



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on Monday 15th January 2024 at 7.30 pm.

Committee Members Present: C Clarkson *Chairman*, C Gallagher, M Lawrie, D McGuckian *Vice Chairman*, B Page, J Perrotta & C Robinson

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

1759. PUBLIC QUESTION TIME

There were no members of the public present.

1760. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs Judd and O'Connor as they were away and these reasons were accepted by the Committee.

1761. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1762. TO APPROVE & SIGN MINUTES OF THE MEETING ON 13th NOVEMBER 2023

It was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes of the meeting held on 13th November 2023 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson.

1763. TO NOTE ACTION LIST AND AGREE ANY FURTHER ACTIONS REQUIRED

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
8.3.21	Min 1472, p 3366 – unregistered land on Telscombe Tye	SN	Registration in hand for area at Tye 'E' piece. <i>BB submitted documents to Land Registry who asked for additional info by end of Sept '22 which was sent to them. They subsequently advised there were defects in papers submitted and asked again for forms etc already given to them. BB chased & Land Registry advised application was cancelled & we had to re-apply. Anticipated response due June 2024.</i>	July 2024
9.5.22	Min 1607 Urgent Matters, p 3655 – Tye fencing	SN	Tye fencing – Town Clerk to obtain estimates for fencing repair behind Highview Road north properties. <i>No estimates received to date. SN to re-do spec & send out again.</i>	March 2024



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1763. To Note Action List and Agree Any Further Actions Required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
31.5.23	Min 1681, p 3888 – Consider special expenses imposed by LDC & decide whether we are getting adequate service provision	LOC & SN	LOC to liaise with Telscombe raiders FC & draw up draft letter to forward to SN to issue to LDC. <i>Agreed that liaising with Telscombe Raiders to be removed & amend that we are liaising direct with LDC.</i> <i>Any progress or should this be removed.</i>	March 2024
31.5.23	Min 1687, p 3889-90 – To decide what action to take regarding horse galloping/training on Tye & whether to renew/add signage	SN	SN to contact solicitors.	May 2024
31.5.23	Min 1689, p 3890 – To consider putting Telscombe Tye forward as a renature site with the SDNPA	SN & Cllrs	Meeting took place re Call for Nature sites and proposals subsequently forwarded to SDNPA. <i>No response received & deadline has past – remove this item from action list?</i>	Complete
10.7.23	Min 1699, p 3914 – To consider way forward regarding vehicles driving on the Tye	SN	Working group meeting still to take place	March 2024
10.7.23	Min 1704, p 3916 – To consider exploring options for governance & management of Tye	DM	Explanatory information re Commons Association awaited. <i>Do we want to progress with this or not?</i>	Jan 2024
10.7.23	Min 1706, p 3916 – To note response from Gorham Trust to our recent letter	SN	SN contacted J Peel asking if Gorham Trust will consider holding regular meetings with ourselves. <i>No response received to date – consider chasing this up?</i>	Dec 2023
10.7.23	Min 1709, p 3917 – To consider report regarding more effective way of Council Working		i) SN to investigate re grounds person/maintenance worker costs ii) D Joel to research re database software	March 2024
10.7.23	Min 1714 – Urgent matters	SN	Additional Tye seating – SN to obtain costings and bring back to future committee meeting <i>Company we purchased benches from last time no longer trading. Trouble locating manufacturer that makes long leg benches so they can be sunk in ground, rather than fixed on concrete.</i> <i>Do we want to pursue?</i>	March 2024



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1763. To Note Action List and Agree Any Further Actions Required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
11.9.23	Min 1733, p 3956 – To consider supporting energy champions	SN	SN emailed 'SCAN'. They have not undertaken training yet & suggested we contact them in a few months.	March 2024
11.9.23	Min 1734, P 3956 – To consider submitting a tree planting grant application	SN	Working group meeting to take place to formulate application. <i>Is grant still available and do we want to follow this up?</i>	Nov '23
11.9.23	Min 1736, p 3957 – To consider how to deal with residents' abusive behaviour towards staff	SN	SN to draft Policy.	March 2024
13.11.23	Min 1748, p 3993 – Review the Grievance Policy	SN	Policy taken to full Council on 15.11.23 and adopted.	Complete
13.11.23	Min 1749, p 3993 – Review the Disciplinary Policy	SN	Policy taken to full Council on 15.11.23. Agreed for Cllr Judd & Town Clerk to add additional wording re an informal process and to take back to full Council for adoption.	March 2024
13.11.23	Min 1750, p 3993 - Review the Document Retention Policy	SN	Policy taken to full Council on 15.11.23 and adopted.	Complete
13.11.23	Min 1751, p 3993 – Review the Email & Internet Usage Policy	SN	Policy taken to full Council on 15.11.23 and adopted. Wording for Cllr email signature block to be agreed via email & ratified at next Council meeting.	Complete
13.11.23	Min 1752, p 3993 – Review the Honorary Freedom of the Town Policy	SN	Policy taken to full Council on 15.11.23 and adopted.	Complete
13.11.23	Min 1753, p 3994 – Review the Data Protection Policy	SN	Policy taken to full Council on 15.11.23 and adopted.	Complete
13.11.23	Min 1754, p 3994 – Approve increased cost of Office 365	SN	Increase agreed & noted for future payments.	Complete
13.11.23	Min 1755, p 3994 – Approve installation of wi-fi booster	SN	The wi-fi booster has now been installed.	Complete



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1763. To Note Action List and Agree Any Further Actions Required (Contd)

After discussion, the following decisions were made:-

Minute 1681, p 3888 – Consider special expenses imposed by LDC & decide whether we are getting adequate service provision:-

It was **agreed** not to progress this and remove it from the action list.

Min 1689, p 3890 – To consider putting Telscombe Tye forward as a renature site with the SDNPA:-
As the deadline had closed it was **agreed** to remove this from the action list.

Min 1704, p 3916 – To consider exploring options for governance & management of Tye:-
It was **agreed** to leave this on the action list and for Cllr McGuckian to report back to a future meeting.

Min 1706, p 3916 – To note response from Gorham Trust to our recent letter:-
It was **agreed** to leave this on the action list.

Min 1714 – Urgent matters, additional Tye seating:-
It was **agreed** to leave this on the action list.

Min 1733, p 3956 – To consider supporting energy champions:-
It was **agreed** that Cllr Gallagher approach Ovesco to see if they could be of assistance.

Min 1734, P 3956 – To consider submitting a tree planting grant application:-
It was **agreed** to remove this from the action list.

1764. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st DECEMBER 2023

The Town Clerk's report detailing any significant differences between budget and actual spend figures, along with the full income and expenditure list detailing the current budget lines for the Committee and actual expenditure to date and also those for Earmarked Reserves were noted. Cllr Page advised the explanations were very helpful. It was unanimously **RECOMMENDED** that the actual total year to date figures to 31st December 2023 for the Committee of £289,610 income and expenditure of £133,322 be **agreed** as correct.

1765. TO REVIEW COMPLAINTS BETWEEN SEPTEMBER AND DECEMBER 2023 & SUMMARY OF COMPLAINTS RECEIVED IN 2023

The complaints detailed on the spreadsheet were **noted** and Councillors were pleased to see that that 79% of complaints were resolved within 7 days.

1766. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

Cllr Robinson advised that at the last Telscombe Residents' Association meeting, clearing of cattle grids on the Tye was brought up. It was **agreed** to reiterate previous agreement that the Council will not clear the cattle grids.

There being no other urgent matters, the meeting closed at 8.05 pm.

Signed, Chairman

Date for next meeting of the Committee – Wednesday 6th March 2024

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Policy & Resources meeting 15.1.24