



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 10th September 2025** at 7.30 pm.

Committee Members Present: Cllrs C Clarkson *Chair*, C Gallagher, D Judd, B Page & C Robinson *Vice Chair*

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

1926. PUBLIC QUESTION TIME

There were no members of the public present.

1927. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllrs O'Connor and Lawrie who were away, Cllr Watts due to work commitments and Cllr Sharkey who had a prior engagement. These reasons for absence were accepted.

1928. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1929. TO APPROVE & SIGN MINUTES OF THE MEETING ON 9th JULY 2025

It was proposed by Cllr Judd, seconded by Cllr Robinson and unanimously **RESOLVED** that the minutes of the meeting held on 9th July 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

1930. 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 – to be considered at working group meeting at end of September. Temporary signs re ground nesting birds were put up.	Nov '25 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 meeting arranged for end of September 2025.</i>	Nov '25
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 at end September 2025.</i>	Nov '25



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1930. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

9.7.25	Min 1919, p 4387 – to review & agree Memorial Policy	SN	This was taken to full Council & adopted. However, further update required.	See new agenda item
9.7.25	Min 1920, p 4387 – to decide on way forward with Tye inspections & new service level agreement	SN	New SLA was advertised & applications have been received.	See new agenda item
9.7.25	Min 1921, p 4387 – to consider estimates for grass cut on Telscombe Tye (fire break)	SN	Purchase order was issued to The Greenfield Co as agreed and cut has been carried out.	Complete
9.7.25	Min 1922, p 4387 – To consider applying for grant funding for Tye hedging.	SN	As agreed, this will be considered by the Tye working group at the meeting at the end of September 2025.	Nov '25
9.7.25	Min 1923, p 4387 – Urgent matters (Grounds maintenance contract 1 not being fulfilled)	SN	As agreed, an item was placed on the full Council agenda for the meeting on 16 th July.	Complete

The action list was noted.

1931. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st JULY 2025

The actual year to date Committee figures at 31st July 2025 were income of £163,970 and expenditure of £68,332 and the Town Clerk's report gave explanations for any significant differences between budget and actual spend figures to date. 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 to date expenditure, as well as those for Earmarked Reserves and this information was noted.

1932. TO AGREE THE BANK RECONCILIATION FOR THE FIRST QUARTER OF 2025 TO 30th JUNE

The bank reconciliations covering April to June 2025 and all associated paperwork were checked by Cllr O'Connor on 14th August 2025. Everything was in order and he signed all the documentation. A copy of the bank reconciliation and bank statements etc for June 2025 were circulated with the agenda. The total bank and cash balances at 30th June 2025 were £592,871.71. It was therefore proposed by Cllr Judd, seconded by Cllr Page and unanimously **RECOMMENDED** to agree the bank reconciliations for April to June 2025.

1933. BUSINESS PLAN UPDATE/REVIEW

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



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1934. TO NOTE COMPLAINTS RELATING TO THIS COMMITTEE

The complaints were noted.

1935. TO AGREE UPDATE TO THE MEMORIAL POLICY REGARDING ADDITIONAL PLAQUES

Following discussion, it was proposed by Cllr Judd, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the following new wording be added to the Policy and it is taken to full Council for adoption:-

Under the heading 'ordering of a memorial bench':- 'If an additional memorial is required by the original applicant in the future to an existing bench, the current plaque is to be removed and a new larger plaque with the required additional wording to be put centrally in its place. The cost of the additional plaque at the time is to be paid for by the applicant.'

Under the heading 'bench maintenance':- 'If a replacement plaque is added to an existing memorial bench, the maintenance period will still expire 10 years from the original bench application date.'

1936. TO REVIEW THE TREE POLICY

The Tree Policy was due its 3 year review and following consideration, it was proposed by Cllr Page, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that under the heading of badger setts, the word in the final sentence be amended from 'will' to 'may' and that the Policy be taken to full Council for adoption.

1937. TO REVIEW THE EQUAL OPPORTUNITIES POLICY

The Equal Opportunities Policy was due its 3 year review and following consideration, it was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that no amendments were required to the policy and that it be taken in its present form to full Council for adoption.

1938. TO REVIEW THE MEDIA & COMMUNICATIONS POLICY

The Media & Communications Policy was due its 3 year review and following consideration, it was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that no amendments were required to the policy and that it be taken in its present form to full Council for adoption.

1939. TO REVIEW THE CODE OF CONDUCT

The Code of Conduct was due its 3 year review and following consideration, it was proposed by Cllr Judd, seconded by Cllr Page and **RECOMMENDED** that no amendments were required to the Code of Conduct and that it be taken in its present form to full Council for adoption.

1940. TO CONSIDER A MAYOR'S CADET

We were recently approached by the Unit Chairman of the Newhaven & Seaford Sea Cadet Corps to see if we were interested in having a Mayor's cadet. The cadet would be a young person aged between 10 to 18 who would be appointed to assist the Mayor at civic and ceremonial events. Their presence at civic events could help promote the cadet organisation and its activities to the wider community.



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1940. To consider a Mayor's Cadet (Contd)

Although the Mayor, Cllr Sharkey, was not present at the meeting, she had advised the Town Clerk that she would be in favour of a Mayor's Cadet. Following discussion, it was proposed by Cllr Gallagher, seconded by Cllr Robinson and **RECOMMENDED** that we agree to having a Mayor's Cadet and advise the Sea Cadet Corps accordingly.

1941. TO CONSIDER APPLICATIONS TO CARRY OUT TYE INSPECTIONS

Following consideration of the applications, it was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the Council **agree** J Tovey Garden Services to carry out the Tye Inspections, that they be forwarded the Service Level Agreement for signature and monthly inspections start from October 2025.

1942. TO AGREE COST FOR INSTALLATION OF BENCHES ON THE TYE

Following discussion, it was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the price from G Webb of £390 to assemble, treat the legs and install the 3 perch benches on Telscombe Tye be accepted. There was brief discussion as to the position of the 3 benches and it was **agreed** that the final position be agreed by Councillors at the forthcoming Tye Working Group meeting.

1943. TO CONSIDER COST FOR NEW JOINT WASTE BIN AT SOUTHERN END OF TELSCOMBE TYE

It was noted that Lewes District Council charge us £6 to empty a dog waste bin, but only £3 to empty a joint litter/dog waste bin. At the southern end of the Tye there are 2 dog waste bins and we are therefore being charged £12 a week to empty them, but if we had 1 joint bin, the price would only be £3 a week. The weekly saving would be £6 per week or £468 per year. It was therefore proposed by Cllr Robinson, seconded by Cllr Page and unanimously **RECOMMENDED** to (a) purchase a Topsy 2000 dark green bin with joint dog/litter sticker (to match all bins in Chatsworth Park and our playgrounds) at a cost of £225.11 including fixings, plus £12.50 delivery and VAT from Glasdon and (b) to agree the estimate from G Webb in the sum of £220 to remove and dispose of the 2 existing red dog waste bins, to form a concrete base and install a new Topsy green bin.

1944. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters.

1945. 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.



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1946. TO APPROVE CONFIDENTIAL MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETINGS HELD ON 9th AND 30th JULY 2025

It was proposed by Cllr Judd, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes of the Employment Sub-Committee meetings on 9th and 30th July 2025 be accepted and the recommendations adopted. They were signed by the Employment Sub-Committee Chair, Cllr Judd.

There being no further business, meeting closed at 8.10 pm.

Signed, Chair

Date for next meeting of the Committee – Wednesday 12th November 2025