



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 14th January 2026** at 7.30 pm.

Committee Members Present: Cllrs C Clarkson *Chair*, C Gallagher, D Judd, L O'Connor, B Page & N Watts *Deputy Mayor*

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

1966. PUBLIC QUESTION TIME

There were no questions for the member of public present

1967. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie who was unwell and Cllr Robinson who had family commitments. These reason for absence were accepted. Cllr Sharkey has been granted leave of absence until May 2026.

1968. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1969. TO APPROVE & SIGN MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 12th NOVEMBER 2025

It was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RESOLVED** that the minutes of the meeting held on 12th November 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

1970. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The action list below was noted:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
10.9.25	Min 1935, p 4427 – To agree update to the Memorial Policy regarding additional plaques	SN	The revised Memorial Policy was adopted by full Council on 19.11.25	Complete
12.11.25	Min 1955, p 4464 – To review the Member/Officer Relations Protocol Policy	SN	This was renamed the Councillor Officer Protocol Policy, taken to full Council on 19.11.25 and adopted.	Complete



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1970. 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
12.11.25	Min 1956, p 4464 – To review the Safeguarding Policy	SN	The Safeguarding Policy was taken to full Council on 19.11.25 and adopted.	Complete
12.11.25	Min 1957, p 4464 – To review the Investment Policy	SN	The Investment Policy was taken to full Council on 19.11.25 and adopted.	Complete
12.11.25	Min 1959, p 4464 – To consider prices for various signs on Telscombe Tye	SN	The A1 and A5 signs have been ordered & delivered – the quality of the A5 signs is very poor & I have submitted a complaint to the manufacturer, but heard nothing to date. The snap frames have been ordered & delivered & will need to be installed by a contractor.	March 2026
12.11.25	Min 1960, p 4465 – To consider draft proposals for Tye access improvements from LDC funded via a SDNPA grant	SN	LDC were informed we agreed with the proposals for the gates and MOT surfacing on the Tye and we are awaiting a further update from them.	March 2026
12.11.25	Min 1961, p 4465 – To approve draft spec for Tye gate works	SN	The spec for Tye gate repairs was put out to tender with a closing date of 19 th December.	See new agenda item
12.11.25	Min 1962, p 4466 – To agree to proceed with grant application with the ITF for Tye hedging	SN	The grant was submitted and the money has been received. Plants not ordered as trying to arrange meeting with SNDPA Ranger. Decision needs to be made when planting will take place.	See new agenda item
12.11.25	Min 1963, p 4466 – To consider updating the Tye Management Plan	SN	A working group meeting needs to be arranged to begin the review.	March 2026
12.11.25	Min 1964, p 4466 – To consider whether to comment on the ES & Btn/Hove Local Nature Recovery Strategy	SN	CC's response was agreed and submitted by the Town Clerk.	Complete



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1971. TO NOTE INCOME AND EXPENDITURE FIGURES TO 30th NOVEMBER 2025

The actual year to date Committee figures at 30th November 2025 were income of £330,275 and expenditure of £134,562. The Town Clerk's report gave explanations for any significant differences between budget and actual spend figures to date and was accompanied by the full income and expenditure printouts to 30th November 2025 showing the budget lines for the Committee and the actual year to date expenditure, as well as those for Earmarked Reserves. The figures were noted by the Committee.

1972. TO NOTE COMPLAINTS RELATING TO THIS COMMITTEE

The Committee **noted** the complaints.

1973. TO CONSIDER REPLACEMENT FOR MICROSOFT PUBLISHER

Following discussion regarding alternatives to be used to produce the newsletter and other documents once Publisher is withdrawn in October this year, it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to sign up to Canva Pro at an annual subscription of £100 from 1st April 2026.

1974. TO CONSIDER INSTALLING A PLAQUE ON A TYE BENCH IN MEMORY OF MR G WEBB

Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** to approach Mrs Webb to see if she was in agreement for a plaque to be placed either on a perch bench on the Tye or a non-memorial bench in Chatsworth Park in memory of Mr G Webb and what wording is preferred, with the cost to be paid for by the Council.

1975. TO CONSIDER RETURNING TWO KEY DEPOSITS FOR THE TYE GATE

It was noted that the Council are still holding deposits for 2 keys issued for a padlock on a gate on bridleway 8 leading across Telscombe Tye. Although the 2 residents had previously been written to requesting return of the key so their deposit could be refunded, no response had been received. It was therefore proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to issue one more reminder to the 2 residents requesting that they return the key within 21 days for refund of the £100 deposit and inform them that if nothing is heard within the 21 days, they will forfeit the deposit due to non-return of Council property. A recommendation will then be made for the money to be transferred to the Tye earmarked reserve, nominal code 9014-910.

1976. TO CONSIDER ESTIMATES FOR GATE REPAIRS ON TELSCOMBE TYE

It was proposed by Cllr O'Connor, seconded by Cllr Page and unanimously **RECOMMENDED** that the estimate from Ace Landscapes in the sum of £5,502.09 plus VAT for repairs to gates on the Tye, (including additional latching post for gate 15 and additional hanging post for gate 22), as well as repairs to fencing at Gorham Way be accepted.

1977. TO DISCUSS UPDATE REGARDING TYE HEDGE PLANTING SCHEME AND AGREE HOW TO PROCEED

After careful consideration as to whether to proceed with the previously agreed hedge planting along the existing fence line of the Tye adjacent to the South Coast Road and taking into account comments



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1977. To discuss update regarding Tye hedge planting scheme and agree how to proceed

made by the SNDPA Ranger, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and **RECOMMENDED** by a majority that as it had previously been agreed to apply for a grant from the International Tree Foundation of £2,196.89 which had been approved and the funds received, the planting should proceed which will be undertaken by volunteers; that the Town Clerk orders the plants etc when required and that a working group be set up to facilitate the planting. Cllr O'Connor was against. Members of the working group were **agreed** as follows - Cllrs Clarkson, Gallagher, O'Connor and the Town Clerk.

1978. TO CONSIDER THE UPDATED EMAIL AND INTERNET USAGE POLICY, TO BE RE-NAMED THE IT POLICY

It was proposed by Cllr Judd seconded by Cllr Watts and unanimously **RECOMMENDED** to agree the updated IT Policy using the NALC template which had been adapted to the Council's requirements and that the second sentence of 2.1.6 be removed. This will be taken to full Council on 21st January recommending adoption.

1979. TO CONSIDER UPDATED SICKNESS & ABSENCE POLICY

It was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** to add additional items 3.2 and 3.3 detailing that the Council pays sickness absence on a 12 month rolling basis and that the updated Policy be taken to full Council on 21st January recommending adoption.

1980. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters.

1981. 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 and the member of the public left the meeting.

1982. TO APPROVE CONFIDENTIAL MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETING HELD ON 12th NOVEMBER & 10th DECEMBER 2025

Cllr Judd proposed that the minutes of the meeting on 12th November 2025 be accepted and the recommendations adopted, seconded by Cllr Watts and unanimously **RESOLVED**.

It was proposed by Cllr O'Connor, seconded by Cllr Watts and unanimously **RECOMMENDED** that the minutes of Employment Sub-Committee meeting held on 10th December 2025 were a true record of the proceedings and were signed as correct by the sub-committee Chair, Cllr Judd.

There being no further business, the meeting closed at 8.20 pm.

Signed, Chair

Date for next meeting of the Committee – Wednesday 4.3.26