

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **POLICY & RESOURCES COMMITTEE** held on **Monday 9th May 2016** at Telscombe Civic Centre, 7.30 pm.

PRESENT: Cllr T Armour, Cllr W Botting *Mayor*, Cllr R Maskell,
Cllr B Page *Vice-Chair*, Cllr A Smith *Chair*

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

972. PUBLIC QUESTION TIME

Mr P Seed thanked the Mayor for the award he had presented him at the Town Meeting and said it was nice to note his efforts were recognised. He then asked if there was an update on allotments. Cllr R Maskell advised that locations to site allotments are being investigated. Gorham Trust land had been looked into but was not an ideal location and rent would be high; the Telscombe playing fields cannot have a change of use if they were to be devolved but some LewesDC owned land had been identified as a possible site and investigations are being carried out as to its suitability and costs. Mr Seed then said he noted in the newsletter that the Tye sign had been overhauled and asked if it was possible that the Tye information board near Gorham Way could have the same treatment as it is in a poor state of repair. He was advised that the Council will take a look at its condition.

973. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr A Loraine due to work commitments, Cllr G Maskell who was attending a school meeting and Cllr D Wright due to leave. These reasons for absence were accepted.

974. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST

None.

975. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON MONDAY 7th MARCH 2016

The Committee considered the minutes of the meeting and it was proposed by Cllr W Botting, seconded by Cllr B Page and

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

976. TO APPROVE MINUTES OF THE TELSCOMBE VILLAGE SUB-COMMITTEE HELD ON 2nd DECEMBER 2015

Cllr T Armour requested that the minutes of the Telscombe Village Club sub-committee meeting on 2nd December 2015 be accepted and that the recommendations contained therein be adopted.

RESOLVED that the minutes be accepted and recommendations adopted.

TELSCOMBE TOWN COUNCIL



977. MATTERS ARISING

Min 970, p 2437, Cat's Club - Councillors asked if there was any progress regarding the planning application. The Deputy Town Clerk advised that as far as she was aware this had been put on hold as the Cat's Club were investigating a possible site at the Peacehaven Football Club. Discussion ensued regarding the Club being temporarily housed at the Civic Centre for August and September and a query was raised whether it had been confirmed to them that it was for these 2 months only. It was **agreed** that if she had not already done so, the Town Clerk should write to the Club confirming they could only temporarily hire the Civic Centre for August and September. It was also requested that any future discussion regarding the Club be taken to the Amenities and Civic Centre Committee.

978. TO NOTE ACTION LIST

Min 927, p 2369 – 'E' piece fencing. It was noted there was no update at the present time.

Min 928, p 2369 – 5 year business plan. The business plan is going to be discussed at a group meeting on 26th May and a further working party meeting will be set after that.

979. TO RECEIVE INCOME AND EXPENDITURE TO 31st MARCH 2016

Cllr B Page asked if he could have a copy of all costs relating to the community flock since the first flock was purchased. Regarding code '1040 newsletter income', Cllr Page asked why the figure was down on budget and he was advised by the RFO that it had been difficult to get advertisers. This was reiterated by Cllr R Maskell who had originally tried selling advertising space. Cllr Page then asked why '1053 income HLS grant' was up on budget and he was advised that 2 payments had been received in the last financial year. Cllr Page finally queried '4076 & 1050' for the Village Club and was advised that the lease had not been renewed so a second payment had not been made and the Trustees were querying whether they owed any grant money which was being pursued by the RFO.

The actual figures at 31st March 2016 of £152,227 expenditure and income of £261,284 were unanimously **agreed** by the Committee.

980. TO AGREE BANK RECONCILIATIONS FROM 1st JANUARY TO 31st MARCH 2016

The Deputy Town Clerk/RFO confirmed that the final quarter's bank reconciliations had been checked by Cllr R Maskell on 25th April. Cllr R Maskell confirmed that he found the reconciliations to be in order showing total bank and cash balances of £323,571.43 and that he had signed the bank reconciliation, corresponding bank statements and supporting documentation as correct. The Committee noted this action and **agreed** the bank reconciliation.

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

Cllr Armour advised there are bookings in the Village Club and asked who was responsible. It was confirmed that the Council are no longer leaseholders so are not responsible for hirers or anything to do with the Village Club. It was unanimously **agreed** that the Town Clerk should write to the Bookings Secretary, Alan Baker, confirming that as the Council are no longer leaseholders, they have no responsibility whatsoever regarding the Village Club and that the managing agents and Village Club committee members should be copied in. Following a comment by the Chairman, Cllr B Page asked that he take the matter seriously.



TELSCOMBE TOWN COUNCIL

981. Urgent Matters (Contd)

The Deputy Town Clerk advised that one of the caretakers, Gerry Barrett, had given his notice to retire at the end of July. This initiated much discussion about the role of the caretakers during the day and evening/weekends. The Town Clerk had suggested coverage of the whole day and evenings by someone on a job-share basis, but members did not feel this appropriate and day/out of hours should remain separate. Cllr Botting advised the out of hours position should be reviewed to make it more appealing. An increase in the rate of pay for day/out of hours was suggested and Cllr Smith advised that there is capacity in the budget for this. Cllr Smith also advised that the other caretaker Mick Evans is a valuable member of staff who should be utilised and it was **agreed** that the Deputy Town Clerk as Line Manager speak to him regarding a change of hours, possibly including minor grounds maintenance work. She should subsequently write a full report to be taken to an Employment sub-committee meeting. Cllr Armour raised concern that no caretaker is present during evening and weekend party hires and it was **agreed** that this should be reviewed and a caretaker be present. An Employment Sub-Committee meeting was agreed for 6.30pm on Monday 23rd May prior to the Amenities & Civic Centre Committee meeting.

There being no further business, the meeting finished at 9.00 pm.

Signed

Chairman

Date for the next meeting of the Committee – Monday 11th July 2016 (subsequent changed to 27th July)