



# TELSCOMBE TOWN COUNCIL

Minutes of a remote meeting of the **POLICY & RESOURCES COMMITTEE** held on Monday 11<sup>th</sup> May 2020 at 7.30 pm.

**Present:** Cllrs Brindley, Cheta, Clarkson *Chairman*, Gallagher, Harris, Judd, Mills, O'Connor, Page, Robinson & Sharkey *Mayor*

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

## **1364. PUBLIC QUESTION TIME**

There were no public present.

## **1365. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

There were no apologies and all Committee members were present.

## **1366. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

None.

## **1367. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON 9<sup>th</sup> MARCH 2020**

The minutes of the meeting were proposed by Cllr Clarkson, seconded by Cllr Cheta and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson, who had been sent them in the post.

## **1368. TO APPROVE AND SIGN MINUTES OF THE GRANTS MEETING HELD ON 20<sup>th</sup> JANUARY 2020**

Cllr Page proposed that the minutes of the meeting on 20<sup>th</sup> January 2020 be accepted and the recommendations be adopted, seconded by Cllr Robinson and **RESOLVED** that the minutes be accepted and recommendations adopted. The minutes were signed by Cllr Page who had been sent them in the post.

## **1369. TO APPROVE AND SIGN MINUTES OF THE AUDIT SUB-COMMITTEE MEETING HELD ON 9<sup>th</sup> MARCH 2020**

Cllr O'Connor proposed that the minutes of the meeting on 9<sup>th</sup> March 2020 be accepted and the recommendations be adopted, seconded by Cllr Robinson and **RESOLVED** that the minutes be accepted and recommendations adopted. The minutes were signed by Cllr O'Connor who had been sent them in the post.

## **1370. TO NOTE ACTION LIST**

The actions were noted as follows:-

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## 1370. To Note Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
11.11.19	Min 1325, p 3070 – Seating for Telscombe Tye	SN	SDNP in agreement with additional bench at southern end of Tye & bench order. Agreed to put on Saltdean side near Ashurst Av first gate. <i>Delivery delay due to Covid-19, but bench has just been delivered. Installation to be arranged.</i>	July 2020
9.3.20	Min 1352, P 3142 – Tye Management Consultant	SN	Update from Consultant placed on agenda for this meeting.	May 2020
9.3.20	Min 1353, p 3142 – Tye Fencing	SN	Meeting Town Clerk was due to go to re legal status surrounding Tye fencing was cancelled due to Covid-19. Town Clerk subsequently asked Tye Management Consultant & he is looking into this,	Aug 2020
9.3.20	Min 1355, p 3143 – Mayor’s Policy & Handbook	SN	The agreed draft is being taken to full Council on 20 <sup>th</sup> May for adoption.	Complete
9.3.20	Min 1356, p 3142 – Committee Terms of Reference & Delegation Scheme	SN	The agreed draft is being taken to full Council on 20 <sup>th</sup> May for adoption.	Complete
9.3.20	Min 1357, p 3143 – New Franking Machine Contract	SN	5 year contract renewed & new machine in place	Complete
9.3.20	Min 1360, p 3144 – Interactive Maps of Open Spaces on Website	SN	Construction of the new website is in progress	Aug 2020

Regarding the seat for Telscombe Tye, it was agreed that it be situated between gates 3 and 4, near to the fence line.

7.50pm Cllr Harris was having difficulty with his internet connection and left the meeting.

## 1371. TO NOTE INCOME AND EXPENDITURE TO 31<sup>st</sup> MARCH 2020

There was slight discussion regarding the community flock and whether they made a profit as staff involvement was not taken into account in the expenditure figures.

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## **1372. To Note Income and Expenditure to 31<sup>st</sup> March 2020**

The Committee's income and expenditure figures to the 31<sup>st</sup> March 2020, of £168,130 expenditure and £266,521 income were unanimously **agreed**.

## **1373. UNREGISTERED LAND ON THE TYE UPDATE**

Cllr Gallagher advised that she had met on the Tye with Cllr Robinson, the Amenities Officer and a member of the public, P Seed, who had advised there are areas of unregistered land. The Amenities Officer had checked with HM Land Registry regarding 5 areas which revealed that they held no records for 4 and part of the final section is unregistered. It was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the Amenities Officer registers the land in the name of the Council.

Cllr Gallagher went on to advise that in her work with the Neighbourhood Plan they have maps of unregistered land in Peacehaven and Telscombe Cliffs. Cllr O'Connor proposed that maybe 2 Councillors and P Seed investigate and identify unregistered pockets of land and if possible register them under Council ownership. Cllr Gallagher suggested investigating this and taking it back to a future meeting which was agreed.

## **1374. TYE MANAGEMENT CONSULTANT UPDATE**

The Town Clerk's report was noted and there was discussion regarding the merits of keeping the 'E' piece in the Agreement. Cllr Robinson advised that the requirements are difficult to manage and the consensus was that the 'E' piece should be removed. It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED**:-

- To ratify Savills as an Agent to work for us with the Rural Payments Agency
- To ask Savills to proceed with arranging temporary electric fencing and wildflower seeding of areas of the main Tye
- To ask Savills to arranging for cutting and baling/removal of the grass on the main Tye later in the year
- To ask Savills to investigate removing the 'E' piece from the HLS Agreement if possible
- To contact the SDNPA Ranger regarding the way forward with the 'E' piece and if they have authority to enforce a certain type of management

## **1375. TELSCOMBE TYE COMMONS COMMUNITY GROUP UPDATE**

Cllr Robinson advised that due to the current circumstances, the group has not been able to meet. She asked Cllr Clarkson if he could do a grid map of the Tye so that flowers could be recorded in the various sections which she would like the group to get involved with. The Town Clerk agreed to forward a map to Cllr Clarkson so he can add grids.

## **1376. TELSCOMBE RESIDENTS ASSOCIATION UPDATE ON TYE SIGNS**

The letter from the Telscombe Residents' Association was noted, along with the proposed construction of the signs they wish to place at various sites across the Tye and one at the memory garden.

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## **1377. Telscombe Residents Association Update on Tye Signs (Contd)**

There was lengthy discussion regarding the proposed wording and photographs for each sign. Councillors felt that the information contained in the signs should be accurate and not contain wording such as 'is believed to' and 'possibly', also descriptions of animals should be factual such as dog and sheep. For the memory garden sign it was agreed that it should only contain one photograph of the garden in flower. As the Committee could not agree the proposed wording provided by the TRA and wanted to give this matter careful consideration, it was proposed by Cllr Judd, seconded by Cllr Brindley and unanimously **RECOMMENDED** that Cllrs Sharkey, Judd and Brindley draw up draft wording containing factual and historically correct information which Cllr Gallagher will check and that this be brought back to a future meeting for agreement. This would then be taken to the TRA for their consideration.

*9pm Cllr Robinson was experiencing problems with her laptop so left the meeting, proposing to rejoin on another device.*

## **1378. BANK RECONCILIATION TO 31<sup>st</sup> MARCH 2020**

The Town Clerk/RFO confirmed that the bank reconciliations for the 2019/20 financial year up to 31<sup>st</sup> March had been checked by Cllr Robinson on 1<sup>st</sup> May 2020. Cllr Robinson had found everything to be in order and had signed the bank reconciliation, corresponding bank statements and supporting documentation as correct. The signed bank reconciliation was attached to the agenda for members to check and it was unanimously **RECOMMENDED** that the bank reconciliation showing total bank and cash balances of £395,386.07 was accepted as correct. Cllr Page thanked Cllr Robinson for carrying this out.

## **1379. TO RATIFY PAYMENT OF LEWESDC INVOICE FOR MAY 2019 ELECTION**

It was unanimously agreed to **RATIFY** payment of the invoice from Lewes District Council in the sum of £9,020 plus VAT for the Election of Councillors that took place in May 2019.

## **1380. TO AGREE AMENDMENT TO STANDING ORDERS REGARDING HOLDING REMOTE MEETINGS**

It was proposed by Cllr Sharkey, seconded by Cllr O'Connor and **RECOMMENDED** to agree the draft addendum to Standing Orders regarding holding remote meetings and take the document to full Council on 20<sup>th</sup> May for adoption.

## **1381. TO RATIFY ANNUAL ZOOM SUBSCRIPTION**

In order to facilitate remote Council meetings to take place, the Town Clerk signed up to the preferred platform 'Zoom', benefitting from a 50% offered via SALC. It was proposed by Cllr Cheta, seconded by Cllr Judd and unanimously agreed to **RATIFY** the annual Zoom discounted subscription of £59.95 plus VAT.

## **1382. TO AGREE TO DEFER ANNUAL COUNCIL MEETING**

It was noted that there were several options available and these were considered by the Committee. It was proposed by Cllr O'Connor, seconded by Cllr Page and **RECOMMENDED** that we defer the Annual Council Meeting until such time as the restrictions are lifted and the



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## **1383. To Agree to Defer Annual Council Meeting (Contd)**

Mayor Elect and Deputy Mayor Elect are re-appointed again at the next Annual Meeting in May 2021 to enable them to be in office for a whole year, as well as part of a year.

*9.07pm Cllr Robinson re-joined the meeting.*

## **1384. TO AGREE PURCHASE OF LAPTOP**

Cllr Clarkson advised he thought the requirement to work remotely would continue for the foreseeable future and felt the cost of the laptop and Platinum Support Package were acceptable. It was agreed the Town Clerk should have a laptop to facilitate holding remote meetings as well as working remotely. It was proposed by Cllr Gallagher, seconded by Cllr Robinson and **RECOMMENDED** to purchase a Lenovo laptop with Core i7 (10<sup>th</sup> gen) processor, 8 Gb RAM, 256Gb SSD, Windows 10 pro and 1 year warranty at a price of £719 plus VAT and delivery, as well as additional items as follows:- Microsoft office home & business 2019 £219 plus VAT and Bitdefender anti-virus £2 plus VAT per month. Cllr Mills abstained.

Regarding the Platinum Support at £40 plus VAT a month it was proposed by Cllr O'Connor, seconded by Cllr Judd and **RECOMMENDED** that the support be taken out, but that the Town Clerk investigate if it could be incorporated within the current contract and possibly achieve a saving. Cllr Mills abstained.

## **1385. TO AGREE PURCHASE OF MOBILE PHONE**

Councillors had requested the Town Clerk to get prices for a mobile phone for her work use as she does not currently have one. The various options were discussed and it was proposed by Cllr Brindley, seconded by Cllr Judd and **RECOMMENDED** to purchase a new Iphone 7 at a cost of £299 and a pay as you go Sim. Cllr Mills was against this proposal but it was carried with a majority vote.

## **1386. TO AGREE PURCHASE OF SMART/TV SCREEN ON WHEELS FOR DISPLAYING MEETINGS INFORMATION**

The need for a smart/tv screen was debated. It was noted that the Council Chamber has a projector and screen, but the same facility may need to be used in one of the other rooms for remote meetings and displaying information at meetings. Cllr Robinson advised that an update of equipment is part of our business plan but at present we do not know what we need. Cllr Brindley suggested the new laptop could be utilized. It was proposed by Cllr Brindley, seconded by Cllr Robinson and unanimously **RECOMMENDED** that this proposal be revisited in a year's time and it be included within the budget process for the next financial year.

## **1387. TO AGREE THE DRAFT ANNUAL REPORT 2019/20**

The draft Annual Report was reviewed and thanks went to the Town Clerk and Admin Assistant for their work in putting it together. It was proposed by Cllr Brindley, seconded by Cllr Sharkey and unanimously **RECOMMENDED** to agree the report and put it on the website and social media as soon as possible and that it does not need to be taken to full Council for overall approval.

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**1388. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA**

The Town Clerk advised she had received a request from a member of the public to set up his portal amateur radio kit on the Tye for a few hours at a time. The kit fits in a ruck sack and consists of a radio, a thin fibreglass pole (like a big fishing rod) and a few thin wires. Following discussion, due to the HLS Agreement requirements and the possibility of it setting a precedent and possibly giving other people cause to consider undertaking similar/other activities on the Tye, it was unanimously **agreed** not to allow this.

Cllr Clarkson advised that if home working is to continue for the foreseeable future, then staff will need to undertake a health & safety assessment of their working area.

Cllr O'Connor advised that the District Council have been given Government funding to support extra measures due to the Covid-19 pandemic and requested that the Town Clerk contact Ian Fitzpatrick at Lewes District Council to see if they will provide any financial assistance to Town Councils, seconded by Cllr Page and unanimously **agreed**.

There being no further business, the meeting closed at 10.12 pm.

Signed .....  
Cllr C Clarkson, Chairman

*Date for next meeting of the Committee – 6<sup>th</sup> July 2020*