

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 21st November 2018** in Telscombe Civic Centre at 7.30pm.

PRESENT:- T Armour, D Brindley *Mayor*, J Harris, G Maskell, R Maskell, B Page, C Robinson, I Sharkey, A Smith, J Wilkins & D Wright

Also present: Stella Newman, Town Clerk & RFO (*minutes*)
8 members of the public (approx)

1437. PUBLIC QUESTION TIME

There were no questions from the members of the public present.

1438. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mendoza due to work commitments. This reason for absence was accepted. Cllr Loraine was also absent, but had not sent apologies. Cllr Armour was also absent, but arrived late.

1439. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None. However, please see final sentence under minute 1440 below as Cllr Armour declared an interest on two agenda items when he arrived late at 7.34pm.

1440. TO DISCUSS & APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 21st NOVEMBER 2018

It was proposed by Cllr J Wilkins, seconded by Cllr D Wright and unanimously **RESOLVED** that the minutes of the meeting on 21st November 2018 were a true record of the proceedings and were signed as correct by the Mayor, Cllr D Brindley.

Cllr Armour arrived at 7.34pm and was invited to join the meeting. He was asked if he had any declarations of interest to make on any of the agenda items and he declared an interest in Agenda Item 9 – to agree payment of invoices for community flock upkeep and Agenda Item 10 – to formalise arrangement for management of community flock.

1441. TO RECEIVE MINUTES FROM THE FOLLOWING COMMITTEES:-

(a) Planning & Highways – 29th October and 19th November 2018

Cllr J Wilkins proposed that the minutes of the meetings on 29th October and 19th November be accepted and the recommendations adopted, seconded by Cllr I Sharkey and **RESOLVED** that the minutes be accepted and recommendations adopted.

(b) Amenities & Civic Centre – 24th September 2018

Cllr G Maskell proposed that the minutes of the meeting on 24th September be accepted and the recommendations adopted, seconded by Cllr B Page and **RESOLVED** that the minutes be accepted and recommendations adopted.

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1442. TO APPROVE PAYMENTS AND RECEIPTS FOR OCTOBER 2018

Payments for October of £16,878.17 and receipts of £19,466.53 were proposed as correct by Cllr B Page, seconded by Cllr R Maskell, unanimously **agreed** and signed as accurate by the Mayor, Cllr D Brindley.

1443. NOTIFICATION OF INCOME AND EXPENDITURE TO 31ST OCTOBER 2018

The figures at 31st October 2018 for all committees and earmarked reserves being expenditure of £311,323 and income of £385,963 were proposed as correct by Cllr R Maskell, seconded by Cllr B Page and unanimously **agreed**.

1444. TO NOTE ACTION LIST

The action list below was noted:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
19 th September 2018	Min 1407, p 2845 – To agree revision to Grass Verge Cutting Contract from 2019	SN	The agreed 3 year grass verge cutting contract will go out to tender in January.	March 2019
19 th Sept 2018	Min 1409, p 2845 – To agree working party to arrange 2019/20 budget	SN	Working party has met on 2 occasions and figures finalised. Budget on agenda for meeting on 19 th December for agreement.	n/a
21 st November 2018	Min 1423, p 2875 – Tye Commons Community Group	CR	Cllr Robinson has organised a first meeting for 10 th January 2019.	January 2019
21 st November 2018	Min 1425, p 2875/6 – Interim Internal Audit	SN	The Town Clerk is working through the recommendations and will bring the appropriate actions to forthcoming meetings as and when required.	May 2019
21 st November 2018	Min 1428, p 2877 – To Update Appraisal Policy	SN	Policy has been updated. The Town Clerk has carried out staff appraisals and her appraisal is due to take place shortly.	December 2018
21 st November 2018	Min 1429, p 2878 - To adopt Investment Policy	SN	Policy adopted and put on website.	n/a
21 st November 2018	Min 1430, p 2878 – To adopt Freedom of Information Policy	SN	Query raised on Policy at last meeting has been referred back to SALC and a response is awaited.	February 2019
21 st November 2018	Min 1431, p 2878 – Remove commitment to Josiah Povey Charity	SN	The Town Clerk has written to Revd Tim Mills advising him of the Council's decision. Awaiting confirmation that request has been carried out.	February 2019

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1445. TO AGREE PAYMENT OF INVOICES FOR COMMUNITY FLOCK UPKEEP

Cllr Armour had declared an interest in this agenda item and took no part in the discussion or vote.

Cllr Smith advised that the community flock was back in profit for the last sheep year of approximately £2,700. Following consideration of the invoices it was proposed by Cllr A Smith, seconded by Cllr D Wright and **RESOLVED** that the invoice totalling £3,023.60 inc VAT be paid and that the shepherdess be paid £250 for the annual management fee. Cllr Robinson asked that the up-to-date profit and loss accounts for the community flock be put on the website and the Town Clerk confirmed that when the invoices are paid she will update the figures and put them on the website.

1446. TO FORMALISE ARRANGEMENT FOR MANAGEMENT OF COMMUNITY FLOCK

Cllr Armour had declared an interest in this agenda item and left the room during its discussion.

Lewes District Council's senior lawyer recently undertook a review into the arrangements for the management of the Community Flock. His comments were as follows:-

'Where the Town Council appoints a person to manage the Community Flock, and that person is also a member of that same Council, the public interest requires this arrangement to be completely transparent and therefore open to scrutiny.'

'With no formal arrangement in place between the Council and the tenant of Stud Farm for Community Flock management, it is difficult for the public to know how Tim Armour manages (or how the Council requires him to manage) any conflict of interest between his role as the farm tenant and his role as a member of that Council.'

The Senior Lawyers recommendation was that the arrangement for managing the Community Flock be formalised by way of a contract or service level agreement which should be open for inspection by publishing it on our website. Any such contract or SLA should address not only the measures for separating out the two (potentially conflicting) sets of interests, but (i) the process the Stud Farm tenant should adopt for keeping the accounts relating to the Stud Farm flock and the community flock quite separate, and (ii) the process for Stud Farm remaining accountable to the Town Council for every aspect of the community flock, especially its finances. If the review of transparency results in Telscombe Town Council entering into a contract with the tenant of Stud Farm, and if Tim Armour is still a Telscombe Town Councillor at that time, he should declare that contract on his Register of Interests, specifically under the 'Contracts' heading in the section on disclosable pecuniary interests, even if the contract provides that no payment should be made to the farmer in consideration for his management of the flock.

Following consideration of the senior lawyers comments and discussion on the matter, it was proposed by Cllr A Smith, seconded by Cllr B Page and unanimously **RESOLVED** that a Service Level Agreement be drawn up by the Town Clerk and taken to the next Policy & Resources meeting for consideration before going to the next Council meeting for final agreement.

Cllr Armour returned to the meeting at 7.46pm.

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1447. TO NOTE RECEIPT OF CIL MONIES FROM LEWES DISTRICT COUNCIL

The Town Clerk advised that Telscombe Town Council has recently received a CIL payment from Lewes District Council totalling 10,714.46 broken down as follows:-

- LW/16/1009, Aqua House, 370 South Coast Road - £3519.45
- LW/15/0902, 30 Findon Avenue, Saltdean - £450.00
- LW/15/0773, Aqua House, 370 South Coast Road - £ 2884.01
- LW/17/0675, 10 & 11 The Esplanade - £3861.00

The Town Clerk confirmed that previous CIL funds received in October 2016 of £5,917 had recently been spent on the playground refurbishments as agreed at Council on 15th February 2017. Subsequent CIL payments had been received as follows:-

November 2017 - £50 from LDC, but no information on the development it was from.

May 2018 - £665.92 broken down as follows:-

- LW/16/0773, 20 The Esplanade, demolish garage and erection of a single storey dwelling – £215.92
- LW/15/0902, 30 Findon Avenue, demolish existing dwelling and erection of 4 bedroom, 2 storey dwelling – £450.00.

The total of CIL funds currently held by Telscombe Town Council is therefore £11,430.38 which was noted.

The funds have to be spent within 5 years of receipt and can be spent on a wide range of projects to support the development of our area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development place on an area. It was **agreed** that Councillors consider possible projects for the funds and take ideas back to a future Council meeting. Cllr Smith suggested it could possibly be spent on sea defences.

1448. TO RENEW AGREEMENT FOR DIRECT DEBIT PAYMENTS

In accordance with the Council's Financial Regulation 6.6 and 6.8, agreement to make payments by direct debit or BACS should be renewed every 2 years and a review is now due. It was proposed by Cllr R Maskell, seconded by Cllr J Wilkins and **RESOLVED** that the following Direct Debit and salaries by BACS via the payroll company be made:-

- GE Capital Finance for photocopier lease
- Premier Office for photocopies
- Payline Bureau for payroll processing
- Fastnet for broadband monthly and domain renewal annually
- Madison Solutions for website hosting
- Pitney Bowes for franking machine rental
- Purchase Power for franking machine postage
- Nat West for payment of credit card bills
- Utility companies:- BT, EDF, SSE & British Gas for service contract
- LewesDC for rates
- Northstar IT Services for IT support and email hosting

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1448. To Renew Agreement For Direct Debit Payments (Contd)

- Trade UK for payment of tradecard purchases
- Focus Group for broadband line rental
- TV Licence

1449. TO AGREE BUDGET FOR 2019/20 FINANCIAL YEAR

The Town Clerk advised that the working group consisting of Committee Chairmen and Vice Chairmen, as well as Cllrs R Maskell, A Smith, I Sharkey, C Robinson and herself as Town Clerk & RFO had met on two occasions and gone through all figures thoroughly line by line. This had resulted in the best budget possible. The Town Clerk/RFO advised that Lewes DC had confirmed a reduction of £2,925 in the revenue support grant for 2019/20 and we would receive £10,722. Lewes DC had also advised a decrease of 53.8 in the tax base. This information resulted in the precept decreasing by £4,934 and Council Tax for a Band D property decreasing by £0.05 or -0.1% to £89.22. It was therefore proposed by Cllr D Wright, seconded by Cllr I Sharkey and unanimously **RESOLVED** that the budget for 2019/20 be set at £237,040 to include the Lewes DC revenue support grant broken down as follows:-

COMMITTEE	EXPENDITURE	LESS INCOME	NET
Policy & Resources	172,115	13,355	158,760
Amenities	58,200	150	58,050
Civic Centre	42,900	35,000	7,900
Planning & Highways	15,800	3,470	12,330
TOTALS	289,015	51,975	237,040

It was also unanimously **RESOLVED** that funds totalling £101,380.38 be put in Earmarked Reserves as detailed in the report that accompanied the agenda.

1450. REPORTS FROM:-

Mayor – The Mayor advised that he had attended a local panto, the PCS school’s musical grease and various carol concerts.

Deputy Mayor – The Deputy Mayor advised that he had attended the ESCC Chairman’s Christmas celebration at the De La Warr Pavilion in Bexhill, as well as the carol service at St Laurence Church in Telscombe Village.

District Councillors – Cllr R Maskell advised that the Ashington Gardens development of modular buildings in Peacehaven had started and should be ready late April/early May. Cllr Smith advised that some staff have left due to the merger with Eastbourne Borough Council and that Lewes District Council has the best record for recycling and food waste.

County Councillors – Cllr Smith advised that ESCC are currently sorting their budgets.

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1450. Reports From (Contd):-

Representatives on Outside Bodies -

Telscombe Residents' Association – Cllr Sharkey advised that a member of the Residents' Association said at the last meeting that they were unhappy that no representative from Telscombe Town Council attended the Telscombe Community Church's remembrance day service. Cllr R Maskell advised that he has spoken to the person in question regarding this. Cllr G Maskell advised that she has also spoken to the person who has apologised for his comment. It was noted that there were 4 Councillors present at the Church's recent carol service.

Neighbourhood Plan – Cllr Robinson asked for as many Councillors as possible to attend the steering group meetings which are held at Peacehaven Council offices on the first Wednesday evening of each month.

1451. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

There were no urgent matters.

1452. EXCLUSION OF PRESS AND PUBLIC

It was unanimously **RESOLVED** to exclude the Press and Public from the remainder of the meeting during consideration of items pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, by reasons of the confidential nature of the business to be transacted.

1453. TO APPROVE AND SIGN CONFIDENTIAL MINUTES OF THE MEETING HELD ON WEDNESDAY 21st NOVEMBER 2018

It was proposed by Cllr D Wright, seconded by Cllr C Robinson and unanimously **RESOLVED** that the confidential minutes of the meeting on 21st November 2018 were a true record of the proceedings and were signed as correct by the Mayor, Cllr D Brindley.

There being no further business the meeting closed at 8.02 pm.

Signed.....
Mayor, Cllr D Brindley