

TELSCOMBE TOWN COUNCIL



Minutes of the Meeting of **TELSCOMBE TOWN COUNCIL** held on **Wednesday 17th January 2018** in Telscombe Civic Centre at 7.30 pm.

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

Also present: Stella Newman, Acting Town Clerk/RFO (*minutes*)

1296. PUBLIC QUESTION TIME

Peter Seed referred to minute 2093, p 2706 from the Planning & Highways minutes. He advised that ESCC are progressing an order for the twitten between Buckhurst Road & Cliff Gardens under the Highways Act and that the path has not been recognised yet. He also advised that the Town Clerk had been looking into parts of the Tye being unregistered.

1297. APOLOGIES FOR ABSENCE

Apologies were received from Cllr A Mendoza due to ill health and Cllr D Wright due to annual leave and these reasons for absence were accepted. Cllr A Loraine was also absent, but no apologies had been received.

1298. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

None.

1299. TO DISCUSS & APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 20th DECEMBER 2017

It was proposed by Cllr J Harris, seconded by Cllr G Maskell and unanimously **RESOLVED** that the minutes of the meeting on 20th December were a true record of the proceedings and were signed as correct by the Mayor, Cllr J Wilkins.

1300. MATTERS ARISING FROM THE MINUTES FOR NOTING

None.

1301. TO APPROVE MINUTES FROM THE FOLLOWING COMMITTEES:-

(a) Amenities & Civic Centre – 2nd October 2017

Cllr G Maskell proposed that the minutes of the meeting on 2nd October be accepted and the recommendations adopted, seconded by Cllr A Smith and **RESOLVED** that the minutes be accepted and recommendations adopted.

(b) Policy & Resources – 13th November 2017

Cllr B Page proposed that the minutes of the meeting on 13th November be accepted and the recommendations adopted, seconded by Cllr T Armour and **RESOLVED** that the minutes be accepted and recommendations adopted.

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(c) Planning & Highways – 27th November 2017

Cllr T Armour proposed that the minutes of the meeting on 27th November be accepted and the recommendations adopted, seconded by Cllr J Wilkins and **RESOLVED** that the minutes be accepted and recommendations adopted.

1302. TO APPROVE PAYMENTS & RECEIPTS FOR NOVEMBER 2017

Payments for November 2017 of £28,901.28 and receipts of £10,791.96 were proposed as correct by Cllr A Smith, seconded by Cllr B Page, unanimously **agreed** and signed as accurate by the Mayor.

1303. NOTIFICATION OF INCOME & EXPENDITURE TO 31st OCTOBER 2017

The figures at 30th November 2017 for all committees and earmarked reserves being expenditure of £152,876 and income of £293,289 were unanimously **agreed**.

1304. TO AGREE APPOINTMENT OF STELLA NEWMAN AS TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

Cllr A Smith advised that following the resignation of the Town Clerk, the Council had consulted with the Sussex Association of Local Councils and an HR Company and at a recent meeting of the Policy & Resources Committee it had been unanimously proposed to appoint Stella Newman as the Town Clerk & Responsible Financial Officer. It was therefore proposed by Cllr A Smith, seconded by Cllr R Maskell and unanimously **RESOLVED** that Stella Newman be appointed Town Clerk & Responsible Financial Officer with immediate effect on the same terms and conditions as the outgoing Town Clerk.

Stella thanked the Council for the promotion and was delighted to accept the position.

1305. TO AGREE INTERIM AUDIT REPORT

It was noted that the recent Internal Audit Report found everything to be in order and there were no recommendations made for future action. It was proposed by Cllr A Smith, seconded by Cllr B Page and unanimously **agreed** to accept the report.

1306. TO APPROVE ADDITIONAL CONTRIBUTION TO CITIZENS ADVICE

At a recent budget working party meeting and following a request from the Citizens Advice, it was proposed to increase the contribution to the Citizens Advice, although not the full 10% as requested. It was therefore proposed by Cllr B Page, seconded by Cllr A Smith and unanimously **RESOLVED** to increase the contribution to the Citizens Advice for the 2018/19 financial year by just under 5% to £3,490.

1307. TO APPROVE VIREMENT OF EARMARKED RESERVES

At a recent budget working party meeting, the need for additional earmarked reserves to cover the forthcoming playground refurbishments was discussed and the necessity for virements to take place agreed. It was therefore proposed by Cllr A Smith, seconded by Cllr G Maskell and unanimously **RESOLVED** that the following virements take place:-

1. £35,000 from 9022 Community Capital Projects to 9011 Playground Refurbishment
2. £5,000 from 9034 Devolution to 9011 Playground Refurbishment

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1308. TO AGREE REMOVAL OF N ASTLEY AND W BOTTING AS SIGNATORIES TO BANK ACCOUNT

Following their resignations, it was proposed by Cllr G Maskell, seconded by Cllr D Brindley and unanimously **RESOLVED** to remove Nancy Astley and Wayne Botting as signatories to the Council's bank account.

1309. TO REVIEW COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Following the resignation of two Councillors, replacement Council representatives were needed on some outside bodies. It was therefore unanimously **RESOLVED** to appoint the following replacement Councillor representatives to outside bodies:-

CTLA – Cllr D Brindley
Emergency Planning – Cllr D Brindley
Saltdean Residents' Association – Cllr A Smith
South Downs Land Management Group – Cllr R Maskell

1310. TO ADOPT DISCIPLINARY POLICY

The draft policy had been agreed at the recent Policy & Resources Committee meeting and it was proposed by Cllr G Maskell, seconded by Cllr A Smith and **RESOLVED** that the Disciplinary Policy be adopted.

1311. TO ADOPT EMPLOYEE/CLLR CODE OF CONDUCT

The draft policy had been agreed at the recent Policy & Resources Committee meeting and it was proposed by Cllr R Maskell, seconded by Cllr D Brindley and **RESOLVED** that the Employee/Cllr Code of Conduct be adopted. This is in addition to the Councillor Code of Conduct adopted by Council in September 2016.

1312. TO AGREE BUDGET FOR 2018/19

Cll B Page advised that the working group had gone through all figures thoroughly line by line which had resulted in the best budget possible, including earmarked reserves as detailed in the report sent with the agenda. The RFO advised that Lewes DC had confirmed a 17.65% reduction (£2,925) in the revenue support grant for 2018/19 and Telscombe Town Council would therefore receive £13,647 and an increase in the tax base of 99, giving an end result in Council Tax for a band D property decreasing by 33pence to £89.27 on the proposed figures. It was therefore proposed by Cllr A Smith, seconded by Cllr B Page and unanimously **RESOLVED** that the budget for 2018/19 be set at £244,899 to include the Lewes DC taxbase grant broken down as follows:-

COMMITTEE	EXPENDITURE	LESS INCOME	NET
Policy & Resources	173,065	11,916	161,149
Amenities	62,200	300	61,900
Civic Centre	44,550	35,000	9,550
Planning & Highways	23,800	11,500	12,300
TOTALS	303,615	58,716	<u>244,899</u>

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1312. Contd. To Agree Budget For 2018/19

It was also unanimously **RESOLVED** that funds totalling £84,008 be put in Earmarked Reserves as detailed in the report.

1313. TO AGREE FOR STAN NEWMAN TO USE COUNCIL LAPTOP

Cllr R Maskell advised that the laptop is used for Council functions and it is sometimes necessary to carry out updates and also load information on for the functions such as bingo. He pointed out that it has no Council information loaded on it, nor is it connected to the Council's server so there is no access to Council information. Stan Newman helps out as a volunteer at Council functions and it was proposed by Cllr R Maskell, seconded by Cllr J Harris and unanimously **RESOLVED** that Stan Newman can use the laptop and undertake the necessary updates, music, load information etc as required by the Council.

1314. TO AGREE TO USE STAN NEWMAN AS CASUAL OFFICE HELP

Following the resignation of the Town Clerk and the appointment of the Deputy Town Clerk/RFO as the replacement Town Clerk, it means that she is now working alone in the afternoons and one staff member down. Office reception cover is therefore needed in the afternoons during busy periods and in the absence of the Town Clerk when she is attending meetings etc and it was proposed by Cllr R Maskell, seconded by Cllr G Maskell and unanimously **RESOLVED** that Stan Newman be used as temporary cover until new staff are employed to cover the office reception on an as and when basis and that he submit an invoice for work carried out; he will not be an employee of the Council.

1315. BUSINESS PLAN REVIEW

Cllr Smith advised that the plan will continue and updates will be carried out shortly.

1316. REPORTS FROM:-

County Councillor:- Cllr Smith advised that County are having a budget meeting in February and they are proposing reducing grass cuts and using the money for adult social care.

District Councillors:- Cllr R Maskell advised that there was not a lot to update on since the last meeting. House building is progressing and the Ashington Gardens development should be finished by October.

Cllr Smith advised that the number of Conservatives at LewesDC had reduced by 2 following Councillor resignations from the conservative party. He advised there had been a new IT rollout and a new website launched. The recent recycling bin rollout has been phenomenal with 96/7% of pure recycling. Viridor has its own recycling plant for plastic which turns into beads and is then sent back to be made into new bottles. The Mayor commented that there are only 2 people in her road that do not recycle now.

Representatives on Outside Bodies:-

Crime Stoppers – Cllr Harris advised of an upcoming event at the Grand Hotel to raise funds and said that meetings are held at the Crime Commissioners office in Lewes.

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1316. Contd. Reports From:-

Representatives on Outside Bodies:-

Telscombe Cliffs School – Cllr G Maskell advised that she is in the process of organising the school farm trips.

Deputy Mayor:- Cllr Brindley advised that he had attended the Christmas day coffee morning.

Mayor:- Cllr Wilkins thanked Cllrs R Maskell and D Brindley for attending the Civic Centre on a recent Saturday and sorting out the central heating system. She advised that she had attended many carol services and also the Christmas day coffee morning.

1317. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

The Town Clerk advised that she had been forwarded a Decision Notice by a Lewes District Council lawyer of a Standards Panel hearing relating to former councillor Dave Neave. The Panel had found that former Telscombe Town Councillor Neave failed to comply with two provisions of the Telscombe Town Council Code of Conduct and the Panel invited former Councillor Neave to write to Telscombe Town Council by the end of this month, apologising formally for his conduct. In accordance with the Standards Panel recommendation, the Decision Notice has to be reported to full Council and although brought up under urgent matters this evening, will be placed on the next Council agenda for noting. As required, it has also been placed on the Council’s website.

There being no further business the meeting closed at 8.15 pm.

Signed.....
Mayor, Cllr J Wilkins