

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 21st September 2016** in Telscombe Civic Centre at 7.30 pm.

PRESENT:- Cllr J Harris, Cllr A Loraine, Cllr G Maskell *Mayor*, Cllr D Neave, Cllr B Page, Cllr A Smith, Cllr J Wilkins *Deputy Mayor*, Cllr D Wright

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

1117. PUBLIC QUESTION TIME

There were no questions from members of the public present.

1118. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs W Botting and R Maskell due to annual leave, Cllr T Armour due to illness and Cllrs A Mendoza and D Brindley due to work commitments. These reasons for absence were accepted. Cllr D Neave was attending a meeting at LewesDC and would be arriving late.

1119. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

1120. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 20th JULY 2016

The Council considered the minutes and it was proposed by Cllr J Harris, seconded by Cllr J Wilkins and unanimously

RESOLVED that they were a true record of the proceedings and were signed as correct by the Mayor, Cllr G Maskell.

1121. MATTERS ARISING FOR NOTING

None.

1122. TO RECEIVE MINUTES FROM THE FOLLOWING COMMITTEES:-

(a) Planning & Highways – 25th April, 16th May, 6th & 27th June, 13th & 18th July and 8th August 2016

In the absence of the Committee Chairman and Vice Chairman, Cllr J Harris requested that the minutes of the meetings on 25th April, 16th May, 6th June, 13th & 18th July and 8th August be accepted and the recommendations contained therein be adopted.

In the absence of the Committee Chairman and Vice Chairman, Cllr D Wright requested that the minutes of the meeting on 27th June be accepted and the recommendations contained therein be adopted.

RESOLVED that the minutes be accepted and recommendations adopted.

(b) Policy & Resources – 7th March, 9th May and 27th July 2016

Cllr A Smith requested that the minutes of the meetings on 7th March, 9th May and 27th July be accepted and the recommendations contained therein be adopted.

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1122. Contd. To Receive Minutes From The Following Committees:-

RESOLVED that the minutes be accepted and recommendations adopted.

Cllr D Neave joined the meeting.

(c) Amenities & Civic Centre – 21st March and 23rd May 2016

Cllr A Loraine requested that the minutes of the meetings on 21st March and 23rd May be accepted and the recommendations contained therein be adopted.

RESOLVED that the minutes be accepted and recommendations adopted.

1123. TO APPROVE PAYMENTS AND RECEIPTS FOR JUNE AND JULY 2016

Payments of £28,901.84 for 1st-30th June and £19,735.92 for 1st-31st July 2016 were proposed as correct by Cllr B Page, seconded by Cllr A Loraine, unanimously agreed and signed as accurate by the Mayor. Receipts of £8,103.61 for June and £2,353.21 for July were noted.

1124. NOTIFICATION OF INCOME & EXPENDITURE TO 31st JULY 2016

The figures at 31st July 2016 for all committees and earmarked reserves being expenditure of £85,209 and income of £132,811 were unanimously agreed.

1125. TO APPOINT INTERNAL AUDITORS FOR THE 2016/17 FINANCIAL YEAR

Cllr Neave advised it was his understanding we could re-appoint the same auditor again and it was unanimously

RESOLVED to appoint Mulberry & Co for 2016/2017 financial year.

1126. CODE OF CONDUCT REVIEW

The NALC model Code of Conduct was adopted in September 2013 to be reviewed every 3 years, unless an amendment is notified before that time. We have not been informed of any changes, but Cllr D Wright suggested adding the wording 'both inside and outside the Council building' to Member Obligation numbers 1 and 2. This recommendation was proposed by Cllr D Wright, seconded by Cllr A Smith and

RESOLVED to add the wording 'both inside and outside the Council Chamber' to Member Obligation numbers 1 and 2 and **ADOPT** the amended Code of Conduct.

1127. FINANCIAL REGULATIONS REVIEW

Financial Regulations are reviewed annually. A couple of changes were proposed to the existing Financial Regulations and it was proposed by Cllr B Page, seconded by Cllr D Wright and

RESOLVED to amend the regulations as follows:-

4.1, page 6:-

- a) give authority to the Clerk or RFO for expenditure up to £250
- b) change the limit for the Clerk or RFO and Committee Chairman from over £250 up to £1,000
- c) increase the authority of a duly delegated committee to over £1,000

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1127. Contd. Financial Regulations Review

4.5, page 7:-

In cases of extreme risk to authorise the Clerk or RFO to spend up to £2,000 in conjunction with the Chairman of the appropriate committee.

1128. DIRECT DEBITS/SO's REVIEW

In accordance with Financial Regulation 6.6, agreement for payments by direct debit/standing orders should be reviewed every 2 years. Having considered the report it was proposed by Cllr A Loraine, seconded by Cllr J Harris and

RESOLVED that authorisation be given to continue paying the following by Direct Debit:-

- 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 and British Gas
- Trade UK DIY card
- LewesDC be added for payment of rates

and the following standing orders:-

- Northstar IT services - for IT support and email hosting

1129. NOTIFICATION OF EXTERNAL AUDITOR'S REPORT

The Annual Return had been checked and returned by the External Auditor with no matters highlighted for the Council to progress. The Mayor thanked the Deputy Town Clerk/RFO for her work in ensuring a satisfactory result and the External Auditors report was duly noted.

1130. REPORTS FROM:-

(a) **The Mayor** - Cllr G Maskell advised that she had attended 10 official functions since the last meeting along with Tyefest and our bingo evenings. The highlight had been the Dieppe Raid anniversary lunch which was also attended by the High Sheriff and various dignitaries where she had laid a wreath on behalf of the Town. On arrival at Newhaven Fort her consort and Mayoress, Cllr Ron Maskell, walked in front of her straight up to the greeting party and shook hands. The photographer then asked for a photo and he obliged with a big grin. I watched all this and then stated 'excuse me I am the Mayor'. Ron then stepped aside with another grin. I had to remind him this is girl power year and this year I am more important than he is. The Mayor thanked the Councillors who attended and helped out at the Council's proms evening, as well as the Deputy Clerk for her help in organising the event and Stan Newman for his assistance. The Mayor ended by advising that 'stressed' is desserts spelt backwards so with that in mind eat chocolate.

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(b) **Deputy Mayor** – Cllr Wilkins advised that she had attended the Mencap summer fayre and St Laurence hot potato lunch at Stud Farm with the Mayor, where anyone sitting on the Mayor's table that won a raffle prize had it taken by her to go towards her future raffles. Cllr Wilkins advised she had also been to the Community Church in Buckhurst Road for a cream tea, attended Tyefest and although it ended being wet was still a good day; she had enjoyed the Proms evening and had been to a tea dance held by the Deans Senior Tea Club which was also attended by Simon Kirby MP.

(c) **County Councillor** – There was no County Councillor present and no report had been received.

(d) **District Councillors** – Cllr Smith advised that there had been a waste and recycling review; a meeting with Transmarch Operational Partnership re the ferry, the contract having another 4 years to run; a report regarding the 49 sites had been published and there were lessons to be learnt. Articles will be coming out in the press regarding this in the next few weeks.

Cllr Neave advised that the arm at Newhaven needed railings to be installed to enable people to fish there; the new homes build is on target and that LewesDC are working on air quality which is a problem in Newhaven.

(e) **Representatives on Outside Bodies** - Cllr Harris advised that he will be attending the Age UK AGM in Bexhill.

Cllr Neave advised that he attends as many Telscombe and Saltdean Residents' Associations meetings as he can and that the TRA are doing a great job and thanked them for making him welcome when he attends meetings. The Mayor also thanked them.

Cllr G Maskell advised she had attended a Telscombe Cliffs School meeting and for the first time in 15 years the school received a 'good school' rating following an Ofsted inspection. Unfortunately some parents are persistently not sending their children to school which is trying to be addressed and the school want to raise the attainment level of year 6 maths.

1131. TO APPOINT HONORARY FREEPERSON OF TELSCOMBE TOWN

The Mayor, Cllr G Maskell, thanked her fellow Councillors for unanimously accepting her nomination of Mrs Brenda Sawyers as Freeperson of Telscombe Town at the Council meeting on 20th July 2016. The nomination was in recognition of Brenda's contribution as a past Councillor to the town including chairing several committees and being Deputy Mayor in 2007 and for being an active member of the Telscombe Residents Association for many years. Mrs Sawyers was therefore asked to step forward to take the Oath as Honorary Freewoman of the Town which she did and was presented with a badge and certificate. Mrs Sawyers thanked everyone for the nomination and said it was an honour to accept.

It was agreed to discuss the supplementary agenda item next.

1132. TO ADOPT A TELSCOMBE TOWN COUNCIL BUSINESS PLAN FOR 2015 TO 2019

Cllr Smith explained that a working party had put together a 'dynamic' business plan meaning that when things are done they can be removed and new things added when required. It explains the work to be done and which Committee the work will be reported to. The work on dog bins has been completed by the Deputy Town Clerk and the community flock has been brought up to 100 again but other things still need to be done including the Tye Management

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1132. Contd. To Adopt a Telscombe Town Council Business Plan for 2015-2019

Plan and a decision needs to be made regarding the Neighbourhood Plan. Following discussion it was proposed by Cllr A Smith, seconded by Cllr D Wright and

RESOLVED that the business plan be adopted.

Cllr Neave advised he does not understand the figures regarding the sheep and does not agree with having them on the Tye and is concerned of the use of tax payers money. Cllr B Page advised he thought the figures were clear. Cllr Smith advised he has been through the figures with Cllr Page and done a spreadsheet which shows a return on the Council's investment in year one of 17.8%, year 2 of 24.6% and year 3 of 16.8% which shows the sheep remain a valuable asset. He advised he will send the spreadsheet through to the Town Clerk and RFO. He also explained that the sheep year runs from October to October which does not work well with the financial year.

The Town Clerk took the opportunity of welcoming a new employee, Graham Ware, who is the evening and weekend caretaker and also admin assistant Karen Shaddick who has been with us a few weeks and is settling in well.

1133. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

Cllr Neave advised he had just returned from a LewesDC meeting and sheep had got out along the track. Cllr Wilkins advised that the cattle grids are full enabling sheep and horses to walk across them and they need cleaning out.

Cllr Wilkins advised that she is concerned regarding the amount of fly tipping locally with two recent lots on the unmade-up part of Telscombe Cliffs way and along Gorhams Lane. Having spoken to Scott Reid at LewesDC, he had agreed to release extra budget to enable Telscombe Town Council to have signs put up saying no fly tipping and besides the two aforementioned areas, Cllr Wilkins asked for suggestions for other areas for the signs.

Cllr Page commented on the process of taking committee minutes to future Council meetings and the fact that it is a long process.

Following discussion it was agreed that all committee agendas should be emailed to all Councillors, whether they are on that committee or not.

1134. EXCLUSION OF PRESS AND PUBLIC

It was unanimously

RESOLVED 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.

Signed.....

Mayor, Cllr G Maskell

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CONFIDENTIAL ITEMS

1135. TO APPROVE AND SIGN CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 20th JULY 2016

The Council considered the confidential minutes of the meeting on 20th July and it was proposed by Cllr A Loraine, 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.

1136. TO APPROVE CONFIDENTIAL MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING HELD ON 27th JULY 2016

Cllr D Wright requested that the confidential minutes of the meeting on 27th July be accepted and the recommendations contained therein be adopted.

RESOLVED that the minutes be accepted and recommendations adopted.

There being no further business the meeting closed at 8.40 pm.

Signed.....
Mayor, Cllr G Maskell