



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of **Telscombe Town Council** held on **Wednesday 19th November 2025** at 7.30pm in the Council Chamber at Telscombe Civic Centre.

Councillors Present:- Cllrs Clarkson, Gallagher, Lawrie, Ndeloa, O'Connor, Page, Robinson and Watts *Deputy Mayor*

Also present: Stella Newman, Town Clerk & RFO (*minutes*)
1 member of the public

2515. PUBLIC QUESTION TIME

There were no questions from the member of the public present.

2516. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Judd who was away and Cllrs Sharkey and Williamson who were unwell. These reasons for absence were accepted. As the Mayor, Cllr Sharkey, was not present, the Deputy Mayor, Cllr Watts, chaired the meeting.

2517. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

2518. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 17th SEPTEMBER 2025

It was proposed by Cllr Clarkson seconded by Cllr Page and unanimously **RESOLVED** that the minutes of the meeting on 17th September 2025 was a true record of the proceedings and were signed as correct by the Deputy Mayor, Cllr Watts.

2519. TO AGREE MINUTES FROM THE FOLLOWING COMMITTEES AND ADOPT RECOMMENDATIONS

a) Amenities & Civic Centre – 30th July 2025

Cllr O'Connor proposed that the minutes of the meeting on 30th July 2025 be accepted and the recommendations adopted, seconded by Cllr Ndeloa and **RESOLVED** that the minutes be accepted and recommendations adopted.

b) Planning & Highways – 3rd September, 24th September & 15th October 2025

Cllr Gallagher proposed that the minutes of the meetings on 3rd September, 24th September & 15th October be accepted and the recommendations adopted, seconded by Cllr Clarkson and **RESOLVED** that the minutes be accepted and recommendations adopted.

c) Policy & Resources – 10th September 2025

Cllr Clarkson proposed that the minutes of the meeting on 10th September 2025 be accepted and the recommendations adopted, seconded by Cllr Robinson and **RESOLVED** that the minutes be accepted and recommendations adopted.

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2520. TO NOTE ACTION LIST AND AGREE ANY FURTHER ACTIONS REQUIRED

The action list below was noted.

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
20.11.24	Min 2362, p 4243 – To consider purchasing Adobe Pro	SN	It was agreed at full Council on 17.9.25 to proceed with purchase & set a revised due date.	Dec 2025
16.7.25	Min 2480, p 4394 – To review possible merger with Peacehaven TC	SN	As agreed, I contacted PHTC Clerk re a meeting, but no response received. It was agreed at full Council on 17.9.25 to continue to try and progress this.	Dec '25
17.9.25	Min 2499, p 4433 – to agree start of budget setting process & members for working grp	SN	The working group have met and draft budget figures are being taken to this meeting.	See new agenda item
17.9.25	Min 2504, p 4434 – note no Cllr co-option applications received & agree way forward	SN	Vacancy will be advertised in January 2026 as agreed.	Complete
17.9.25	Min 2506, p 4434 – not possible LDC asset devolvement & agree if we are interested in taking on any assets	SN	As agreed, I contact LDC advising we may be interested in Fairlight Av car park & conveniences & Telscombe playing fields & portacabin	See new agenda item
17.9.25	Min 2507, p 4435 – agree contractor to carry out verge cutting for 2026/27 dependent on options given to us by ESCC	SN	ESCC have given us option to self-deliver & will pay us £7,314 for arranging this. Grasstex have therefore been forwarded contract for signing & ESCC have been informed, as agreed at last meeting.	Complete
17.9.25	Min 2508, p 4435 – to agree contractor to carry out grounds maintenance contract 1 from Sept 2025 to end March 2027	SN	Ace Landscapes have signed the contract and commenced work.	Complete
17.9.25	Min 2509, p 4435 – to note CIO has been set up which covers Telscombe Green spaces including Chatsworth Park & agree actions required	SN	TTC's insurers confirmed CIO volunteers not covered & they have arranged their own insurance. Working group meeting due to formally review governance arrangements.	January 2026
17.9.25	Min 2510, p 4436 – to agree rates of pay for staff from 1 st April 2025	SN	The agreed rates have been implemented.	Complete



2520. To note action list and agree any further actions required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
17.9.25	Min 2511, p 4436 – To agree SLA from LDC re assistance for café project	SN	LDC informed we agreed the draft SLA. Slow progress by LDC to date & finalised SLA not received yet.	January 2026

2521. TO APPROVE PAYMENTS AND RECEIPTS FOR AUGUST AND SEPTEMBER 2025

Payments for August 2025 totalling £27,282.77 and receipts of £9,547.60, and payments for September 2025 totalling £24,590.05 and receipts of £167,037.24 were proposed as correct by Cllr Robinson, seconded by Cllr O'Connor it was unanimously **RESOLVED** that they be approved and were signed by the Deputy Mayor, Cllr Watts.

2522. TO AGREE INCOME AND EXPENDITURE FIGURES TO 30th SEPTEMBER 2025

The full income and expenditure lists which showed the budget and actual spend figures were circulated and the Town Clerk/RFO's report detailed any significant differences between budget and spend figures to date.

It was proposed by Cllr Page, seconded by Cllr Lawrie and unanimously **RESOLVED** that the actual total figures at 30th September 2025 of £355,213 income and expenditure of £152,616 be agreed as correct.

2523. BUSINESS PLAN UPDATE/REVIEW

It was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RESOLVED** that no alterations were necessary.

2524. TO GRANT LEAVE OF ABSENCE FOR CLLR SHARKEY

It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RESOLVED** to grant Cllr Sharkey leave of absence for a period up to and including the full Council meeting in May 2026 due to illness and that she be entitled to her allowance during this time. Cllr Watts **agreed** that, as Deputy Mayor, he will stand in when required, if he is available.

2525. TO AGREE FUNDING FOR CTLA FOR THE COMMUNITY BUS SERVICE FOR 2026/27

It was noted that we have a Service Level Agreement (SLA) in place with the CTLA who provide the 4 towns community bus service and their latest report was acknowledged. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RESOLVED** to agree to provide funding for the 4 Towns Community Bus for 2026/27 in the sum of £4,300, that payment be made in the new financial year once we receive their invoice and that the Town Clerk signs the SLA for 2026/27.



2526. TO AGREE CONTRIBUTION FOR CITIZENS ADVICE FOR 2026/27

The latest report from the Citizens Advice was noted and it was proposed by Cllr Page, seconded by Cllr Ndeloa and unanimously **RESOLVED** to agree to provide grant funding for the Citizens Advice in the sum of £4,585 and that the payment be made in the new financial year.

2527. TO CONSIDER DRAFT BUDGET FIGURES FOR 2026/27

Thanks were given to the Town Clerk/RFO for drawing up the draft figures and detailed explanations of the reasons for each nominal code, which had made the decision-making process for the Working Group a lot easier. The paperwork and spreadsheets detailing the variations and the full budget line figures were circulated with the agenda, considered, and no amendments were suggested. It was therefore proposed by Cllr Gallagher seconded by Cllr Lawrie and unanimously **RESOLVED** to agree in principle the draft budget of £337,641 which would result in an increase of £15,565 which is 4.8%. Once the tax base figure from Lewes District Council is confirmed, we will be able to calculate what the percentage increase for Council Tax for Band D will be and it will therefore be taken to the full Council meeting in December for a final decision to be made.

2528. TO ADOPT THE REVIEWED MEMBER/OFFICER RELATIONS POLICY

The Member/Officer Relations Policy had its 3-year review at a recent Policy & Resources Committee meeting where it was agreed to amend it to the new NALC/SLCC model called the Councillor Officer Protocol Policy which was circulated with the agenda. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RESOLVED** to adopt the new NALC/SLCC model Councillor Officer Protocol Policy with a review due in September 2028, to coincide with review of the Code of Conduct to ensure that the 2 policies align.

2529. TO ADOPT THE REVIEWED SAFEGUARDING POLICY

The Safeguarding Policy had its 3-year review undertaken at a recent Policy & Resources meeting where it was agreed that no amendments were required. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RESOLVED** to adopt the policy and that it be reviewed again in 3 years' time.

2530. TO ADOPT THE REVIEWED INVESTMENT POLICY

The Investment Policy had its annual review at a recent Policy & Resources meeting where it was agreed to increase the working capital in the bank account by £5,000. It was therefore proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RESOLVED** to adopt the policy with the figure under number 4 Annual Activity, increased to £30,000 and to review it in a year's time

2531. TO ADOPT THE UPDATED MEMORIAL POLICY

Although the Memorial Policy was adopted at full Council on 16th July it was recently reviewed again at a Policy & Resources meeting regarding additional plaques being added to memorial benches. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RESOLVED** to adopt the policy with the new wording regarding additional plaques being added to memorial benches and that it be reviewed in another 3 year's time.



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2532. TO AGREE CHRISTMAS CLOSING FOR THE COUNCIL OFFICE AND CIVIC CENTRE

Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RESOLVED** to agree the Christmas closing for the Council office and Civic Centre from Wednesday 24th December to Thursday 1st January 2026 inclusive.

2533. TO AGREE CHANGE OF MEETINGS DATES FROM JANUARY TO MAY 2026

It was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RESOLVED** to agree the amended meetings dates from January to May 2026, which had been circulated with the agenda.

2534. TO CONSIDER REQUEST TO MOVE VODAFONE EQUIPMENT AT THE CIVIC CENTRE INTO THE CAR PARK AND ASSOCIATED WORKS

Consideration was given to the limited information received regarding an upgrade to the equipment and moving the cabinet into the Civic Centre car park and installation of a 20m high Taurus street pole on the patio. It was also noted that the company United Infrastructure had requested a site meeting with a Councillor representative. It proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RESOLVED** that although the Council noted the proposals by United Infrastructure to change the arrangements for the Vodafone equipment at the Civic Centre, it considers them unacceptable and rejects them. Car parking at the Civic Centre is an important facility and any reduction is not acceptable. However, it was agreed for Cllr O'Connor and the Town Clerk to meet them on site.

2535. TO CONSIDER DEVOLVEMENT OF ASSETS FROM LEWESDC

There was debate as to the advantages and disadvantages of taking on assets from Lewes District Council (LDC) and the impact it would make to the Council's budget and officers' workload. It was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RESOLVED** to obtain more information from Lewes District Council, find out if there is a deadline for a response and see if the LDC Officer is available for a meeting to discuss, before a final decision is made.

2536. REPORTS FROM:-

Mayor:- Cllr Watts advised that the Mayor had attended the Remembrance Parade and service on 9th November.

Deputy Mayor:- Cllr Watts advised that he had attend the Lord Lieutenant's Award ceremony at Lancing College, the High Sheriff's Judges service at Alfriston and the East Sussex Prayer Breakfast in Eastbourne.

District Councillors:- Cllr O'Connor advised that the Local Government Reorganisation's Government consultation started today and that it can be completed online only. Regarding the Local Plan, he advised that it is at consultation stage 2, and that 8,500 homes are designated between 2027 and 2042, the majority of which are in rural areas.

County Councillor:- Cllr Robinson advised that ESCC are setting their budget and cannot budget further than 2026/27 and will have to use reserves due to lack of funds. There has been a 7% increase in adult social care and we have the highest amount of over 85 year olds.



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Representatives on outside bodies:- None.

East Sussex Associations of Local Councils - Cllr Gallagher advised she had attended their recent AGM and conference, along with the Town Clerk.

2537. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters.

The Deputy Mayor closed the meeting at 8.50 pm.

Signed
Deputy Mayor

Date of next Council meeting – 10th December 2025