

# TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **POLICY & RESOURCES COMMITTEE** held on **Monday 7<sup>th</sup> November 2016** at Telscombe Civic Centre, 7.30 pm.

**PRESENT:** Cllrs T Armour, G Maskell, R Maskell, B Page *Vice-Chair*, A Smith, D Wright *Chairman* & J Wilkins

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

## **1020. PUBLIC QUESTION TIME**

It was agreed that public questions be moved to the end of the agenda.

## **1021. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr Harris for health reasons and this reason for absence was accepted.

## **1022. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST**

None.

## **1023. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON MONDAY 12<sup>th</sup> SEPTEMBER 2016**

The Committee considered the minutes of the meeting and it was proposed by Cllr T Armour, seconded by Cllr A Smith and unanimously

**RESOLVED** that they were a true record of the proceedings and were signed as correct by the Committee Chairman, Cllr D Wright.

## **1024. TO APPROVE & SIGN MINUTES OF THE GRANTS SUB-COMMITTEE HELD ON 12<sup>th</sup> SEPTEMBER 2016**

Cllr B Page requested that the minutes of the meeting on 12<sup>th</sup> September be accepted and the recommendations contained therein be adopted.

**RESOLVED** that the minutes be accepted and recommendations adopted and the minutes were signed as correct by the Sub-Committee Chairman, Cllr B Page.

## **1025. MATTERS ARISING**

Min 1015, p2510, Evening/Weekend Caretaker Post - it was noted that at the moment the new caretaker, Graham Ware, is undertaking both the part-time roles as agreed at the last meeting. However, the Town Clerk had advised she knew of someone else that was interested in the role and had passed him an application form. It was **agreed** that if the person returns the form that he should be interviewed by the Employment Sub-Committee Chairman, Vice-Chairman and Deputy Town Clerk in the normal way.

## **1026. TO NOTE ACTION LIST**

Min 1012, p2509, Telscombe Village Club – Councillors thanked the Deputy Clerk/RFO for chasing and finally obtaining the £3,000 outstanding back rent grant money.



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## **1026. Contd. To Note Action List**

Min 1013, p2510 – it was noted that a further 25 ewes had been purchased making the flock up to 95 and that 5 were still to be purchased to bring the flock up to 100 in accordance with the business plan.

## **1027. TO RECEIVE INCOME AND EXPENDITURE TO 30<sup>th</sup> SEPTEMBER 2016**

Regarding budget 4009-101 Mayor's Allowance, the Mayor advised that although it had been explained to her, could the RFO clarify the budget figure of £2,113 as the Mayor only has an allowance of £1,500 for their term of office. The RFO explained that the Mayor's term of office runs from May to May, so at the end of the financial year in March, if there is any unspent allowance, it is carried forward for the Mayor to use in their final weeks in office.

Regarding budget 1011-101 income for community flock it was noted that nothing had been received yet and Cllr Armour advised the lambs are to be sold shortly.

It was proposed by Cllr A Smith, seconded by Cllr R Maskell and the year to date income and expenditure figures of £78,825 expenditure and £244,573 income unanimously **agreed**.

## **1028. TO RECEIVE BANK RECONCILIATION FOR SECOND QUARTER TO 30<sup>th</sup> SEPTEMBER 2016**

The Deputy Town Clerk/RFO confirmed that the second quarter's bank reconciliations had been checked by Cllr D Wright on 27<sup>th</sup> October. Cllr Wright had found the reconciliations to be in order showing total bank and cash balances of £451,270.70 and had signed the bank reconciliation, corresponding bank statements and supporting documentation as correct. The Committee noted this action and **agreed** the bank reconciliation.

## **1029. TO DISCUSS 2017/18 BUDGET**

Regarding budget 4009-101 Mayor's allowance, following discussion it was **agreed** that the Mayor should spend their allowance by the end of their term of office and any unspent monies cannot be used once they are no longer Mayor. It was also unanimously

**RECOMMENDED** that a working party be set up consisting of the Chairs of the Policy & Resources, Amenities & Civic Centre and Planning Committees, as well as Cllrs B Page, R Maskell, A Smith the Town Clerk and Deputy Clerk/RFO. Cllr Wright will email Cllr Neave and invite him to be on the working party. Once draft figures have been drawn up at the meeting, they will be taken to the next full Council meeting for discussion and agreement.

## **1030. TO DISCUSS TELSCOMBE VILLAGE CLUB**

Following discussion it was **agreed** to continue discussion with Smiths Gore regarding a Management Agreement for the Club and put in a budget heading for this for the 2016/17 financial year.

## **1031. TO DISCUSS COUNCIL'S POLICIES**

A list of the Council's current policies and their review dates had been circulated. It was noted that several policies were contained within the Employee Handbook. It was therefore unanimously

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## 1031. Contd. To Discuss Council's Policies

**RECOMMENDED** that Cllrs G Maskell and J Wilkins read through the Employee Handbook and then the current policies and any new ones that are required be reviewed at the next meeting.

## 1032. TO DISCUSS THE TYE LOOKERERS PROJECT

Volunteer 'Lookerers' for the community flock is an item on the current business plan. The Deputy Town Clerk was thanked for obtaining information on the Brighton & Hove Council and Sussex Wildlife Trust's Lookerers scheme. Debate ensued as to the necessity for Lookerers and Cllr Smith advised that this project is part of community engagement. It was noted that training will need to be carried out by the volunteers. The Town Clerk had information regarding training courses and it was therefore proposed by Cllr A Smith, seconded by Cllr R Maskell and

**RECOMMENDED** that the Town Clerk produce a costed options paper to be taken to the next Committee meeting.

## 1033. TO RATIFY NEW LAPTOP PURCHASE

It was noted that purchase of a new laptop for Council functions had been agreed in accordance with Financial Regulation 4.1 by the Town Clerk and Committee Chairman. It was therefore proposed by Cllr B Page, seconded by Cllr R Maskell and purchase of the new Fujitsu core i5 laptop with 8gb ram, 1gb hard disk, DVD RW, Windows 10 pro **RATIFIED** at a cost of £638 plus VAT and delivery. It was **agreed** that use of the laptop be strictly limited to Council use only.

## 1034. PUBLIC QUESTION TIME

Mr Peter Seed asked now that a further 25 ewes had been purchased, what the total amount of the flock was as it wasn't clear if it was 95 or 100. He was advised that the previous balance had been 70, so with the purchase of 25, the total now stood at 95. Five more are to be purchased when suitable ewes come up for sale to bring the flock up to 100.

## 1035. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

None.

## 1036. EXCLUSION OF PRESS AND PUBLIC

It was unanimously **agreed** 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 *D Wright*  
Chairman

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## CONFIDENTIAL ITEMS

### **1037. TYE MANAGEMENT PLAN**

Confidential.

There being no further business the meeting closed at 9.44pm.

Signed *D Wright*  
Chairman

*Date for the next meeting of the Committee – 23<sup>rd</sup> January 2017*