



# TELSCOMBE TOWN COUNCIL

To: Members of the  
Policy & Resources Committee:-  
Cllr D Brindley *Deputy Mayor*, Cllr C Cheta,  
Cllr C Clarkson *Chairman*, Cllr C Gallagher,  
Cllr J Harris, Cllr D Judd, Cllr L Mills, Cllr L O'Connor,  
Cllr B Page *Vice-Chairman*, Cllr C Robinson,  
Cllr I Sharkey *Mayor*

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12<sup>th</sup> January 2021

Dear Sir/Madam

You are hereby summoned to attend an online meeting of the **Policy & Resources Committee** on **Monday 18<sup>th</sup> January 2021** at 7.30pm for the purpose of transacting the following business:-

LOG IN DETAILS:- Meeting ID 946 6077 1541 Login Platform - Zoom

Please email the Town Clerk for meeting password:- [stella.newman@telscombetowncouncil.org.uk](mailto:stella.newman@telscombetowncouncil.org.uk)

Yours faithfully

Stella Newman  
Town Clerk

## AGENDA

1. Public question time - Members of the public are welcome to attend and may ask questions relevant to the Committee at the commencement of the meeting for a total period of fifteen minutes
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To approve & sign minutes of the meeting held on 9<sup>th</sup> November 2020 – *attached*
5. To note action list - *attached*
6. To agree income and expenditure to 30<sup>th</sup> November 2020 – *attached*
7. To consider draft Grievance Policy – *see attached*
8. To identify possible projects to spend our CIL monies on – *see attached*
9. To discuss way forward with Telscombe Tye and Stud Farm – *see attached*
10. Business plan update – *see attached*
11. Urgent matters at the discretion of the Chairman for noting or inclusion on a future agenda
12. Exclusion of Press and Public – to consider whether to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission 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.
13. To approve and sign minutes from the Employment Sub-Committee meetings on 11<sup>th</sup> & 26<sup>th</sup> November 2020

***The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. This virtual online meeting will be recorded.***

***Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will ensure their computer camera is turned off and they are not included in the filming.***

*The date for the next meeting of the Committee – 8<sup>th</sup> March 2021*



# TELSCOMBE TOWN COUNCIL

**DRAFT** Minutes of a remote meeting of the **POLICY & RESOURCES COMMITTEE** held on Monday 9<sup>th</sup> November 2020 at 7.30 pm.

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

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

## **1424. PUBLIC QUESTION TIME**

There were no public present.

## **1425. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Cllrs Brindley and Page sent apologies due to family commitments and the reasons for absence were accepted.

## **1426. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

None.

## **1427. TO APPROVE AND SIGN MINUTES OF THE MEETING HELD ON 7<sup>TH</sup> SEPTEMBER 2020**

The minutes of the meeting were proposed by Cllr O'Connor, seconded by Cllr Harris 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.

It was noted that regarding minute 1413 on page 3243, 'To consider wording for proposed TRA Signs' an item had been placed on the agenda for discussion later in this meeting.

## **1428. TO APPROVE AND SIGN MINUTES OF THE GRANTS SUB COMMITTEE ON 7<sup>TH</sup> SEPTEMBER AND RATIFY ADDITIONAL GRANT DONATION OF £200 TO MACMILLAN CANCER SUPPORT**

In the absence of the sub-committee Chairman, Cllr Robinson proposed that the minutes of the meeting on 7<sup>th</sup> September 2020 be accepted and the recommendations be adopted, seconded by Cllr Gallagher and **RESOLVED** that the minutes be accepted and recommendations adopted. The minutes will be signed by Cllr Page who had been sent them in the post.

The grant donation of £200 to Macmillan Cancer Support was unanimously ratified.

## **1429. TO NOTE ACTION LIST**

The actions were noted as follows:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
11.5.20	Min 1373, p 3173 – Unregistered Land on the Tye Update	BB	Information being collated and will be placed on next agenda.	Jan 2021
6.7.20	Min 1396, p 3211 – To consider clearance of cattle grids on Telscombe Tye	SN	We have sought legal advice regarding clearing cattle grids and maintaining fencing and item added to this agenda.	Nov 2020



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6.7.20	<b>DRAFT</b> Min 1399, p 3212 – To agree payment to CTLA for 2020/21 financial year	SN	A payment of £3,000 has been made. CTLA will provide a report at end of the year and we will review service in Jan 2021.	Jan 2021
7.9.20	Min 1410, p 3241 – to review Financial Regulations	SN	Financial Regulations adopted by full Council on 16.9.20	Complete
7.9.20	Min 1411, p 3242 – to review Grants Policy & Application Form	SN	Grants Policy & application form adopted by full Council on 16.9.20	Complete
7.9.20	Min 1412, p 3242 – to consider draft Single Use Plastics Policy	SN	Single Use Plastics Policy adopted by full Council on 16.9.20	Complete
7.9.20	Min 1413, p 3243 – to consider wording for proposed Telcombe Resident's Association signs	SN	Wording agreed at last meeting, however, update placed on this agenda for consideration.	March 2021
7.9.20	Min 1414, p 3243 – to consider estimates for Tye Grass cutting	SN	Tye grass has been cut as agreed.	Complete
7.9.20	Min 1415, p 3243 – Tye Management Consultant update	SN	Estimate received 3-5 hours @ £140 = £420 - £700 max. Agreed by Cllr Clarkson & purchase order submitted on proviso work completed by year end.	December 2020
7.9.20	Min 1416, p 3244 – to consider removal of the 'E' piece from the HLS agreement	SN	As agreed under previous minute.	December 2020
7.9.20	Min 1417, p 3244 – Tye Commons Community Group update	SN / CR	Zoom meeting held on 15.10.20. Cllr Robinson to give verbal update.	Complete
7.9.20	Min 1418, p 3244 – to consider re-opening The Civic Centre	SN	Reception opened from 1.15 – 4.15pm Monday to Friday from 14 <sup>th</sup> September, but in line with new government advice, to close again from Thursday 5 <sup>th</sup> November.	Complete
7.9.20	Min 1419, p 3244 – to agree a Communications Strategy	Admin Asst & Cllrs	Working group of Cllrs Clarkson, Gallagher, Robinson & Admin Asst met & Admin Asst is drawing up draft procedures.	Jan 2021
7.9.20	Min 1420, p 3244 – to consider continuation of L&N Consultancy assistance with NDP	SN	Agreed to continue using L&N Consultancy & Steering group advised accordingly. NDP progressing.	Complete
7.9.20	Min 1421 – urgent matters	SN	<ol style="list-style-type: none"> <li>1. Cllr Robinson subsequently decided cut back unnecessary.</li> <li>2. Estimates for dew pond fencing obtained &amp; item placed on this agenda</li> <li>3. Cllr Mills unable to join Mascot meeting due to technical issues.</li> </ol>	<p>Complete</p> <p>Complete</p> <p>Complete</p>



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Cllr Robinson gave an update on the Tye Commons Community group following a Zoom meeting held in October. Discussion ensued regarding the work undertaken on the Tye 'E' piece at the beginning of the year. This had been organised by the South Downs National Park Ranger and agreed by this Committee in November 2019, min 1328, pages 3070-3071. It was agreed that in future if a specification is being drawn up externally, we scrutinise it carefully to ensure we are clear what works are to be undertaken.

There was then discussion regarding progression of the Tye Management Plan and Cllr Robinson advised she had spent a lot of work comparing previous plans and agreed to draft a future plan.

Cllr Gallagher queried if it had been agreed to continue using L&N Consultancy to undertake work on the Neighbourhood Plan and it was confirmed that this was agreed at the last meeting.

## **1430. TO AGREE INCOME AND EXPENDITURE TO 30<sup>th</sup> SEPTEMBER 2020**

Cllr Robinson queried what 4010-101 Councillor/Civic Expenses had been used on and she was advised that the majority of the money had been spent on purchase of 5 past Mayor's badges. The Town Clerk confirmed that it was cheaper to buy them in bulk for the next few years due to the artwork cost etc, so it was a one-off purchase for this year.

Cllr Cheta asked why nothing had been spent on insurance to date and the Town Clerk explained that this was detailed in her report accompanying the figures; the insurance premium is paid in full at renewal which is in February annually.

The Committee's income and expenditure figures to the 30<sup>th</sup> September 2020, of £78,775 expenditure and £242,492 income were unanimously **agreed**.

## **1431. TO AGREE BANK RECONCILIATION TO 30<sup>th</sup> SEPTEMBER 2020**

The Town Clerk/RFO confirmed that the bank reconciliations for the 2020/21 financial year up to 30<sup>th</sup> September had been checked by Cllr Gallagher on 28<sup>th</sup> October 2020. Cllr Gallagher 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 £514,995.48 be accepted as correct.

## **1432. TO REVIEW THE HONORARY FREEDOM OF TOWN POLICY**

The Committee noted the Policy was due its 3-year review and did not require any amendments. It was therefore proposed by Cllr Judd, seconded by Cllr Cheta and unanimously **RECOMMENDED** that the draft Policy be agreed and taken to the next full Council meeting for adoption. It was agreed to advertise the scheme in the next Council newsletter.

## **1433. TO REVIEW THE DATA PROTECTION POLICY**

The Committee noted that the Policy was due its 3-year review. SALC's model policy varied slightly from our previous report and was used as a template. It was agreed to add wording regarding GDPR and 1.2 was amended to read 'When handling such information the Council and all staff or others who process or use the information seek to ensure compliance with the Data Protection principles as set out in the Data Protection Act 2018 (the Act) and in line with the General Data Protection Regulations (GDPR). It was also agreed to add additional clarity under the 'use of



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emails' guidelines for staff members and Councillors regarding forwarding on of emails. It was unanimously **RECOMMENDED** that the amended draft Policy be taken to the next full Council meeting for adoption.

## **1434. TO REVIEW THE EMAIL & INTERNET USAGE POLICY**

The Committee noted that the Policy was due its 3-year review. SALC's model policy was used as a template. It was agreed to provide greater clarity regarding use of the Council's email addresses/domain name and unanimously **RECOMMENDED** that the amended draft Policy be taken to the next full Council meeting for adoption.

## **1435. TO REVIEW THE DISCIPLINARY POLICY**

The Committee noted that the Policy was due its 3-year review. SALC's model policy varied slightly from our previous report and was used as a template. Cllr O'Connor advised he thought unsatisfactory work performance should not be included in the Policy which was agreed by the remaining Committee members. It was therefore proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that (a) the second paragraph of 1.3 and 4 in its entirety be removed and the amended draft Policy be taken to the next full Council meeting for adoption and (b) a separate Work Performance Management Policy be drawn up for consideration at the next meeting in January 2021.

## **1436. TO REVIEW THE EMPLOYEE/COUNCILLOR CODE OF CONDUCT POLICY**

The Committee noted that the Policy was due its first 3-year review. The Town Clerk advised that this Policy had been drawn up by previous Councillors and SALC have a similar but not so detailed policy called Member/Officer Relations Protocol.

Cllr O'Connor felt that the section on social media guidelines was vague and agreed to forward on wording that a working group had drafted for a recent consultation on the Code of Conduct. It was therefore unanimously **RECOMMENDED** that the policy be amended as follows (a) that it be re-named the Member/Officer Relations Protocol Policy (b) that the Town Clerk amend the wording under 'social media guidelines' and that the draft amended policy be taken to full Council for adoption.

## **1437. RE-LOOK AT WORDING FOR TELSCOMBE RESIDENTS' ASSOCIATION'S (TRA) PROPOSED SIGNS**

The TRA had forwarded to the Committee wording for proposed signs they wanted to have drawn up and placed in various areas in Telscombe. It was previously agreed that a working group look at the wording and proposed modifications were agreed at the last P&R Committee meeting. However, after perusal by the TRA, one of their member's felt the wording was not accurate and suggested amendments. It was therefore unanimously **RECOMMENDED** that (a) the working group meet again to look at the suggested amendments and agree draft wording to be brought back to the next meeting for consideration and (b) that the recommendation under minute 1413 on page 3243 of the meeting held on 7<sup>th</sup> September 2020 is not adopted at the next full Council meeting to allow the wording to be re-visited and amended.



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## **1438. TO PROGRESS WILDFLOWER SEEDING ON THE TYE**

Cllr Robinson advised she did not want this to fall on the Town Clerk's shoulders alone and wanted Councillors to help. Following discussion it was proposed by Cllr Gallagher, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the Town Clerk obtain prices for rabbit proof fencing and cutting of certain areas of the Tye in preparation for seeding and bring the costs back to a future meeting for consideration.

## **1439. TO CONSIDER ESTIMATES FOR RE-FENCING THE TYE DEW POND**

It was noted that sheep leaning against the fencing had exacerbated its deterioration. The estimates obtained were discussed and it was proposed by Cllr O'Connor, seconded by Cllr Harris and unanimously **RECOMMENDED** to accept the estimate from Dimension Fencing for total replacement of the fencing in the sum of £2,175 (no VAT applicable) and if necessary the style also be replaced at a further cost of £240 (no VAT applicable).

## **1440. TO CONSIDER WAY FORWARD RE FENCING AND CATTLE GRIDS ON TELSCOMBE TYE**

There was lengthy discussion regarding this item. Advice the Council had obtained from a solicitor was noted as follows:-

- the landowner owns the land and is therefore responsible for the land and its condition sufficient to enable it to discharge its duties of care under the Occupiers' Liability Act
- regarding the fencing and cattle grids that were given consent from the Secretary of State, unless there was a contractual right owed to a third party e.g. through a fencing covenant on the title, then there cannot be objection to the works' removal or non-replacement.

Regarding sheep grazing, they advised that:-

- while a commoner may have the right to graze sheep, the management of the stock is a matter for him or her and the right to graze is just that.
- liability for any damage caused by straying stock is that of the possessor of the stock and not that of the landowner (if different) and it is the keeper or possessor of the stock which is responsible for not allowing his stock to stray onto the highway.

## **1440. To Consider Way Forward re Fencing and Cattle Grids on Telscombe Tye (contd)**

It was noted that if we decide to remove areas of fencing once they fall into disrepair, we will not be able to replace it without another application to the Secretary of State, which may not be granted.

Areas of fencing adjoining neighbouring land is down to the landowner to repair and not ourselves. Lengthy discussion ensued regarding this item.

It was proposed by Cllr Gallagher and seconded by Cllr Robinson to clear the cattle grid by bridleway 8. As this proposal was only agreed by Cllr Sharkey and therefore not unanimously agreed, the motion was not carried.

It was then proposed by Cllr Judd, seconded by Cllr Harris and **RECOMMENDED** by the remaining 4 Councillors that we do not clear the cattle grid by bridleway 8.



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Following further discussion it was proposed by Cllr O'Connor, seconded by Cllr Judd and **RECOMMENDED** by a majority of 4 Councillors that we get M Evans to repair the fencing next to bridleway 8 gate that has been damaged by Stud Farm's pigs and we write to Stud Farm and set out the Council's position following obtaining legal advice as follows:-

- We will not clear the cattle grid on bridleway 8 belonging to TTC.
- We will not maintain fencing or gates bordering our land that we are responsible for and if they fall into disrepair, they will be removed; we will, however continue to monitor and where necessary at our discretion maintain and repair gates and fencing bordering the South Coast Road and Gorham Way.
- TTC require Stud Farm to take action to prevent their pigs from escaping from their land and causing damage to land and fencing owned by the Council
- Stud Farm only retains Commoners Rights to graze its sheep on Telscombe Tye which means that Stud Farm is entitled to nothing more and nothing less. The management, responsibility and liability of the stock is that of Stud Farm as owners of the stock and they are solely liable for any damage caused by straying stock and must manage the same so as to prevent it from straying onto the public highway.
- Temporary fencing/sheep division pens can be erected for a period of less than 28 days, ie the maximum period allowed in any one year, but we ask that Stud Farm seek permission from the Council as landowners before their erection and ensure they are removed in their entirety after a maximum of 28 days.
- Placing ring feeders on the Tye is in breach of Section 38 of the Commons Act and we therefore ask Stud Farm not to place any feeders on the Tye
- We advise Stud Farm we regret having to contact them by letter and would have preferred a meeting to discuss the situation which was unfortunately declined by them.

## **1441. TO CONSIDER COMPLAINT REGARDING DISABLED ACCESS TO TELSCOMBE TYE**

It was noted that a resident had complained to Cllr Robinson that they could not access the Tye via a field and gate belonging to Stud Farm.

## **1441. To Consider Complaint Regarding Disabled Access To Telscombe Tye (Contd)**

Cllrs Robinson, Gallagher, Judd and the Town Clerk had met the resident on site and agreed to ask permission from Stud Farm to make alterations to the gate. Unfortunately following several discussions with Stud Farm, they denied the Council permission to make alterations and the resident was informed. As the resident was not happy with the outcome, Cllrs Robinson, Gallagher and Judd have referred the complaint to Committee for consideration.

Discussion ensued. In view of the fact that the resident was requesting alterations to a gate belonging to Stud Farm who had denied the Council permission to make alterations, it was proposed by Cllr Judd, seconded by Cllr Harris and unanimously **RECOMMENDED** that there was nothing more the Council could do. It was noted that there is disabled access to the Tye at Gorham Way in Telscombe Cliffs, Ashurst Avenue in East Saltdean and at the top of Gorhams Lane at the northern border of the Tye.



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## 1442. BUSINESS PLAN UPDATE

Regarding Part 2, item 1, Tye Management Plan, Cllr Robinson queried the date of expiry of the current grants and it was agreed that this be amended to read 2023. The remainder of the current business plan was noted.

## 1443. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

None.

## 1444. 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 (Admission 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.

## 1445. TO APPROVE AND SIGN MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETINGS OF 14<sup>th</sup> SEPTEMBER 2020

The Sub-Committee Vice Chairman, Cllr Judd, requested that the minutes of the Employment Sub-Committee meeting on 14<sup>th</sup> September 2020 be accepted and the recommendations therein be adopted, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes be accepted and recommendations be adopted. It was agreed that either the Committee Chairman or Vice Chairman sign the confidential minutes when they are next in the Council office.

There being no further business, the meeting closed at 9.45pm.

Signed .....  
Chairman

*Date for next meeting of the Committee – 18<sup>th</sup> January 2021 (tbc)*

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# TELSCOMBE TOWN COUNCIL

## Policy & Resources Action List for 18<sup>th</sup> January 2021

### Agenda Item 5

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
11.5.20	Min 1373, p 3173 – Unregistered Land on the Tye Update	BB	Information being collated.	June 2021
6.7.20	Min 1399, p 3212 – To agree payment to CTLA for 2020/21 financial year	SN	A payment of £3,000 has been made. CTLA will provide a report at end of the year and we will review service in Jan 2021 – <i>awaiting report from CTLA</i>	March 2021
7.9.20	Min 1416, p 3244 – to consider removal of the 'E' piece from the HLS agreement	SN	Savills confirmed that 'E' piece could be withdrawn from HLS agreement with no financial penalty & they have submitted necessary paperwork as authorised by ourselves.	
7.9.20	Min 1419, p 3244 – to agree a Communications Strategy	Admin Asst & Cllrs	Working group of Cllrs Clarkson, Gallagher, Robinson & Admin Asst met & Admin Asst is drawing up draft procedures.	March 2021
9.11.20	Min 1432, p 3279 – to review Honorary Freedom of Town Policy	SN	Policy agreed & adopted at Council on 18.11.20	Complete
9.11.20	Min 1433, p 3279 – to review the Data Protection Policy	SN	Policy agreed & adopted at Council on 18.11.20	Complete
9.11.20	Min 1434, p 3279 – to review the Email & Internet Usage Policy	SN	Policy agreed & adopted at Council on 18.11.20	Complete
9.11.20	Min 1435, p 3279 – to review the Disciplinary Policy	SN	The amended draft was adopted at Council on 18.11.20. A separate Work Performance Management Policy is being drawn up and will be taken to a future meeting for consideration.	Complete  March 2021
9.11.20	Min 1436, p 3279 – to review the Employee/Councillor Code of Conduct Policy	SN	The amended draft policy, including a revision of its name to Member/Officer Relations Protocol Policy was adopted at Council on 18.11.20.	Complete
9.11.20	Min 1437, p 3280 – to re-look at wording for TRA	SN	Working group meeting arranged for 18 <sup>th</sup> January to re-consider wording	March 2021



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	proposed signs			
9.11.20	Min 1438, p 3280 – to progress wildflower seeding on the Tye	SN	Town Clerk is obtaining estimates for rabbit proof fencing	May 2021
9.11.20	Min 1439, p 3280 – to consider estimates for re-fencing the Tye dewpond	SN	Dimension Fencing instructed to carry out works and due to start shortly	February 2021
9.11.20	Min 1440, p 3280/81 – To consider way forward re fencing and cattle grids on Telscombe Tye	SN	Fencing next to bridleway 8 gate repaired.  Letter written to Stud Farm and response received. Need to agree way forward – agenda item added to this meeting.	Complete  March 2021
9.11.20	Min 1441, p 3281 – to consider complaint re disabled access to Telscombe Tye	SN	Reponse issued to complainant as agreed and nothing further heard.	Complete
9.11.20	Min 1442, p 3281 – Business Plan Update	SN	Amendment made to Business Plan as agreed	Complete



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<b>AGENDA ITEM</b>	6
<b>REPORT TO</b>	P&R Committee
<b>REPORT FROM</b>	Stella Newman, Town Clerk & RFO
<b>MEETING DATE</b>	18 <sup>th</sup> January 2021
<b>SUBJECT</b>	Income & Expenditure to 30 <sup>th</sup> November 2020

## 1. INTRODUCTION

The Income & Expenditure figures to 30<sup>th</sup> November 2020 are attached.

## 2. INFORMATION

The actual year to date income is £243,163 and expenditure £103,221.

Explanations for main differences and other possible queries as follows:-

1010-101 Income miscellaneous - £2,815 is money received through the Corona Virus Job Retention Scheme covering the last week of March through to the end of November.

1040-101 Income newsletter – one edition of the newsletter was cancelled due to Covid and since then a couple of advertisers have dropped out so income is down from that projected.

1053-101 Income HLS grant – we are still awaiting payment.

1190-101 Interest received – interest income is down due to very low rates.

4005-101 Staff expenses - this has increased due to an allowance being paid to office staff for working from home.

4019-101 Mayors Allowance New Year – this is a new heading which shows the allowance from May 2020 to May 2021.

4022-101 Telephone, Fax, Internet – this heading covers multiple items and for clarification next year it was proposed at the budget working party meeting to split the items into separate detailed headings.

4023-101 Subscriptions – the main outlay has been just over £2,000 which is for the SALC & NALC annual subscription.

4025-101 Insurance – this is paid annually in February.

4030-101 Newsletter & publicity – one edition was cancelled due to Covid so costs are lower than budgeted for.

4041-101 Computer Maintenance – the monthly laptop maintenance of £40 is now included which was not budgeted for. A virement may be undertaken at year end if funds are available elsewhere to cover the unbudgeted expenditure of £480.



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4061-101 Telscombe Tye General – the Tye inspections and Tye general have now been split into 2 separate budget heads as requested.

4075-102 Grants – the second grants meeting will be held on 18<sup>th</sup> January, before this P&R meeting.

## **3. RECOMMENDATION**

It is recommended that the figures are agreed.

## **4. ENVIRONMENTAL IMPACT**

N/A

## **5. FINANCIAL IMPLICATIONS**

A lack of hire income for the Civic Centre will have a detrimental affect on our income for this financial year and will have ramifications for the next financial year. This was taken into account at the budget working group meeting when setting the draft budget for next year.



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08/12/2020

Telscombe Town Council

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## Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Policy and Resources</b>							
<u>101 General Administration</u>							
1010 Income Miscellaneous	356	2,815	0	(2,815)			0.0%
1031 Wayleaves	0	16	16	(0)			100.6%
1040 Income Newsletter	40	240	1,000	760			24.0%
1053 Income HLS Grant	0	0	8,000	8,000			0.0%
1176 Precept Received	0	239,943	239,943	0			100.0%
1190 Interest Received	4	149	600	451			24.9%
General Administration :- Income	<b>400</b>	<b>243,163</b>	<b>249,559</b>	<b>6,396</b>			<b>97.4%</b>
4000 Wages, NI & Pension	9,550	80,061	127,000	46,939	46,939		63.0%
4005 Staff Expenses	0	236	225	(11)	(11)		104.7%
4008 Staff Training/Conferences	0	60	800	740	740		7.5%
4009 Mayors Allowance	0	1,179	1,179	0	0		100.0%
4010 Councillors/Civic Expenses	0	306	350	44	44		87.5%
4011 Councillor Training	0	0	500	500	500		0.0%
4012 Members Allowances	0	0	3,250	3,250	3,250		0.0%
4019 Mayors allowance new year	0	0	1,500	1,500	1,500		0.0%
4020 Miscellaneous Expenses	0	0	350	350	350		0.0%
4021 Stationery, Copier etc	92	1,655	3,100	1,445	1,445		53.4%
4022 Telephone, Fax, Internet	573	3,422	3,750	328	328		91.3%
4023 Subscriptions	0	2,804	3,000	196	196		93.5%
4024 Postage	62	510	1,300	790	790		39.2%
4025 Insurance	0	0	3,500	3,500	3,500		0.0%
4029 Burial Fees	0	0	100	100	100		0.0%
4030 Newsletter & Publicity	485	1,180	3,600	2,420	2,420		32.8%
4040 Computer Equipment	0	0	750	750	750		0.0%
4041 Computer Maintenance	215	1,682	2,100	418	418		80.1%
4042 Bank Charges	29	287	800	513	513		35.8%
4043 Website	75	179	550	371	371		32.6%
4050 Legal Fees	0	775	1,000	225	225		77.5%
4056 Professional Fees	830	974	1,500	526	526		64.9%
4057 Audit Fees	180	1,100	1,450	350	350		75.9%
4058 Payroll Services	43	436	700	264	264		62.3%
4059 Elections	0	0	3,500	3,500	3,500		0.0%
4061 Telscombe Tye -General	214	1,115	2,040	925	925		54.6%
4062 Telscombe Tye Inspections	0	400	960	560	560		41.7%
General Administration :- Indirect Expenditure	<b>12,348</b>	<b>98,361</b>	<b>168,854</b>	<b>70,493</b>	<b>0</b>	<b>70,493</b>	<b>58.3%</b>
<b>Net Income over Expenditure</b>	<b>(11,948)</b>	<b>144,802</b>	<b>80,705</b>	<b>(64,097)</b>			



# TELSCOMBE TOWN COUNCIL

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Telscombe Town Council

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## Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Grants</u>							
4075 Grants	450	1,200	2,500	1,300		1,300	48.0%
4081 CAB	0	3,660	3,660	0		0	100.0%
Grants :- Indirect Expenditure	<b>450</b>	<b>4,860</b>	<b>6,160</b>	<b>1,300</b>	<b>0</b>	<b>1,300</b>	<b>78.9%</b>
<b>Net Expenditure</b>	<b>(450)</b>	<b>(4,860)</b>	<b>(6,160)</b>	<b>(1,300)</b>			
Policy and Resources :- Income	<b>400</b>	<b>243,163</b>	<b>249,559</b>	<b>6,396</b>			<b>97.4%</b>
Expenditure	<b>12,798</b>	<b>103,221</b>	<b>175,014</b>	<b>71,793</b>	<b>0</b>	<b>71,793</b>	<b>59.0%</b>

# TELSCOMBE TOWN COUNCIL



<b><u>AGENDA ITEM</u></b>	7
<b><u>COMMITTEE</u></b>	Policy & Resources
<b><u>REPORT FROM</u></b>	Stella Newman, Town Clerk
<b><u>MEETING DATE</u></b>	18 <sup>th</sup> January 2021
<b><u>SUBJECT</u></b>	To consider draft Grievance Policy

## 1. INTRODUCTION

Whilst reviewing the Employment Handbook, it transpires that we do not have a separate Grievance Policy, just a small section noted in the handbook.

## 2. INFORMATION

I have therefore checked on the SALC website for a model policy and have used that as a basis for a draft Policy which is attached.

## 3. RECOMMENDATION

It is recommended that the attached draft Policy is agreed and taken to the next Council meeting for adoption.



# TELSCOMBE TOWN COUNCIL

## **DRAFT GRIEVANCE POLICY**

### **1. Introduction**

1.1 This policy is based on the 2015 ACAS Code of Practice and guide on discipline and grievances at work. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. A grievance may be any concern, problem or complaint employees wish to raise with the Council. This Policy sets out the arrangements for employees to raise their concerns. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

### **2. Informal Procedure**

2.1 Many problems can be raised and settled during the course of everyday working relationships. Where possible, any grievance should be raised informally with the employee's line manager, or if this is inappropriate, it should be raised with the Chair of the Employment Sub-Committee.

2.2 In the case of the Town Clerk raising a grievance, this should in the first instance be raised with the Chair of the Employment Sub-Committee, unless the complaint is about the Chair of the Employment Sub-Committee, in which case the Mayor should handle the Clerk's concerns.

### **3. Formal Procedure**

3.1 If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to their line manager, or if this is inappropriate to the Chair of the Employment Sub-Committee.

3.2 If relating to the Town Clerk, the formal grievance letter should be addressed to the Chair of the Employment Sub-Committee or likewise if the Town Clerk is making the grievance this should also be addressed to the Chair of the Employment Sub-Committee, unless the complaint is about the Chair of the Employment Sub-Committee, in which case the letter should be addressed to the Mayor.

3.3 The Employment Sub-Committee will appoint a Grievance Panel of three members to investigate the grievance. Similarly, the Employment Sub-Committee will appoint an Appeal Panel of three members to investigate an appeal. Each panel will appoint a Chairman from one of its members. No Councillor with direct involvement in the matter shall be appointed to the panel.

### **4. Policy Conditions**

This Policy confirms:





# TELSCOMBE TOWN COUNCIL

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- Employees have the right to be accompanied or represented at a grievance meeting or appeal by a workplace colleague, a trade union representative or a trade union official. The companion will be permitted to address the grievance/appeal meetings, to present the employees' case for his/her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
- The Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date.
- Any changes to specified time limits must be agreed by the employee and the Council.
- An employee has the right to appeal against the decision about his/her grievance. The appeal decision is final.
- Information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the Data Protection Act 2018.
- Recordings of the proceedings at any stage of the grievance procedure can only be taken with the agreement of all parties present.
- If an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure.
- If a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith.
- The Council may consider mediation at any stage of the grievance procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the Councils and the employee's consent.
- Discretion and confidentiality will be upheld at all times throughout the process. If required the Chair of the Grievance panel may wish to seek external professional support during this process.



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## 5. Upon Receipt of a Grievance Letter

Generally, within a reasonable period of time, e.g., 5 working days of receipt of a written grievance, the employee will be asked in writing to attend a grievance meeting.

The letter will include the following:

- The names of the Grievance Panel Chairman and other members
- A summary of the employee's grievance based on his/her written submission
- The date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 10 working days of when the Council received the grievance.
- The employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- A copy of the Council's grievance policy
- Confirmation that, if necessary, witnesses may attend on the employee's behalf and that the employee should provide the names of his/her witnesses at least five working days before the meeting
- Confirmation that the employee will provide the Council with any supporting evidence at least five working days before the meeting

## 6. The grievance meeting

6.1 At the grievance meeting:

- The Chairman will introduce the members of the panel to the employee.
- The employee (or companion) will set out the grievance and present the evidence.
- The panel may ask the employee what action he/she would like to happen as a result of raising the grievance and bear this in mind when preparing a response.
- Any member of the panel and the employee (or the companion) may question any witness called by prior arrangement with the panel.
- The employee (or companion) will have the opportunity to sum up the case.
- A grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the panel.
- The grievance committee will discuss the investigation and findings and agree on a response to the grievance.
- The Chairman will provide the employee with the panel's decision, in writing, within ten working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.



# TELSCOMBE TOWN COUNCIL

## 7. The appeal

7.1 If an employee is dissatisfied with the outcome of his/her grievance investigation, he/she may submit a written appeal to the Grievance Panel Chairman. An appeal must be received within five working days of the employee receiving the panel's decision and must specify the grounds of the appeal.

7.2 Appeals may be raised on a number of grounds, e.g:

- The employee thinks the Council's procedure was not applied properly.
- The employee thinks the action proposed by the panel was inadequate/inappropriate
- New evidence has come to light since the grievance meeting

7.3 The appeal will be heard by an Appeal Panel consisting of three members of the Employment Sub-committee who have not been involved in the case. The appeal panel will appoint a Chairman from one of its members.

Generally, within a reasonable period of time, e.g., 5 working days of receipt of a written appeal, the employee will be asked in writing to attend an appeal meeting.

The letter will include the following:

- The names of the Appeal Panel Chairman and other members
- A summary of the employee's appeal based on his/her written submission
- The date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will be within 10 working days of when the Council received the appeal.
- The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.

7.4 At the appeal meeting, the Chairman will:

- Introduce the panel members to the employee
- Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the grievance panel.
- Explain the action that the appeal panel may take.
- The employee (or his/her companion) will be asked to explain the grounds of his/her appeal.
- The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
- The appeal panel may decide to uphold the decision of the grievance panel or substitute its own decision.
- The decision of the appeal panel is final.

# TELSCOMBE TOWN COUNCIL



<b>REPORT TO</b>	P&R Committee
<b>AGENDA ITEM</b>	8
<b>REPORT FROM</b>	Stella Newman, Town Clerk/RFO
<b>MEETING DATE</b>	18 <sup>th</sup> January 2021
<b>SUBJECT</b>	To identify potential projects to spend our CIL monies on

## 1. INTRODUCTION

CIL payments are made to us by LewesDC (LDC), if applicable, in April and October annually.

## 2. INFORMATION

It was agreed at full Council in December 2020 that Committees should consider identifying a potential project(s) for the monies we have received to be spent on.

The funds received have to be spent within 5 years of receipt and can be spent on a wide range of projects to support the development of our area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area. So far we have used £5,917 for the playground refurbishments carried out in 2018. My spreadsheet attached shows the dates the remainder of the monies have to be spent by.

## 3. RECOMMENDATION

It is therefore recommended to identify possible projects to be taken to full Council for consideration.

## 4. FINANCIAL IMPLICATIONS

The current Earmarked Reserve is £16,904.63 and, provided we do not spend anything in the meantime, at the beginning of the 2021/22 financial year when the total payments received this year of £3,448.68 have been added, it will stand at £20,348.31.

# TELSCOMBE TOWN COUNCIL



## CIL PAYMENTS      Spend within 5 years

DATE RECEIVED	FROM APPLICATION	AMOUNT	SPEND BY	DATE SPENT
13th Oct 2016	LW/15/0865 - 25 Telscombe Cliffs Way AND LW/16/0116 187 Telscombe Cliffs Way	£5,917.00	13th Oct 2021	Spent on playground refurb in Oct 2018
<b>2016/17 Financial Year - total received £5,917</b>				
Earmarked reserve £5,917.00				

29th Nov 2017	Balance o/s from above 2 applications	£50.00	20th Dec 2022	
<b>2017/18 Financial Year - total received £50 - report approved by Planning on 25.6.18</b>				
Earmarked reserve movements - plus £50 = £5,967.00				

# TELSCOMBE TOWN COUNCIL



## CIL PAYMENTS      Spend within 5 years

DATE RECEIVED	FROM APPLICATION	AMOUNT	SPEND BY	DATE SPENT
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25th April 2018	LW/16/0773 - 20 The Esplanade	£215.92	25th April 2023	
25th April 2018	LW/15/0902 - 30 Findon Avenue	£450.00	25th April 2023	
<b>TOTAL IN APRIL</b>		<b>£665.92</b>		

12th Oct 2018	LW/16/1009 - Aqua House, 370 Sth Cst Rd	£3,519.45	12th Oct 2023	
12th Oct 2018	LW/15/0902 - 30 Findon Av	£450.00	12th Oct 2023	
12th Oct 2018	LW/15/0773 - Aqua House, 370 Sth Cst Rd	£2,884.01	12th Oct 2023	
12th Oct 2018	LW/17/0675 - 10 & 11 The Esplanade	£3,861.00	12th Oct 2023	
<b>TOTAL IN OCT</b>		<b>£10,714.46</b>		

**2018/19 Financial Year - total received £11,380.38 - report approved by Council on 18.9.19**

Earmarked reserve movements - less £5,917 spent Oct '18, plus £11,380.38  
= **£11,430.38**

# TELSCOMBE TOWN COUNCIL



## CIL PAYMENTS Spend within 5 years

DATE RECEIVED	FROM APPLICATION	AMOUNT	SPEND BY	DATE SPENT
24th April 2019	LW/15/0902 - 30 Findon Avenue (demolish existing dwelling & erection of 4 bed 2 storey dwelling)	£490.50	24th April 2024	
24th April 2019	LW/16/0196 - 17 Cissbury Crescent (conversion of existing bungalow to 2 residential units including addition of a first floor)	£904.50	24th April 2024	
	<b>TOTAL IN APR 19</b>	<b>£1,395.00</b>		
28th October 2019	LW/17/0320 - 2 Telscombe Cliffs Way (erection of 2 bed bungalow on land to rear)	£1,707.75	28th October 2024	
28th October 2019	LW/17/0660 - 22 Bannings Vale (demolish dwelling & replace with block of 6 x1 bed flats)	£2,371.50	28th October 2024	
	<b>TOTAL IN OCT '19</b>	<b>£4,079.25</b>		
<b>2019/20 Financial Year - total received £5,474.25 - report approved by Council on 15.7.20</b>				
Earmarked reserve movements - less £nil Plus £5,474.25 = <b>£16,904.63</b>				

# TELSCOMBE TOWN COUNCIL



## CIL PAYMENTS      Spend within 5 years

DATE RECEIVED	FROM APPLICATION	AMOUNT	SPEND BY	DATE SPENT
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15th May 2020	LW/16/0785 - 3 The Esplanade (demolition of existing garage and erection of extension to form annexe accommodation)	£175.50	16th April 2025	
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<b>TOTAL IN APR '20</b> <b>£175.50</b>
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30th Oct 2020	LW/18/0795 - 215 Marine Drive, Saltdean	£409.13	31/10/2025	
30th Oct 2020	LW/19/0714 - 342 South Coast Road, Telscombe	£2,605.86	31/10/2025	
30th Oct 2020	LW/20/0074 - 11 St Peter's Avenue, Telscombe	£253.19	31/10/2025	

<b>TOTAL IN OCT '20</b> <b>£3,268.18</b>
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**2020/21 Financial Year - total received £3,443.68 - report approved by Council on ?? (by end of 2021)**

Earmarked reserve movements - less £nil    Plus £3,443.68    =  
**£20,348.31**



# TELSCOMBE TOWN COUNCIL



<b><u>AGENDA ITEM</u></b>	9
<b><u>COMMITTEE</u></b>	Policy & Resources
<b><u>REPORT FROM</u></b>	Stella Newman, Town Clerk & RFO
<b><u>MEETING DATE</u></b>	18 <sup>th</sup> January 2021
<b><u>SUBJECT</u></b>	To discuss way forward with Telscombe Tye and Stud Farm

## 1. INTRODUCTION

At the P&R meeting in November it was agreed to write to Stud Farm to advise them of our decisions regarding clearing cattle grids, maintaining fencing etc following obtaining legal advice.

## 2. INFORMATION

I duly wrote to Stud Farm and have received a response. It is Telscombe Town Council's intention to manage the Tye in accordance with the conditions imposed not only by the HLS Agreement, but also the Commons Act. As such we need to find a way forward with Stud Farm that will enable us to satisfy these restrictions.

## 3. RECOMMENDATION

I have therefore been asked by Councillors to add this as an agenda item for discussion.

## 4. ENVIRONMENTAL IMPACT

The HLS agreement sets out actions we need to undertake to maintain the Tye.

## 5. FINANCIAL IMPLICATIONS

We have an earmarked reserve of just over £44,500 for the Tye.



# TELSCOMBE TOWN COUNCIL

## AGENDA ITEM 10 – Business Plan

PART 2 of the business plan sets out a programme of work to be carried out between the dates shown including intervals of review and projected delivery dates adopted at Full Council. (PART 1 working group Notes)

### Part II – POLICY & RESOURCE COMMITTEE

	Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
1	<b>Tye Management Plan (TMP)</b>	Develop and adopt a 'refreshed' TMP, working towards re-applying for agricultural funding before the present 10 year grants expire in 2023.	With input from the Tye Commons Community Group, help shape a workable management plan for the Tye, E and D piece which works effectively for the owner (TTC) and users equally. <i>Delay due to Covid-19. Cllr Robinson working on draft plan.</i>	TC	Yearly	P&R	Autumn 2021
			<b>BUDGET IMPLICATIONS</b>				
2	<b>Plan to maintain the Tye assets</b>	To agree a regime of ongoing maintenance of the grass downland, stock fencing, gates and barriers. This would include scrub clearance on the E Piece.	P&R to agree the maintenance budget yearly and prescribe the program of work to maintain this asset. <i>P&amp;R agreed maintenance to gates/fencing along Sth Cst Rd and Gorham Way only. Also agreed to remove E piece from HLS Agreement.</i>	TC	Yearly	P&R	Ongoing
			<b>BUDGET IMPLICATIONS</b>				
3	<b>Value for Money review</b>	A review of council services and costs and explore whether improvements could be made to them.	Officer report to the P&R committee to outline the Town Council services being provided for residents, their relative cost in precept using the band D comparison to neighbouring Town	TC & AO	6 monthly	P&R	2022



# TELSCOMBE TOWN COUNCIL

			<p>Councils and what potential there is if any to improve economies of scale through sharing services or future joint contract procurement opportunities.</p> <p><b>BUDGET</b> <b>IMPLICATIONS</b></p>				
4	<b>Review Member Allowance</b>	Review the yearly allowance paid to elected members which have remained at £250 for over 10 years (with no index linking)	<p>Officer report to be brought to P&amp;R for consideration and recommendation. Follow prescribed procedures including a remuneration review as necessary.</p> <p><i>LDC remuneration review undertaken and report with recommendations being taken to Council in Jan 21.</i></p> <p><b>BUDGET</b> <b>IMPLICATIONS</b></p>	TC	Due	P&R FC	April 2020
5	<b>HLS/ ELS Funding for Tye and E Piece</b>	To consider to re-apply for HLS/ELS Grant funding for Telscombe Tye and the E Piece.	<p>Preparations including Officer report and re-visiting the previous application need to take place. The re-application for the next 10 years of HLS/ELS (Higher and Lower Level Stewardship) funding which has provided significant grants to TTC since 2011. The current grant aid will expire in 2023. A suitably qualified consultant may be needed.</p> <p><i>Consultant agreed but currently under review.</i></p>	TC	Yearly	P&R FC	2022



# TELSCOMBE TOWN COUNCIL

			<b>BUDGET IMPLICATIONS</b>				
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**This is a dynamic plan and by this it is meant that new work can be added and existing work or that completed or found not to be viable or necessary can be removed.**

## **Abbreviations**

- TC – Town Clerk
- AO – Amenities Officer
- P&R – Policy Resources
- ACC – Amenities/Civic Centre
- P&H – Planning and Highways
- FC - Full Council
- NDP - Neighbourhood Plan
- TTC - Telscombe Town Council
- PHTC - Peacehaven Town Council
- LDC - Lewes District Council