



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 7th May 2025** at 7.30 pm.

Committee Members Present: Cllrs C Clarkson *Chair*, C Gallagher *Vice Chair*, L O'Connor *Mayor*, B Page, C Robinson & I Sharkey

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

1888. PUBLIC QUESTION TIME

There were no members of the public present and no written questions.

1889. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Judd, who had a prior engagement, and Cllr Lawrie, who was away. These reasons for absence were accepted.

1890. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1891. TO APPROVE & SIGN MINUTES OF THE MEETING ON 5th MARCH 2025

It was proposed by Cllr Sharkey, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 5th March 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

1892. TO APPROVE AND SIGN MINUTES OF THE AUDIT SUB-COMMITTEE MEETING HELD ON 5th MARCH 2025

It was proposed by Cllr O'Connor, seconded by Cllr Page and unanimously **RESOLVED** that the minutes of the meeting held on 5th March 2025 were a true record of the proceedings and were signed as correct by the Sub-Committee Chair, Cllr O'Connor.

1893. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|---|--------------|--|--------------------------|
| 8.5.24 | Min 1805, p 4114 – To consider replacement Tye signage | SN | Quotes are yet to be sought for signs and notice boards. Temporary signs re ground nesting birds were put up. | July '25 Complete |



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1893. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|---|--------------|--|----------|
| 13.11.24 | Min 1849, p 4233 – To consider dedication/ new gate request for gate 11 on the Tye | SN | Waiting to hear back from the member of the public re progression. <i>As per agreement at November's committee and notification given at last committee meeting, The Monday Group are constructing the gate which they will fit in due course. They have provided their insurance details.</i> | July '25 |
| 13.11.24 | Min 1861, p 4238 – To consider contributing financially for solicitors' costs to look into new proposed ESCC highways contract for street lighting maintenance | SN | ESALC have been notified that we would like to participate, but pay max. contribution of £100. They confirmed info sent to solicitors on 6.12.24 & are awaiting their advices. <i>18.2.25 – I chased SALC who said they had chased sols & were hoping to hear shortly. 28.4.25 – A response has been received & this is being dealt with by the Planning & Highways Committee so will be removed from this Committee's action list.</i> | Complete |
| 15.1.25 | Min 1868, p 4276 – Business Plan Update/Review | SN | In order to progress item 4 – funding for the Tye, Town Clerk was asked to contact Gorham Trust re update on tenancy. <i>Town Clerk has emailed and is awaiting a response. Will chase in due course. March '25 – Response received from Savills on behalf of Gorham Trust – tenancy still not sorted and may be some months before an outcome is achieved.</i> | Complete |
| 15.1.25 | Min 1871, p 4276 – Update from working group on driving on Tye/Bridleway 8 & agree actions | SN | To contact Police re what evidence they need from us. <i>March '25 – Police have responded & working group to be convened to consider way forward.</i> | July '25 |



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1893. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|--|--------------|--|--|
| 15.1.25 | Min 1871, p 4276 – Update from working group on driving on Tye/Bridleway 8 & agree actions | | To draft wording for Tye signage re driving on Tye/bridleway 8 being illegal. <i>Wording to be considered at working group meeting.</i> | July '25 |
| 15.1.25 | Min 1872, p 4276 – To consider continuation of Tye gate & fence inspections | SN | 6 month's written notice to be given to Ranger. <i>(Notice given & SLA ends in July).</i> New SLA to be drawn up for commencement in August. | Complete June '25 |
| 5.3.25 | Min 1884, p 4309 – To amend the Grants Policy wording | SN | The revised policy was taken to full Council and adopted. | Complete |
| 5.3.25 | Min 1885, p 4310 – To agree updated required to the website | SN | The agreed updates have been completed. | Complete |
| 5.3.25 | Min 1886, p 4310 – To discuss and agree repair options for Tye Gates/Fencing | SN | Gate 2 – adjustments carried out. Gate 4 – new hook fitted. Gate 7 – signs were put up and gate has now been closed off. Gate 14 – one quote received. Gate 15 – this was inspected by the Ranger and he advised it is closing correctly. Gorham Way fencing – having checked this, M Evans advised 10 support posts were needed, a PO was issued & they have been installed. He has advised further posts need supporting & an estimate is awaited. Fencing re wildflower area – Stud Farm have not responded to our request to put up temporary fencing, so this cannot proceed. | Complete Complete Complete See new agenda item. Complete Complete June '25 July '25 |

Regarding minute number 1871, the Town Clerk is to arrange a working group meeting. The remainder of the action list was also noted.

1894. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st MARCH 2025 AND NEW YEAR'S FIGURES

The Town Clerk's report detailed any significant differences between budget and final actual spend figures.



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1894. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st MARCH 2025 AND NEW YEAR'S FIGURES (Contd)

The report advised that the actual year to date Committee figures at 31st March 2025 were income of £318,653 and expenditure of £199,345 which equated to 105.1% of budgeted income and 90.8% of budgeted expenditure. The income figure included the precept of £299,937 and the majority of expenditure lines were within budget. The report was accompanied by the full income and expenditure printouts to 31st March 2025 showing the budget lines for the Committee and the actual year-end expenditure, as well as those for Earmarked Reserves.

The income and expenditure list at 1st April 2025 for the Committee showed the new year's budget lines including amendments over the previous year's.

It was proposed by Cllr Page, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the actual total year to date figures to 31st March 2025 for the Committee of £318,653 income (including the precept payment of £299,937) and expenditure of £199,345 be agreed as correct.

1895. TO AGREE BANK RECONCILIATION TO 31st MARCH 2025

The bank reconciliations covering January to March 2025 and associated paperwork were checked by Cllr Robinson on 22nd April 2025, as well as the petty cash float. She found everything in order and had signed the reconciliation statements printed from the accounts package, as well as the corresponding paperwork. A copy of the reconciliation statements for March 2025 was circulated with the agenda along with supporting bank statements/paperwork. It was therefore proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the bank reconciliation showing total bank and cash balances at 31st March of £502,746.13 be agreed as correct.

1896. BUSINESS PLAN UPDATE/REVIEW

It was unanimously **RECOMMENDED** that no amendments were required.

1897. TO CONSIDER GRASS CUT/FIRE BREAK CUT ON THE TYE

Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that estimates are obtained for a fire break cut on the east and west sides of the Tye where it borders properties.

1898. TO CONSIDER NEW BENCH SEATING FOR THE TYE

Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that 3 benches 1200mm in length be purchased from Timberjacks at a cost of £100 per bench; assembly and installation by M Evans at a cost of £50 per bench (total expenditure £450); that the legs are treated with a wood preservative prior to installation and that the positioning is agreed by a majority of Committee members via email.

1899. TO AGREE COST FOR REPLACEMENT GATE POST ON THE TYE

The estimate and work required was discussed and it was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the estimate from G Webb in the sum of £390 be accepted for replacement of the gate post and re-fixing of the latch closure to gate 14.



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1900. TO REVIEW AND AGREE THE FREEDOM OF INFORMATION POLICY

It was proposed by Cllr Robinson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that the slight amendment to the final paragraph, being the addition of 'Section 12' at the beginning of the first sentence and the amendment from 2.5 working days to 18 hours in the final sentence be agreed and the policy be taken to full Council for adoption.

1901. TO REVIEW AND AGREE THE COMMITTEE TERMS OF REFERENCE & DELEGATION SCHEME

It was proposed by Cllr Gallagher, seconded by Cllr Page and unanimously **RECOMMENDED** that the under number 3.1'o' an amendment to the Financial Regulation number from 4.1 to 5.15, 5.17 and 5.18 be **agreed** and the document be taken to full Council for adoption.

1902. TO REVIEW AND AGREE UPDATED STANDING ORDERS

Following consideration of the amendments recommended by NALC to better reflect the Code of Conduct requirements and to comply with the new procurement legislation, ensuring consistence with the model Financial Regulations, it was proposed by Cllr O'Connor, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that:- the amendments to numbers 14 and 18 be **agreed**; the language be changed to gender-neutral terms; that number 4 remains unaltered with d and e being left in and that the document is taken to full Council for adoption.

1903. TO REVIEW AND AGREE UPDATED FINANCIAL REGULATIONS

The amendments notified to us by NALC in view of an update to The Procurement Act 2023 and The Procurement Regulation 2024 were noted and it was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the amendments to model Financial Regulations 5.4, 5.7 and 5.11 be **agreed** and they are taken to full Council for adoption.

1904. TO CONSIDER AND AGREE NEW DRAFT METAL DETECTING POLICY

The background to the drafting of the report as advised by the Town Clerk was acknowledged and it was proposed by Cllr Sharkey, seconded by Cllr Robinson and was unanimously **RECOMMENDED** that the draft Policy be **agreed** and taken to full Council for adoption.

1905. TO REVIEW COMPLAINTS RECEIVED BETWEEN 1st JANUARY AND 31st MARCH 2025

The complaints, which covered the Council as a whole, were noted. It was proposed by Cllr Clarkson, seconded by Cllr Sharkey and unanimously **RECOMMENDED** that in future only the spreadsheet be taken to meetings with no added explanatory information and if possible, complaints be highlighted that relate to the specific Committee where the spreadsheet is being considered.

1906. TO CONSIDER A RESPONSE TO LEWES DISTRICT COUNCIL'S AIR QUALITY ACTION PLAN

The consultation had been circulated to Councillors for them to respond as an individual. However, it was considered that the Council should also respond. It was proposed by Cllr Gallagher, seconded by



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1906. TO CONSIDER A RESPONSE TO LEWES DISTRICT COUNCIL'S AIR QUALITY ACTION PLAN (Contd)

Cllr Sharkey and unanimously **RECOMMENDED** that the Council respond to the consultation as follows:-

Questions 2 to 6 – ‘agree’

Question 7 – ‘no’

Question 8 – ‘If there is any further development in North Peacehaven it will affect Telscombe Cliffs Way which will affect the air quality.’

Question 9 – ‘yes’

1907. TO CONSIDER/APPROVE COST FOR NEW PAST MAYOR'S BADGES, NEW BAR & ENGRAVING

The cost for an additional bar and engraving on the past Mayor's badge to be presented at the meeting on 14th May was considered, as well as purchasing a new stock of past Mayor's badges. It was proposed by Cllr Clarkson, seconded by Cllr Sharkey and **RECOMMENDED** by a majority that the estimate from Vaughtons in the sum of £104.51 be accepted for a new bar and engraving for the current past Mayor's badge; that the budget for Civic Expenses be increased for the 2025/26 year with a view to purchasing a new badge in that year and that the wording in the Mayor's Policy be amended when it is due for review next year to include the presentation of a past Mayor's badge. Cllr O'Connor abstained.

1908. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

Cllr Robinson advised that the bolts to the bottom right of gate 12 on the Tye need re-securing.

1909. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** to exclude the press and public 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.

1910. TO APPROVE AND SIGN MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETING HELD ON 24th APRIL 2025

Cllr Sharkey proposed that the minutes of the meeting on 24th April 2025 were a true record of the proceedings and that the recommendations be adopted, seconded by Cllr Robinson and **RESOLVED** that the minutes of the meeting held on 24th April be accepted, recommendations adopted and the minutes were signed as correct by the Mayor, Cllr O'Connor, in the absence of the Sub-Committee Chair and Vice-Chair.

The meeting closed at 8.45 pm.

Signed, Chair

Date for next meeting of the Committee – Wednesday 9th July 2025

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Policy & Resources meeting 7.5.25