was advised they would.

## **1189. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr D Wright who was on leave, Cllr D Neave who was attending a planning meeting at Lewes District Council (*Cllr Neave arrived at 7.55pm*) and Cllrs A Loraine and W Botting who were working. These reasons for absence were accepted.

## **1190. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST**

Cllr Armour declared an interest in agenda item 9.

## **1191. TO DISCUSS AND APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 15<sup>th</sup> FEBRUARY 2017**

The Council considered the minutes and it was proposed by Cllr R Maskell, seconded by Cllr J Harris and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Mayor, Cllr G Maskell.

## **1192. TO APPROVE MINUTES FROM THE FOLLOWING COMMITTEES:-**

### **(a) Policy & Resources – 7<sup>th</sup> November 2016 and 23<sup>rd</sup> January 2017**

Cllr B Page requested that the minutes of the meetings on 7<sup>th</sup> November 2016 and 23<sup>rd</sup> January 2017 be accepted and the recommendations contained therein be adopted, seconded by Cllr R Maskell and **RESOLVED** that the minutes be accepted and recommendations adopted.

### **(b) Planning & Highways – 12<sup>th</sup> December 2016**

Cllr J Wilkins requested that the minutes of the meeting on 12<sup>th</sup> December 2016 be accepted and the recommendations contained therein be adopted, seconded by Cllr J Harris and **RESOLVED** that the minutes be accepted and recommendations adopted.

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## 1192. Contd. To Approve Minutes From The Following Committees:-

### Contd. Planning & Highways – 16<sup>th</sup> January and 6<sup>th</sup> February 2017

Cllr J Wilkins requested that the minutes of the meetings on 16<sup>th</sup> January and 6<sup>th</sup> February 2017 be accepted and the recommendations contained therein be adopted, seconded by Cllr T Armour and **RESOLVED** that the minutes be accepted and recommendations adopted.

### (c) Amenities & Civic Centre – 28<sup>th</sup> November 2016

Cllr J Wilkins requested that the minutes of the meeting on 28<sup>th</sup> November be accepted and the recommendations contained therein be adopted, seconded by Cllr R Maskell and **RESOLVED** that the minutes be accepted and recommendations adopted.

## 1193. TO APPROVE PAYMENTS AND RECEIPTS FOR DECEMBER 2016 and JANUARY 2017

Payments for December 2016 of £16,788.66 and receipts of £9,176.36 were proposed as correct by Cllr R Maskell, seconded by Cllr D Brindley, unanimously **agreed** and signed as accurate by the Mayor.

Payments for January 2017 of £14,833.15 and receipts of £1,620.79 were proposed as correct by Cllr R Maskell, seconded by Cllr D Brindley, unanimously **agreed** and signed as accurate by the Mayor.

## 1194. NOTIFICATION OF INCOME AND EXPENDITURE TO 31<sup>st</sup> JANUARY 2017

The figures at 31<sup>st</sup> January 2017 for all committees and earmarked reserves being expenditure of £205,980 and income of £306,126 were unanimously agreed.

## 1195. TO REVIEW EFFECTIVENESS OF THE INTERNAL AUDIT PROCESS

The Council are required to review the effectiveness of the internal audit process annually. This had recently been considered at a recent Audit Sub-Committee meeting who were satisfied at the Council's processes. It was noted that internal audits take place twice yearly by an independent and competent auditor, with an audit plan being agreed. An interim audit had taken place in November and the auditor's report which had no recommendations was taken to full Council for consideration. The Council has appointed an RFO to undertake financial transactions in accordance with proper practices and has adopted Standing Orders and Financial Regulations which it follows. The Council reviews risk annually and adopts a risk assessment and the Town Clerk ensures decisions taken are within the Council's powers. Invoices are checked and authorised by two Councillors and cheques signed by the two Councillors; payments lists are taken to full Council for approval and bank reconciliations produced by the RFO are checked quarterly by a Councillor.

Having fully considered the effectiveness of the internal audit process it was proposed by Cllr J Wilkins, seconded by Cllr J Harris and unanimously **RESOLVED** that the Council have a sound system of internal control which enables the efficient exercise of its functions and the achievement of its aims and objectives, ensures that its financial and operational management is effective and takes into account the management of risk.

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## **1196. TO APPROVE PAYMENT OF INVOICE FOR COMMUNITY FLOCK UPKEEP**

Cllr Armour took no part in this item.

It was noted that the invoice covered management of the community flock for the years 2013/14 and 2015/16. As 2014/15 had been a poor year the fee was waived and Councillors thanked C Poulton for this. It was therefore proposed by Cllr R Maskell, seconded by Cllr A Smith and, with the exception of Cllr T Armour who did not vote, **RESOLVED** that the invoice for £500 for Management of the community flock for 2013/14 and 2015/16 be paid.

## **1197. TO APPROVE RISK ASSESSMENT AND HEALTH & SAFETY POLICIES**

It was noted that the policies had been reviewed and agreed at the recent Audit Sub-Committee meeting. Following the query in public question time, it was agreed to amend item 25 to show that there is currently insurance cover for the sheep in place and it is reviewed annually. It was therefore proposed by Cllr A Smith, seconded by Cllr J Wilkins and unanimously **RESOLVED** that the Risk Assessment and Health & Safety Policies be approved and they were signed as correct by the Mayor.

Cllr Harris queried if first aid training was required and the Town Clerk agreed to look into it.

*7.55pm Cllr D Neave arrived and was asked to join the meeting.*

## **1198. TO APPROVE ASSET REGISTER**

It was noted that the Asset Register had been reviewed fully at the recent Audit Sub-Committee meeting. It was agreed to add the two plots of land on the South Coast Road opposite Broomfield Avenue and it was proposed by Cllr R Maskell, seconded by Cllr D Brindley and **RESOLVED** that the Asset Register totalling £1,744,099 and separate Land & Buildings Asset list be approved and were signed as correct by the Mayor.

## **1199. REPORTS FROM:-**

(a) **The Mayor:-** The Mayor advised that this will be her last report as Mayor and it had been a quiet spell, only having attended 5 functions. These included the year end celebration dinner for the 1218 Squadron ATC which had been full of well-behaved enthusiastic young people and one lad had even played the bagpipes and the interschool netball tournament at the old Tideway School on the clifftop on a very windy and cold day in February, with Telscombe school coming fourth out of seven (Telscombe even came first and second in one match as the A and B teams played against other due to one school failing to arrive. The Mayor also advised that she had attended three churches. One was for Peacehaven's 100 year celebration where people were shown lots of old interesting photos of the town, including one of Gracie Fields' house, now the Bupa care home, but they failed to mention it is in Telscombe and not Peacehaven! The other two churches were our own village church and Telscombe Cliffs community church. The highlight ticked a box as a first for the Mayor as she was asked to give a reading in the Telscombe Cliffs community church in Buckhurst Road. She did warn the congregation she had not given a reading before, but all seemed to go well. The Mayor ended by saying '*it just goes to show that if you put your heart and mind into something, all can be achieved and will go well in the end.*'

(b) **The Deputy Mayor:-** The Deputy Mayor had nothing to report.

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- (c) **County Councillors:-** No report had been received.
  
- (d) **District Councillors:-** Cllr A Smith advised he had nothing to report. Cllr D Neave who is a District Councillor for Peacehaven had just returned from a planning meeting and advised that the Churchill Homes development at the site of the old Police Station in Peacehaven had been approved, the East Sussex Gliding Club’s application had been approved and an SDNP application in Kingston refused. Cllr R Maskell who is lead Councillor for housing advised that a Draft Allocation Policy will soon be going out for consultation; the Balcombe Road development will have an open day at the end of the month and there will be a Cabinet meeting on Monday.
  
- (e) **Representatives on Outside Bodies:-** Cllr J Harris advised he will be attending a Crime Stoppers board meeting next week. Cllr D Neave advised that the Telscombe Residents’ Association are working hard for the town and that they will be donating a new piece of equipment for one of our playgrounds. They are also working well with the Saltdean Residents’ Association. Cllr G Maskell advised that Telscombe Cliffs CP School had 145 applications to start in September with 98 first choice and 47 second choice. Unfortunately 2 cabins had been removed which meant they only had places for 90, but might be able to take the 98 first choice. If the cabins had not been removed, they could have taken the second choices too.

**1200. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

The Mayor reminded everyone of the quiz being held at the Civic Centre in aid of Comic Relief on Friday 17<sup>th</sup> March and the following Friday there will be a boozy bingo with buffet, again in aid of Comic Relief.

There being no further business the meeting closed at 8.14 pm.

Signed.....  
Mayor