



TELSCOMBE TOWN COUNCIL

Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, E Sussex, BN10 7ES
Tel: 01273 589777 Email: enquiries@telscombetowncouncil.gov.uk

14th January 2026

All members of Telscombe Town Council are summoned to attend the **Full Council meeting** to be held on **Wednesday 21st January 2026 at 7.30pm** in the Council Chamber at Telscombe Civic Centre.

Stella Newman
Town Clerk

AGENDA

1. Public question time Members of the public are welcome to attend and may ask questions relevant to the Council's remit - maximum time allocated 15 minutes
2. Apologies for absence
3. To receive members' declarations of interest in relation to matters on the agenda
4. To approve & sign minutes of the Council meeting held on Wednesday 10th December 2025 - *attached*
5. To agree minutes from the following Committees and adopt recommendations – *all attached:-*
 - a) Planning & Highways – 26th November & 17th December 2025
 - b) Policy & Resources – 12th November 2025
6. To note action list and agree any further actions required – *see attached*
7. To approve payments and receipts for December 2025 – *see attached*
8. To agree income and expenditure figures to 31st December 2025 – *see attached*
9. To agree bank reconciliation to 31st December 2025 – *see attached*
10. Business Plan update/review – *see attached*
11. To approve insurance renewal with Zurich Insurance – *see attached*
12. To adopt updated IT policy – *see attached*
13. To adopt updated Sickness & Absence Policy – *see attached*
14. To approve estimate for wet pour repairs in our 3 Council owned playgrounds – *see attached*
15. Update on request to move Vodafone equipment at the Civic Centre including installing new equipment and to agree way forward – *see attached*
16. Neighbourhood Plan Update and agree any actions required – *see attached*
17. Verbal reports from:- The Mayor, the Deputy Mayor, District Councillors, County Councillor & Outside Bodies representatives
18. Urgent matters at the discretion of the Chairman for noting and/or adding on a future agenda

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will ensure that they are not included in any filming.

NB Next Council meeting – 18th March 2026



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of Telscombe Town Council held on Wednesday 10th December 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 & Williamson*

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

The meeting was adjourned to take questions from the public.

2538. PUBLIC QUESTION TIME

One member of the public advised she was hoping traffic problems in Telscombe Cliffs Way would be discussed at the meeting. She was advised it was not an agenda item and that it is covered by the Planning & Highways Committee. However, she was advised that Cllr Robinson and the Amenities Officer had recently met with an East Sussex County Council (ESCC) Highways Officer on site to highlight the problems. The resident was also advised that the Council had been liaising with the bus company who were in support of our requests to ESCC Highway's Department for double yellow lines in certain areas in Telscombe Cliffs Way and other nearby roads in Telscombe Cliffs.

The meeting resumed at 7.42pm and one member of the public left the meeting.

2539. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Judd who was away and this reason for absence was accepted. Cllr Sharkey has been granted leave of absence until May 2026. The Deputy Mayor, Cllr Watts, chaired the meeting due to the absence of the Mayor.

2540. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllrs Clarkson and O'Connor declared an interest in agenda item 12 - to agree draft governance document between Telscombe Town Council and the Telscombe Green Space Volunteers CIO - as they are Trustees of the charity.

2541. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 19th NOVEMBER 2025

It was proposed by Cllr Robinson seconded by Cllr Williamson and unanimously **RESOLVED** that the minutes of the meeting on 19th November 2025 were a true record of the proceedings and were signed as correct by the Deputy Mayor, Cllr Watts.

2542. TO AGREE MINUTES FROM THE FOLLOWING COMMITTEES AND ADOPT RECOMMENDATIONS

a) Amenities & Civic Centre – 1st October 2025

Cllr O'Connor proposed that the minutes of the meeting on 1st October 2025 be accepted and the recommendations adopted, seconded by Cllr Lawrie and **RESOLVED** that the minutes be accepted and recommendations adopted.



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2542. To agree minutes from the following Committees and adopt recommendations (Contd)

b) Planning & Highways – 5th November 2025

Cllr Gallagher proposed that the minutes of the meetings on 5th November 2025 be accepted and the recommendations adopted, seconded by Cllr Williamson and **RESOLVED** that the minutes be accepted and recommendations adopted.

2543. 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.	March 2026
16.7.25	Min 2480, p 4394 – To review possible merger with Peacehaven TC	SN	As agreed, I contacted PTC 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. <i>PTC have not responded so decide how to proceed</i>	Dec '25
17.9.25	Min 2511, p 4436 – To agree SLA from LDC re assistance for café project	SN	LDC informed we were in agreement with the draft SLA. Final costed SLA now received from LDC yet.	See new agenda item
19.11.25	Min 2525, p 4469 – To agree funding for CTLA for the Community Bus Service for 2026/27	SN	A note has been made to pay the agreed £4,300 in the new financial year once an invoice is received & for the Town Clerk to sign the SLA.	Complete
19.11.25	Min 2526, p 4470 – to agree contribution for Citizens Advice for 2026/27	SN	A note has been made to pay the agreed grant funding of £4,585 in the new financial year.	Complete
19.11.25	Min 2527, p 4470 – To consider draft budget figures for 2026/27	SN	The draft budget of £337,641 was agreed in principle.	See new agenda item
19.11.25	Min 2534, p 4471 – To consider request to move Vodafone equipment at the Civic Centre into the car park and associated works	SN	A meeting has been arranged with United Infrastructure, Cllr O'Connor and the Town Clerk for 11 th December 2025.	Dec 2025
19.11.25	Min 2535, p 4471 – To consider devolvement of assets from LewesDC	SN	As agreed at the last meeting, further info is to be obtained from LDC & a possible meeting to be arranged to discuss.	January 2026



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2544. TO APPROVE PAYMENTS AND RECEIPTS FOR OCTOBER & NOVEMBER 2025

Payments for October 2025 totalling £19,905.56 and receipts of £3,672.91, and payments for November 2025 totalling £24,923.98 and receipts of £3,950.95 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.

2545. TO AGREE INCOME AND EXPENDITURE FIGURES TO 31st OCTOBER 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 Lawrie, seconded by Cllr Page and unanimously **RESOLVED** that the actual total figures at 30th October 2025 of £358,651 income and expenditure of £171,939 be agreed as correct.

2546. TO AGREE BUDGET AND PRECEPT FIGURES FOR 2026/27

As per Financial Regulation 4.3 the Town Clerk/RFO had drawn up a draft budget which had then been considered in detail by the Working Group and minor amendments made. The updated draft budget figures were then taken to full Council on 19th November 2025 for consideration and were agreed in principle. Paperwork and spreadsheets which explained the variations to each budget line, detailed the full budget line figures, the Council tax calculation and the overall budget summary per Committee were circulated with the agenda for this meeting and it was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RESOLVED** to:-

- Agree the proposed changes to cost centres and nominal codes as follows:-
 - To have a new cost centre for Civic items, code 100, under Policy & Resources for the Mayor's allowances and a new Civic Expenses nominal code
 - To have a new cost centre for Telscombe Tye, code 106, under Policy & Resources for Telscombe Tye items and Tye joint litter/dog bin emptying
 - To have a new nominal code for the summer fayre income and expenditure under cost centre 105 Town Events for Amenities
- To agree the budget figures as set out in the detailed lists provided, with an overall budget and precept for the 2026/27 financial year of **£337,641**
- For the Deputy Mayor, Cllr Watts and the Town Clerk/RFO to sign the Council Tax Demand form to be submitted to Lewes District Council in the sum of £337,641

The agreed figure of £337,641 resulted in the precept increasing by £15,565 (4.8%) and Council Tax increasing for a Band D property by £4.89 (3.9%) to £129.93 as there was a slight increase in the tax base of 22.7 to 2,598.6.

The breakdown of the agreed budget and precept figures per Committee is as follows:-

COMMITTEE	EXPENDITURE	LESS INCOME	NET
Policy & Resources	236,300	5,441	230,859
Amenities	74,700	4,900	69,800
Civic Centre	41,155	27,413	13,742
Planning & Highways	31,040	7,800	23,240
TOTALS	383,195	45,554	337,641



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2547. TO AGREE RESPONSE TO LOCAL GOVERNMENT RE-ORGANISATION CONSULTATION

It was proposed by Cllr Gallagher, seconded by Cllr Williamson and unanimously **RESOLVED** that a Working Group consisting of Cllrs Lawrie, O'Connor, Robinson and Williamson be set up to formulate a response to the consultation, and that full explanations be given on the questions relating to East Sussex and Brighton and Hove, with the answers to be agreed by a majority of Councillors via email and then submitted by the Town Clerk before the closing date.

2548. TO AGREE MEETINGS DATES FOR THE MUNICIPAL YEAR MAY 2026 TO MAY 2027

It was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RESOLVED** that the meetings dates for the 2026/27 municipal year be agreed.

2549. TO AGREE DRAFT GOVERNANCE DOCUMENT BETWEEN TELSCOMBE TOWN COUNCIL AND THE TELSCOMBE GREEN SPACE VOLUNTEERS CIO

The Working Group had met and agreed the draft governance document which was circulated with the agenda. It was proposed by Cllr Robinson, seconded by Cllr Lawrie and **RESOLVED** by a majority that the Governance Framework between Telscombe Town Council and the Telscombe Greenspace Volunteers be adopted. Cllrs Clarkson and O'Connor abstained.

2550. TO CONSIDER COMMENTING ON THE EAST SUSSEX PENSION FUND FUNDING STRATEGY STATEMENT

After consideration, it was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RESOLVED** not to comment on the East Sussex Pension Fund Funding Strategy Statement consultation.

2551. TO CONSIDER COMMENTING ON THE EAST SUSSEX PENSION FUND PENSION ADMIN STRATEGY CONSULTATION

After consideration it was proposed by Cllr Williamson, seconded by Cllr Lawrie and unanimously **RESOLVED** not to comment on the East Sussex Pension Fund Pension Admin Strategy consultation and to note the minimum contribution rate for the 3 year period 1 April 2026 to 31 March 2029 of 18.1%.

2552. TO AGREE NEW PHOTOCOPIER LEASE RENEWAL

The various options available were considered and it was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RESOLVED** to give notice for the current contract with Copier King that ends in March and to re-new with a 5 year lease at £61 per month with Copier King for a Toshiba e-Studio 3025AC machine (30 pages per minute) with a copy price of 2.9p for colour and 0.29p for black for both A4 and A3, to include replacement consumables and servicing.

2553. TO REVIEW CIVIC CENTRE HIRE CHARGES FOR 2026/27

It was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RESOLVED** not to increase room hire charges or incidentals such as the music licence or round table hire charges for the 2026/27 financial year.



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2554. TO CONSIDER THE COSTED SERVICE LEVEL AGREEMENT FROM LEWES DISTRICT COUNCIL FOR THE PROPOSED CAFÉ IN CHATSWORTH PARK AND DECIDE HOW TO PROCEED

The Town Clerk highlighted the fact that Lewes District Council (LDC) had advised we should give careful consideration to the financial implications of the project as, once a build cost had been received, we may not have enough funds to proceed with the project after payment for consultants' costs and LDC's costs for managing the project for us. This could result in us having to either obtain a larger loan than anticipated, secure extra grant funding or shelving the project. Long debate ensued regarding this and whether to proceed with signing the Service Level Agreement which would enable an architect to draw up a plan, a topographic survey and ecologist assessment to be undertaken, and also cover consultants' fees for various aspects to complete the stages up to planning at an estimated cost of £36,000 including VAT. It was agreed that a lot of work had been put into the project thus far, that it is a landmark project and we should continue with the groundwork up to planning stage. It was therefore proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RESOLVED** to sign the SLA with LDC and proceed to the planning stage and to set up a Working Group meeting to establish a business case for the café.

2555. REPORTS FROM:-

Deputy Mayor:- Cllr Watts advised that he had attended an event in Seaford with the Ashdown Singers Choir in aid of Homelink.

County Councillor:- Cllr Robinson advised that ESCC were in financial difficulties and were going to apply for an Exceptional Support loan.

District Councillors:- Cllr O'Connor highlighted progress with the Lewes Local Plan and the requirement for 8,570 additional homes.

Cllr Robinson advised that local school children had designed posters which will go on lamp posts and they also did artwork which will be placed in local retirement homes.

Representatives on outside bodies:-

Cllr O'Connor advised that he and Cllr Page had attended the first meeting of the Saltdean Residents' Association and Saltdean Community Association that had now amalgamated.

Cllr Gallagher advised that the Examiner had submitted her final report on the Neighbourhood Plan and some wording required updating to reflect technical changes.

2556. 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 8.40 pm.

Signed
Deputy Mayor

Date of next Council meeting – 21st January 2026



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 26th November 2025** at 7.30 pm.

COMMITTEE MEMBERS PRESENT: Councillors C Clarkson, C Gallagher *Chair*, M Lawrie, L O'Connor, C Robinson, N Watts *Vice Chair & Deputy Mayor* & T Williamson

Also Present: Bianca Buss, Amenities Officer (*minutes*)

Cllr Gallagher asked if she could record the meeting and this was unanimously **agreed** by the Committee.

3838. PUBLIC QUESTION TIME

There were no members of the public present.

3839. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Ndeloa, who was working away, and this was accepted by the Committee. Cllr Sharkey has been granted leave of absence until May 2026.

3840. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr O'Connor declared a non-pecuniary interest in agenda item number 5, planning application LW/25/0571 46 Cissbury Crescent, as he lives near to the property.

3841. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 5th NOVEMBER 2025

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

3842. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS

LW/25/0571 – 46 Cissbury Crescent, Saltdean, East Sussex BN2 8RJ

Case Officer: James Emery

Replacement of existing conservatory with single storey rear extension, loft conversion at the rear including replacement of existing hip roof with barn gable ends, porch replacement, new render at all elevations and alterations to fenestration

The Committee considered the application and wanted it noted that the Design and Access statement included within the plans was extremely clear and concise. It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to **SUPPORT** the application.

LW/25/0590 – 141 Rodmell Avenue, Saltdean, East Sussex BN2 8PH

Case Officer: James Emery

Balustrade balcony to the front facing gable elevation

Following consideration, it was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to **SUPPORT** the application.



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3841. To consider the following planning applications (Contd)

LW/25/0607 – 98 Bevendean Avenue, Saltdean, East Sussex BN2 8PE

Case Officer: James Emery

Erection of single-storey rear extension to the main building, single-storey side extension to existing garage, removal of side porch, increase in ridge roof height to create living space, hip to gable roof extension.

Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to **SUPPORT** the application.

LW/25/0653 – 434 South Coast Road, Telscombe Cliffs, East Sussex BN10 7BE

Case Officer: James Emery

Removal of conditions 8 (CMP) and 9 (Landscaping Scheme – Front Garden) in relation to approval LW/25/0289 as the requirement seems unnecessary for this minor development

Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to **OBJECT** to the application as the removal of condition 8 will have a significant effect to the major road network and removal of condition 9, alongside the removal of the flint wall, will increase the risk of landslip and flooding onto the A259.

3843. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

The following planning decisions were noted:-

LW/25/0518 – 18 Lulham Close, Telscombe Cliffs, East Sussex BN10 7BG

Case Officer: Ella Rigluth

Removal of rear conservatory and replace with single storey rear/side wrap-around extension

Lewes District Council GRANTED permission

Telscombe Town Council neither supported nor objected to the application

LW/25/0542 – 1 Cissbury Crescent, Saltdean, East Sussex BN2 8EN

Case Officer: James Emery

Variation of Condition 1 (Plans) in relation to approval LW/25/0218 to install an electronic gate at the front and a fence between the boundary wall of nos. 1 and 3 Cissbury Crescent

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

3844. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

Meeting Date	Issue Detail	Action Owner	Update	Due Date
23.7.25	Min 3761, p 4400 – Update on Bannings Vale road surface works	BB	ESCC temporarily paused work for 2025/26, and we were due to ask them to review this from the new financial year. BB was asked at last mtg to liaise with Cllr Robinson re ESCC funds for 2025/26 & Cllr Robinson has contacted ESCC for a response.	Dec 2025



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3844. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Meeting Date	Issue Detail	Action Owner	Update	Due Date
23.7.25	Min 3761, p 4400 – Update on Bannings Vale road surface works	BB	Committee requested that an article be added to Town Crier alongside information from leaflet provided by ESH, asking that residents report Highway issues to ESH rather than TTC.	Complete
23.7.25	Min 3762, p 4400 – To consider potential crossings and islands to improve road safety and accessibility in E.Saltdean and T.Cliffs	LOC	Cllr O'Connor met with TRA/Speed Watch rep on 8.10.25. Investigations will be progressed following the joint meeting with PTC.	Complete
24.9.25	Min 3809, p 4441 – Urgent Matters – Evershed Court pathway	BB	LDC have advised that the passageway is not an official right of way and is private land. Therefore they are unable to enforce against the erection of the new fencing as no breach of planning control.	Complete
15.10.25	Min 3815, p 4453 – To consider holding a joint meeting with PTC re highways concerns	BB	A joint meeting was held on 18.11.25 & an update on discussions will be provided at the next meeting.	December 2025
05.11.25	Min 3832, p 4460 – To note complaints relating to this Committee	BB	A letter has been drafted to Tesco Express, to request that they place a bike rack on the hard standing to encourage people not to park in this area.	See new agenda item
05.11.25	Min 3833, p 4460 – To note inc & exp to 30 th September 2025	BB	ESCC conf the meadow and wildlife verges will be cut from Wednesday 12 th Nov.	Complete
05.11.25	Min 3835, p 4460-4461 – To consider whether to comment on the SDNPA Active Travel Network Plan	BB	Additional documentation was emailed out to the Committee, to consider if we would like to respond to the consultation. As there were no replies, we did not respond to the consultation before the deadline closing date of 14 th November.	Complete

Minute 3761 – Cllr Robinson advised she has chased East Sussex County Council (ESCC) for a response in relation to their funds for 2025/26 and can confirm that this has now been passed to an Officer to feed back to her. Cllr O'Connor noted that some pothole repairs had been undertaken at the top of Bannings Vale, as well as repairing of kerb stones at Rye Close.

4475

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3844. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Minute 3815 – Cllr Gallagher thanked Cllrs O'Connor and Robinson for their input on the joint meeting with Peacehaven Town Council (PTC), which should assist PTC with any outstanding actions. She noted that although money is tight for ESCC, there will need to be further discussions on traffic islands and road safety. Further meetings to discuss these could be arranged, to also tie in with the Neighbourhood Plan, to include walking and cycling routes. Cllr O'Connor felt that until funding could be obtained, the two Town Councils had gone as far as they could, and it be re-investigated if monies become available in the future. The Committee also discussed progressing with active travel options across the two towns, specifically cycling routes. The Amenities Officer advised she would include this request within the report being taken to the next Committee meeting.

Minute 3833 – Cllr Gallagher confirmed that the wildlife verge at Crowborough Road had not been cut yet and the Amenities Officer advised she would investigate this further with ESCC.

The rest of the action points were **noted**.

3845. BUSINESS PLAN UPDATE

The current Business Plan was noted and it was unanimously **agreed** that no amendments were required.

3846. NEIGHBOURHOOD PLAN UPDATE & AGREE ANY ACTION REQUIRED

Cllr Gallagher thanked the Town Clerk for her clear report and noted that PTC's Town Clerk had now forwarded the steering group's response to Lewes District Council (LDC) as the qualifying authority. Cllr O'Connor advised he would be meeting tomorrow with LDC's Head of Planning, Nadeem Din, and would ask what the timescales will be, before full publication of the Plan. Cllr Gallagher advised we would need to re-engage with both the Town Planner and media professional. She noted it had been a long and difficult process, and there had been no Officer support from either Town Council, so the steering group had to employ people to minute take, etc. Cllr Watts thanked Cllrs Gallagher and O'Connor for all their hard work over the last 10 years.

3847. TO CONSIDER DRAFT LETTER TO TESCO EXPRESS REGARDING ANTI-SOCIAL PARKING

The Committee considered the Amenities Officers report. Cllr Clarkson suggested that the high risks of parking on hardstanding has on pedestrians, especially at night, be included within the letter. Cllr Clarkson also asked that we address the letter to Tesco's South East Regional Manager and Cllr O'Connor felt this should also be sent to our local MP. Cllr Robinson asked Cllr O'Connor to bring this issue up at the next JAG meeting, and he agreed to do so. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to send the letter to Tesco Express, including the additional information regarding the safety concerns we have for pedestrians, that the Amenities Officer invites the store to meet with her to discuss this further, and that the Tesco South East Regional Manager and local MP are cc'd into the letter. It was **agreed** not to add concerns with litter into the correspondence.

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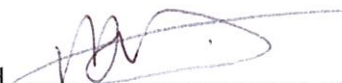
3848. TO NOTE SITE VISIT WITH ESCC REGARDING PROPOSED PARKING RESTRICTIONS

The Committee **noted** the Amenities Officer's report. The Secretary of the Telscombe Residents Association organised a site meeting including Cllr Robinson as our East Sussex County Councillor, ESCC's Team Manager for Parking and the Amenities Officer, following submission of several proposed parking restrictions to ease traffic congestion in Telscombe Cliffs Way and Ambleside Avenue, Telscombe Cliffs. Cllr Robinson felt it was a positive meeting and that the ESCC Team Manager for Parking was very helpful and took time out of his busy schedule to assist us with the concerns raised. Cllr Gallagher thanked Cllr Robinson for her work on this matter.

3849. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

Cllr Clarkson advised that the willow classroom in Chatsworth Park would be installed on 15th and 16th December, as agreed at the Amenities & Civic Centre Committee.

There being no further business the meeting closed at 8.41pm.

Signed 
Chairman

Next meeting of the Committee – Wednesday 17th December 2025



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 17th December 2025** at 7.30 pm.

COMMITTEE MEMBERS PRESENT: Councillors C Clarkson, M Lawrie, L O'Connor, N Watts
Vice Chair & Deputy Mayor & T Williamson

Also Present: Bianca Buss, Amenities Officer (*minutes*)

3850. PUBLIC QUESTION TIME

There were no members of the public present.

3851. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Gallagher who was attending another meeting and Cllr Robinson who was unwell. These reasons were accepted by the Committee. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Ndeloa was not present and had not provided apologies.

3852. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

3853. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 26th NOVEMBER 2025

It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting held on 26th November 2025 were a true record of the proceedings and were signed as correct by the Vice Chair, Cllr Watts.

3854. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS

LW/25/0607 – 98 Bevendean Avenue, Saltdean, East Sussex BN2 8PE

Case Officer: Danielle Durham

Erection of single-storey rear extension to the main building, single-storey side extension to existing garage, removal of side porch, increase in ridge roof height to create living space, hip to gable roof extension - AMENDED PLANS

The Committee considered the application, and it was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to **SUPPORT** the application.

SDNP/25/00228/FUL – Land adjacent to 66, The Lookout, Peacehaven, East Sussex

Case Officer: Samuel Bethwaite

Use of land for small glamping site with 2 wooden cabins, 4 yurts, shepherd hut, 2 healing cabins and replacement stables. Application includes regularisation of existing trailer, toilets, decking, cabins and tiered seating area. [REVISED RED LINE, CERTIFICATE OF OWNERSHIP & DEVELOPMENT]

The Committee considered the amended plans. It was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to **OBJECT** to the application for the same reasons as stated in February, namely:

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3854. To consider the following planning applications (Contd)

SDNP/25/00228/FUL – Land adjacent to 66, The Lookout, Peacehaven, East Sussex (Contd)

- i) The application contravenes the National Planning Policy Framework, the South Downs Local Plan and the Lewes Local Plan.
- ii) There is no sensitivity to the local landscape and road. This location is a delicate area that transitions into the National Park and therefore needs thoughtful consideration.
- iii) The lighting is not in conjunction with the South Downs National Park's Dark Skies Technical Advice Note.
- iv) The proposal will reduce the visual amenity of the 'E-Piece' which is part of the Telscombe Tye.
- v) Use of the bridleway for commercial traffic.
- vi) No traffic assessment has been carried out.
- vii) Detrimental effect on local wildlife.

This Council believes that the application contravenes the public rights of way for a footpath and bridleway and does not give an automatic right of access to the property, and we therefore cannot see how the application can be approved.

3855. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

The following planning decisions were noted:-

LW/25/0584 – 141 Rodmell Avenue, Saltdean, East Sussex BN2 8PH

Case Officer: James Emery

Alterations to fenestration to front/side elevations at lower and ground floor levels and addition of new render at front elevation

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/25/0590 - 141 Rodmell Avenue, Saltdean, East Sussex BN2 8PH

Case Officer: James Emery

Balustrade balcony to the front facing gable elevation

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

3856. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

Meeting Date	Issue Detail	Action Owner	Update	Due Date
23.07.25	Min 3761, p 4400 – Update on Bannings Vale road surface works	BB / CR	Cllr Robinson contacted ESCC, who advised that Bannings Vale will not be scheduled for inclusion in their 2026/27 planned maintenance programme, but will be monitored as part of their ongoing condition assessments	Complete



TELSCOMBE TOWN COUNCIL

3856. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Meeting Date	Issue Detail	Action Owner	Update	Due Date
15.10.25	Min 3815, p 4453 – To consider holding a joint meeting with PTC re highways concerns	BB	A joint meeting was held on 18.11.25 & has been added as an agenda item for this meeting.	See new agenda item
05.11.25	Min 3833, p 4460 – To note inc & exp to 30 th September 2025	BB	Cllr Gallagher advised that ESCC have cut the wildlife verge at Crowborough Road but have not collected the cuttings. ESCC have been contacted and we are awaiting their reply. This will be actioned under our complaints agenda item.	See new agenda item
26.11.25	Min 3847, p 4476 – To consider draft letter to Tesco Express regarding anti-social parking	BB	Unable to locate Tesco's Regional Manager's contact details, so letter has not been sent out yet. Cllr Robinson has contacted Sussex Police's Road Safety Officer for their contact at Tesco, and we are awaiting his reply.	Jan 2026

Minute 3833, Crowborough Road wildlife verge – The Amenities Officer informed the Committee that Cllr Gallagher had confirmed the grass cuttings have now been collected by East Sussex County Council (ESCC).

Minute 3847, To consider draft letter to Tesco Express – The Amenities Officer advised that Cllr Robinson has been informed that Sussex Police do not have a contact for the store. Cllr Williamson therefore suggested that the letter is also sent to Tesco's Chief Executive Officer, and this was unanimously **agreed** by the other Committee members.

The rest of the action points were **noted**.

3857. TO NOTE COMPLAINTS RELATED TO THIS COMMITTEE

The Committee **noted** the complaints. Cllr Williamson asked for the background to complaint TTC-25-276. The Amenities Officer advised that a resident reported that a property is having work undertaken and building materials have been left on the grass verge and pathway, damaging both. The Amenities Officer contacted both East Sussex Highways, who own the land, and Lewes District Council's (LDC) building control team. LDC advised that this issue is not their responsibility, but Highways responded to confirm they would repair the pathway, which was then actioned two days later. Cllr Watts thanked the Amenities Officer for her assistance in this matter.

TELSCOMBE TOWN COUNCIL



3858. NEIGHBOURHOOD PLAN UPDATE & AGREE ANY ACTION REQUIRED

The report from the Town Clerk confirmed that Lewes District Council (LDC) have now received the appointed examiner's final report, and they have recommended some minor modifications. A steering group meeting took place with LDC to discuss the next steps. The proposed modifications to the Plan will require engaging a Planning Consultant and media professional. Cllr O'Connor advised that the referendum is now looking to take place at the same time as the County Council elections, which will be around May 2026. Taking all the above details into consideration, it was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** to note the present position and agree to engage a Planning Consultant, Brighton Planning, and media expert Gaston Malia, to carry out changes to the Neighbourhood Plan, even though their charges for undertaking this work have not been received to date.

3859. TO NOTE INCOME & EXPENDITURE FIGURES TO 31st OCTOBER 2025

The Committee **noted** the year-to-date income & expenditure figures of £8,026 income and expenditure of £15,821. Cllr Lawrie thanked the Town Clerk for her continuous good work.

3860. TO NOTE THE MINUTES OF THE JOINT MEETING HELD WITH PEACEHAVEN TOWN COUNCIL REGARDING HIGHWAY CONCERNS

The Committee discussed the Amenities Officer's report. Peacehaven Town Council (PTC) had asked to hold an informal meeting with Telscombe Town Council regarding various highway concerns, which was held on 18th November 2025. A copy of the minutes was provided with the documentation for the Committee to note.

The Amenities Officer stated that a copy of the minutes of the informal meeting had been taken to PTC's last Planning & Highways Committee meeting, where it was agreed to note the report (although only the minutes from the informal meeting had been included within the papers online). It was also noted that at the informal meeting with PTC, Cllr O'Connor had suggested that each Town Council's Planning & Highways Committee notes the other's last meeting/s. The Committee considered if another meeting would be required at this time and it was ultimately proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to make contact with PTC in 6 months' time to consider if both Town Councils would like to arrange another meeting, to include an agenda item on all future Committee meeting agendas asking Councillors to note PTC's own Planning & Highways Committee meeting paperwork and minutes, and to inform PTC of this recommendation.

3861. TO NOTE CHANGE OF DATE FOR ESCC's LEWES PARKING REVIEW

The Committee **noted** that ESCC had changed the starting date of their next Lewes Parking Review to March 2026, and that any applications must be submitted to them by 28th February 2026.

3862. TO CONSIDER NEW STREET LIGHTING MEMORANDUM OF AGREEMENT FROM EAST SUSSEX COUNTY COUNCIL AND WHETHER TO AGREE TO THE TERMS OR TAKE ANY ALTERNATIVE ACTION

The Town Clerk's report outlined the current situation with ESCC's recent Memorandum of Agreement (MOA). Although it had been agreed at the Committee meeting on 4th September 2024 to sign the new



TELSCOMBE TOWN COUNCIL

3862. To consider new street lighting Memorandum of Agreement from East Sussex County Council and whether to agree to the terms or take any alternative action (Contd)

lengthy agreement, we were later informed that several other Town and Parish Councils were unhappy with the content of the MOA and we subsequently agreed to participate in seeking legal advice, alongside other Councils, via the East Sussex Association of Local Councils (ESALC). A letter from solicitors was sent to ESCC in May.

ESCC have now sent through a revised MOA and asset list, stating that they hope the revisions to the MOA will address previous concerns and provide clarity needed to support our decision-making process and the management and maintenance of our Town Council assets. ESALC have also been in contact to ask if we are happy with the revised agreement and if not, would we be prepared to contribute to seek legal advice from the solicitors, who will compare the two contracts and liaise with ESCC on the Town and Parish Councils behalf. The Town Clerk had checked the MOA and asset list and advised in her report that there had been little change to the wording in the original MOA, and no change at all to item 4 regarding indemnity which had been raised in the solicitor's letter sent in May. Other queries raised in the solicitors' letter sent in May did not appear to have been addressed either.

Cllr O'Connor stated that the letter from the solicitor had raised 4 main concerns: a) service level, expertise and resources, b) ESCC's sub-contract to Balfour Beatty, c) Indemnity and d) delegation of functions to Parish Councils. He felt that these concerns had been clarified in the MOA as follows:

- The Service levels and maintenance of assets are stated in Schedule 1 -- Core Services.
- That ESCC's sub-contract to Balfour Beatty is not a concern for the Town Council, as our contract is with ESCC only.
- The contract confirms that ESCC and/or the Town Council are indemnified if either party are negligent, as stated in points 4.1 and 4.2. However, he noted that the wording is not phrased clearly.
- For the reasons stated in the points above, there should therefore be no concerns of delegation of functions.

It was therefore proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that we agree with both the asset list and the amended MEO, and to sign the MEO.

3863. TO CONSIDER CHANGE OF ENERGY SUPPLIER FOR STREET LIGHTING

The Committee considered the Town Clerk's report and noted the problems being experienced with EDF with regards to our street lighting including additional charges being introduced, changes to the terms without prior notification and no response to our queries.

Due to these issues, investigations were made to find alternative suppliers for street lighting energy supply, but there were few options, being EDF, ESCC and Lumina Energy. ESCC have provided a price of 24.85p per kWh for each unit used, but have not quoted for a daily standing charge. Prices had been received from Lumina at an annual cost of £3,696 for 12 months (38.5p p/kWh), £3,650 for 24 months (38p p/kWh) and £3,589 for 36 months (37.5p p/kWh), which is cheaper than EDF's current annual cost of £5,500.

Cllr O'Connor noted that ESCC's unit rate is cheaper than both EDF and Lumina and Cllr Clarkson felt that the Town Council should progress with the part night lighting scheme as implemented by ESCC, whereby certain street lights are switched off between midnight and 5.30am which would save money.

TELSCOMBE TOWN COUNCIL



3863. To consider change of energy supplier for street lighting (Contd)

A query was raised as to whether ESCC's rates are based on a certain duration and/or if the Town Council would be fixed in for a certain period. It was noted that some of the Town Council owned street columns are located in residential areas next to unadopted roads, so may require lighting to be kept on during the night. It was therefore proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that the following actions be undertaken: a) that exit terms are obtained from EDF, b) further details are obtained regarding ESCC rates to ensure that the Town Council gets the best price for street lighting and c) we investigate ESCC's part night lighting scheme, to include consideration for each road.

3864. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

There were no urgent matters.

There being no further business the meeting closed at 8.33pm.

Signed 
Chairman

Next meeting of the Committee – Wednesday 7th January 2026



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 12th November 2025** at 7.30 pm.

Committee Members Present: Cllrs C Clarkson *Chair*, C Gallagher, M Lawrie, L O'Connor & C Robinson *Vice Chair*

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

1947. PUBLIC QUESTION TIME

There were no members of the public present.

1948. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Watts who was working, Cllrs Sharkey and Page for health reasons and Cllr Judd who was away. These reasons for absence were accepted.

1949. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1950. TO APPROVE & SIGN MINUTES OF THE POLICY & RESOURCES MEETING AND THE GRANTS SUB-COMMITTEE MEETINGS BOTH HELD ON 10th SEPTEMBER 2025

It was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes of the meeting held on 10th September 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

It was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RESOLVED** that the minutes of the Grants sub-committee meeting held on 10th September 2025 were a true record of the proceedings and in the absence of the sub-committee chair and vice-chair, were signed as correct by the P&R Chair, Cllr Clarkson.

1951. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The action list as detailed below was noted:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
8.5.24	Min 1805, p 4114 – To consider replacement Tye signage	SN	This was considered at a recent Tye Working Group meeting.	See new agenda item
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>	See new agenda item



TELSCOMBE TOWN COUNCIL

1951. 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 at end September 2025.</i>	See new agenda item
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 Sept 2025.	See new agenda item
10.9.25	Min 1935, p 4427 – To agree update to the Memorial Policy regarding additional plaques	SN	To be adopted by full Council at November's meeting	Nov 2025
10.9.25	Min 1936, p 4427 – To review the Tree Policy	SN	This was adopted at the full Council meeting on 17 th September	Complete
10.9.25	Min 1937, p 4427 – To review the Equal Opportunities Policy	SN	This was adopted at the full Council meeting on 17 th September	Complete
10.9.25	Min 1938, p 4427 – To review the Media & Communications Policy	SN	This was adopted at the full Council meeting on 17 th September	Complete
10.9.25	Min 1939, p 4427 – To review the Code of Conduct	SN	This was adopted at the full Council meeting on 17 th September	Complete
10.9.25	Min 1940, p 4427/28 – to consider a Mayor's cadet	SN	As agreed, the Newhaven & Seaford Sea Cadet Corps were notified we would like to have a Mayor's cadet and Cadet 1 st Class Jacob Warr-Lord has been appointed by them.	Complete
10.9.25	Min 1941, p 4428 – To consider applications to carry out Tye Inspections	SN	J Tovey Garden Services were appointed – they have signed the SLA, undertaken the first inspection & submitted a report.	Complete
10.9.25	Min 1942, p 4428 – to agree cost for installation of benches on the Tye	SN	Position of benches was agreed by Tye Working Group. Contractor was notified & he treated the legs before installing the benches.	Complete
10.9.25	Min 1943, p 4428 – to consider cost for new joint waste bin at southern end of Telscombe Tye	SN	The bin has been purchased & installed. LDC have been notified of change of bins from 2 dog bins to 1 joint bin which result in £9 saving per empty.	Complete



TELSCOMBE TOWN COUNCIL

1952. TO NOTE INCOME AND EXPENDITURE FIGURES TO 30th SEPTEMBER 2025

The actual year to date Committee figures at 30th September 2025 were income of £327,873 and expenditure of £103,338. 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 31st September 2025 showing the budget lines for the Committee and the actual year to date expenditure, as well as those for Earmarked Reserves.

Regarding the earmarked reserve 9027-910 for burials of £8, as we no longer have an arrangement for burials, it was **agreed** that this be looked at when earmarked reserves are reviewed by full Council at year end, as well as the earmarked reserve 9043-910 for bridleway 8 gate key deposits of £200.

1953. TO AGREE THE BANK RECONCILIATION FOR THE SECOND QUARTER OF 2025 TO 30th SEPTEMBER 2025

The bank reconciliations covering July to September 2025 and all associated paperwork were checked by Cllr Gallagher on 24th October 2025. Everything was found to be in order and she signed all the documentation. A copy of the bank reconciliation and bank statements etc for September 2025 were circulated with the agenda. The total bank and cash balances at 30th September 2025 were £692,925.50. It was therefore proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree the bank reconciliations for July to September 2025.

1954. BUSINESS PLAN UPDATE/REVIEW

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

1955. TO REVIEW THE MEMBER/OFFICER RELATIONS PROTOCOL POLICY

The Member/Officer Relations Protocol Policy was last adopted by full Council on 16th November 2022 and was due its 3 year review. It was noted that as part of the Civility & Respect Pledge, that the Council resolved to sign up to in December 2023, the National Association of Local Councils and the Society of Local Council Clerks had produced a model Councillor Officer Protocol that was more comprehensive than the Council's existing Policy and provided greater clarity on the respective roles and working relationships between Councillors and Officers. Following consideration of the new model, it was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the new Councillor Officer Protocol is agreed and taken to full Council for adoption, and that it is reviewed in 3 years' time, in conjunction with the Council's Code of Conduct.

1956. TO REVIEW THE SAFEGUARDING POLICY

The Safeguarding Policy was due its 3 year review and following consideration, it was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that no amendments were required to the current policy and that it is taken to full Council for adoption.

1957. TO REVIEW THE INVESTMENT POLICY

The Investment Policy was due its annual review and following consideration, it was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** that under No 4 Annual Activity, the working capital requirement figure be increased to £30,000 and that the Policy be taken to full Council for adoption.



TELSCOMBE TOWN COUNCIL

1958. TO AGREE NOT TO PROGRESS WITH DRIVING ON THE TYE ACTION PLAN

Members reviewed all available options in detail, including the advantages and disadvantages and it was proposed by Cllr Lawrie, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the 'Driving on the Tye' Action Plan should not be taken forward, as it would not meet the intended objectives and the associated costs were considered prohibitive. However, it was agreed that appropriate signage would be introduced as an alternative measure.

1959. TO CONSIDER PRICES FOR VARIOUS SIGNS ON TELSCOMBE TYE

It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the wording for the A1 signs in appendix L be approved.

It was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** that the wording for the A5 signs in appendix M be approved.

It was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the following signs be purchased:-

- x3 A1 aluminium composite signs regarding driving on the Tye being illegal (approved wording in appendix L) from Printed Today at a price of £78 plus postage and VAT
- x30 A5 aluminium composite signs regarding prohibited activities on the Tye (approved wording in appendix M) from Printed Today at a price of £67.50 plus postage and VAT
- x20 lockable and waterproof A4 snap frames from Snap Frame Warehouse for £399 plus postage and VAT
- x3 round sign posts with fixing clips from Safety Signs for Less for £336.60 plus postage and VAT
- To get prices for installation of the round sign posts and A1 signs

1960. TO CONSIDER DRAFT PROPOSALS FOR TYE ACCESS IMPROVEMENTS FROM LEWES DISTRICT COUNCIL FUNDED VIA A GRANT FROM THE SDNPA

Following consideration of the information provided by Lewes District Council, it was proposed by Cllr Gallagher, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to accept the proposals from Lewes District Council for replacement of Tye gates and associated fencing works with Worcester bridle self-closing gates 1600mm wide at 3 locations off Gorham Way, the gate off the South Coast Road and to replace the current gates 6 & 7 off Ashurst Avenue in East Saltdean with one gate and associated works to improve the ramp at East Saltdean and gate access areas with MOT, to be funded by a grant from the South Downs National Park Authority.

1961. TO APPROVE DRAFT SPECIFICATION FOR TYE GATE WORKS

It was agreed at the Tye Working group meeting to draw up a specification for some Tye gate repairs and it was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the specification be sent out and any estimates received be considered at a future meeting.

1962. TO AGREE TO PROCEED WITH GRANT APPLICATION WITH THE INTERNATIONAL TREE FOUNDATION FOR TYE HEDGING

After a previous grant application had been turned down, the International Tree Foundation advised



TELSCOMBE TOWN COUNCIL

1962. To Agree To Proceed With Grant Application With The International Tree Foundation For Tye Hedging

that they had funding for approximate 1,000 trees for the Council to carry out proposed hedging along the existing fence line of the Tye adjacent to the South Coast Road and recommended we submit a detailed grant application. Our previous application to them was for more trees, but the planting distance was adjusted accordingly and it worked out at 1,150 trees plus stakes, rabbit guards and feed/root treatment at a cost of £2,196.89. It was agreed by Councillors via email for me to submit the grant application and it has been approved. It was therefore proposed by Cllr Lawrie, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to accept the grant and that the Town Clerk complete the paperwork accordingly. Planting will be carried out by the Telscombe Greenspace Volunteers.

1963. TO CONSIDER UPDATING THE TYE MANAGEMENT PLAN

Following discussion, it was proposed by Cllr Gallagher, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that the Tye Management Plan needed updating and it was agreed that a working group consisting of Cllrs C Clarkson, C Gallagher, M Lawrie, L O'Connor, C Robinson and the Town Clerk be formed to start the process.

1964. TO CONSIDER WHETHER TO COMMENT ON THE EAST SUSSEX & BRIGHTON & HOVE LOCAL NATURE RECOVERY STRATEGY

Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that Cllr Clarkson formulates a response to the consultation, that it be approved by Committee members via email, and that the Town Clerk subsequently submits the response.

1965. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters.

There being no further business, the meeting closed at 8.57 pm.

Signed, Chair *C. Clarkson*

Date for next meeting of the Committee – Wednesday 14th January 2026



Agenda Item 6 - To note actions carried out or required from previous meetings and agree any further measures required

Action List for Full Council meeting on 21st January 2026

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.	March '26
16.7.25	Min 2480, p 4394 – To review possible merger with Peacehaven TC	SN	As agreed, I contacted PTC 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. <i>PTC have not responded so decide how to proceed</i>	March '26
19.11.25	Min 2534, p 4471 – To consider request to move Vodafone equipment at the Civic Centre into the car park and associated works	SN	A meeting has been arranged with United Infrastructure, Cllr O'Connor and the Town Clerk for 11 th December 2025.	See new agenda item
19.11.25	Min 2535, p 4471 – To consider devolvement of assets from LewesDC	SN	As agreed at the last meeting, further info is to be obtained from LDC & a possible meeting to be arranged to discuss.	March '26
10.12.25	Min 2546, p 4487 – To agree budget and precept figures for 2026/27	SN	The precept request for agreed figure of £337,641 was submitted to LDC on 11.12.25.	Complete
10.12.25	Min 2547, p 4488 – To agree response to LGR consultation	SN	The agreed response was submitted on 23.12.25.	Complete
10.12.25	Min 2549, p 4488 – To agree draft Governance document between TTC & Telscombe Green-space Volunteers	SN	Agreed document has been put on our website.	Complete
10.12.25	Min 2550, p 4488 – To consider commenting on the E.Sx Pension fund (ESPF) Funding Strategy Statement	SN	ESPF were advised we did not want to comment.	Complete
10.12.25	Min 2551, p 4488 – To consider commenting on the E.Sx Pension fund Pension (ESPF) Admin Strategy Consultation	SN	ESPF were advised we did not want to comment.	Complete

10.12.25	Min 2552, p 4488 – To agree new photocopier lease renewal	SN	Notice was given for current contract and Copier King advised we wanted to re-new with a 5 year lease with a Toshiba e-Studio 3025AC machine.	Complete
10.12.25	Min 2554, p 4489 – To consider costed service level agreement from LDC for proposed case in Chatsworth Park & decide how to proceed	SN	As agreed, SLA has been signed & sent to LDC. Working group to be set up to establish a business case for the café.	Complete March '26



AGENDA ITEM	7
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	21 st January 2026
SUBJECT	To approve payments and receipts for December 2025

1. INTRODUCTION

The payments and receipts lists for December 2025 are attached, Appendix A.

2. INFORMATION

Payments for December total £20,884.79 and receipts £8,381.69.

Payments by direct debit are for contracts etc and have previously been approved by full Council. Online payments were authorised by the Councillor signatories before payment was made.

3. RECOMMENDATION

It is recommended to approve the payments made and funds received for December 2025 and that the sheets are signed by the Deputy Mayor as the Mayor has been granted leave of absence until May next year.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

Any payments made that would result in a budget overspend are taken to Council/Committee for approval. The current budget implications are detailed in the income and expenditure report which is the next agenda item.

TELSCOMBE TOWN COUNCIL

Appendix A



PAYMENTS & RECEIPTS - DECEMBER 2025

PAYMENTS DECEMBER 2025

<u>Code</u>	<u>Com.</u>	<u>Paid to</u>	<u>Details</u>	<u>EX VAT</u>	<u>VAT</u>	<u>TOTAL</u>	<u>Method</u>
				£	£	£	
4043-101	Admin	Ingenio	Website hosting December	25.00	5.00	30.00	dd
4411-301	C. Centre	Lewes District Council	Rates December	1,206.00	0.00	1,206.00	dd
4041-101	Admin	Northstar)	IT support	270.00	54.00	324.00	dd
4027-101	Admin	Northstar)	Cloud back-up	59.00	11.80	70.80	dd
			dd total £394.80				
4027-101	Admin	Northstar	Email hosting/anti virus & Defender email filtering -PO 828	212.36	42.47	254.83	dd
4022-101	Admin	Tower Leasing Limited	Phone handset rental 6/12 - 5/1/26	50.00	10.00	60.00	dd
			Nat West Credit Card payment:-				
4402-301	C. Centre	KCS Education	Consumables as PO 939	47.97	9.59	57.56	dd
4010-101	Admin	Flags & Bunting Store	Flags as PO 940	36.25	7.25	43.50	dd
			dd total £101.06				
4058-101	Admin	Advo Payroll	Payroll services December	86.25	17.25	103.50	bacs
4413-301	C. Centre	E-ON Next Elec 5%	Electricity November	138.36	6.92	145.28	dd
4414-301	C. Centre	E-ON Next Gas 5%	Civic Centre gas November	204.99	10.25	215.24	dd
4107-201	Amn	Lewes District Council	Play area inspections December	195.00	39.00	234.00	online
4406-301	C. Centre	Lewes District Council	Refuse/recycling Jan-Mar '26	260.26	0.00	260.26	online
			dd total £494.26				
4101-201	Amn	E H Treecare	Tree works in the Copse - PO 873	375.00	75.00	450.00	online
4030-101	Admin	Tansleys Printers	To print 3300 newsletters	515.00	0.00	515.00	online
4061-101	Admin	J Tovey Garden Services	Tye fence/gates inspections - Nov	80.00	0.00	80.00	online
4104-201	Amn	Ace Landscapes	Contract 1 works November	1,211.00	242.20	1,453.20	online
4021-101	Admin	County Office Supplies	Stationery as PO 945	62.63	12.53	75.16	online
4001-101	Admin	HMRC)	PAYE November	933.00	0.00	933.00	BACS
4001-101	Admin	HMRC)	NI employee November	396.76	0.00	396.76	BACS
4002-101	Admin	HMRC)	NI employer November	1,147.54	0.00	1,147.54	BACS
			HMRC total £2477.30				
4407-301	C. Centre	Plumbwell Plumbing	Remove leaking water heater and replace - PO 950	372.50	74.50	447.00	online
4101-201	Amn	E H Treecare	Emergency call out & make safe fallen large pine tree branch, C'wrth Prk - as PO 951	355.00	71.00	426.00	online
4001-101	Admin	Salaries	Salaries November	9,027.58	0.00	9,027.58	bacs
4021-101	Admin	CK Office Solutions	Photocopies November	33.32	6.67	39.99	dd
4027-101	Admin	Focus Group	Sogea line rental (broadband) & Cloud Rental (telephones) Jan	54.70	10.94	65.64	dd
4001-101	Admin	ESCC)	Pension contributions Dec employee	648.76	0.00	648.76	BACS
4003-101	Admin	ESCC)	Pension contributions Dec employer	2,130.08	0.00	2,130.08	BACS
			bacs total £2778.84				
4042-101	Admin	Nat West	Bank charges	44.11	0.00	44.11	dd
				20,178.42	706.37	20,884.79	

Signed, Mayor

See separate page for receipts December 2025

TELSCOMBE TOWN COUNCIL



RECEIPTS - DECEMBER 2025

<u>Date</u>	<u>Pay-in no.</u>	<u>Details</u>	<u>£.p</u>	<u>£.p</u>
2nd Dec	1000-301	automated credit	U3A Keep Fit - inv 8480	74.00
2nd Dec		BACS	International Tree Foundation grant	2,196.89
3rd Dec	1000-301	automated credit	Diversity Resource - inv 8485	18.60
4th Dec	1000-301	automated credit	U3A Meditation - inv 8481	19.60
5th Dec	1000-301	automated credit	Living Lights Pilates - inv 8487	69.27
	1000-301	automated credit	Care for the Carers - inv 8482	55.80
	1000-301	automated credit	Swan Advocacy - inv 8484	16.60
	1000-301	automated credit	Dimensions - inv 8450	19.60
5th Dec	1002-301	bacs	EDF Fit payment Sept - Nov	1,355.07
8th Dec	1000-301	automated credit	Mrs N Weidemann - inv 8486	12.40
10th Dec	1063-202	automated credit	Mr Letang - inv 8490 - <i>plaque</i>	40.00
12th Dec	1000-301	automated credit	Living Lights Pilates - inv 8497	69.27
	1000-301	automated credit	Dimensions - inv 8459	14.70
12th Dec	1003-301	automated credit	Vodafone - mast rental	1,653.13
15th Dec	1040-101	automated credit	Malonchos - inv 8494 - <i>advert</i>	40.00
	1000-301	automated credit	Bereavement Group - inv 8463	19.60
17th Dec	1000-301	automated credit	Diversity Resource Int - inv 8501	18.60
	1000-301	automated credit	Deans Senior Tea Club - inv 8500	123.75
18th Dec	1000-301	Slip. 101404 - <i>cash</i>	Anneli Smith - invs 8473/83/91/98	61.60
	1000-301		Peacehaven Players - inv 8489	50.00
	1000-301		Southdown Housing Ass. - inv 8499	34.20
				<u>145.80</u>
18th Dec	1000-301	automated credit	Mrs N Weidemann - inv 8503	12.40
	1000-301	automated credit	Swan Advocacy - inv 8453	29.05
19th Dec	1000-301	automated credit	Living Lights Pilates - inv 8504	69.27
19th Dec	1000-301	Slip. 101405 - <i>cheques</i>	WI - inv 8493	61.88
	1000-301		Flower Club - inv 8502	103.90
				<u>165.78</u>
22nd Dec	1040-101	automated credit	J Wagstaff - inv 8496 - <i>advert</i>	40.00
23rd Dec	1000-301	automated credit	Jane Chant Yoga - inv 8505	96.80
29th Dec	1066-202	automated credit	Wander Coffee - inv 8510	220.00
30th Dec	1000-301	automated credit	U3A Meditation - inv 8508	19.60
30th Dec	105		HMRC - VAT reclaim	4,133.08
31st Dec	1000-301	automated credit	U3A Keep Fit - inv 8507 - part	55.00
31st Dec	1190-101		Nat West - bank acct interest	48.39
				<u><u>8,381.69</u></u>

Signed, Mayor



AGENDA ITEM	8
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	21 st January 2026
SUBJECT	To agree income and expenditure figures at 31 st December 2025

1. INFORMATION

The attached sheets printed from our accounting package show the actual year to date spend for all budget lines compared with the current annual budget and the variance amount, Appendix B.

2. INFORMATION

The actual year to date figures at 31st December 2025 are income of £369,174 and expenditure of £215,873. Explanations for main differences are as follows. Income nominal codes begin with a '1' and expenditure nominal codes begin with a '4':-

Policy & Resources Committee

4001-101 and 4002-101 Salaries, PAYE, NI and employee pension - the payments to HMRC for PAYE and NI are actually made the following month for the previous month, hence the figures may appear to be a little low. For example, our employer NI contribution payment of £1,146 made in December was for November's liability.

4012-101 Councillors basic allowance – payments will be made in March 2026 to those Councillors who choose to claim their allowance (it is not payable to co-opted Councillors).

4023-101 Subscriptions – the majority of subscriptions that are due are paid at the beginning of the financial year, with the highest being for ESALC/NALC of £1,965 and the SLCC of £415.

4025-101 Insurance – the insurance renewal is due in February 2026 and is being considered at this meeting.

4050-101 Legal fees – In July we spent £100 for legal fees which was a contribution via ESALC for the ESCC street lighting maintenance contract query and £295 for an OH referral for a staff member. Another OH referral for another member of staff of £595 has also been made from this budget line. It has been agreed that any further OH referral costs will be taken from the legal/professional fees earmarked reserve, nominal code 9045-910. I will see how the budgets look in a few months, but we could transfer the £295 OH referral expenditure to professional fees, 4056-101, thus giving us more to spend in legal fees if required.

Regarding 4056-101 Professional fees - the main payment from this budget line is for the bookings and accounts annual maintenance package and payment has been made.

4058-101 payroll services – our payroll provider notified us in March that they were increasing their cost as from 1st April and the increase was agreed at our full Council meeting in March. Unfortunately, our budget had already been set and we will therefore go slightly over budget at year end (approx. £135).

4059-101 elections – we haven't incurred any election expenses in this financial year and the £1,000 will therefore go into the earmarked reserve for elections, 9021-910, which will increase it to £19,899. This will be used for any by-election that may take place and for the main election which is due in May 2027.

4061-101 Telscombe Tye – costs to date are for the Tye cut, minor fencing repairs, the Tye inspections which have now resumed at £80 a month and we have just purchased a new joint litter/dog bin.

4075-102 Grants – we had a high number of applicants and £1,640 was awarded at September's meeting which left £860 for the final meeting in this financial year which took place on 14th January. £850 was allocated.

Regarding 4081-102 Citizens Advice – a contribution of £4,410 was agreed at the full Council meeting on 11th December 2024 for the 2025/26 financial and to release the funds in the new financial year which has now been paid in full.

Amenities Committee

Expenditure (201):-

4101 Grounds maintenance – we issued a purchase order for EH Treecare to undertake tree works in Chatsworth Park and The Copse as per the tree report. They have had a change of ownership and works were delayed, but they have now been completed. The total of the works is just under £8,000 and the invoice is due to be paid imminently.

4104 relates to contract 1 which was previously awarded to Countrymans who have now gone into administration. No work was carried out by them since the end of June. This contract has now been awarded to Ace Landscapes as from 1st September and they have been carrying out the required works to a good standard.

4105 & 4106 Grounds maintenance work contracts 2 and 3 - The same contractor, Countrywide Contractors, were awarded both contracts and they have not been carrying out the works as per the requirement of the contracts. Contract 2 was terminated at the end of December and we are awaiting invoices for works that have been carried out.

Income (202):-

1062 Income memorial benches – we budgeted for one application for the year, but have received 3 so far which is why we are showing a credit. This will be offset by expenditure under 4357 for the bench purchase and installation. The remaining funds will be transferred to an earmarked reserve at year end, 9042-910, for bench maintenance.

Expenditure (202):-

4360 café concession – progress has been slow and therefore no expenditure has been incurred to date.

4367 youth services – we have now received the invoice from ESCC for youth services which has been paid in November.

4368 PWLB café loan – in view of the slow progress, it has not been necessary to apply for a loan yet.

Civic Centre Committee

Income (301):-

1000 income Civic Centre room hire – we are slightly under budget, having lost a couple of regular hirers.

Expenditure (301):-

4412 water and sewage – the invoice for the whole year was paid at the beginning of the year and was higher than anticipated and budgeted for. However, it was agreed to make a virement from 4414-301 gas of £475 to cover the overspend.

4413 & 4414 electricity & gas – the new contracts with EON have now been put in place and invoices are being received monthly. The final invoices for the 2024/25 year were not as high as anticipated and allowed for so the c/f credit has had an affect on this year's figures.

4417 kitchen appliances – this amount will go into an earmarked reserve at year end.

4418 solar panels – this amount will go into an earmarked reserve at year end.

4419 internal/external works – I am recommending at this meeting that we carry out some lighting work which will use some of this budget.

Expenditure (302):-

4060 loan account – the final Civic Centre loan payment was made in May.

Planning & Highways

4354-401 – our agreed contribution for the year to the community bus of £4,040 has been made.

Earmarked Reserves

9012-910 Civic Centre maintenance – payment has been made for the upgraded sound system.

9014-910 Telscombe Tye – payment was for the 3 new perch benches and a replacement gate post (14).

9023-910 street lighting expenditure – payment has been made for a new street light in Telscombe Village, as agreed by the Planning & Highways Committee.

3. RECOMMENDATION

It is recommended that the income and expenditure sheets are agreed.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

As detailed above.

Budget spending will be reported to each Council meeting.

Summary Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Policy and Resources</u>							
Income	2,365	332,640	326,942	(5,698)			101.7%
Expenditure	15,812	150,374	224,182	73,808	0	73,808	67.1%
Movement to/(from) Gen Reserve	(13,447)	182,266	102,760	(79,506)			
<u>Amenities</u>							
Income	260	5,900	3,530	(2,370)			167.1%
Expenditure	2,136	16,004	70,480	54,476	0	54,476	22.7%
Movement to/(from) Gen Reserve	(1,876)	(10,104)	(66,950)	(56,846)			
<u>Civic Centre</u>							
Income	4,078	22,607	26,865	4,258			84.2%
Expenditure	2,230	19,760	42,270	22,510	0	22,510	46.7%
Movement to/(from) Gen Reserve	1,848	2,848	(15,405)	(18,253)			
<u>Planning and Highways</u>							
Income	0	8,026	6,148	(1,878)			130.6%
Expenditure	0	18,781	27,560	8,779	0	8,779	68.1%
Movement to/(from) Gen Reserve	0	(10,755)	(21,412)	(10,657)			
<u>Earmarked Reserves</u>							
Income	0	0	0	0			0.0%
Expenditure	0	10,954	347,334	336,380	0	336,380	3.2%
Movement to/(from) Gen Reserve	0	(10,954)	(347,334)	(336,380)			
GRAND TOTALS:-							
Income	6,704	369,174	363,485	(5,689)			101.6%
Expenditure	20,178	215,873	711,826	495,953	0	495,953	30.3%
Net Income over Expenditure	(13,475)	153,302	(348,341)	(501,643)			
Movement to/(from) Gen Reserve	(13,475)	153,302	(348,341)	(501,643)			

**Detailed Income & Expenditure by Budget Heading 31/12/2025
Committee Report**

Month No: 9

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Policy and Resources</u>							
<u>101 General Administration</u>							
1010 Income miscellaneous	0	50	0	(50)			0.0%
1031 Income Wayleaves	0	16	16	(0)			100.6%
1040 Income Newsletter	120	400	350	(50)			114.3%
1050 Grants Received	2,197	2,197	0	(2,197)			0.0%
1176 Precept Received	0	322,076	322,076	0			100.0%
1190 Interest Received	48	7,901	4,500	(3,401)			175.6%
General Administration :- Income	2,365	332,640	326,942	(5,698)			101.7%
4001 Salary inc TAX/NI/Pen Emp'ee	11,006	96,170	133,250	37,080	37,080		72.2%
4002 NI contributions Employer	1,148	9,826	16,000	6,174	6,174		61.4%
4003 Pension contributions Employer	2,130	18,647	26,250	7,603	7,603		71.0%
4005 Staff expenses	0	97	300	203	203		32.4%
4008 Staff training/conferences etc	0	375	750	375	375		50.0%
4009 Mayors Allowance 1	0	534	1,007	473	473		53.0%
4010 Councillors/civic expenses	36	281	400	119	119		70.3%
4011 Councillor training	0	120	200	80	80		60.0%
4012 Councillors basic allowance	0	0	4,100	4,100	4,100		0.0%
4019 Mayors allowance 2	0	31	1,500	1,469	1,469		2.1%
4020 Miscellaneous expenses	0	0	200	200	200		0.0%
4021 Stationery, copier etc	96	1,122	2,100	978	978		53.4%
4022 Telephone	69	671	1,200	529	529		55.9%
4023 Subscriptions	0	2,717	3,465	748	748		78.4%
4024 Postage	0	41	500	459	459		8.2%
4025 Insurance	0	0	4,000	4,000	4,000		0.0%
4027 IT services	307	2,992	4,400	1,408	1,408		68.0%
4030 Newsletter & publicity	515	1,965	3,650	1,685	1,685		53.8%
4040 Computer equipment	0	0	750	750	750		0.0%
4041 Computer maintenance	270	2,424	3,400	976	976		71.3%
4042 Bank charges	44	368	750	382	382		49.1%
4043 Website	25	225	400	175	175		56.3%
4050 Legal fees	0	990	1,000	10	10		99.0%
4056 Professional fees	0	1,521	1,650	129	129		92.2%
4057 Audit fees	0	838	1,650	813	813		50.8%
4058 Payroll services	86	776	900	124	124		86.3%
4059 Elections	0	0	1,000	1,000	1,000		0.0%
4061 Telscombe Tye	80	1,592	2,500	908	908		63.7%
General Administration :- Indirect Expenditure	15,812	144,324	217,272	72,948	0	72,948	66.4%
Net Income over Expenditure	(13,447)	188,316	109,670	(78,646)			

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Grants</u>							
4075 Grants	0	1,640	2,500	860		860	65.6%
4081 Citizens Advice contribution	0	4,410	4,410	0		0	100.0%
Grants :- Indirect Expenditure	0	6,050	6,910	860	0	860	87.6%
Net Expenditure	0	(6,050)	(6,910)	(860)			
Policy and Resources :- Income	2,365	332,640	326,942	(5,698)			101.7%
Expenditure	15,812	150,374	224,182	73,808	0	73,808	67.1%
Movement to/(from) Gen Reserve	(13,447)	182,266	102,760	(79,506)			

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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Amenities

105 Town Events

1054	Income entertainment	0	0	100	100		0.0%
	Town Events :- Income	0	0	100	100		0.0%

4363	Town entertainment /events	0	1,186	1,500	314	314	79.0%
4365	Entertainment consumables	0	0	100	100	100	0.0%

	Town Events :- Indirect Expenditure	0	1,186	1,600	414	0	414	74.1%
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Net Income over Expenditure

		0	(1,186)	(1,500)	(314)		
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201 Parks, Open Spaces/Playgrounds

4098	Playground equip. replacement	0	522	10,000	9,478	9,478	5.2%
4100	Playgrounds spare parts/repair	0	72	2,000	1,928	1,928	3.6%
4101	Grounds maintenance	730	2,597	14,700	12,103	12,103	17.7%
4104	Works contract 1, playgrounds	1,211	5,383	15,000	9,617	9,617	35.9%
4105	Works contract 2 -trees/hedges	0	80	6,000	5,920	5,920	1.3%
4106	Works contract 3 - small works	0	100	2,500	2,400	2,400	4.0%
4107	Playground inspections	195	1,150	3,000	1,850	1,850	38.3%

	Parks, Open Spaces/Playgrounds :- Indirect Expenditure	2,136	9,904	53,200	43,296	0	43,296	18.6%
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Net Expenditure

		(2,136)	(9,904)	(53,200)	(43,296)		
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202 Amenities General

1062	Income memorial benches	0	3,900	1,150	(2,750)		339.1%
1063	Income memory garden plaques	40	240	200	(40)		120.0%
1066	Cafe concession	220	1,760	2,080	320		84.6%

	Amenities General :- Income	260	5,900	3,430	(2,470)		172.0%
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4351	Seats and notice boards	0	480	1,250	770	770	38.4%
4357	Memorial benches	0	2,478	1,150	(1,328)	(1,328)	215.5%
4358	Memory garden plaques	0	92	200	108	108	45.9%
4360	Cafe concession	0	0	3,500	3,500	3,500	0.0%
4367	Youth services	0	500	500	0	0	100.0%
4368	PWLB Cafe loan	0	0	7,000	7,000	7,000	0.0%
4369	Cafe portalo hire	0	1,364	2,080	716	716	65.6%

	Amenities General :- Indirect Expenditure	0	4,914	15,680	10,766	0	10,766	31.3%
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Net Income over Expenditure

		260	986	(12,250)	(13,236)		
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	Amenities :- Income	260	5,900	3,530	(2,370)		167.1%
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	Expenditure	2,136	16,004	70,480	54,476	0	54,476	22.7%
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Movement to/(from) Gen Reserve

		(1,876)	(10,104)	(66,950)	(56,846)		
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Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Civic Centre							
<u>301 Civic Building</u>							
1000 Income Civic Centre -room hire	1,032	10,767	15,000	4,233			71.8%
1002 Income - C Centre FIT payments	1,355	6,479	5,000	(1,479)			129.6%
1003 Income - C Centre mast rental	1,653	4,959	6,615	1,656			75.0%
1005 Income music licence	38	402	250	(152)			160.8%
Civic Building :- Income	4,078	22,607	26,865	4,258			84.2%
4402 Consumable supplies	48	433	880	447	447	447	49.2%
4403 Equipment maintenance	0	1,198	2,200	1,002	1,002	1,002	54.4%
4406 Refuse collection	260	1,063	1,400	337	337	337	75.9%
4407 Equipment	373	983	1,210	227	227	227	81.3%
4411 Rates	1,206	10,853	16,000	5,147	5,147	5,147	67.8%
4412 Water and sewage	0	2,730	2,730	0	0	0	100.0%
4413 Electricity	138	763	4,450	3,687	3,687	3,687	17.1%
4414 Gas	205	505	5,600	5,095	5,095	5,095	9.0%
4417 Kitchen appliances	0	0	500	500	500	500	0.0%
4418 Solar panels	0	0	500	500	500	500	0.0%
4419 Internal/external works	0	0	5,500	5,500	5,500	5,500	0.0%
Civic Building :- Indirect Expenditure	2,230	18,528	40,970	22,442	0	22,442	45.2%
Net Income over Expenditure	1,848	4,080	(14,105)	(18,185)			
<u>302 Civic Building Loan</u>							
4060 Loan accounts	0	1,232	1,300	68		68	94.8%
Civic Building Loan :- Indirect Expenditure	0	1,232	1,300	68	0	68	94.8%
Net Expenditure	0	(1,232)	(1,300)	(68)			
Civic Centre :- Income	4,078	22,607	26,865	4,258			84.2%
Expenditure	2,230	19,760	42,270	22,510	0	22,510	46.7%
Movement to/(from) Gen Reserve	1,848	2,848	(15,405)	(18,253)			

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Planning and Highways</u>							
<u>401 Planning and Highways</u>							
1026 Income CIL money	0	2,378	500	(1,878)			475.5%
1060 Income ESCC-grass verge cut	0	5,649	5,648	(1)			100.0%
Planning and Highways :- Income	0	8,026	6,148	(1,878)			130.6%
4102 Grass verge cutting	0	11,840	11,900	60	60	60	99.5%
4300 Public lighting	0	2,062	5,790	3,728	3,728	3,728	35.6%
4302 Miscellaneous expenses	0	0	100	100	100	100	0.0%
4349 Bus shelter replacement	0	0	2,500	2,500	2,500	2,500	0.0%
4350 Bus shelter maintenance	0	618	1,600	982	982	982	38.6%
4352 Bus shelter cleaning	0	221	830	609	609	609	26.6%
4354 Community bus	0	4,040	4,040	0	0	0	100.0%
4355 Neighbourhood plan	0	0	800	800	800	800	0.0%
Planning and Highways :- Indirect Expenditure	0	18,781	27,560	8,779	0	8,779	68.1%
Net Income over Expenditure	0	(10,755)	(21,412)	(10,657)			
Planning and Highways :- Income	0	8,026	6,148	(1,878)			130.6%
Expenditure	0	18,781	27,560	8,779	0	8,779	68.1%
Movement to/(from) Gen Reserve	0	(10,755)	(21,412)	(10,657)			

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
<u>910 Earmarked Reserves</u>							
9011 Park/playground refurbishment	0	1,839	120,714	118,875		118,875	1.5%
9012 Civic Centre maintenance	0	3,560	11,630	8,070		8,070	30.6%
9013 Information technology/server	0	0	3,556	3,556		3,556	0.0%
9014 Telscombe Tye	0	690	55,082	54,392		54,392	1.3%
9018 Tye signage expenditure	0	0	1,200	1,200		1,200	0.0%
9020 Youth projects expenditure	0	1,060	2,548	1,488		1,488	41.6%
9021 Election expenses	0	0	19,899	19,899		19,899	0.0%
9023 Street lighting expenditure	0	3,210	28,000	24,790		24,790	11.5%
9026 Councillor training	0	0	3,140	3,140		3,140	0.0%
9027 Burial fees	0	0	8	8		8	0.0%
9028 Bus shelters	0	0	6,500	6,500		6,500	0.0%
9029 Street furniture	0	0	2,605	2,605		2,605	0.0%
9030 CCTV	0	0	2,344	2,344		2,344	0.0%
9032 Website	0	0	1,810	1,810		1,810	0.0%
9033 Telephones	0	0	2,500	2,500		2,500	0.0%
9035 Grounds maintenance	0	0	16,500	16,500		16,500	0.0%
9036 Coastal management	0	0	6,500	6,500		6,500	0.0%
9037 CIL monies	0	0	16,247	16,247		16,247	0.0%
9038 Neighbourhood plan	0	0	3,851	3,851		3,851	0.0%
9039 Clifftop fencing	0	0	5,000	5,000		5,000	0.0%
9040 Community cafe	0	0	19,500	19,500		19,500	0.0%
9041 Tye management	0	0	3,200	3,200		3,200	0.0%
9042 Memorials - bench maintenance	0	0	550	550		550	0.0%
9043 Bridleway 8 gate key deposits	0	0	200	200		200	0.0%
9044 Wave Leisure	0	0	1,500	1,500		1,500	0.0%
9045 Legal/professional fees	0	595	6,250	5,655		5,655	9.5%
9046 Kitchen appliances	0	0	3,000	3,000		3,000	0.0%
9047 Solar panels	0	0	3,000	3,000		3,000	0.0%
9048 Recruitment advertising	0	0	500	500		500	0.0%
Earmarked Reserves :- Indirect Expenditure	0	10,954	347,334	336,380	0	336,380	3.2%
Net Expenditure	0	(10,954)	(347,334)	(336,380)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	0	10,954	347,334	336,380	0	336,380	3.2%
Movement to/(from) Gen Reserve	0	(10,954)	(347,334)	(336,380)			

Detailed Income & Expenditure by Budget Heading 31/12/2025

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	6,704	369,174	363,485	(5,689)			101.6%
Expenditure	20,178	215,873	711,826	495,953	0	495,953	30.3%
Net Income over Expenditure	(13,475)	153,302	(348,341)	(501,643)			
Movement to/(from) Gen Reserve	(13,475)	153,302	(348,341)	(501,643)			



AGENDA ITEM	9
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	21 st January 2026
SUBJECT	To agree bank reconciliation to 31 st December 2025

1. INTRODUCTION

In accordance with Financial Regulation 2.6, a member should verify bank reconciliations produced by the Town Clerk/RFO on a quarterly basis.

2. INFORMATION

The bank reconciliations covering October to December 2025 and associated paperwork are due to be checked by a Councillor and this should have taken place before this meeting.

A copy of the bank reconciliation, Appendix C, and bank statements etc for December 2025, Appendices D to G, are attached. The total bank and cash balances at 31st December were £645,687.08. The bank reconciliations for October and November are available to view in the office if required, as well as the corresponding bank statements.

3. RECOMMENDATION

It is recommended to approve the bank reconciliations to 31st December 2025.

4. FINANCIAL IMPLICATIONS

Details of any significant variances in expenditure are detailed in the income and expenditure report under agenda item 8.

5. ENVIRONMENTAL IMPACT

None.



Telscombe Town Council

Appendix C

Bank - Cash and Investment Reconciliation as at 31 December 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

1	31/12/2025	Current account	8,486.02
1	31/12/2025	Reserve A/c No 1	47,185.00
2	31/12/2025	Petty cash	16.06
3	31/12/2025	Treasury Reserve 1	590,000.00

645,687.08

Receipts not on Bank Statement

0	31/12/2025	All Receipts Cleared	0.00
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0.00

Closing Balance

645,687.08

All Cash & Bank Accounts

1	Combined Bank Accounts	55,671.02
2	Petty Cash	16.06
3	Treasury Reserve 1	590,000.00
	Other Cash & Bank Balances	<u>0.00</u>
	Total Cash & Bank Balances	<u>645,687.08</u>

Signatory 1:

Name S Newman Signed [Signature] Date 14.1.26

Signatory 2:

Name Signed Date

Account Name
TELSCOMBE TOWN COUNCIL V

Account No 57304602 Sort Code 60-16-41 Page No 1171
1 of 2



MRS NEWMAN
TELSCOMBE TOWN COUNCIL
360 SOUTH COAST ROAD
TELSCOMBE CLIFFS
EAST SUSSEX
BN10 7ES

Current Account

Summary	
Statement Date	02 JAN 2026
Period Covered	25 DEC 2025 to 02 JAN 2026
Previous Balance	£11,120.00
Paid In	£294.60
Withdrawn	£4,608.10
New Balance	£6,806.50
BIC	NWBKGB2L
IBAN	GB02NWBK60164157304602

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
25 DEC 2025	BROUGHT FORWARD			11,120.00
29 DEC	Automated Credit JEFFERSON TEIXEIRA PITCH FEE AT PARK FP 27/12/25 1223 000000FT25358S5Y3D	220.00 ✓		11,340.00
	Direct Debit GOCARDLESS CKOFFICESOLU-GAWVG		39.99 ✓	11,300.01
30 DEC	Automated Credit U3A THE FIVE DNS 2025122325/8508 FP 29/12/25 2218 RP4679962147077600	19.60 ✓		11,319.61
	Direct Debit FOCUS GROUP MD002AG7Z8T31D		65.64 ✓	11,253.97
31 DEC	Automated Credit N.HAVEN& P.HAVEN U 25/8507 FP 31/12/25 0243 51023454887036000N 25/8507	55.00 ✓		11,308.97
	Charges 28NOV A/C 57304602		44.11 ✓	11,264.86
	Direct Debit TELSCOMBE TC BACS		2,778.84 ✓	8,486.02
02 JAN 2026	Direct Debit COMPUTER EYEZ LTD EYEZ2002242		30.00	8,456.02
	Direct Debit GOCARDLESS SITEEQUIP-W2D8A5KW		443.52	8,012.50
	Direct Debit LEWES DISTRICT COU 101225302		1,206.00	6,806.50



Account Name
TELSCOMBE TOWN COUNCIL

Account No 13624377 Sort Code 60-16-41 Page No 434
1 of 2



Appendix E
NatWest

MRS S R NEWMAN
TELSCOMBE TOWN COUNCIL
360 SOUTH COAST ROAD
TELSCOMBE CLIFFS
EAST SUSSEX
BN10 7ES

Business Reserve Account

Summary	
Statement Date	31 DEC 2025
Period Covered	25 DEC 2025 to 31 DEC 2025
Previous Balance	£43,003.53
Paid In	£4,181.47
Withdrawn	£0.00
New Balance	£47,185.00
BIC	NWBKGB2L
IBAN	GB16NWBK60164113624377

No transactions 19th - 24th

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.
Interest rate: 0.95% Gross / 0.95% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
25 DEC 2025	BROUGHT FORWARD			43,003.53
30 DEC	Automated Credit HMRC VTR	4,133.08 ✓		47,136.61
31 DEC	Interest 31DEC GRS 13624377	48.39 ✓		47,185.00



Telscombe Town Council Petty Cash Log



December 2025

Page 105

Date	Receipt No	Description	Cashed cheque amount	Amount Withdrawn	Balance	Code	Committee
1.12.25		<i>Balance b/f</i>			£16.06		
		No transactions			0.00		
31.12.25		Totals	£0.00	£0.00	£16.06		

CHECKED

Appendix F



Stella Newman
 Telscombe Town Council
 360 South Coast Road
 Telscombe Cliffs
 East Sussex
 BN10 7ES

Deposit Dealing Desk
 250 Bishopsgate
 London
 EC2M 4AA

Telephone: 0345 300 0329
 Relay UK: 18001 0345 300 0329

For more information on accessibility visit
www.natwest.com/accessibility.

DepositDealingDesk@natwest.com

000139 A

10 November 2025

Your Ref: 05574897/456

Treasury Reserve Deposit Confirmation Letter

Telscombe Town Council

We have pleasure in confirming the following Treasury Reserve Deposit:

CHECKED Nov

From: 10 November 2025	Term:	Interest Rate % pa:	AER %:	Amount:
To: 12 January 2026	2 Month Fixed	1.9% Gross	1.92% Gross	GBP 590,000.00

Dec CHECKED

Important Information

All deposits will have interest paid gross, regardless of the tax status of the ultimate beneficiary of the interest. It is your responsibility to disclose any interest paid to you on your annual Tax Return. Annual Equivalent Rate (AER) illustrates what the interest rate would be if paid and compounded each year.

You must hold an instant access account (Account) with the Bank for the Term. The interest rate is fixed for the Term. Interest will be paid on maturity.

We may be prepared to allow you to break the term or the Bank may do so if it considers there are exceptional circumstances but if so, Break Costs may be payable. Further details of when Break Costs are payable are set out overleaf.

On maturity or early termination, the deposit and interest, after deducting any Break Costs, will be credited to the Account. Currently, the interest due to be credited to the Account for the whole Term is GBP 1,934.88 gross.

You may ask for the interest to be credited to another account you hold with the Bank. You must inform the Bank of changes to your instructions as to what is to happen on maturity at least two banking days before the end of the Term. There may be circumstances when the Bank may not be able to carry out your instructions. Calls may be recorded.

Yours faithfully

Deposit Dealing Desk

TRC003

900500013900010002





AGENDA ITEM	10
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	21 st January 2026
SUBJECT	Business Plan Update/Review

1. INTRODUCTION

The business plan is reviewed at each Committee and Full Council meeting.

2. INFORMATION

Attached is the latest version of the full plan, V 2.5 dated 13th January 2026, Appendix H. Updates were agreed at the last Amenities & Civic Centre Committee meeting and these have been carried out. Section IV relates specifically to full Council and no changes were recommended at the last meeting.

3. RECOMMENDATION

It is recommended to review the updated plan and decide whether any amendments are necessary at this stage to the Full Council items and leave the Committees to decide on amendments to their relevant sections.

4. FINANCIAL IMPLICATIONS

There will be financial implications to some of the plan's actions.



PART 2 of the business plan sets out a programme of work to be carried out between the dates shown including intervals of review and projected delivery dates adopted at Full Council. PART 1 working group Notes

SECTION I - AMENITIES & CIVIC CENTRE COMMITTEE							
	Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Project Delivery Date
1	Tree Survey	To survey the trees in Chatsworth Park and the Copse.	Arrange annual tree survey and report to be taken to A/CC committee meeting. Bat roost survey carried out – 10 trees identified as having bat roost potential. Bat boxes have been fitted throughout the park.	AO, TC	Yearly	ACC	Ongoing Complete
2	Tree Works	Tree works to continue as required by the survey reports in Chatsworth Park and the Copse.	Once report on trees received, take to ACC Committee to agree works to be undertaken.	AO, TC	Yearly	ACC	Ongoing
3	Mini Forest Project in Chatsworth Park	To plant a mini forest in line with the Miyawaki Method	ACC in Nov '23 agreed to apply for grant funding from Tree Council/National Rail. Grant offer received in Jan '24 & ACC in Jan '24 agreed for Town Clerk to sign acceptance agreement & submit application if can be done within this financial year. Grant received & saplings planted.	CC, TC	March '24	ACC	Complete

2023-24	2024 - 2025	2025-26	2026-27
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Business Plan 2023/2027 - v 2.5

3	Mini forest project in Chatsworth Park		Final grant submitted & saplings to be watered regularly.				Ongoing
4	Establish a maintenance programme and regular inspections for play equipment in the playgrounds in Chatsworth Park & Robert Kingan & keep areas clean and tidy	Keep the play equipment in a safe and good condition and all areas clean and tidy	Weekly playground inspections undertaken by LDC. AO/ACC to monitor the inspection reports and authorise repair and maintenance work as needed. Bin emptying and litter picking included in contracts. Monthly volunteer litter picks organised in addition to being included in contracts.	AO, TC & ACC & volunteers	6 monthly	ACC	Ongoing Complete Ongoing
5	New Council Contracts – Contract specification to pay the living wage to employees	Appraisal of grounds maintenance contracts when due 3 year renewal. (Next due in Spring 2026 for April 2027 start).	Revised grounds maintenance contracts x3 were drawn up, went out to tender and contractors appointed. Started from 1.4.24 for 3 years. BUDGET IMPLICATIONS	TC & AO	3 yearly	ACC & FC	Complete

2023-24	2024 - 2025	2025-26	2026-27
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Business Plan 2023/2027 - v 2.5

6	New Café in Chatsworth Park Project	Examine the feasibility of building a new café in Chatsworth Park	<p>Working group set up. Agreed at committee to trial a café concession to test market. Concession started April 2021 & reviewed 6 monthly in April & September.</p> <p>Additional Cllrs & staff joined working group to take project forward.</p> <p>LDC & EBC assisting with project delivery – SLA agreed.</p> <p style="background-color: #4F81BD; color: white; padding: 2px;">BUDGET IMPLICATIONS</p>	AO & TC	Ongoing	ACC	Ongoing
7	Climate Change Emergency - Activity for ACC and FC	Declare Climate Emergency and aim for TTC to become carbon neutral by 2030.	<p>Deliver a number of initiatives through the committee system. Proposed Tree Planting scheme with residents unable to proceed due to underground services & same applies to planting of bushes as an alternative. Aim to replace any tree cut down as part of Chatsworth Park maintenance. Council will aim to not monoculture greenspaces and invest in diverse species.</p> <p>Advertise the solar panels savings in CO2 and clean energy generation in newsletter.</p>	TC & AO	Ongoing	ACC & FC	Complete

2023-24

2024 - 2025

2025-26

2026-27

V2.5 13/1/26

Business Plan 2023/2027 - v 2.5

			<p>Explore the opportunities to provide EV charging point(s) at Civic Centre. Civic Centre now a Water Refill point.</p> <p>BUDGET IMPLICATIONS Single Use Plastics Policy adopted at Council meeting on 16.9.20. Policy revised & adopted at full Council Sept '23.</p>	CR	On hold	ACC	Complete
					3 yearly		Ongoing
8	Active Travel – cycles and walkways	Safe walking/shared pathways	<p>In consultation with residents, look at active travel and cycle/walkways across Chatsworth Park.</p> <p>BUDGET IMPLICATIONS</p>	AO	Yearly	ACC	n/a
9	Chatsworth Park and The Copse Management Plan	To provide clear guidelines for park management.	<p>Draft Management Plan and Boundary Policy agreed at ACC in Sept '21 & adopted at full Council in Nov '21.</p> <p>Monitor plan & ensure carrying out required actions. Take Ecological Report into consideration when decision making.</p>	AO/CC	Yearly	ACC/FC	Ongoing
10	Youth Services	Look at expanding opportunities to provide youth	Joint project was agreed with PeacehavenTC & ESCC at The Joff. TTC agreed funding at full Council for 24/25 & revised SLA	TC & CR		ACC	Complete

2023-24	2024 - 2025	2025-26	2026-27
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Business Plan 2023/2027 - v 2.5

		services support in the Towns	<p>was signed by all parties, invoice received from ESCC and payment made. New SLA agreed & signed by TC for 2025/26, invoice received & paid. To include budget for future years – budget for 2026/27 financial year has been included.</p> <p>BUDGET IMPLICATIONS</p>				<p>Complete</p> <p>Ongoing</p>
11	Civic Centre Sustainability	Explore ways of cost reduction	<p>Net Zero Working Group set up – reports to go to ACC meetings quarterly.</p> <p>BUDGET IMPLICATIONS</p>	ACC	Ongoing	Working group/ACC	Ongoing
12	Civic Centre room hire/marketing	To maximise income from room hire	Working group to discuss & report back to Committee.	Officers & Cllrs	July 2026	ACC	Ongoing
13	Civic Centre security	To ensure safety of staff and hirers	To review doors/access and security at the Civic Centre.	Officers & Cllrs	Yearly	ACC	Ongoing

Section II – POLICY & RESOURCES COMMITTEE							
	Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Project Delivery Date
1	Value for Money review	A review of council services and costs.	To be agreed. BUDGET IMPLICATIONS	TC & Cllrs	Ongoing	P&R	
2	Tye Management Plan (TMP)	Develop and adopt a 'refreshed' TMP	Draft plan drawn up by CR & CCLK, taken to P&R for agreement & then full Council in Sept '21 & adopted. KEEP UNDER REVIEW BUDGET IMPLICATIONS	Working Group	Annually	P&R	Ongoing
3	Plan to maintain the Tye assets	To agree a regime of ongoing maintenance of the grass downland, stock fencing, gates and barriers.	P&R to agree the maintenance budget yearly & prescribe programme of work to maintain this asset. Review Management Plan once Tye objectives & new scheme agreed. Agreed to maintain gates & fencing along Sth Cst Rd and Gorham Way, and in East Saltdean gates 3 to 7 and fencing immediately either side only. BUDGET IMPLICATIONS	TC/P&R TC/P&R	Annually	P&R/budget working group P&R	Ongoing Ongoing

2023-24	2024 - 2025	2025-26	2026-27
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			<p>commissioned to undertake. HRA Report submitted to LDC & they have shared with the statutory consultees (EA, Historic England, etc) for 4 weeks during May. Results forwarded to examiner for perusal & her comments awaited.</p> <p>BUDGET IMPLICATIONS</p>		<p>March '25</p> <p>May '25</p> <p>August '25</p>		2026
2	Road grass verges - P&H	Explore the opportunities to extend the wild flower verges and additional street tree planting in the Towns.	ESCC decide if a verge is allocated as wildflower or meadow status depending on the diversity of flower species. Wildflower verge cuttings are collected but meadow verges are not.	AO/P&H	Ongoing	P&H	Ongoing
3	Maintain street lighting	To keep street lights in good working order	To include all street lights in maintenance contract with ESCC and set aside funds annually for ER for ultimate replacement.	P&H	March annually	P&H	Ongoing

			<p>Agreed ongoing maintenance cost from ESCC at meeting on 16.10.23.</p> <p>To work with other agencies to try and follow with dark skies best practice when replacing TTC owned street lights</p> <p>BUDGET IMPLICATIONS</p>				
4	Maintain bus shelters	To keep bus shelters in good order	<p>To have bus shelters inspected regularly by the Amenities Officer and bi-annually with a company who should provide a report as to their condition, along with any recommended work necessary. To also have them cleaned every other month throughout the year (April, June, August, October, December, February).</p>	Amenities Officer	6 monthly	P&H	Ongoing

Section IV – FULL COUNCIL							
	Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Projected Delivery Date
1	Review Member Allowances	Review the yearly allowance paid to elected members.	LDC remuneration review undertaken and their report Nov '23 with recommendations considered at full Council in March 24 & agreed to increase allowances for 2025/26 year.	TC & members			Complete
			To review annually. July 2025 – agreed to leave the same for 2026/27 year.		July 25	FC	Complete
			Review again in July 2026 for 2027/28 year. BUDGET IMPLICATIONS		July 26	FC	Ongoing
2	Review of Town Assets	To review assets held by TTC	Annual review by Audit Sub-Committee & then report to FC for approval.	TC	Yearly	Audit & FC	Ongoing
3	Council Governance review	To examine committee structure, speed of decisions & reduce printing by introducing	Agendas & reports to be emailed - limited Cllrs to have printed copies which are to be collected not posted.	Members, TC & officers		FC, P&R	Complete
			Consideration of hybrid meetings in accordance		May 2025	FC	July 2026

		agile working alternatives.	with government consultation. BUDGET IMPLICATIONS				
4	Sea Defences	To maintain small ER in case decide to make a contribution to any emerging coastal erosion project for Telscombe and East Saltdean.	Maintain contact with LDC. 2021 - Memorandum of Understanding signed between LDC & Environment Agency for the sea defences between Ambleside Av and the Southern Water Works in Telscombe Cliffs.	Members & TC		FC, P&R	Ongoing

Abbreviations

- TC – Town Clerk
- AO – Amenities Officer
- CC – Cllr Clarkson
- DJ – Cllr Judd
- CR – Cllr Robinson
- ACC – Amenities & Civic Centre Committee
- P&H – Planning & Highways Committee
- Policy & Resources Committee
- FC - Full Council
- NDP - Neighbourhood Plan
- TTC - Telscombe Town Council
- PHTC - Peacehaven Town Council
- LDC - Lewes District Council



AGENDA ITEM	11
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	21 st January 2026
SUBJECT	To agree Insurance renewal with Zurich Insurance

1. INTRODUCTION

The insurance renewal is due at the end of February and this will be year 4 of a 5 year long term agreement.

2. INFORMATION

The annual premium last year increased by just over £600 to £4,112.93 which was a much larger increase than in previous years. As the budget was set in the previous November, prior to receiving the renewal information, this was not budgeted for and we had to do a virement of £400 to cover the shortfall. Similarly, the budget for this year was set in November 2024 based on previous years, at £4,000.

Last year's cost: Premium £3,672.26, IPT £440.67, total £4,112.93

This year's cost: Premium £3,801.18, IPT £456.15, total £4,257.33

The basic cover has been index linked and increased by 5% which is in line with previous years as follows:-

Part A – Material Damage:- All sums insured have been increased by 5%

Part B – Business Interruption:- Cover is unaltered

Part C – All Risks:- All sums insured have been increased by 5%

Part D – Money:- Cover is unaltered

Part E – Public Liability:- Cover is unaltered at £15m

Part F – Hirers' Liability:- Cover is unaltered at £2m

Part G – Employers Liability:- Cover is unaltered at £10m

Part H – Libel and Slander:- Cover is unaltered at £500,000

Part N – Fidelity Guarantee:- Cover is unaltered at £1m

Part O – Personal Accident:- Cover is unaltered

Part P – Legal Expenses:- Cover is unaltered with a limit of indemnity of £200,000

All figures are detailed on the attached Policy Schedule, Appendix 3.

3. RECOMMENDATION

To approve the insurance renewal and the premium of £4,257.33 including IPT.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

The premium for this year was increased by 5% to £4,000 based on the initial 2 year's increases, which it subsequently transpired was not enough after receiving the renewal details. There will therefore be a shortfall of approximately £260 and a virement can be agreed at March's meeting.

However, for the final year's premium (2027/28), the budget has been increased to £4,450 to take account of the higher-than-normal increase last year, which it is hoped will cover any increase in premium.



Appendix I



Mrs Stella Newman
Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
Peacehaven
East Sussex
BN10 7ES

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720862503
Insured	Telscombe Town Council
Business	Parish / Town Council
Period of Insurance	
From	28 th February 2026
To	27 th February 2027

and any other period for which cover has been agreed.

Renewal Premium £ 4,257.33

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	163996794
Long term agreement active until	28 th February 2028
Preparation Date	03 rd January 2026
Prepared by	Mr Matthew Murray
Policy Form Reference	MLAACH10

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Town Council, Address, 360 South Coast Road, Telscombe Cliffs, Peacehaven, East Sussex, BN10 7ES	£1,884,359.82	N/A	£41,481.56	£23,703.75	£21,201.86	£11,851.88	£0.00	£0.00	£0.00

For Premises: 1

Insured Perils applicable to Material Damage : 1-13, 15 & 16

Excesses Applicable to Premises 1

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

Variable contents excess active:

Premises	Contents	Excess
Premises 1: 360 South Coast Road, Telscombe Cliffs, Peacehaven, East Sussex, BN10 7ES	Office, Computer and Sports Equipment	£250

Premises 1: 360 South Coast Road, Telscombe Cliffs, Peacehaven, East Sussex, BN10 7ES	Furniture, Fixtures & Fittings	£250
Premises 1: 360 South Coast Road, Telscombe Cliffs, Peacehaven, East Sussex, BN10 7ES	Stock & Other Unspecified Contents	£250

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£50,000	24	N/A		£70,000	24

For Premises: 1

Insured Perils applicable to Business Interruption : 1-13, 15 & 16

Operative Endorsements:

None

Part C – All risks
Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Street Furniture	£145,697.21	£250
Stone Memorial & Bronze Plaque	£507.68	£100
Portland Stone Weather Vane	£9,893.17	£250
Gates & Fences	£71,229.75	£250
Playground Equipment	£520,624.72	£250
Civic Regalia	£5,436.78	£250
Paintings	£6,317.42	£250
Personal computers, small micro computers and other similar equipment	£990.75	£100
Photocopier - Toshiba eStudio 3535ac - noted interest of Grenke Leasing	£3,152.23	£100
Portaloo with the noted interest of: WC Hire	£1,886.05	£100
Portable Toilet	£2,205.00	£100

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

Limit any one loss

1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any member or employee	£500
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity:

£15,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander

Sum Insured

£500,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part N – Fidelity guarantee

Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £1,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows: Clerk	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	£100,000.00	£100,000.00	£100,000.00	£100,000
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	£100,000.00	£100,000.00	£100,000.00	£100,000
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	£100,000.00	£100,000.00	£100,000.00	£100,000
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	£100,000.00	£100,000.00	£100,000.00	£100,000

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000	£75,000	£75,000	£75,000
7. Quadriplegia	£125,000	£125,000	£125,000	£125,000
8. Temporary Total Disablement	£500.00 per week	£500.00 per week	£500.00 per week	£500 per week for up to 10 weeks and £100 per week thereafter
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			
2	<p>Key Personnel Cover Extension.</p> <p>The following activities are excluded:</p> <ul style="list-style-type: none"> a) motor cycling b) racing of any kind other than on foot c) winter sports other than skiing or snowboarding in the United Kingdom on a dry ski slope or within a snow dome, skating or curling d) aerial pursuits including but not limited to ballooning, bungee-jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending e) jet skiing or white water rafting f) mountaineering or rock climbing using ropes or guides g) hiking, trekking or mountaineering above 3,000 metres h) caving using caving equipment i) diving using external breathing apparatus 			

Part P – Legal expenses

Insured Incidents:

- | | |
|--|-------------|
| 1. Employment Disputes and Compensation Awards | Operative |
| 2. Legal Defence | Operative |
| 3. Statutory Licence Appeal | Operative |
| 4. Contract Disputes | Inoperative |
| 5. Debt Recovery | Inoperative |
| 6. Property Protection and Bodily Injury | Operative |
| 7. Tax Protection | Operative |

Limit of Indemnity: £200,000

Operative Endorsements: None

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

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AGENDA ITEM	12
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	21 st January 2026
SUBJECT	To adopt the updated IT Policy (previous called Email and Internet Usage Policy)

1. INTRODUCTION

There has been a new assertion added to the Annual Governance and Accountability Return (AGAR) for smaller councils in England for the 2025/26 financial year, Assertion 10: Digital and Data Compliance. Amongst other things, as part of that assertion, all smaller authorities (excluding parish meetings) must have an IT policy which explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

2. INFORMATION

We had an Email and Internet Usage Policy which covered IT usage. However, NALC have just brought out a new policy which has been drafted by their services partner, Worknest, which individual Councils should adapt to their requirements. It is more comprehensive than our current Email and Internet Usage Policy, covering a wide range of IT related items. It is also more detailed than the Smaller Authorities' Proper Practices Panel's template policy and therefore NALC's new template has been used.

Attached is the draft IT Policy, Appendix J, using NALC's template, which has been adapted to our requirements. This was considered and agreed at the recent Policy & Resources committee meeting.

3. RECOMMENDATION

The P&R Committee recommend that the new IT Policy is adopted and that Councillors sign a declaration stating that they have read and understood the Policy, particularly with respect to item 2.2 regarding use of personal devices.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

None.



TELSCOMBE TOWN COUNCIL

IT POLICY

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DRAFT

INTRODUCTION

Telscombe Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations and communications. This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

Computer use

1.1 Hardware

1.1.1 Council computer equipment is provided for council purposes, however, reasonable limited personal use is permitted (reasonable interpreted as in the opinion of the Clerk). Any personal use of our computers and systems should not interrupt daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

1.1.2 All councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

1.1.3 All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

1.1.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

1.1.5 A database of computer and mobile equipment issued will be kept.

1.1.6 Equipment should not be dismantled or reassembled without seeking advice.

1.1.7 Councillors, staff, and other authorised users are not to purchase any computer or mobile equipment (including software), unless previously authorised by the council.

1.1.8 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the Clerk.

1.1.9 Any faults or necessary repairs must be reported to the Clerk.

Equipment

2.1 Portable equipment

2.1.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

2.1.2 It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

2.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles.

2.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code.

2.1.5 Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data.

2.1.6 If an item of portable equipment is lost or damaged this should be reported to the Clerk.

2.1.7 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the Clerk. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

2.1.8 Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Clerk.

2.2 Use of own devices

2.2.1 The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access networks for normal council purposes, including reading their emails. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

2.2.2 However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties such as external stakeholders must be made on council landlines or mobile phone numbers to

ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

2.2.3 Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

2.2.4 In cases of legal proceedings against the council or external stakeholders, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

2.2.5 Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

2.2.6 Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a strong password or finger print to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity;
- password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the Clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

2.2.7 Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the IT provider access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

2.2.8 Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

Health and safety

3.1.1 Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

3.1.2 The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment.

3.1.3 Any VDU user who feels that their workstation requires changes to make it compliant must speak to the Clerk. If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Clerk.

Password and Authentication Policy

4.1.1 All user accounts must be protected by strong, secure passwords. In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your computer or phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

4.1.2 Access to Passwords & Storage

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In certain cases (e.g., incident response or employee offboarding), access to system credentials may be granted to the Clerk.
- Administrative credentials must be stored securely and only accessible to authorised

4.1.3 Password Change Requirements

- Immediately change password if compromise is suspected.

4.1.5 Password Access Control and Logging

- Attempts to access unauthorized passwords will be treated as a security incident.

4.1.6 Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

Monitoring

5.1.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

5.1.5 The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

5.1.6 Monitoring of an employee's email and/or internet use is in the council's legitimate interests and is to ensure that this policy is being complied with.

5.1.7 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

5.1.8 The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

5.1.9 Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances.

5.1.10 Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

5.1.11 The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

5.1.12 Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

5.1.13 All computers will be periodically checked and scanned for unauthorised programmes and viruses.

Remote working

6.1.1 Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home) as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at non council premises unless arrangements have been made with a responsible person for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

6.1.2 Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

6.1.3 Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

Email

7.1.1 Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

7.1.2 On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

7.1.3 These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask our IT provider rather than assuming they know the right answer.

7.1.4 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

7.1.5 Email messages sent on the council's account should be for council use only. Limited personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

Use of the Internet

8.1 Copyright

8.1.1 Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

8.1.2 It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

8.1.3 Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but

is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

8.1.4 Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

8.1.5 Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Clerk if unsure about anything.

8.2 Trademarks, links and data protection

8.2.1 The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the Council.

8.2.2 Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is on the website.

8.3 Accuracy of information

8.3.1 One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

Use of social media

9.1.1 Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

9.1.2 Personal use of social networking/media and chat sites should be restricted to breaks during working hours, or after hours with permission.

9.1.3 The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a

serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

9.1.4 To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, our current or potential plans, councillors, staff, and other authorised users or partners must inform the council that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential employees, councillors, clerks, and authorised users and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission.
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with external stakeholders should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be

gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users; anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.

- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the Clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

9.1.5 Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other

authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

9.1.6 It is important to note that external stakeholders contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholders contact details from any personal device/equipment.

Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

DRAFT

Policy	IT Policy
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	TBA
Previous Adoption Dates	November 2020, November 2017, November 2023 (previously called Email & Internet Usage Policy)
Responsibility	Policy & Resources Committee and then adoption by Full Council



AGENDA ITEM	13
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	14 th January 2026
SUBJECT	To adopt the updated Sickness & Absence Policy

1. INTRODUCTION

At the Employment Sub-Committee meeting held on 12th November 2025, it was agreed to update the wording in the Sickness & Absence Policy regarding payment for sickness absence.

2. INFORMATION

The Council pays sickness absence on a 12 month rolling basis, but this was not detailed in the Sickness & Absence Policy. It was therefore agreed to add it into the Policy for clarity. Item numbers 3.2 and 3.3 were therefore added to the attached draft Policy, Appendix K, which was approved at a recent Policy & Resources committee meeting.

3. RECOMMENDATION

The Policy & Resources Committee recommend adoption of the updated Policy.

4. FINANCIAL IMPLICATIONS

n/a

5. ENVIRONMENTAL IMPACT

n/a



TELSCOME TOWN COUNCIL

SICKNESS AND ABSENCE POLICY

1. Introduction

- 1.1 The Council is committed to the care and well-being of its employees. The purpose of this policy is to ensure all staff members have access to information relating to sickness and absence and are aware of the steps they must follow when absent from work.
- 1.2 By managing sickness and absence, the Council will continue to provide a high quality service to members of the public.
- 1.3 This policy covers:
 - sickness leave
 - sick pay
 - unauthorised absence and lateness
 - annual leave
 - compassionate and/or emergency leave
 - time off in lieu (TOIL)/flexitime
 - medical/dental appointments
 - severe weather & disruptions to travel
 - maternity/paternity/adoption/parental leave
 - Jury service
 - falsifying claims

2. Sickness Leave

- 2.1 As an Employer, we need to measure and record sickness absence and to know when and why we need to do something about it. We will therefore record and keep all records relating to absence. The Council will investigate and assess whether further action is necessary if periods of absence due to short-term self-certification sickness reach unacceptable levels, or if patterns emerge. As an employee, you need to know that you work for someone who cares about your health and welfare.
- 2.2 The Council recognises that there will be occasions when staff members are unable to work due to sickness. If you are ill and unfit for work, you must personally contact the Town Clerk as early as possible on the first day and certainly within 1 hour of starting your shift work pattern so that service levels can be maintained. Only in exceptional circumstances will the Council accept notification of absence from a third party. Regular contact must be maintained with the Town Clerk during a period of absence.
- 2.3 For absence of 7 days or less, employees are required to complete a self-certification document. (A copy of the self-certificate form can be found at the end of the handbook in section 13.)
- 2.4 If absence continues for more than 7 days (Saturday and Sunday included), a Doctor's 'Fit for Work' certificate must be supplied to the Town Clerk and thereafter additional 'Fit for Work' certificates must be sent to cover the whole period of sickness. Certificates should be posted or emailed to the Town Clerk as soon as possible.

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- 2.5 Whilst an employee is absent due to sickness, they must do nothing to aggravate or delay recovery such as working for another employer or taking part in inappropriate social or sporting activities.
- 2.6 Employees who are frequently absent or on long-term sickness could be suffering from poor health which may require medical investigation. The Council will offer support and guidance in consultation with the employee and will consider referral to occupational health specialist services if deemed appropriate at TTC's expense.
- 2.7 The Council takes a sympathetic view towards ill health problems and will provide a supportive approach to employees who have been subject to long-term sickness. An employee returning to work following a period of long-term sickness will be supported on their return to work. The Town Clerk will discuss the advice on the Doctor's certificate with you and consider any comments made and/or any return-to-work tick boxes. The following options may be considered:-
- Phased return to work
 - Change of role or working pattern
 - Provision of specialist equipment
- If you return to work on reduced hours, your pay will reflect this. If TTC is not able to make any adaptations or adjustments to help you return to work, the Town Clerk will explain the reasons for this to you.
- 2.8 If you return to work but are on any form of medication that could affect your ability to carry out your normal duties, you must inform the Town Clerk.
- 2.9 Where an employee has returned from any period of sickness, a return-to-work interview will be conducted by the Town Clerk and a form completed. (A copy of the return-to-work form can be found at the end of the handbook in section 13.)
- 2.10 Whilst TTC will endeavour to support employees throughout periods of prolonged sickness, a heavy burden is thrown onto colleagues and TTC is unable to plan work effectively. In cases where an employee's absence reaches excessive levels or there is a lack of information about the circumstances of the sickness absence, TTC may request medical information about their condition from their GP. In cases of persistent repetition of or prolonged absence due to sickness or injury, TTC reserves the right to terminate your employment. In some situations, this may be before expiry of your sick pay. TTC would not decide to do this without meeting with you first.
- 2.11 Any medical information received by the Council will be treated as strictly confidential. Any expense in obtaining medical information from the GP will be met by the Council.
- 2.12 During all periods of absence, the Town Clerk as Line Manager will maintain contact with the employee.
- 2.13 During periods of long-term absence, holiday will accrue in line with the statutory allowance.



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3 Sick Pay

- 3.1 SSP will be paid in accordance with legislation in force at the time of absence. After successful completion of the probationary period and subject to the correct notification, additional sick pay may be paid at TTC's absolute discretion as detailed in your Contract of Employment.
- 3.2 *Sickness absence is calculated on a rolling 12-month basis. This means that an employee's sickness record will be reviewed by looking back over the previous 12 months from the most recent date of absence, rather than a fixed calendar year. The rolling 12-month period moves forward continuously which means that sickness absence is reassessed whenever a new absence occurs or when an ongoing absence continues. Older periods of sickness will therefore drop out of the calculation once they are more than 12 months old.*
- 3.3 *For the purposes of calculating a period of sickness absence, all calendar days are included. This means that weekends and public holidays falling within a period of sickness absence will be counted as part of the total absence, even where these are not the employee's normal working days. The same applies for full-time and part-time staff.*
- 3.4 Once a particular year's sickness entitlement is exhausted (even if during the period of absence, the anniversary of the employee's employment is passed), no further discretionary additional sick pay eligibility will accrue until the employee has been back at work for 60 working days. Periods of sickness absence separated by less than 20 working days may be deemed by the Council to be a continuation of the earlier period of leave (whether the employee's medical condition during both periods of absence are in fact related or not).
- 3.5 If you are absent due to incapacity caused by a third party or for an accident covered by insurance, any payments made by us under the additional sick pay scheme will be a loan and you or your personal representatives must include in any claim you make against a third party or Insurance company, a claim in respect of that loan.

4 Unauthorised absence and lateness

- 4.1 Unauthorised absence occurs when an employee fails to attend work and has not made arrangements with the Town Clerk.
- 4.2 Where an employee returns to work following an unauthorised absence, they will be required to attend a meeting with the Town Clerk to explain their absence. The employee will be expected to take any unauthorised absence from their annual leave entitlement, or if no entitlement remains, pay will be deducted for the period of unauthorised absence. Unauthorised absence may result in disciplinary action being taken.
- 4.3 There may be occasions when it is unavoidable to be late for work. The employee should contact the Town Clerk to explain the reasons for any delay. The employee will be expected to make up any time lost at work due to lateness. Persistent lateness may result in disciplinary action being taken.



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5 Annual Leave

- 5.1 The annual leave period runs from 1st April to 31st March the following year. With effect from 1st April 2023, full-time employees are entitled to 23 days paid holiday per annum plus Statutory Bank and Public Holidays. Your leave will increase to a maximum of 26 working days per year when you have completed five years continuous service. This is pro-rata for part-time employees. Details of annual leave entitlements are included in an employee's Contract of Employment.
- 5.2 It is normal practice for TTC's offices to be closed on UK public holidays. TTC reserves the right to deem any working day falling between Christmas Eve and New Year's Day a compulsory holiday, to be taken from your annual leave entitlement, where it is reasonable for efficiency to close the offices. You will be entitled to 2 extra statutory days to be taken at Christmas as notified to you by the Town Clerk.
- 5.3 Requests for annual leave are at the discretion of the Town Clerk, with consideration of the operational requirements of the Council being taken into account before a decision is made. For this reason, no bookings should be made before approval is received. Annual leave requests will not be unreasonably refused.
- 5.4 Where two or more employees request annual leave on the same dates, and it is not operationally possible to grant all the requests, preference will be given based on the following:
- seniority of role/grade
 - length of service
 - parental/carer commitments
- 5.5 TTC expects employees to take all their holiday entitlement within the year it is accrued, however, in exceptional circumstances and with prior written agreement from the Town Clerk, a maximum of 5 days may be carried over into the next leave year. Any holiday not taken or carried over will be lost.

6 Compassionate and/or emergency leave

- 6.1 Compassionate leave is at the overall discretion of the Town Clerk. The Council recognises that each individual's respective relationships are different, however in order to achieve consistency, in general paid compassionate leave will be granted in the following circumstances:
- the death of a close family member i.e. spouse, civil partner, child, sibling, parent (or equivalent in-laws) or grand-parent
 - the diagnosis of, or final stages of care for, a serious (life threatening) illness affecting a close family relative (as defined above)
 - the employee falling victim to a serious crime
 - fire/flood/burglary at the employee's home
 - road traffic collisions or other distressing accidents/incidents involving the employee or a close family member



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- 6.2 The length of paid compassionate leave granted is at the discretion of the Clerk, but is limited to a maximum of 5 days. Where a situation requires an extended period of leave beyond 5 days, other options should be discussed including use of TOIL, annual leave and/or a period of unpaid leave.
- 6.3 Requests for compassionate leave for situations not included above will be considered on an individual basis.
- 6.4 Requests for emergency leave are at the discretion of the Clerk. The Council recognises that each individual's personal circumstances will dictate what may be deemed as an emergency, however in order to achieve consistency, in general paid emergency leave of one day will be granted in the following circumstances:
- To provide assistance or make arrangements for the provision of care for a dependant who is ill or injured.
 - On the occasion of an unexpected disruption or termination of arrangements for the care of a dependant.
- 6.5 Employees are expected to use the day's paid emergency leave to make any ongoing care arrangements for dependents. Any additional requests for leave should be considered as requests for annual leave, and assessed using the Council's annual leave guidelines.

7 Time off in lieu (TOIL) / Flexitime Scheme

- 7.1 The standard Council working week is 37 hours. Employee's individual weekly working hours are detailed in their Contract of Employment.
- 7.2 TTC operates a flexitime scheme for calculating time worked in addition to an employee's contracted hours. This enables staff to work more flexibly and meet personal needs, but must be with prior agreement of the Town Clerk. Hours worked without prior agreement will not be credited.
- 7.3 Full details are contained within Section 2 the Employment Handbook.

8 Medical/Dental Appointments

- 8.1 Employees are expected to arrange medical/dental appointments out of normal working hours wherever possible.
- 8.2 The Council recognises this is not always possible. Where it is necessary to make an appointment during normal working hours, employees are encouraged to make the appointments at either the start or end of the day where possible to minimise disruption to the work of the Council. The flexible working system allows you to make adjustments to your working hours to facilitate this. You must inform the Town Clerk of any such appointments in advance and arrangements for making up the time agreed.
- 8.3 In-patient appointments or procedures taking the whole day will be treated as sick leave in accordance with the procedures outlined in this policy.



TELSCOME TOWN COUNCIL

9 Severe Weather and Disruptions to Travel

- 9.1 The Council acknowledges that employees may occasionally have problems travelling to and from work due to either severe weather conditions or major disruptions to public transport (for example, train strikes or accidents on the roads). Whilst we understand and are committed to protecting the health and safety of all our employees, we must also ensure that the business and our residents are not unduly disrupted by external factors.
- 9.2 You should make every effort to attend work. When severe weather conditions occur or where there are major disruptions to public transport, you should take steps to obtain advice on the position from the appropriate external agencies and allow extra time for your journey, making alternative travel arrangements where appropriate.
- 9.3 If you are unable to attend work or are going to be delayed by the weather conditions or public transport disruptions, you should contact the Town Clerk as soon as possible to discuss the position.
- 9.4 Where the Council accepts that you have used your best endeavours to attend work but you are unable to do so or you are late because of the severe weather conditions or the major disruptions to public transport, the Town Clerk will discuss the various options potentially available. At the Council's discretion, you may be required or permitted to:
- Make up the time at a later date.
 - Take any absence from work as part of your annual leave entitlement.
 - Take any absence from work as special unpaid leave (in this case, your pay will reduce accordingly to take account of the hours/days you have not worked).
 - Be paid as if you had attended work on the day(s) of absence.
 - Work from home or otherwise work remotely.

The Council will base its decision on your individual circumstances, for example your distance from home to work, your mode of transport and how viable it is for you to work from home, and on the needs of the Council.

- 9.5 If severe weather conditions or major disruptions to public transport occur during the working day which will cause problems for you travelling home, the Town Clerk will decide whether to allow you to leave work early (and to make up the time at a later date if necessary). The decision will be based on your individual circumstances, for example your distance from home to work, your mode of transport and how viable it is for you to take work with you and work from home for the rest of the day, and on the needs of the Council.
- 9.6 TTC is committed to protecting the health and safety of all its employees and this includes during severe weather conditions. Where there are major disruptions to public transport a reasonable approach will be taken to the situation. You also have a duty of care to take reasonable care of your own health and safety and that of other persons who may be affected by your acts or omissions. This includes taking extra care when travelling to and from work in severe weather conditions and allowing more time for your journey, including making alternative travel arrangements where appropriate.



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9.7 Unjustified or unacceptable absence or lateness may give rise to disciplinary action under the Council's disciplinary procedure.

10 Maternity/paternity/adoption/parental leave

10.1 The Council recognises an employee's right to maternity/paternity/adoption/parental leave as set out in the relevant legislation in force at the time.

11 Jury Service

If you are called to Jury Service you should inform your manager immediately. The Court will send you a loss of earnings form which you should complete and return to the Court with a copy to the Town Clerk. You will be paid in full whilst carrying out your jury service but the loss of earnings payment made by the Court to you will be deducted from your salary.

If you attend Court and are told your services are not required that day, you must telephone us immediately and then return to work.

12 Falsifying Claims

12.1 In the event of an employee taking time off fraudulently under any of the above sickness and absence policies, the Council will investigate and disciplinary action may be taken.

Policy	Sickness & absence
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	<i>tba</i>
Previous Adoption Dates	March 2021, March 2024
Responsibility	Policy & Resources Committee and then adoption by Full Council



AGENDA ITEM	14
REPORT TO	Full Council
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	21 st January 2026
SUBJECT	To agree estimate for wet pour repairs in our 3 Council owned playgrounds

1. INTRODUCTION

There were a number of findings regarding cracked, damaged or gapping of wet pour on our weekly and annual playground inspection reports, several of which are listed as medium risk.

2. INFORMATION

The Amenities & Civic Centre Committee agreed for estimates to be obtained to repair the wet pour across the three playgrounds and the prices below from four companies were taken to the Committee meeting on 3rd December:

Company	Chatsworth North playground cost	Chatsworth South playground cost	Robert Kingan playground cost	Total cost
Infinity Playgrounds	£2,405 + VAT	£3,050 + VAT	£1,990 + VAT	£7,445 + VAT
Soft Surfaces	£5,999 + VAT	£3,599 + VAT	£3,437 + VAT	£13,035 + VAT
RTC Safety Surfaces	£3,061 + VAT	£3,087 + VAT	£11,513 + VAT	£17,661 + VAT
DCM Surfaces	£14,730 + VAT	£13,875 + VAT	£8,120 + VAT	£36,725 + VAT

As there was a large amount of wet pour damage under the junior swing unit at Robert Kingan Playground, I asked all companies to provide an additional cost to fully replace the wet pour.

Soft Surfaces only provided a price to repair the cracks and gapping.

Infinity Playgrounds provided an additional price of £6,905 plus VAT to replace the wet pour at the junior swing unit in plain black or £8,950 in coloured EPDM, bringing their total cost across the three playgrounds to £13,100 plus VAT (for replacing in plain black) or £15,145 plus VAT (for replacing in coloured EPDM).

DCM Surfaces advised that as there were lots of cracks and gapping under the junior swing unit, it is best to fully replace the wet pour. If it is not fully replaced, cracks or gapping can appear elsewhere, as the wet pour settles down, the wet pour is likely to re-tear within 8 weeks and there is no guarantee of bond between the old and new wet pour. They

recommended that the best solution is to overlay onto the existing areas due to the amount of joint lines in the surfaces, shrunken sections and tears to the middle of the surfaces. This will be plain black to keep costs down. They also confirmed that the quotes provided are not finalised as they would need to attend a site visit to fully measure up and inspect the specific areas. However, these prices will provide us with a rough estimate going forward.

RTC Safety Surface visited the three playgrounds with me and advised they would also only quote to install plain black wet pour surfacing on top of the existing sub-base under the junior swing unit. They also stated that when undertaking overlays or butting up to and sealing existing safety surfacing, they are unable to guarantee the bond between the old and new wet pour, as the different wet pour will be expanding and contracting at different rates, which can lead to separation over time.

Councillors at the Amenities & Civic Centre meeting on 3rd December agreed that the wet pour should be repaired and that the area located under the junior swing unit at Robert Kingan playground is replaced on top of the existing sub-base. They also recommended that we accept RTC Safety Surface's estimate as they had visited the sites and are clearer on the issues faced in each location. However, as their quotation of £17,661 plus VAT is above the agreed spending limit for the Committee, it is being taken to this meeting for approval.

3. RECOMMENDATION

The Amenities & Civic Centre Committee recommend that: a) that all the wet pour across the three playgrounds is repaired, b) that the wet pour located under the junior swing unit at Robert Kingan playground is replaced on top of the existing sub-base and c) to accept RTC Safety Surface's quotation of £17,661 plus VAT for the three playgrounds.

4. ENVIRONMENTAL IMPACT

Well-maintained playgrounds encourage children and families to spend time outdoors, promoting physical activity and connection with nature. This can help foster an appreciation for the environment and healthy habits, such as walking, cycling, and enjoying natural spaces.

5. FINANCIAL IMPLICATIONS

The earmarked reserve for playground refurbishment, nominal code 9011-910, currently stands at £118,875 and will need to be used to fund work required as there is not enough in the budget for playground spare parts/repairs or playground equipment replacement. I will also investigate options for obtaining grant money but as these are repairs, it is doubtful funding will be available.



AGENDA ITEM	15
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	21 st January 2026
SUBJECT	Update on request to move Vodafone equipment at the Civic Centre including installing new equipment and to agree way forward

1. INTRODUCTION

At the meeting on 19th November, I advised that we had received a request to undertake exploratory excavation works on the patio at the Civic Centre. Following investigation, it transpired that Vodafone were proposing installation of a 20m-high Taurus street pole on the patio area, removal of the existing machinery enclosure, and the construction of a new structure within the car park.

2. INFORMATION

Following consideration of the information to hand at the Council meeting on 19th November, it was agreed not to support the proposal as we didn't want to lose car parking spaces, but to agree to a site meeting with United Infrastructure who are the agents working on behalf of Cornerstone VM02 on providing effective and stronger network coverage over England.

Cllr O'Connor and myself therefore had a site meeting with United Infrastructure representatives and various possible options were discussed. One revised position for the cabinet housing the equipment is possible which is still on the patio, but further in towards the building. The proposed new cabinet is 3.6m long and the current one is only 1.9m long and due to the extra length, it cannot stay in its current position closer to the fence due to underground services. The doors to the cabinet would open towards the fence and there is one side opening door as shown in Appendix L (the previously proposed site in the car park).

The 20m high Taurus street pole is approximately the same height as a 6 storey building. It would be 7m higher than the top height of the current antenna/pole fixed to the side of the Civic Centre building. Please see a plan of the patio and proposed revised siting attached, Appendix M.

We have been advised that the reason for the new equipment is to provide effective and stronger network coverage. If we do not agree to the new installation, United Infrastructure have advised us that the current equipment will remain in place.

3. RECOMMENDATION

It is recommended to decide if the Council agrees in principle to re-positioning of a larger cabinet on the patio and installation of a 20m high Taurus street pole.

4. ENVIRONMENTAL IMPACT

Several concerns are as follows:-

Exposure to Electromagnetic Fields (EMF)

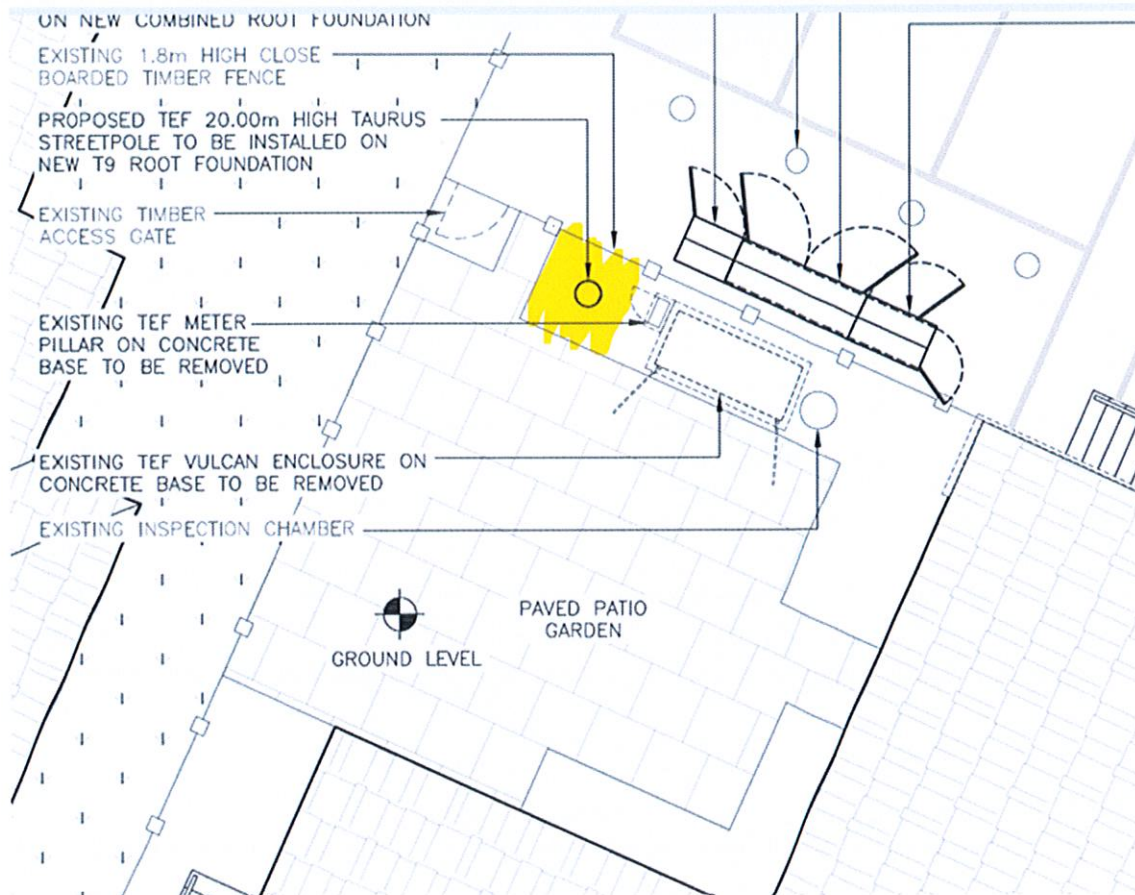
Visual intrusion of a 20m high pole - a 20m mast is significantly taller than typical street furniture like lampposts, so it will be prominent and could be perceived as a visual intrusion by occupants of neighbouring dwellings and users of the Civic Centre. An average street lights height varies by location, but typically ranges from 5 metres in residential roads to 12 metres for main roads.

5. FINANCIAL IMPLICATIONS

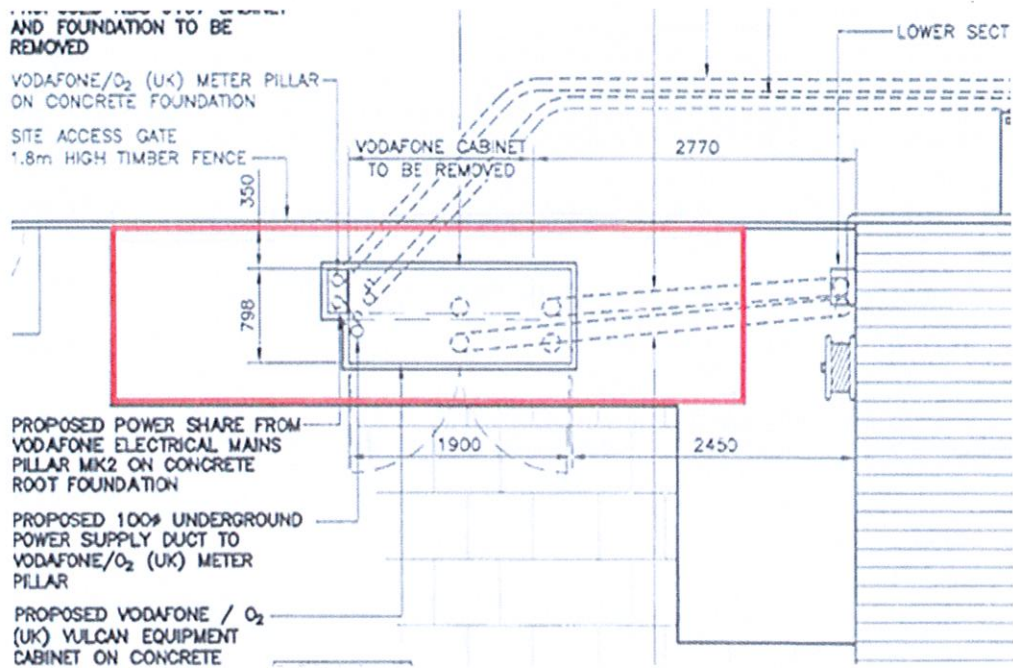
If we were to agree and the project does proceed, a supplementary agreement would need to be finalised to cover the extra ground they would need to lease. This may result in increased income. At the moment we receive £1,653.13 a quarter, £6,612.52 pa.



APPENDIX L



Picture 1



Picture 2 - the existing demise redline from the lease dated 23rd May 2011 to 22nd April 2036.



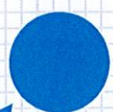
PLAN IS FOR INDICATIVE PURPOSES ONLY - NOT TO SCALE & SIZES AND POSITIONS ARE APPROXIMATE

CAR PARK

Car park entrance

GATE

FENCING



Proposed 20m high Taurus pole

Existing Vodafone cabinet
1.9m long x 80cm deep

Proposed revised siting of cabinet 3.6m long x
60 cm deep

Area edged in red above leased by Vodafone

CIVIC CENTRE BUILDING

D
O
O
R
S

Emergency exit doors from Council Chamber

Emergency exit doors from Room 1

DOOR

DOOR

Emergency exit door from Caretaker's room



AGENDA ITEM	16
REPORT TO	Full Council
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	21 st January 2026
SUBJECT	Neighbourhood Plan update and agree way forward

1. INTRODUCTION

The Planning & Highways (P&H) Committee have been kept regularly updated regarding progress as an item is placed on each meeting's agenda. The last update to full Council was in November 2024 when it was reported that the Peacehaven and Telscombe Neighbourhood Development Plan was with the Government Examiner for expert monitoring to ensure that the Policies accord with National and District Planning Policies.

2. INFORMATION

There was a delay by the examiner in submitting the draft examination report for the Fact Check Stage to Lewes District Council (LDC), however, that was done late last year.

The report recommended some modifications which, in the main, were intended to ensure the Plan is clear and precise and provides a practical framework for decision-making as required by national policy and guidance. The changes did not significantly or substantially alter the overall nature of the Plan. Subject to the modifications, the examiner recommended that the Plan could go forward to a referendum.

The Steering Group met to discuss and agree the modifications and it was agreed to engage a Planning Consultant and media professional to undertake the work which was reported to and agreed at the Planning & Highways Committee meeting on 17th December. The modifications were carried out and the updated plan was sent to LDC recently. The date of the referendum will depend on whether there are County Council elections in May and we are waiting to hear about this.

3. RECOMMENDATION

It is recommended to note the present position.

4. ENVIRONMENTAL IMPACT

A Neighbourhood Plan is a way of helping local communities to influence and shape the development of the area in which they live and work.

5. FINANCIAL IMPLICATIONS

Invoices from the professionals who undertook the modifications to the Plan, Brighton Planning and G Mallia have been submitted in the sums of £770 plus VAT and £960 (no VAT applicable) respectively. We have a budget of £800 (nominal code 4355-401) for the 2025/26 financial year and an earmarked reserve of just over £3,800 (nominal code 9038-910). Costs are shared with Peacehaven Town Council with us paying one third and Peacehaven two thirds as the larger authority. At present there is a query regarding who will pay the cost of the referendum.