

# TELSCOMBE TOWN COUNCIL



Minutes of the Meeting of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 20<sup>th</sup> September 2017** in Telscombe Civic Centre at 7.30 pm.

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

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

## **1243. PRESENTATION FROM WAVE LEISURE RE SUMMER HOLIDAY SCHEME**

Duncan Kerr, Chief Executive and Liz Allsobrook, Community Engagement and Partnership Manager from Wave Leisure attended the meeting and gave a presentation. Duncan Kerr advised that Wave Leisure Trust is a charity and was formed in 2006, with the purpose of inspiring active lifestyles. They work across a range of sectors including sport and activity, education, public health and adult social care, helping people of all ages and ability levels to be active. In 2013 the Trustees introduced a new strategy and he was appointed as Chief Executive in 2014.

Liz Allsobrook went on to explain that the summer holiday scheme falls within several categories. They work with PCS School before the summer holiday to make them aware of what they can do during the holiday. A launch event is held which saw a 48% increase over last year. There is a broader range of activities at a reduced cost, some for as little as £1. The summer holiday scheme saw 1,593 attendances with a 60/40 split between Peacehaven and Telscombe.

The Mayor enquired if there are activities for the older generation and was advised that Wave work with Fitzroy House in Newhaven for adults with learning difficulties, they have a Golden Ticket dementia programme and work with the LewesDC sheltered housing scheme. Cllr Armour enquired if they work with autistic children and Liz confirmed that they do.

Members of the public were invited to ask questions of Wave Leisure and Peter Seed asked if there is any overlap between Wave and the SCDA. Liz advised that they work together.

The Mayor thanked Duncan and Liz for the presentation and they they left the meeting.

## **1244. PUBLIC QUESTION TIME**

There were no questions from members of the public.

## **1245. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs R Maskell and W Botting due to annual leave, Cllr A Mendoza due to work commitments, Cllr A Loraine due to having had dental work and Cllr Neave who was attending another meeting. He was hoping to arrive later in the meeting. These reasons for absence were accepted.

## **1246. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST**

None.

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## **1247. TO DISCUSS & APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 19<sup>th</sup> JULY 2017**

The Council considered the minutes and it was proposed by Cllr D Brindley, seconded by Cllr T Armour and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Mayor, Cllr J Wilkins.

## **1248. TO APPROVE MINUTES FROM THE FOLLOWING COMMITTEES:-**

### **(a) Planning & Highways – 3<sup>rd</sup> July 2017**

Cllr J Harris requested that the minutes of the meeting on 3<sup>rd</sup> July be accepted and the recommendations contained therein be adopted, seconded by Cllr T Armour and **RESOLVED** that the minutes be accepted and recommendations adopted.

### **(b) Policy & Resources – 10<sup>th</sup> July 2017**

Cllr B Page requested that the minutes of the meeting on 10<sup>th</sup> July be accepted and the recommendations contained therein be adopted, seconded by Cllr J Harris and **RESOLVED** that the minutes be accepted and recommendations adopted.

### **(c) Amenities & Civic Centre – 31<sup>st</sup> May 2017**

Cllr D Brindley requested that the minutes of the meeting on 31<sup>st</sup> May be accepted and the recommendations contained therein be adopted, seconded by Cllr D Wright and **RESOLVED** that the minutes be accepted and recommendations adopted.

## **1249. TO APPROVE PAYMENTS & RECEIPTS FOR JUNE AND JULY 2017**

Payments for June 2017 of £19,360.87 and receipts of £10,429.91 and payments of £22,562.94 for July and receipts of £14,214.89 were proposed as correct by Cllr B Page, seconded by Cllr D Brindley, unanimously **agreed** and signed as accurate by the Mayor.

## **1250. NOTIFICATION OF INCOME AND EXPENDITURE TO 31<sup>st</sup> JULY 2017**

The figures at 31<sup>st</sup> July 2017 for all committees and earmarked reserves being expenditure of £75,921 and income of £141,092 were unanimously **agreed**.

## **1251. AMENDMENTS/ADDITIONS TO BANK ACCOUNT SIGNATORIES**

Following consideration it was proposed by Cllr D Wright, seconded by Cllr D Brindley and unanimously **RESOLVED** that Cllr B Page be added as a signatory to the Council's bank account and Stella Newman, Deputy Town Clerk/RFO be added as signatory to the Mayor's bank account for the purposes of carrying out admin tasks on the account if required.

## **1252. STANDING ORDERS REVIEW**

Cllr B Page raised a query regarding 24 a (i) on page 21 and asked why Councillors could not inspect land and he was advised that they can with the appropriate authorisation. The main amendments to the Standing Orders were to number 18 'Financial Controls and Procurement' due to new Public Contracts Regulations, the previous figure for going out to tender being £30,000 and above, which has now been reduced to £25,000. Also the EU rules

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## 1252. Contd Standing Orders Review

figure was previously £138,893 and has now increased to £164,176. Number 19 c 'Handling Staff Matters' had also been amended to bring it in line with the newly adopted Appraisal Policy. The revised Standing Orders were proposed by Cllr D Wright, seconded by Cllr D Brindley and it was unanimously **RESOLVED** that they be adopted with a review due in 3 years.

## 1253. FINANCIAL REGULATIONS REVIEW

Amendments have been made to the NALC model with a slight wording change to 1.6 and 6.4 which were highlighted on the draft. There are also several changes to 11 'Contracts' due to new procurement rules. The previous figure for going out to tender was £30,000 and above and has now reduced to £25,000 and the EU figure was £138,893 and has now increased to £164,176.

Regarding 5.5 c), it was recommended that the figure increases from £400,000 to £500,000 to enable the RFO to transfer funds into and back from investment on a monthly basis. This increase is necessary due to the increase in our Ear Marked reserves.

The revised Financial Regulations were proposed by Cllr D Wright, seconded by Cllr D Brindley and it was unanimously **RESOLVED** that they be adopted, with a review due in 1 year.

## 1254. GRANTS POLICY REVIEW

It was noted that there are no proposed changes to the Grants Policy and it was therefore proposed by Cllr B Page, seconded by Cllr G Maskell and **RESOLVED** that the Grants Policy be adopted with a review due in 3 years.

## 1255. NOTIFICATION OF EXTERNAL AUDITOR'S REPORT

The Annual Return had been checked by the external auditor and their report found everything to be in order as follows:-

*'On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'*

*'Other matters not affecting our opinion which we draw to the attention of the Council: None.'*

The External Auditors report was duly noted and the Mayor thanked the Deputy Town Clerk/RFO for her completion of the Annual Return and ensuring a successful result.

## 1256. TO CONSIDER CONTINUED FINANCIAL SUPPORT FOR THE CTLA BUS, CAB AND WAVE LEISURE

It was noted that the Council support both the CTLA community bus, Citizens Advice Bureau and Wave Leisure financially. Cllr G Maskell expressed disappointment that the CTLA could not provide transport for the school farm visits this year. Cllr A Smith advised that in his opinion the CAB provide a very worthwhile service. Cllr Brindley thought that adver-

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## **1256. Contd. To Consider Continued Financial Support for the CTLA Bus, CAB and Wave Leisure**

tising for the Wave Leisure summer holiday programme went out late this year, after the schools had broken up.

Following discussion it was proposed by Cllr A Smith, seconded by Cllr D Brindley and unanimously **RESOLVED** to support the CTLA community bus for the sum of £1,500; support the Citizens Advice Bureau for £3,325 and the Wave Leisure summer holiday scheme for £1,500.

## **1257. TO AGREE WORKING PARTY TO ARRANGE 2018/19 BUDGET**

Members of the working party were unanimously **agreed** as follows:-

Chairman of Policy & Resources Committee, Cllr D Wright  
Vice Chairman of Policy & Resources Committee, Cllr B Page  
Chairman of Amenities & Civic Centre Committee, Cllr D Brindley  
Chairman of Planning & Highways Committee, Cllr D Neave  
Cllrs R Maskell & A Smith  
The Town Clerk & Deputy Town Clerk/RFO

In accordance with Financial Regulation 3.1, the RFO will draw up draft figures and call a working party meeting to consider the figures in due course.

## **1258. REPORTS FROM:-**

**The Mayor:-** Cllr Wilkins advised that the Young Mayor of Seaford had arranged several functions which she had attended to raise funds for a disabled swing. She also advised that she had attended functions arranged by the Scouts, Sea Cadets and Airforce youngsters and it was a shame that nothing like that is based in Telscombe. She ended by advising that the tree planting scheme is progressing slowly.

**The Deputy Mayor:-** Cllr Brindley didn't have anything to report.

**County Councillors:-** Cllr Smith advised that things seem to move slowly, but there is lots going on that he cannot discuss at the moment. He had attended the recent SLR meeting which was disappointing.

8.25pm Cllr D Neave arrived and was asked to join the meeting.

**District Councillors:-** In the absence of Cllr R Maskell, Cllr Smith asked Cllr Neave if he would like to give an update, even though he is not District Councillor for Telscombe. Cllr Neave advised that the Newlands development in Seaford is progressing and 40% affordable housing will be asked for, but it is to go to the Secretary of State. He advised that there will be a new crossing on the A259 and one will be improved. He went on to advise that an application for 110 houses in Ringmer had been granted but the design of the properties is to be amended. He finished by advising that the 3 Bramber Avenue will be turned into a House of Multiple Occupation and will need a Manager on site full-time.

Cllr Smith advised that this area will be the first to have the new recycling bins and they will be delivered in November. He also advised that the 240 litre refuse bin can be purchased from LewesDC at a reduced rate.

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## Representatives on Outside Bodies:-

Telscombe Cliffs School - Cllr G Maskell advised that the Deputy Head is still on maternity leave, Jan Abrahams is temporary Executive Head based at the school for 3 days a week (she is also Head for Peacehaven Heights School), Catherine Allison is Head and will be in school 5 days a week and a new Deputy Head called Peter has also been employed. These posts are all interim for one year. The school is also trying to get a new crossing patrol person. Cllr J Harris advised that the Crimestoppers dinner and dance is going to be held at the Grand Hotel.

Emergency Plan – Cllrs D Neave and D Wright are representatives for Telscombe, but unfortunately during the recent incident, Cllr Wright was out of the country. Cllr Smith advised that evacuees should have gone to the rest centre, being the leisure centre and not to the Meridian Centre.

Saltdean Residents Association – Cllr Neave advised that the group are very active. They have been given grant money from the Co-op appeal and are spending it on the building.

Telscombe Residents Association – Cllr Neave advised that the group are holding their AGM at their next meeting and there will also be a presentation by DJU who are putting in the gas pipes in Fairlight Avenue and Cliff Gardens. The Group are also holding a race night on Saturday 18<sup>th</sup> November at the Civic Centre, tickets are only £6.

## **1259. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

Cllr Neave said it was a shame about the dead fox that was left near the Cllr Maskell’s property. Cllr G Maskell advised her daughter got an animal body bag from the vets and had arranged disposal of the fox.

The Town Clerk advised that the bus shelter refurbishments had been completed this week. Cllr Armour enquired if we had received a letter from Defra regarding a change in the HLS payments and he was advised yes we had.

## **1260. EXCLUSION OF THE PRESS AND PUBLIC**

It was unanimously **RESOLVED** to exclude the Press and Public from the meeting during consideration of items pursuant to section 1 (2) of the Public Bodies (Admission 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.

Signed .....  
Mayor, Cllr J Wilkins

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## CONFIDENTIAL

### 1261. TO APPROVE THE APPOINTMENT OF NEIGHBOURHOOD PLAN CONSULTANT

Confidential item

### 1262. TO APPROVE CONFIDENTIAL MINUTES FROM THE AMENITIES & CIVIC CENTRE COMMITTEE MEETING ON 31<sup>ST</sup> MAY 2017

Cllr D Brindley requested that the confidential minutes of the Amenities & Civic Centre meeting on 31<sup>st</sup> May be accepted and the recommendations adopted, seconded by Cllr D Wright and **RESOLVED** that the minutes be accepted and recommendations adopted.

### 1263. TO APPROVE INCREASE IN TOWN CLERK'S SALARY DUE TO OBTAINING CILCA QUALIFICATION

Confidential item

There being no further business the meeting closed at 9.20 pm.

Signed.....  
Mayor, Cllr J Wilkins