TELSCOMBE TOWN COUNCIL

To Members of the Policy & Resources Committee:-
Cllr C Clarkson *Chair*, Cllr C Gallagher, Cllr D Judd,
Cllr M Lawrie, Cllr L O'Connor, Cllr B Page,
Cllr C Robinson *Vice Chair*, Cllr I Sharkey ***Mayor***
and Cllr N Watts ***Deputy Mayor***

Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
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29th April 2026

You are summoned to attend a meeting of the **Policy & Resources Committee** which will be held on **Wednesday 6th May 2026** at 7.30pm in Room 1 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 Committee at the commencement of the meeting for a total period of fifteen minutes
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To approve & sign minutes of the Policy & Resources meeting held on 4th March 2026 – *attached*
5. To note actions carried out or required from previous meetings and agree any further measures required – *see attached*
6. To note income and expenditure figures to 31st March 2026 – *see attached*
7. To approve bank reconciliation to 31st March 2026 – *see attached*
8. Business plan review – *see attached*
9. To note complaints relating to this Committee – *see attached*
10. To review and agree the Committee Terms of Reference & Delegation Scheme – *see attached*
11. To review and agree Financial Regulations – *see attached*
12. To review and agree Mayor's Policy – *see attached*
13. To review and agree Mayor's Handbook – *see attached*
14. To review and agree Mayor's Grants Policy – *see attached*
15. To agree proposed Mayor's grants from their fundraising monies – *see attached*
16. To agree to release approve funds to the Citizens Advice – *see attached*
17. Update on Tye gates and fencing and agree way forward – *see attached*
18. To agree new Telscombe Tye Fencing & Gates Maintenance Policy – *see attached*
19. To consider cutting of Telscombe Tye – *see attached*
20. To consider participating in Lewes District Council's Climate and Nature Adaptation Project – *see attached*
21. Urgent matters at the discretion of the Chairman for noting or inclusion 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 they are not included in the filming.

The date for the next meeting of the Committee – 8th July 2026

TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 4th March 2026** at 7.30 pm.

Committee Members Present: Cllrs C Clarkson *Chair*, M Lawrie, L O'Connor, B Page, C Robinson & N Watts ***Deputy Mayor***

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

1983. PUBLIC QUESTION TIME

There were no public present

1984. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Judd who was away and Cllr Gallagher who was attending the SDNPA parish meeting. These reasons for absence were accepted. Cllr Sharkey has been granted leave of absence until May 2026.

1985. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

1986. TO APPROVE & SIGN MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 14th JANUARY 2026

It was proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 14th January 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

1987. TO APPROVE & SIGN MINUTES OF THE GRANTS SUB-COMMITTEE MEETING HELD ON 14th JANUARY 2026

Cllr Page proposed that the minutes of the meeting on 14th January 2026 be accepted and the recommendations adopted, seconded by Cllr Watts and unanimously **RESOLVED** that the minutes of the Grants Sub-Committee on 14th January 2026 were a true record of the proceedings and were signed as correct by the Committee Chair, Cllr Page.

1988. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
12.11.25	Min 1959, p 4464 – To consider prices for various signs on Telscombe Tye	SN	The A1 and A5 signs have been ordered & delivered – the quality of the A5 signs is very poor & I have submitted a complaint to the manufacturer, but heard nothing to date. & will need to be installed.	See overleaf

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TELSCOMBE TOWN COUNCIL

1988. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
12.11.25	Min 1959, p 4464 – To consider prices for various signs on Telscombe Tye (Contd)	SN	*Replacement signs for the poor quality ones have now been received from the manufacturer & need to be installed.* The snap frames have been ordered & delivered & will need to be installed.	Complete
12.11.25	Min 1960, p 4465 – To consider draft proposals for Tye access improvements from LDC funded via a SDNPA grant	SN	LDC were informed we agreed with the proposals for the gates and MOT surfacing. *Works are due to start the week commencing Monday 16th March and should be completed by the end of the month.*	March 2026
12.11.25	Min 1963, p 4466 – To consider updating the Tye Management Plan	SN	A working group meeting needs to be arranged to begin the review.	March 2026
14.1.26	Min 1973, p 4504 – To consider replacement for Microsoft Publisher	SN	Other recommendations from Cllr Clarkson have been looked into.	See new agenda item
14.1.26	Min 1974, p 4504 – To consider installing a plaque on a Tye bench in memory of Mr G Webb	SN	Mr Webb's wife is going to come back to me with the family's preference of wording and whether to site on the Tye or at Chatsworth Park.	May 2026
14.1.26	Min 1975, p 4504 – To consider returning two key deposits for the Tye gate	SN	Letters issued and no response received.	See new agenda item
14.1.26	Min 1976, p 4504 – To consider estimates for gate repairs on Telscombe Tye	SN	Purchase order was sent to Ace Landscapes and works have been completed.	Complete
14.1.26	Min 1977, p 4504/5 – To discuss update regarding Tye hedge planting scheme and agree how to proceed	SN	Working group meeting took place & agreed for alternative coastal plants to be purchased & order has been placed. Request put out for volunteers to help with planting.	See new agenda item
14.1.26	Min 1978, p 4505 – To consider updated Email & Internet Usage Policy, to be renamed the IT Policy	SN	Policy was taken to full Council on 21.1.26 and adopted.	Complete

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1988. 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
14.1.26	Min 1979, p 4505 – To consider updated Sick-ness & Absence Policy	SN	Policy was taken to full Council on 21.1.26 and adopted.	Complete

Min 1959, p 4464 – To consider prices for various signs on Telscombe Tye:– it was noted that the signs and snap frames needed to be installed and it was **agreed** to get prices for this to be undertaken. It was also **agreed** for one of the large signs regarding driving motor vehicles on the Tye being an offence, be installed on the legs of the information board just off the South Coast Road by gate number two.

Min 1960, p 4465 – To consider draft proposals for Tye access improvements from LDC funded via a SDNPA grant:- it was noted that due to funding issues, a pathway from the pavement off the South Coast Road to gate number one by Gorham Court was not going to be installed. There was also a query and discussion regarding the necessity of the 'boxes' to the kissing gates on Gorham Way. It was **agreed** that as the work had been approved at the committee meeting on 12th November 2025, it should proceed as agreed and if these were found to hinder disabled access, it would be brought back to a future meeting for discussion.

Min 1963, p 4466 – To consider updating the Tye Management Plan:- Cllr Clarkson advised he thought it would be advantageous to get an ecology report to aid progression of a new management plan.

The remainder of the action list was noted.

1989. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st JANUARY 2026

The actual year to date Committee figures at 31st January 2026 were income of £334,633 and expenditure of £170,109. 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 January 2026 showing the budget lines for the Committee and the actual year to date expenditure, as well as those for Earmarked Reserves. The figures were noted by the Committee.

1990. BUSINESS PLAN REVIEW

It was unanimously **RECOMMENDED** that no alterations to the business plan were required.

1991. TO REVIEW THE SMOKE FREE POLICY

It was noted that several updates had been made to the policy. Following discussion it was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to approve the updated Smoke Free Policy to clarify that smoking included cigarettes, cigars, pipes and 'E' electronic cigarettes/vaping; hallways and restrooms were given as examples of enclosed premises for non-smoking and a new item be added regarding employees not being entitled to additional paid smoking breaks. It was also **agreed** that the updated Policy be taken to full Council for adoption.

1992. TO REVIEW AND AGREE THE EMPLOYMENT HANDBOOK

It was proposed by Cllr Page, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to approve the updated Employment Handbook which included the following updated Policies – Member Officer Protocol Policy adopted on 19.11.25; the Smoke Free Policy agreed this evening; IT Policy adopted on 21.1.26 and Equal Opportunities Policy adopted on 17.9.25, as well as updated wording which had been streamlined for clarity, while all headings and the substance of the content remained unchanged. It was also **agreed** and that it be taken to full Council for adoption.

1993. TO NOTE UPDATE REGARDING TYE HEDGE PLANTING SCHEME AND AGREE RETURN OF UNUSED GRANT TO THE INTERNATIONAL TREE FOUNDATION

It was noted that following discussion at a working group meeting, the plants were changed to coastal tolerant plants which was agreed by the International Tree Foundation (ITF). This resulted in a cost saving. That, along with a saving for VAT which we can reclaim, left an outstanding balance of grant which should be returned to the ITF. It was also noted that the plants had been delivered and planting will take place on the weekend of 14th/15th March. It was proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree that the amount of £824.27 be returned to the Internal Tree Foundation to the bank account details provided, being the balance of the unused grant received.

1994. TO REPORT FENCING WORK UNDERTAKEN ON THE TYE AT GORHAM WAS AS AUTHORISED BY THE TOWN CLERK & COMMITTEE CHAIR UNDER THEIR DELEGATED AUTHORITY

An estimate for some gate replacements and spurs to be fitted to loose fence posts on the Tye along Gorham Way was agreed at the last committee meeting. A complaint was subsequently received regarding some broken rails to fencing along Gorham Way and an estimate was received by the same contractor, Ace Landscapes, to replace 9 rails and one post in the sum of £507.72. The estimate was approved by the Committee Chair, Cllr Clarkson and the Town Clerk in accordance with their delegated authority. This action was noted and agreed by the Committee.

1995. TO CONSIDER ESTIMATE FOR TYE FENCING ALONG THE SOUTH COAST ROAD

Unfortunately, further damage was reported regarding broken posts and rails to fencing on the Tye, but this time it is along the South Coast Road. Contractors were asked to quote for repairs/replacement and only one estimate was received. It was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to accept the estimate from Ace Landscapes in the sum of £1,521.79 plus VAT to repair the 11 posts, 5 broken rails and stock wiring to fencing and dispose of all removed materials on the Tye along the South Coast Road.

1996. TO NOTE POSITION REGARDING A PROPERTY IN TYE CLOSE ADJOINING THE TYE AND AGREE ACTION TO BE TAKEN

There was lengthy discussion regarding a property that is being built on land at Tye Close adjacent to the Tye and that during the process, the Council's fencing has been removed, a trench has been dug and filled with concrete and Heras fencing has been put on the Tye, all without Council permission.

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1996. To note position regarding a property in Tye Close adjoining the Tye and agree action to be taken (Contd)

The Committee Chair and Vice-Chair had approved a letter to be sent to the land-owner with regard to reinstatement of the Council-owned fencing which had been done via email as we were not aware of his postal address, but no response had been received.

It was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to send the same letter to the landowner's agent and give them 14 days to respond and to seek advice from NALC's legal team with a view to instructing a solicitor to look into the situation and clarify responsibility for the Tye boundary fencing.

1997. UPDATE ON KEY DEPOSITS FOR TYE GATE PADLOCK AND AGREE WAY FORWARD

It was agreed at the last committee meeting to make one last attempt to recover the Council owned keys for the padlock so that 2 key deposits could be returned. Two residents were given 21 days and advised that if they did not return the key, they would forfeit their deposit due to non-return of Council property. As 21 days had elapsed and nothing had been heard from the residents and no keys returned, it was proposed by Cllr Robinson, seconded by Cllr Watts and unanimously **RECOMMENDED** to agree that the 2 key deposits be forfeited due to non-return of Council owned keys and that a virement of £200 be made from earmarked reserve 9043-910 for bridleway 8 key deposits to 9014-910 Telscombe Tye. The former earmarked reserve will therefore be removed for 2026/27.

1998. UPDATE REGARDING USE OF CANVA FOR NEWSLETTER PRODUCTION AND AGREE ACTION TO BE TAKEN

It was noted that although it had been agreed to sign up to Canva in the new financial year to produce the newsletter as Microsoft Publisher is being withdrawn in October, the Admin Assistant had found that she was unable to insert photos into a document. She had tried using an alternative suggested at the last Committee meeting being Libre, which she found more user friendly, although still not a perfect replacement for Publisher. It was proposed by Cllr Robinson, seconded by Cllr Watts and unanimously **RECOMMENDED** to still sign up to Canva as this could be used for alternative publications and to let the Admin Assistant use whichever method was preferable to produce the newsletter.

1999. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters.

2000. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** to exclude the press and public during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted and the member of the public left the meeting.

TELSCOMBE TOWN COUNCIL

2001. TO APPROVE CONFIDENTIAL MINUTES OF THE EMPLOYMENT SUB-COMMITTEE MEETING HELD ON 18th FEBRUARY 2026

Cllr Lawrie proposed that the minutes of the meeting on 18th February 2026 be accepted and the recommendations adopted, seconded by Cllr O'Connor and unanimously **RESOLVED** that they were a true record of the proceedings and were signed as correct by the Employment Sub-Committee Vice Chair, Cllr Lawrie, in the absence of the Committee Chair.

There being no further business, the meeting closed at 8.38 pm.

Signed, Chair.....

Date for next meeting of the Committee – Wednesday 6th May 2026

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Agenda Item 5 – To note actions carried out or required from previous meetings and agree any further measures required

Action List for P&R meeting on 6th May 2026

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
12.11.25	Min 1960, p 4465 – To consider draft proposals for Tye access improvements from LDC funded via a SDNPA grant	SN	LDC were informed we agreed with the proposals for the gates and MOT surfacing. *Works are due to start the week commencing Monday 16th March and should be completed by the end of the month.*	March 2026
12.11.25	Min 1963, p 4466 – To consider updating the Tye Management Plan	SN	A working group meeting has been arranged to begin the review & an update will be taken to a future meeting.	July 2026
14.1.26	Min 1974, p 4504 – To consider installing a plaque on a Tye bench in memory of Mr G Webb	SN	Mr Webb's wife is going to come back to me with the family's preference of wording and whether to site on the Tye or at Chatsworth Park. *May 2026 - Still awaiting contact.*	July 2026
4.3.26	Min 1991, p 4540 – To review the Smoke Free Policy	SN	The policy was adopted by full Council on 18.3.26.	Complete
4.3.26	Min 1992, p 4541 – To review & agree the Employment Handbook	SN	The updated handbook was adopted by full Council on 18.3.26 and a copy has been forwarded to all employees.	Complete
4.3.26	Min 1993, p 4541 – To note update regarding Tye hedge planting & agree return of unused grant	SN	The unused grant amount has been returned to the International Tree Foundation.	Complete
4.3.26	Min 1995, p 4541 – To consider estimate for Tye fencing along South Coast Road	SN	The work has been undertaken.	Complete
4.3.26	Min 1996, p 4541/2 – To note position regarding a property in Tye Close adjoining the Tye & agree action to be taken	SN	Letter sent to landowner's agent and no response received. Advice sought from NALC's legal team.	See new agenda item
4.3.26	Min 1997, p 4542 – Update on key deposits for Tye gate padlock & agree way forward	SN	Virement of £200 has been made from earmarked reserve 9043 bridleway 8 key deposits to 9014 Telscombe Tye.	Complete

Action List for P&R meeting on 6th May 2026 (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
4.3.26	Min 1998, p 4542 – Update regarding use of Canva for newsletter production & agree action to be taken	SN	Canva Pro subscription is now in place.	Complete

AGENDA ITEM	6
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	6th May 2026
SUBJECT	To note income & expenditure figures to 31st March 2026

1. INTRODUCTION

The Committee Income & Expenditure figures to 31st March 2026 are attached, Appendix A, along with the Earmarked Reserves for information. The figures show the actual year to date spend compared with the current annual budget.

2. INFORMATION

Overall financial performance for 2025/26 is close to budget. Expenditure of £205,220 represents 91.5% of the approved budget, indicating prudent cost control, while income of £336,752 has slightly exceeded expectations at 103% of budget. This represents a positive result for the year.

The largest variance relates to interest income (budget line 1190), which is £7,373 above budget, reflecting the challenges in predicting interest rate movements and resultant income.

The remainder of the Mayor's allowance 2, budget line 4019, of £1,249 has been carried forward to the new financial year for the Mayor to use until the end of their current term of office on 20th May.

None of budget line 4059 for elections was used and it was agreed that the £1,000 be transferred to the elections earmarked reserve at year end which has been done.

3. RECOMMENDATION

It is recommended that the figures are noted. They, along with all other Committee figures, will be taken to the annual full Council meeting on 20th May 2026 for agreement.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

Budget spending is closely monitored and reported regularly to this Committee.

Appendix A

Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12 **Committee Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Policy and Resources									
101	General Administration								
1010	Income miscellaneous	0	70	0	(70)			0.0%	
1031	Income Wayleaves	0	16	16	(0)			100.6%	
1040	Income Newsletter	0	520	350	(170)			148.6%	
1050	Grants Received	0	2,197	0	(2,197)			0.0%	
1176	Precept Received	0	322,076	322,076	0			100.0%	
1190	Interest Received	1,982	11,873	4,500	(7,373)			263.8%	
	General Administration :- Income	**1,982**	**336,752**	**326,942**	**(9,810)**			**103.0%**	
4001	Salary inc TAX/NI/Pen Emp'ee	11,091	127,086	133,250	6,165		6,165	95.4%	
4002	NI contributions Employer	2,252	14,477	16,000	1,523		1,523	90.5%	
4003	Pension contributions Employer	1,848	24,174	26,250	2,076		2,076	92.1%	
4005	Staff expenses	98	203	300	97		97	67.8%	
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	0	299	400	101		101	74.8%	
4011	Councillor training	0	120	200	80		80	60.0%	
4012	Councillors basic allowance	1,712	1,712	4,100	2,388		2,388	41.8%	
4019	Mayors allowance 2	0	251	1,500	1,249		1,249	16.8%	
4020	Miscellaneous expenses	0	0	200	200		200	0.0%	
4021	Stationery, copier etc	180	1,546	2,100	554		554	73.6%	
4022	Telephone	71	880	1,200	320		320	73.3%	
4023	Subscriptions	140	2,857	3,465	608		608	82.5%	
4024	Postage	300	341	500	159		159	68.2%	
4025	Insurance	(300)	3,957	4,000	43		43	98.9%	
4027	IT services	309	3,926	4,400	474		474	89.2%	
4030	Newsletter & publicity	210	2,900	3,650	750		750	79.5%	
4040	Computer equipment	0	0	750	750		750	0.0%	
4041	Computer maintenance	270	3,234	3,400	166		166	95.1%	
4042	Bank charges	39	491	750	259		259	65.4%	
4043	Website	25	300	400	100		100	75.0%	
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	1,098	1,650	553		553	66.5%	
4058	Payroll services	(54)	895	900	5		5	99.4%	
4059	Elections	0	0	1,000	1,000		1,000	0.0%	
4061	Telscombe Tye	284	1,956	2,500	544		544	78.3%	
4065	Grant expenditure	2,197	2,197	0	(2,197)		(2,197)	0.0%	
General Administration :- Indirect Expenditure		**20,673**	**198,320**	**217,272**	**18,952**	**0**	**18,952**	**91.3%**	
	Net Income over Expenditure	**(18,691)**	**138,431**	**109,670**	**(28,761)**				

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12 **Committee Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Grants								
4075	Grants	0	2,490	2,500	10		10	99.6%	
4081	Citizens Advice contribution	0	4,410	4,410	0		0	100.0%	
	Grants :- Indirect Expenditure	**0**	**6,900**	**6,910**	**10**	**0**	**10**	**99.9%**	**0**
	Net Expenditure	**0**	**(6,900)**	**(6,910)**	**(10)**				
	Policy and Resources :- Income	**1,982**	**336,752**	**326,942**	**(9,810)**			**103.0%**	
	Expenditure	**20,673**	**205,220**	**224,182**	**18,962**	**0**	**18,962**	**91.5%**	
	Movement to/(from) Gen Reserve	**(18,691)**	**131,531**	**102,760**	**(28,771)**				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12 **Committee Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Earmarked Reserves									
910	Earmarked Reserves								
9011	Park/playground refurbishment	17,661	19,500	120,714	101,214		101,214	16.2%	
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	4,386	8,022	55,082	47,060		47,060	14.6%	
9018	Tye signage expenditure	0	551	1,200	649		649	46.0%	
9020	Youth projects expenditure	(1,500)	(440)	2,548	2,988		2,988	(17.3%)	
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	8	8	8	0		0	100.0%	
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	(8)	(8)	16,500	16,508		16,508	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	200	200	200	0		0	100.0%	
9044	Wave Leisure	1,500	1,500	1,500	0		0	100.0%	
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		**22,247**	**36,698**	**347,334**	**310,636**	**0**	**310,636**	**10.6%**	
	Net Expenditure	**(22,247)**	**(36,698)**	**(347,334)**	**(310,636)**				
	Earmarked Reserves :- Income	**0**	**0**	**0**	**0**			**0.0%**	
	Expenditure	**22,247**	**36,698**	**347,334**	**310,636**	**0**	**310,636**	**10.6%**	
	Movement to/(from) Gen Reserve	**(22,247)**	**(36,698)**	**(347,334)**	**(310,636)**				

AGENDA ITEM	7
REPORT TO	Policy & Resources Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	To approve bank reconciliation to 31st March 2026

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 January to March 2026 and all associated paperwork were checked by Cllr Williamson on 23rd April 2026. Everything was in order and he signed all the documentation.

A copy of the bank reconciliation and bank statements etc for March 2026 are attached, Appendix B The total bank and cash balances at 31st March were £539,344.96.

3. RECOMMENDATION

It is recommended to approve the bank reconciliation at 31st March 2026.

4. FINANCIAL IMPLICATIONS

Details of any significant variances in expenditure were detailed in the income and expenditure report under agenda item 6.

5. ENVIRONMENTAL IMPACT

None

Appendix B
p's 1-5

Telscombe Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2026

Confirmed Bank & Investment Balances

Bank Statement Balances				
1	31/03/2026	Current account	9,471.56	
1	31/03/2026	Reserve A/c No 1	19,862.34	
2	31/03/2026	Petty cash	11.06	
3	31/03/2026	Treasury Reserve 1	510,000.00	
				539,344.96
Receipts not on Bank Statement				
0	31/03/2026	All Receipts Cleared	0.00	
				0.00
Closing Balance				**539,344.96**

All Cash & Bank Accounts

1	Combined Bank Accounts	29,333.90
2	Petty Cash	11.06
3	Treasury Reserve 1	510,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**539,344.96**

Signatory 1:

Name S Newman Signed [signature] Date 17.4.26

Signatory 2:

Name T WILLIAMSON Signed [signature] Date 23/4/26

App B p2

Account Name	Account No	Sort Code	Page No	
TELSCOMBE TOWN COUNCIL V	57304602	60-16-41	1185 1 of 2	

NatWest

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

Current Account

Summary	
Statement Date	02 APR 2026
Period Covered	28 MAR 2026 to 02 APR 2026
Previous Balance	£6,214.29
Paid In	£29,377.05
Withdrawn	£27,623.47
New Balance	£7,967.87
BIC	NWBKGB2L
IBAN	GB02NWBK60164157304602

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If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
28 MAR 2026	BROUGHT FORWARD			6,214.29
30 MAR	OnLine Transaction From A/C 13624377 TELSCOMBE T BR Via Online Xfer	29,000.00		35,214.29
	OnLine Transaction RTC Safety Surface INVS 1003983,84&85 VIA ONLINE - PYMT		21,193.20	14,021.09
	OnLine Transaction B Buss TTC EXPENSES VIA ONLINE - PYMTB FP 30/03/26 10 21164445269362000N		80.00	13,941.09
	OnLine Transaction BUSINESS SUPPLIES INV 1876182 VIA ONLINE - PYMT FP 30/03/26 10 61165649260153000N		126.85	13,814.24
	OnLine Transaction MARTIN DARE 2735 VIA ONLINE - PYMTB FP 30/03/26 10 37164445722996000N		84.70	13,729.54
	OnLine Transaction ACE LANDSCAPES VARIOUS INVS VIA ONLINE - PYMTB FP 30/03/26 10 25164445367518000N		1,826.15	11,903.39
	OnLine Transaction EARTH ANCHORS EA42010 & EA42011 VIA ONLINE - PYMTB FP 30/03/26 10 18164445180034000N		40.74	11,862.65
	OnLine Transaction TWENTY 20 WINDOWS INV 7609 VIA ONLINE - PYMTB FP 30/03/26 10 22164445269353000N		110.50	11,752.15
	Direct Debit FOCUS GROUP MD002AG7Z8T31D		70.44	11,681.71
31 MAR	Automated Credit JANE CHANT YOGA FP 31/03/26 1333 11356974362565317	96.80		11,778.51
	OnLine Transaction THE DEANS SENIOR T 8590 VIA MOBILE - PYMT	206.25		11,984.76
	Charges 27FEB A/C 57304602		39.44	11,945.32
	Direct Debit TELSCOMBE TC BACS		2,419.75	9,525.57
	Direct Debit GOCARDLESS CKOFFICESOLU-GAWVG		54.01	9,471.56
01 APR	Automated Credit N.HAVEN& P.HAVEN U 25/8592 FP 31/03/26 2131 13213113580809000N 25/8592	74.00		9,545.56
	Direct Debit COMPUTER EYEZ SOUT EYEZ2002242		30.00	9,515.56
	Direct Debit LEWES DISTRICT COU 101225302		1,279.50	8,236.06
	Direct Debit SCREWFIX DIRECT LT 6331640015183486		56.99	8,179.07
02 APR	Direct Debit GOCARDLESS SITEEQUIP-W2D8A5KW		211.20	7,967.87

CHECKED
23-4-26
Cllr Williams

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Account Name	Account No	Sort Code	Page No
TELSCOMBE TOWN COUNCIL	13624377	60-16-41	1 of 2

NatWest

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

Business Reserve Account

Summary	
Statement Date	02 APR 2026
Period Covered	27 MAR 2026 to 02 APR 2026
Previous Balance	£48,835.90
Paid In	£679,052.84
Withdrawn	£644,000.00
New Balance	£83,888.74
BIC	NWBKGB2L
IBAN	GB16NWBK60164113624377

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If you have changed your address or telephone number please let us know.
Interest rate: 0.85% Gross / 0.85% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
27 MAR 2026	BROUGHT FORWARD			48,835.90
30 MAR	OnLine Transaction To A/C 57304602 TELSCOMBE T.C ZZ8 Via Online Xfer		29,000.00	19,835.90
31 MAR	Interest 31MAR GRS 13624377	26.44		19,862.34
01 APR	Automated Credit LEWES DISTRICT COU	168,821.00		188,683.34
02 APR	CHAPS/International TRO SETTLEMENT TRO SETTLEMENT REF 260312100004 0	510,000.00		698,683.34
	CHAPS/International TRO INTEREST TRO INTEREST REF 260312100004 0	205.40		698,888.74
	CHAPS/International TRO PLACEMENT TRO PLACEMENT REF 260402100005 5		615,000.00	83,888.74

CHECKED

CHECKED
23-4-26

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App B p4

NatWest

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

000118 A

900500011800010002

12 March 2026

Your Ref: 05574897/458

Treasury Reserve Deposit Confirmation Letter

Telscombe Town Council

23.4.26 CHECKED

We have pleasure in confirming the following Treasury Reserve Deposit:

From: 12 March 2026	Term:	Interest Rate % pa:	AER %:	Amount:
To: 02 April 2026	3 Week Fixed	0.7% Gross	0.7% Gross	GBP 510,000.00

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 205.40 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

Our CHECK Williamson 23.4.26

TRC003

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App B, p5

Telscombe Town Council Petty Cash Log

March 2026

Date	Receipt No	Description	Cashed cheque amount	Amount Withdrawn	Balance	Code	Committee
1.3.26		***Balance b/f***			**£11.06**		
		NO TRANSACTIONS					
31.3.26		TOTALS			£11.06		

PETTY CASH FLOAT CHECKED - BALANCE £11.06

SIGNED ..... TW .....

NAME - CLLR T. WILLIAMSON .....

DATE ..... 23/4/26 .....

AGENDA ITEM	8
REPORT TO	Policy & Resources Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	Business Plan Review/Update

1. INTRODUCTION

Our business plan covers May 2023 to May 2027.

2. INFORMATION

Section II of the latest version 2.6 of the plan dated 25th February 2026 relating to the P&R Committee is attached, Appendix C.

No amendments to this Committee's section have been undertaken for some time.

3. RECOMMENDATION

It is recommended to review the updated plan and decide whether any amendments are required at this stage.

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 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	TC/P&R TC/P&R	Annually	P&R/budget working group P&R	Ongoing Ongoing

			fencing immediately either side only. BUDGET IMPLICATIONS				
4	**Funding for Telscombe Tye**	To consider Grant funding for Telscombe Tye.	Previous HLS/ELS scheme has ended. Tye Objectives Working Group set up to consider options & to report back to P&R Committee. Various meetings have taken place and no scheme identified to date. Will continue to explore options. BUDGET IMPLICATIONS	Working Group/P&R/ TC		P&R FC	Complete 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	9
REPORT TO	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	6th May 2026
SUBJECT	To note complaints since last meeting

1. INTRODUCTION

A report on complaints associated with this Committee is placed on every Policy & Resources Committee agenda.

2. INFORMATION

Details with regards to the complaint and current status are listed on the attached spreadsheet, Appendix D, produced by the Admin Assistant.

3. RECOMMENDATION

It is recommended that the Committee note the complaints received.

4. ENVIRONMENTAL IMPACT

The environmental impact will be considered when carrying out any works in response to a complaint.

5. FINANCIAL IMPLICATIONS

N/A

Appendix D.

Ref No	Date received	Taken to P&R	Area	Category	Nature of complaint	Current status
TTC-25-103	21.05.2025	09.07.2025	Tye	Gates	Gate from Highview Road (22) is not shutting properly. Subsequently noted that gate 4 is broken	Complete
TTC-25-283	18.12.2025	14.01.2026	Tye	Potholes	Resident advised that due to potholes on the track at the top of the Tye, cars have started driving across the grass to avoid the dips, which is damaging the turf	Complete
TTC-26-018	22.01.2026	06.05.2026	Tye	Fencing	Fence opposite 23 Gorham Way is broken	Complete
TTC-26-019	09.03.2026	06.05.2026	Tye	Animals	Pigs have escaped onto the Tye and have been digging it up	Complete
TTC-26-025	10.02.2026	06.05.2026	Tye	Fencing	Resident has removed Council's fencing on west side of Tye adjoining the end property of Tye Close, trench has been dug and Heras fencing has been put on the Tye	Ongoing
TTC-26-034	16.02.2026	06.05.2026	Tye	Fencing	Further report about boundary fencing reported in TTT-26-025	Ongoing
TTC-26-039	19.02.2026	06.05.2026	Tye	Fencing	Query about tender on our website for fencing/gate repairs on Tye as enquirer thought Council were not undertaking any repairs	Complete
TTC-26-044	26.02.2026	06.05.2026	Tye	Animals	Pigs escaped from their enclosure and will be heading for the Tye	Complete
TTC-26-045	27.02.2026	06.05.2026	Tye	Fly tipping	Broken patio slabs left infront of gate from Pig Field onto Tye	Complete
TTC-26-050	12.03.2026	06.05.2026	Tye	Fencing	Query about using mud mats at gates to aid mobility scooter access	Complete
TTC-26-057	23.03.2026	06.05.2026	Tye	Gates	New gates are not easy to open to get mobility scooter onto Tye. Could access easily via Gorham Way.	Ongoing
TTC-26-053	12.03.2026	06.05.2026	Tye	Fencing	Southern fencing surrounding St Michaels is being deliberately damaged	Complete
TTC-26-054	13.03.2026	06.05.2026	Tye	Fencing	Request for contact at SDNPA	Complete
TTC-26-056	20.03.2026	06.05.2026	Bridleway 8	Fly tipping	Rubble desposited by gate 15	Complete
TTC-26-060	23.03.2026	06.05.2026	Tye	Dogs on Tye	Enquiry about our policy for dog walking on Tye as resident wanted to create signs for Beacon Hill. Enquired where it says this is a legal requirement, and how it can be enforced as he received abuse after confronting dog walkers	Complete
TTC-26-073	07.04.2026	06.05.2026	Tye	Prohibited Activites	Motor bikes on Tye causing noise pollution and danger to walkers, children and sheep	Complete
TTC-26-074	07.04.2026	06.05.2026	Tye	Prohibited Activites	Motor bikes on Tye	Complete
TTC-26-075	07.04.2026	06.05.2026	Tye	Prohibited Activites	Motor bikes on Tye	Complete
TTC-26-078	08.07.2026	06.05.2026	Tye	Prohibited Activites	Motor bikes on Tye	Complete
TTC-26-079	08.07.2026	06.05.2026	Tye	Prohibited Activites	Motor bikes on Tye	Complete

AGENDA ITEM	10
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	To review Committee Terms of Reference and Delegation Scheme Policy

1. INTRODUCTION

The Committee Terms of Reference and Delegation Scheme are reviewed annually by this Committee and taken to full Council in May for agreement and adoption.

2. INFORMATION

The draft document is attached for your consideration, Appendix E. A small number of minor amendments are proposed.

The introduction has been revised, with the suggested changes shown in red italics in the attached draft. The existing wording proposed for deletion has been struck through.

In addition, it is proposed that the membership of the Policy & Resources Committee be amended to a maximum of nine Members. The current variation was introduced some years ago to accommodate Members' preferences regarding committee appointments at the time. With 13 Councillors in total, a larger membership is considered less proportionate and this change would keep Committee structures consistent.

3. RECOMMENDATION

It is recommended to agree the amendments to the Committee Terms of Reference and Delegation Scheme and to take it to full Council for adoption.

4. FINANCIAL IMPLICATIONS

Spending authority is clearly laid out in the document and agrees to Financial Regulations.

5. ENVIRONMENTAL IMPACT

N/A

Appendix E

TELSCOMBE TOWN COUNCIL

Scheme of Delegation & Committee Terms of Reference Policy

The Council's Scheme of Delegation and Committee Terms of Reference is an essential policy to enable the Council to function efficiently. *It sets out how Telscombe Town Council conducts its business and makes decisions in an effective, transparent and accountable manner. It defines the roles and responsibilities of the Full Council, its Committees, Sub-Committees and officers, ensuring that decisions are taken at the appropriate level and in accordance with statutory requirements. Together they support good governance, promote efficiency and provide clarity for members, officers and the community we serve.*

~~Without this, every decision would have to be taken by Full Council. Decision making powers are given to Committees, Sub-Committees and Officers in order to maintain a working Council which operates effectively on a day-to-day basis.~~

The Council cannot delegate the performance of its statutory and legal responsibilities to an individual Councillor.

Subject to the observance of decisions of the Council on matters of principle or policy, the Council's powers and duties shall be delegated to the Standing Committees, as permitted under the Local Government Act 1972 s101, in accordance with the approved Terms of Reference, unless otherwise specified.

The acts and proceedings of a Committee shall, where they are delegated to the Committee so far as is legally permissible, be deemed the acts and proceedings of the Council. Standing Committees will operate within approved Standing Orders, Financial Regulations and other Policy documents and procedures and approved budgets in the areas detailed in this document.

The Council may revoke powers delegated to Standing Committees by resolution.

1 Council Functions

The following matters are to be dealt with by the Full Council:

a. Approval of budget and setting the precept.

b. Authorisation of borrowing/loans.

c. Approval of the Annual Return and Audit of Accounts.

d. Adopting or amending all Policies including Standing Orders, Financial Regulations and the Scheme of Delegation.

e. Making of orders under any statutory powers.

f. Making, amending or revoking by-laws.

g. Appointment of Standing Committees.

h. Appointing Council representatives to outside bodies.

i. All other matters which must, by law, be undertaken by Full Council.

draft

2 Delegation to Committees

The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees have delegated full decision-making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget, except as otherwise determined by Council.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision, it should make a recommendation to Council.

2.1 Policy & Resources (P&R) Committee *(minimum membership 8, maximum ~~10~~ 9)*

All matters (except for creating Council Policy) relating to;

2.1.a All matters in the general day-to-day administrative services of the Council.

2.1.b Monitoring the financial implications of forward planning and review of budget position.

2.1.c Consideration of annual budget request of all standing Committees for recommendation to Council.

2.1.d Approval and award of grants if outside of the twice-yearly meetings of the Grants Sub-Committee.

2.1.e The Council's standing orders, financial regulations, risk management and policies for recommendation to Council.

2.1.f Matters relating to Telscombe Tye.

2.1.g Democratic representation of the Council including electoral matters.

2.1.h Printed and electronic communication including website, newsletter and annual report.

2.1.i To support the proposals in the Council's Business Plan.

2.2 Employment (Sub-Committee of P&R) *(minimum membership 6, maximum 7)*

All matters (except for creating Council Policy) relating to;

2.2.a All personnel matters not delegated to officers.

2.2.b Consideration and approval of the pay, terms and conditions of service of the Town Council's staff.

2.2.c Approval of incremental pay rises following staff appraisals.

2.2.d Amending staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.

2.2.e Consideration and resolution all staff grievances in accordance with Grievance Policy.

2.2.f Consideration and dealing with all staff disciplinary matters in accordance with Disciplinary policy.

2.2.g Consideration and resolution of all staff appeals concerning grievance or disciplinary matters. (Note - the committee cannot consider an appeal against a decision taken by the Full Council).

draft

2.2.h Consideration and resolution of appeals to decisions relating to a complaint.

2.2.i Appointment of general staff and to make recommendations to the Full Council on appointment of the Town Clerk.

2.3 Grants (Sub-Committee of P&R) *(minimum membership 6, maximum 7)*

All matters (except for creating Council Policy) relating to;

2.3.a Approval and award of grants twice a year (can also be decided by P&R Committee if they feel appropriate if request received outside of the twice a year sub-committee meetings) in accordance with the Council's Policy.

2.4 Audit (Sub-Committee of P&R) *(minimum membership 6, maximum 7)*

Matters (except for creating Council Policy) relating to;

2.4.a Annual Return/External Auditor's Comments.

2.4.b Internal Auditor's Reports.

2.4.c Review of the effectiveness of the Internal Audit process.

2.4.d Review of Risk Assessment.

2.4.e Review Health & Safety Policy.

2.4.f Review Asset Register.

and then to submit all reviewed documents to Committee or full Council for ultimate approval or adoption.

2.5 Amenities and Civic Centre Committee *(minimum membership 8, maximum 9)*

All matters (except for creating Council Policy) relating to;

2.5.a Chatsworth Park and the memory garden.

2.5.b Chatsworth Park South playground (off Ambleside Avenue, Telscombe).

2.5.c Chatsworth Park North playground (off Kirby Drive, Telscombe).

2.5.d Robert Kingan playground (off Bannings Vale, E Saltdean).

2.5.e The Copse (off Telscombe Cliffs Way).

2.5.f Dog and litter bins.

2.5.g Seats and notice boards.

2.5.h Grounds maintenance.

2.5.i Events and flag flying.

2.5.j Civic and ceremonial activities.

2.5.k The maintenance and management of the Civic Centre and recommendation annually to Full Council of fees and charges.

2.5.l To support the proposals in the Council's Business Plan.

draft

2.6 Planning & Highways Committee *(minimum membership 8, maximum 9)*

All matters (except for creating Council Policy) relating to;

2.6.a Planning applications, including tree works applications, submitted by Lewes District Council, South Downs National Park and East Sussex County Council and make representations thereon. To be aware of planning policy and supplementary planning documents when responding to applications. Majority committee decision by email to be accepted in urgent cases and reported back to next meeting.

2.6.b Planning enforcement matters and review planning and enforcement appeals and submit additional representations if required.

2.6.c Documents, consultations and other matters regarding planning and make representations as required.

2.6.d The Town/Neighbourhood Plan and other developmental plans and make appropriate representations.

2.6.e Street naming.

2.6.f Telscombe Town Council owned bus shelters.

2.6.g Telscombe Town Council owned street lighting.

2.6.h Grass verge cutting.

2.6.i All other planning or highway matters the Town Council is consulted on.

2.6.j To support the proposals in the Council's Business Plan

3. Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy documents, procedures and budgets.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to make a decision, they should report the matter to Committee or the Council for a decision.

3.1 Town Clerk

The Town Clerk is the Proper Officer of the Council as defined in law and shall deal with duties as specified in the Council's Standing Orders 15 a-xvi.

In addition the Town Clerk will;

3.1.a Hold the Council's Seal and apply it to documents as approved.

3.1.b Sign notices or other documents on behalf of the Council.

3.1.c Receive copies of by-laws made by principal authority.

3.1.d Certify copies of by-laws made by the Council.

3.1.e Ensure compliance with Standing Orders.

3.1.f Manage all Town Council staff, either directly or indirectly and to approve all staff annual leave including their own, taking into account the business needs of the Council.

3.1.g Appoint all employees in accordance with the Council's staff structure.

3.1.h Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.

3.1.i Take decisions relating to the training of Councillors & staff.

3.1.j Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy.

3.1.k Manage the provision of Council services, buildings, land and resources.

3.1.l Project development for consideration by relevant Committee/Council.

3.1.m Management of maintenance contracts.

3.1.n Incur expenditure in an emergency up to £3,000 whether budgeted or not.

3.1.o Order goods/services to meet the business needs of the Council in accordance with Financial Regulation 5.15, 5.17 & 5.18.

3.1.p Manage risk management of the Council.

3.1.q Have overall responsibility for Health & Safety across all Council owned sites.

3.1.r Arrange and manage the Council's insurance arrangements.

3.1.s Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.

3.1.t Issue press releases on any Council activity exercised in accordance with Council policy.

3.1.u Deal with dispensation requests from Members under the Code of Conduct.

3.1.v Deal with matters specifically delegated by Council or Committee.

3.1.w Be responsible for the overall management of all budgets in accordance with Council Policies.

3.1.x Be responsible for actions relating to Telscombe Tye.

3.1.y Be responsible for supporting the work of the Neighbourhood Plan.

3.2 Responsible Financial Officer

The Responsible Financial Officer as defined in law shall deal with duties as specified in the Council's Financial Regulations.

In addition the Responsible Financial Officer will;

3.2.a Ensure proper administration of the Council's financial affairs in compliance with Financial Regulations.

3.2.b Determine accounting policies, records and control systems.

3.2.c Report to the appropriate Committees on their financial performance and overall to Full Council.

draft

3.2.d Oversee the management of the budget process & prepare a budget for presentation to the Full Council in consultation with the Policy & Resources Committee/working group.

3.2.e Complete the annual close down of the accounts system.

3.2.f Manage Council salaries in accordance with contracts of employment.

3.2.g Incur expenditure in an emergency up to £3,000 whether budgeted or not.

3.2.h Deal with matters specifically delegated by Council or Committee.

3.2.i Invest funds as required to meet the needs of the Council's spending in accordance with the Investment Policy, and Financial Regulations

3.2.j Be responsible for providing financial advice and work in relation to the Neighbourhood Plan finances.

3.3 Amenities Officer

The Amenities Officer will be responsible for:-

3.3.a Day to day management of parks, playgrounds and street furniture following consultation with the Town Clerk.

3.3.b Developing income generating activities in consultation with Town Clerk.

3.3.c In the absence of the Town Clerk, authorised to issue press releases on any Council activity exercised in accordance with Council policy, ONLY following agreement by the Mayor and Chairman of the Policy & Resources Committee.

3.4 Admin Support Staff

The admin support staff will be responsible for:-

3.4.a Day to day management of Civic functions of the Council.

3.4.b Day to day management of general office administration, including stationery ordering within budgets as allocated and agreed by the Town Clerk.

3.4.c Overseeing Council transparency, access to information and data use and storage, including day to day management of Council's website.

3.4.d Responsible for room hire bookings, issuing of invoices and chasing late payments relating to hire of the Civic Centre rooms.

3.4.e Matters specifically delegated by Council or Committee.

AGENDA ITEM	11
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	To review and agree Financial Regulations

1. INTRODUCTION

Financial Regulations are reviewed annually in May and subsequently adopted by full Council.

2. INFORMATION

Last year I was notified by NALC that there had been an update as of the beginning of March 2025 to The Procurement Act 2023 and The Procurement Regulation 2024. Amendments were made to the numbers 5.4, 5.7 and 5.11 and the Financial Regulations were adopted by full Council in May last year. I have checked and no further updates have been made since that time. However, it is proposed to make a couple of changes as follows:-

Regulation 6.9.iv (p 8) – the Town Clerk/RFO has delegated authority to transfer funds within the Councils banking arrangements up to the sum of £600,000. In view of the increase in earmarked reserves and the precept for 2026/27, it is recommended to increase this amount to £615,000. For transparency, it is also proposed to add the wording *'Transfer of funds to be invested shall be reported to Councillor signatories at the time of the transaction.'*

Regulation 7.9 (p 9) – remove the words 'pension contributions and HMRC payments' from payments to be made by variable direct debit as these are paid by BACS.

See revised document attached, Appendix F.

3. RECOMMENDATION

It is recommended to consider if we want to keep the same spending limits as agreed previously and what limits we want to set on the new items. It is also recommended to consider and agree the alterations required as listed above.

The new Financial Regulations can then be taken to full Council for adoption.

4. FINANCIAL REGULATIONS

All Financial Regulations should be taken into account before authorising expenditure.

Appendix F

TELSCOMBE TOWN COUNCIL

MODEL FINANCIAL REGULATIONS

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This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

1. GENERAL

1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the Council, a Committee or an Officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
- 'Shall' refers to a non-statutory instruction by the Council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of Council resources; and
- produces financial management information as required by the Council.

1.6. **The Council must not delegate any decision regarding:**

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- **setting the final budget or the precept (Council Tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls;**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the Council shall:

- determine and regularly review the bank mandate for all Council bank accounts;
- authorise any grant or single commitment in excess of £6,000; and

2. RISK MANAGEMENT AND INTERNAL CONTROL

2.1. **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk/RFO shall prepare, for approval by the Council, a risk assessment covering all activities of the Council. This document and consequential risk management arrangements shall be reviewed by the Council at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the Council.

2.4. **At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter and at each financial year end, a member shall be appointed to verify bank reconciliations (for all accounts) produced by the Town Clerk/RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council or Policy & Resources Committee.

2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

3. ACCOUNTS AND AUDIT

3.1. All accounting procedures and financial records of the Council shall be determined by the Town Clerk/RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
- **a record of the assets and liabilities of the Council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The Town Clerk/RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Town Clerk/RFO shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any Officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the Town Clerk/RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.

3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The Council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the Council;
- reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the Council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or

- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The Town Clerk/RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The Town Clerk/RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

4. BUDGET AND PRECEPT

4.1. **Before setting a precept, the Council must calculate its Council Tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Council at least annually and taken into account when budget setting for the following financial year. The final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant Committee.

4.3. No later than November each year, the Town Clerk/RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full Council.

4.5. Each Committee Chair shall review its draft budget and submit any proposed amendments to the Council or Policy & Resources Committee not later than the end of November each year.

4.6. The draft budget including any recommendations for the use or accumulation of reserves, shall be considered by the Policy & Resources Committee and a recommendation made to the full Council.

4.7. Having considered the proposed budget, the Council shall determine its Council Tax (England) requirement by setting a budget. The Council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

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4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council or relevant Committee.

5. PROCUREMENT

5.1. **Members and Officers are responsible for obtaining value for money at all times.** Any Officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The Town Clerk/RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should consider reporting the legal power being used to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation") must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council and advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes;

5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk/ RFO shall try to obtain 3 estimates, which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Clerk/RFO shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

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5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk/RFO, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- a duly delegated committee of the Council for all items of expenditure within their delegated budgets for items under £6,000 excluding VAT
- in respect of grants, a duly authorised Committee within any limits set by Council and in accordance with any policy statement agreed by the Council.
- the Council for all items over £6,000;

Such authorisation must be supported by a minute (in the case of Council or Committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the Council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated Committee acting within its Terms of Reference, except in an emergency.

5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the Clerk/RFO may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk/RFO shall report such action to the Chair as soon as possible and to the Council or relevant Committee as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. A Council minute will suffice. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Town Clerk/RFO.

6. BANKING AND PAYMENTS

6.1. The Council's banking arrangements, including the bank mandate, shall be made by the Town Clerk/RFO and authorised by the Council; banking arrangements shall not be

delegated to a Committee. The Council has resolved to bank with Nat West & Nationwide. The arrangements shall be reviewed annually for security and efficiency.

6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Where possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by the Town Clerk/RFO. Where the certification of invoices is done as a batch, this shall include a statement that all invoices listed have been 'examined, verified and certified' by the Town Clerk/RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the Council, duly delegated committee or a delegated decision by the Town Clerk/RFO unless the Council resolves to use a different payment method.

6.6. For each financial year the Town Clerk/RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council or a duly delegated Committee may authorise in advance for the year.

6.7. If drawn up, a copy of this schedule of regular payments shall be signed by two members.

6.8. A list of such payments shall be reported to the next appropriate meeting of the Council or Policy & Resources Committee for information only.

6.9. The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances:

i. any payments of up to £500 excluding VAT, within an agreed budget.

ii. payments of up to £3,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the full Council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of full Council.

iv. Fund transfers within the Councils banking arrangements up to the sum of ~~£600,000~~ *£615,000* provided that a list of such payments shall be on the bank reconciliation and accompanying paperwork and submitted to the next appropriate meeting of Council or the Policy & Resources Committee. *Transfer of funds to be invested shall be reported to Councillor signatories at the time of the transaction.*

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6.10. The Clerk/RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the Council. The Council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting.

7. ELECTRONIC PAYMENTS

7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify a number of Councillors who will be authorised to approve transactions and a minimum of two people will be involved in any approval process. The Clerk/RFO will be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall be allowed to view the Council's bank accounts online.

7.3. No employee shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated Committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two Councillors who are authorised signatories shall check the payment details against the invoices before approving each payment.

7.7. Evidence shall be retained showing which members approved the online payment and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

7.8. A full list of all payments made in a month shall be provided to the next Council meeting.

7.9. With the approval of the Council in each case, regular payments (such as gas, electricity, water, telephone, broadband, National Non-Domestic Rates, refuse collection, ~~pension contributions and HMRC payments~~) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised signatories. The approval of the use of each variable direct debit shall be reviewed by the Council at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the Council, provided that each payment is approved by two authorised bank signatories, evidence is retained and any payments are reported to the Council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

7.11. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two signatories, evidence of this is retained and any payments are reported to Council when made. The approval of the use of a banker's standing order shall be reviewed by the Council at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk/RFO and a member. This is a potential area for fraud

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and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and Officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities, other than secure password stores requiring separate identity verification, should not be used on any computer used for Council banking.

8. CHEQUE PAYMENTS

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk/RFO.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Any signature obtained for cheques or orders for payment shall be reported to the Council or Policy & Resources Committee at the next convenient meeting.

9. PAYMENT CARDS

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or the Policy & Resources Committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council or Policy & Resources Committee.

9.3. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. PETTY CASH

10.1. The Clerk/RFO shall maintain a petty cash float of up to £350 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

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11. PAYMENT OF SALARIES AND ALLOWANCES

11.1. **As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the Council, or a duly delegated committee/sub-committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council or relevant committee/sub-committee.

11.4. Payment of salaries shall be made after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports can be reviewed by the Employment Sub-Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the full Council.

11.8. Before employing interim staff, the Council must consider a full business case.

12. LOANS AND INVESTMENTS

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or loans to be repaid within the financial year) must be authorised by the full Council, following a written report on the value for money of the proposed transaction.

12.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least every 3 years.

12.4. All investment of money under the control of the Council shall be in the name of the Council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Town Clerk/RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

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13. INCOME

13.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Town Clerk/RFO.

13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually following a report of the Clerk/RFO. These will be taken into account as part of the budget-setting process and the Clerk/RFO shall be responsible for the collection of all amounts due to the Council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by the Clerk/RFO and shall be written off in the year. The Council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the Town Clerk/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.

13.6. Any repayment claim under section 33 of the VAT Act 1994 shall usually be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

13.7. Where significant sums of cash are regularly received by the Council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk/RFO to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. STORES AND EQUIPMENT

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The Clerk/RFO shall be responsible for periodic checks of stocks and stores, at least annually.

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16. ASSETS, STORES AND ESTATES

16.1. The Clerk/RFO shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.

16.2. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £250. In each case a written report shall be provided to Council with a full business case.

17. INSURANCE

17.1. The Clerk/RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.

17.2. The Clerk/RFO shall be given prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The Clerk/RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Council at the next available meeting. The Clerk/RFO shall negotiate all claims on the Council's insurers.

17.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated Committee.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

18.1. The Council shall review these Financial Regulations annually and following any change of Clerk/RFO. The Clerk/RFO shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.

18.2. The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.

18.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

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Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.

3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of Council.

4) Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

6) Where the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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AGENDA ITEM	12
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	To review and agree the Mayor & Deputy Mayor's Policy

1. INTRODUCTION

The Mayor's Policy is due its 3 year review.

2. INFORMATION

The policy has been reviewed and updated to provide greater clarity around the role. This includes additional guidance to enhance transparency and accountability in respect of the collection and distribution of funds raised by the Mayor through fundraising activities during their term of office.

It is widely established across Town and Parish Councils that the Mayor undertakes fundraising activities during their term, typically in support of charitable causes, however, there is no statutory requirement governing how funds raised by a Mayor should be distributed. As such, local Councils have discretion to determine their own approach, but common practice across many Councils is for the Mayor to select one or more named charities at the beginning of their term and publicly support and fundraise for those charities throughout the mayoral year.

Adopting a clear, upfront announcement of a chosen charity or charities provides several benefits including:-

- Transparency - the public, Councillors, and participating organisations can clearly see where funds are intended to go.
- Accountability - ensures that fundraising activities are aligned with a defined purpose from the outset.
- Clarity for Events and Communications - when events are organised, it is straightforward to promote and explain the beneficiary/beneficiaries.
- Stronger Engagement - named charities can actively support events, increasing community involvement and fundraising success.

In previous years alternative approaches have been adopted by this Council, including:

- A grant-based model, where funds raised were distributed via applications from local organisations, with a defined cap of £250 per award
- A thematic approach, where a general cause or theme was identified rather than specific named organisations

While these approaches are permissible, they present challenges such as reduced transparency at the point of fundraising, lack of clarity for donors and increased

administrative burden in managing applications as where no specific charities are identified in advance, it can be difficult to determine appropriate recipients after fundraising has taken place, sometimes requiring additional effort to identify organisations and allocate funds.

Based on observed practice across Councils and the principles of transparency and clarity, the preferred approach is for the Mayor to announce their chosen charity or charities at the beginning of their mayoral term. This aligns with common civic practice, provides certainty to the public and supports effective communication and fundraising efforts

3. RECOMMENDATION

At the moment the Mayor's Policy and Handbook have been amended to include provision for a grant-based and thematic approach to distributing mayoral fundraising. However, in light of the considerations outlined above, it is recommended that the primary and expected approach should be for the Mayor to nominate and announce one or more charities at the start of their term; that the grant-based and thematic approach be removed from the standard policy framework and the Mayor's Policy and Handbook be updated accordingly to reflect this preferred model as Council best practice. The suggested wording for removal is in bold and has been struck through in Appendix G attached.

4. FINANCIAL IMPLICATIONS

Currently monies raised by the Mayor during fundraising activities are not reported to Committee or Council. For transparency, it is suggested that perhaps a half yearly report to the Policy & Resources Committee is introduced.

5. ENVIRONMENTAL IMPACT

n/a

Appendix G

TELSCOMBE TOWN COUNCIL

Mayor & Deputy Mayor's Policy (including Protocol, Duties and Responsibilities)

Introduction

The office of Town Mayor is one of the oldest civic roles in the United Kingdom, with a long and evolving history. While its responsibilities and public profile have changed over time, it remains an important part of local civic life.

This Policy has been prepared to support the Town Mayor and Deputy Mayor in understanding their roles and responsibilities, and to provide practical guidance to assist them in carrying out their civic duties.

Election of the Mayor

In accordance with the Local Government Act 1972, Section 15, The Mayor/Chair shall be elected by the Council at its Annual Meeting from among its elected Members and shall hold office until the next Annual Meeting, unless they resign or cease to be a Member of the Council. Election of the Mayor for the forthcoming civic year must be the first item on the agenda as per Standing Orders.

Duties & Responsibilities

The primary function of the Mayor is to act as Chairman of the Council and preside over meetings of the Council. If they are present at a meeting of the Full Council, they must preside. When present at the Annual Town Meeting the Mayor must also preside. If the Mayor is not present and the Deputy Mayor is present then the Deputy Mayor must preside.

The Mayor and Deputy Mayor will be full voting ex-officio members of Committees and Sub-Committees and required to attend where possible, all Council functions. At these meetings they are to ensure that the minutes are an accurate and complete record of proceedings. They should also ensure that procedures are followed correctly and that Standing Orders, protocols and agendas are adhered to.

The Mayor should ensure that any Councillors proposing minutes were actually present at the meeting. The Mayor and Deputy Mayor must remain apolitical at all times, especially whilst performing official duties.

Protocol

The Mayor is the First Citizen of the town and should be prepared to take the lead in all matters of concern in the life of the town, e.g. an appeal, as well as leading civic events.

In the event of the Mayor being unable to attend any public function, they may request the Deputy Mayor takes their place. If the Deputy Mayor does this, suitable reimbursements from the Mayor's Allowance should be made to the Deputy Mayor. Should the Mayor, or Deputy acting as a substitute, wish to claim for monies not stipulated in the Mayor's Allowance, these should be discussed and agreed with the RFO prior to incurring them.

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The Mayor should not accept an invitation to attend, in his official capacity, a function in another town or parish, district or borough without the consent of the Chairman of the relevant Town or Parish Council and/or District/Borough Council. The Mayor should not, even when such consent has been obtained, wear the Mayor's chain of office without approval from the Mayor/Chairman of the town being visited. There is an agreement (renewable each year) with adjoining town & parish councils that the Mayor may wear the Mayor's chain of office.

The Mayor and Deputy Mayor's chain of office should be worn at Full Council meetings and whenever the Mayor or Deputy Mayor are on official business representing the residents and Council of Telscombe Town. As such, it is important that appropriate clothing be worn on such occasions and that the actions and opinions expressed by the Mayor/Deputy Mayor do not compromise their office. Civic chains should never be worn with military uniforms.

In the absence of the Mayor, the Deputy Mayor is entitled to the Mayor's right of precedence within the town.

In the course of the duty of being Mayor/Deputy Mayor gifts will sometimes be offered. Our Code of Conduct requires all Members including Mayors/Deputy Mayors to register gifts and hospitality worth more than £25. Such gifts and hospitality need to be registered at the Council office within 28 days of receipt.

All offers of gifts, favours or hospitality should be viewed with extreme caution. The Mayor is personally responsible for decisions connected with the acceptance of such offers AND for avoiding the risk of damage to public confidence in local government. Mayors should, therefore, bring before Council any offers that may compromise that position.

If the Mayor is requested to travel abroad as a representative of the Town, it must be agreed by full Council prior to commencement of travel.

Support for the Mayor

Office staff will keep the Mayor's diary of engagements and provide such administrative service as resources will permit. The Admin Assistant is the current point of contact and oversees all mayoral engagements and invitations. A weekly diary of events can be printed or access provided to an online diary if preferred.

Telscombe Town Council has agreed a Civic Allowance of £1,500 to help with the cost of office. See Appendix 1 for a list of agreed valid expenses.

An audit of all monies paid to the Mayor, or Deputy acting as representative, from the Mayor's Allowance should be made available for public scrutiny. At the end of the Mayor's term of office and after any outstanding payments to them from the Mayor's Allowance have been paid, if any monies remain in the Mayor's Allowance they should pass to general reserves. An outgoing Mayor cannot make claims on the Mayor's Allowance after the end of their term of office.

Mayor's Fundraising Monies

The Mayor can nominate a charity(ies), ~~**distribute funds via a grant scheme or may decide on a theme for fundraising during their term of office such as 'supporting young people', 'health & wellbeing' or 'environment & greenspaces'.**~~ This should be declared upon their election at the Annual Council meeting.

~~**In line with Council Policy, and as set out in the Mayor's Grant Policy, grants are to be made to groups/organisations, not individuals or businesses and agreed at a Policy & Resources committee meeting.**~~ In the interests of transparency and best practice and to avoid potential conflicts of interest, payments should not be made to a charity, group or organisation that has a Councillor member or Trustee. ~~**If a Mayor has declared a theme for fundraising, they should report proposed payments to a Policy & Resources committee meeting prior to the release of funds and again, in line with Council Policy, payments are to be made to groups/organisations and not individuals or businesses.**~~

All monies in the Mayor's charity fund must be allocated by the outgoing Mayor prior to the end of their term of office or they will be carried forward to the incoming Mayor's charity fund. An audit of all monies raised by anyone for the Mayor's Charity fund should be available for public scrutiny. All monies raised for the Mayor's Charity fund should be paid into that fund within five working days of receipt. If such monies are raised by individuals or bodies other than the Mayor, an official receipt of their presentation to the Mayor's Charity fund should be issued to the fundraiser.

Past Mayor's Badge

Past Mayors are given a badge in recognition of their service to the town. The cost of this is included in the Council's budgets. Any Insignia relating to past mayoral terms of office are personal mementos only and do not indicate any official representation of the Town or its Council. After the Mayor's term of office has ended, there will be no requirement to officially represent the Town or Council.

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Policy	Mayor's Policy
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	18th September 2024
Previous Adoption Dates	15th September 2021
Responsibility	Policy & Resources Committee and then adoption by Full Council

Appendix 1

Mayor's Allowance

Section 15(5) of the Local Government Act 1972 provides that Parish and Town Councils may pay its Mayor "for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable."

The Mayoral Allowance is expected to defray the cost associated with the office of Town Mayor and payments for the following are allowed:-

- Travelling to functions that the Mayor has been invited to in his/her capacity as Mayor
- Making monetary contributions to local charity and community organisations
- Supporting the Mayor's chosen charity/charities
- To cover tickets for events
- To cover other costs of attending functions, e.g. purchase of raffle/draw tickets
- To provide suitable outfits to wear to official functions
- Hospitality/reception costs
- One off events held by the Mayor

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AGENDA ITEM	13
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	To review and agree the Mayor's Handbook

1. INTRODUCTION

The Mayor's Handbook is due its 3 year review.

2. INFORMATION

Wording in the handbook has been updated to make it gender neutral, provide greater clarity and align with the updated Mayor's Policy, see Appendix H attached.

3. RECOMMENDATION

It is recommended to agree the updated Mayor's Handbook and that it be taken to full Council for approval and adoption.

4. FINANCIAL IMPLICATIONS

The Mayor's allowance is budgeted for annually.

5. ENVIRONMENTAL IMPACT

- Car sharing with officers, Councillors, or other attendees is an effective way to reduce fuel use and emissions and reduce parking congestion.

- Use digital invitations and e-cards instead of printed materials where possible.

Appendix H

TELSCOMBE TOWN COUNCIL

Mayor's Handbook

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o) Conduct	p5
p) Expected Events	p5

a) Introduction

The purpose of this Handbook is to provide the incoming Mayor and Deputy Mayor with an overview of their roles and to outline key expectations. It covers various aspects of the Mayoral year, including general guidance on the Mayor's duties, fundraising activities, and annual events. The document also includes information on protocol, financial arrangements, and the staff resources available to support Mayoral engagements.

While it does not aim to be exhaustive, the Handbook is intended to serve as a practical and informative reference throughout the Mayor's term of office. It will be reviewed and updated periodically.

b) The Mayor's Role

The Chair of Telscombe Town Council holds the title of Mayor of Telscombe. In this role, the Mayor serves as both the public representative and Chair of the Council, and is recognised as the First Citizen of the Town. Acting as an ambassador, the Mayor supports and promotes the Council's objectives within the local community. In return, residents place a high level of trust and respect in the Mayor, expecting them to carry out a wide range of duties on behalf of the Town.
The position is non-political, and the Mayor holds no greater authority than any other Councillor, aside from a casting vote when required. The Mayor cannot make decisions independently and must act in accordance with resolutions of the Council.

The Mayor, or in their absence the Deputy Mayor, will have the following responsibilities:

- To Chair Council meetings, ensuring that effective and lawful decisions are taken and, with the assistance of Officers, guide activities by managing the meetings of the Council giving all Councillors the opportunity to speak.
- Use a casting vote in the event of a tied vote.
- To attend internal meetings with Council representatives & officers.
- To focus their activities on the communities of the Town and, by focusing on the Council's priorities, strengthen its links between those communities and the Council.
- To promote the Town at official functions and at such functions represent views of the Council and not personal views.
- If necessary, call an extraordinary meeting of the Council subject to provisions in the Council's Standing Orders.
- Attend and represent the Council at Telscombe Town Council events.
- To lead on fundraising activities for the Mayor's chosen charity/charities.

The Mayor and Deputy will undertake chairmanship as soon as elected into office. The Mayor and Deputy Mayor will be full voting ex-officio members of all Committees and Sub-Committees.

c) Election of Mayor

Sections 15 & 34 of Local Government Act 1972 require local Councils to select a Mayor (from elected members of the Council) as the first business to be transacted at the Annual Council meeting. The person presiding at the Annual Council meeting must give a casting vote in the event of any equality of votes for the election of the new Mayor.

In addition to the Declaration of Acceptance of Office as a Councillor of Telscombe Town Council, at the meeting at which the Mayor is elected they must sign a Declaration of Acceptance to the Office of Mayor of Telscombe.

The term of office will be for 1 year only, subject to approval by Full Council. However, a Mayor can choose to re-stand as the Mayor the following year if they so wish. Unless they have resigned or been disqualified, the outgoing Mayor continues in the post until their successor has been chosen and made a valid declaration of office. The outgoing Mayor will, if present, preside at the meeting to elect their successor. If the outgoing Mayor is not present, the Deputy Mayor shall preside at the meeting to elect the successor. If neither the outgoing Mayor or Deputy Mayor are present, the members present shall elect another member of the Council to preside.

The Mayor may appoint a Mayor's Consort(s) to accompany and assist at engagements.

d) Deputy Mayor

The Deputy Mayor will be elected at the Annual Council meeting held in May. This position is only activated when the Mayor is unavailable and it is the Mayor's decision whether an engagement should be offered to the Deputy Mayor.

On the rare occasions when the Deputy Mayor is invited to a function in their own right, there should be a clear procedure whereby the invitation is shown informally to the Mayor for agreement, in order that there is no misunderstanding.

The Deputy Mayor does not wear their chain of office when the Mayor is attending the same function.

e) Chain of Office

The Chain of Office should only be worn when the Mayor is carrying out official duties in their role as Mayor. It may also be worn at events within the Town where a formal invitation has been received and the Mayor and Town Council consider it appropriate, based on the nature of the occasion and the expectations of those attending.

When attending an event within another Mayor's boundary, that Mayor's permission must be given for the wearing of the Chain and worn when invited to do so. If this permission is not forthcoming, the Chain of Office cannot be worn.

The Mayor is responsible for the Chain during their term of office. It is insured by the Town Council, but the Mayor must ensure that it is kept safely so that it does not get damaged and should only be worn for official duties organised by the Council office.

Outgoing Mayors will be presented with a 'Past Mayors Badge' on completion of a full term of office, unless they are re-elected as Mayor.

The Deputy Mayor will wear his/her Chain of Office whilst deputising for the Mayor.

f) Dress Code

The Mayor and Deputy Mayor should maintain a consistently professional and well-presented appearance at all engagements.

g) Political Activities

The role of Mayor is strictly non-political, and the office must remain impartial at all times. The Mayor should not make political statements, attend political events in an official capacity, or refer to political matters in conversation or speeches.

Throughout their term of office, the Mayor must not undertake canvassing, distribute leaflets, or participate in any form of electioneering.

h) Promotion of the Council

The office of Mayor provides an important opportunity to strengthen relationships within the local community. The Mayor serves as an ambassador for the Town, promoting it to the wider community. This role may be fulfilled in a variety of ways, including attending events organised by external bodies as the Council's official representative, and leading the organisation and hosting of events that raise funds, recognise community achievement or service, and foster stronger relationships and understanding among local organisations.

The Mayor is expected to take a leading role in organising fundraising events for their nominated charities or fundraising focus. The Administrative Assistant will provide support, including issuing press releases and promotional materials, however, this support is limited due to the part-time nature of the role.

i) Managing External Engagements

The Admin Assistant is responsible for managing the Mayor's diary. Following the Mayor's election in May, a meeting will be arranged to agree preferred methods of communication regarding appointments.

All invitations should be directed through the Admin Assistant to ensure the diary is maintained accurately. The Mayor should also inform the Admin Assistant of any invitations received or responded to directly.

A standard Mayoral Engagements Form will be used to gather all necessary information in relation to the Mayor's attendance at events.

j) Website / Social Media

Administrative staff will be responsible for updating the Council website with relevant Mayoral information and for publishing posts on the Council's Facebook page. All content must remain non-political and reflect the civic nature of the Mayoral role.

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Posts should focus on the Mayor's official engagements, including events hosted and attended, as well as the Mayor's nominated charity or charities. Content should be presented in a professional, informative, and consistent manner, reflecting the dignity of the office.

k) Mayor's Allowance

Section 15(5) of the Local Government Act 1972 permits a Town Council to provide the Mayor with an allowance "for the purpose of enabling him/her to meet the expenses of his/her office such allowance as the Council think reasonable." The Mayoral Allowance is intended to cover costs associated with the office of Town Mayor, including printing, travel, refreshments, and similar expenses.

Telscombe Town Council recognises the importance of providing a Mayor's Allowance to support the expectations of the office and has allocated £1,500 within the annual budget for this purpose. All expenditure is recorded and administered by the Responsible Financial Officer (RFO). Approved expenditure is set out in the Mayor's Policy. It is essential that the use of the allowance is appropriate and capable of withstanding public scrutiny.

l) Gifts

When the Mayor attends an event to which they have been invited, they may receive a token of appreciation. It should be noted that, in accordance with the Code of Conduct, any gift exceeding a value of £25 must be declared in writing to the Town Council Office within 28 days of receipt.

On occasion, the Mayor may also be required to present civic gifts. Any such expenditure will be met from the Mayor's Allowance budget.

m) Mayor's Charities

If the Mayor decides they wish to support a charity and/or local projects during their term of office, they should ensure that the charity is non-political and non-discriminatory and should benefit residents of the Town. Monies must not be donated to profit making businesses established for that purpose and full details are contained in the Mayor's Policy.

n) Mayor's Christmas Card

The Administrative Assistant will liaise with the Mayor regarding the preparation and distribution of the Mayor's Christmas card. In the interests of the environment, the Mayor may choose to send either printed cards or electronic cards (e-cards).

o) Conduct

When carrying out official duties, the Mayor serves as the public face of the Council. While it is appropriate to be warm and approachable, the dignity of the office must be upheld at all times and behaviour that could undermine the role or give rise to criticism should be avoided.

p) Expected Events

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Civic Service

It is usual for the Mayors to have a Civic Service around the start of their Mayoral year. This service is usually held at a local church of the Mayor's choice.

***Note**: As this is traditionally a religious event, a Mayor who does not follow the Christian faith, or who has no religious affiliation, may choose not to hold this service. In such circumstances, an alternative event may be arranged to provide an opportunity for the public to meet the new Mayor. Suitable options will be discussed and agreed with the Mayor.*

Bingo Sessions

The bingo sessions which raise money for the Mayor's charity fund are held on the last Friday of each month at Telscombe Civic Centre. The Mayor will be required to attend as many of these sessions as possible.

Armed Forces Day

The Council holds a flag raising event at the Telscombe Civic Centre followed by tea and biscuits.

Merchant Navy Day

The Council holds a flag raising event at the Telscombe Civic Centre followed by tea and biscuits.

Remembrance Sunday

Events are held locally and the Mayor normally lays a wreath following a parade and service held at the Peacehaven and Telscombe War Memorial on the Sunday nearest the 11th November.

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Policy	Mayor's Handbook
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	tba
Previous Adoption Dates	17th May 2023
Responsibility	Policy & Resources Committee and then adoption by Full Council

AGENDA ITEM	14
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	To review and agree the Mayor's Grants Policy

1. INTRODUCTION

The Mayor's Grants Policy is due a review.

2. INFORMATION

The policy, see Appendix I attached, reflects the wording of the Council's grant application policy. Notwithstanding this, the maximum award permitted under this policy is £250, compared to £500 under the Council's general grants policy.

3. RECOMMENDATION

In line with the recommendation under agenda item 12 that the Mayor should nominate one or more charities at the beginning of their term of office, it is recommended that the existing grants policy be discontinued as it is no longer aligned with the proposed approach to mayoral fundraising.

If the recommendation under agenda item 12 was not approved, the Council may therefore wish to review and determine an appropriate maximum award under the grants policy, particularly as funding comes from the Mayor's charity fundraising monies.

4. FINANCIAL IMPLICATIONS

If the grant scheme for the Mayor's fundraising is agreed, the grants are paid from the Mayor's charity fundraising monies and so will be dependent upon the amount that has been raised.

5. ENVIRONMENTAL IMPACT

n/a

Appendix I

TELSCOMBE TOWN COUNCIL

Mayor's Grants Policy

The Council is committed through this policy, to promote Telscombe Town as a vibrant, active and sustainable community and contribute to the development of projects and services that benefit that community. In so doing, the Council is aware of its responsibility for the Mayor's charity fundraising monies and for the distribution of these funds to be managed in accordance with proper standards. A grant payment will only be made for the specific purpose for which it was granted.

Financial grants of up to £250 per financial year will be awarded by the Policy & Resources or Grants Sub-Committee at meetings throughout a financial year. Each application will be judged on its individual merits and the final decision lies with the Committee. The Council will award a grant at a figure it considers suitable, not necessarily the figure requested.

To be eligible to apply for a grant from the Mayor of Telscombe's charity fund, the applicant must be able to provide and/or meet all of the following criteria:

i. Voluntary/community group or registered charity which provides a service or activity for the benefit of the residents of Telscombe Town.
ii. A bank account held in the name of the group.
iii. A copy of their latest annual accounts.

Applications without the necessary supporting documentation will not be considered.

The following **are not** eligible:- businesses, individuals or political parties. In the interests of transparency and best practice and to avoid potential conflicts of interest, payments should not be made to a charity, group or organisation that has a Councillor member or Trustee.

An application form is available from the Council office. Please do not leave any boxes on the application form blank.

Grants will normally be paid via an online bank transfer, addressed to the name specified on the application form. The Council will not make payments to individuals.

The Council will publicise the availability of grants through its newsletter and website and may detail in its Annual Report, website and through social media the grant payments made and to whom.

The payment is made subject to the money being spent on the specific reason claimed for in the application form. We therefore request a report from the recipient at the end of the project.

Policy	Mayor's Grants Policy
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	TBA
Previous Adoption Dates	15th September 2021
Responsibility	Policy & Resources Committee and then adoption by Full Council

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AGENDA ITEM	15
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	To agree proposed Mayor's grants from her fundraising monies

1. INTRODUCTION

The Mayor invited grant applications from local community groups and charities, based on the theme for her term of office of the environment.

2. INFORMATION

Several applications were received and these were recently considered by the Mayor, Deputy Mayor and last year's past Mayor, Cllr O'Connor. Applications were shortlisted as follows:-

The Joff Youth Club
£400 – Raised planters for growing vegetables.
£900 towards a shelter with solar panels to enable young people to make more use of the outside area.

South Coast Sussex Gull Advice/Resource Network (SCARN)
£500 for running costs to enable the group to rescue and rehabilitate injured gulls.

Peacehaven Community School
£676.73 For wildlife camera & binoculars to enable students to monitor the wildlife around the school and tree guards to protect some trees recently planted.

Develop Outdoors CIC £755 For a Bokashi Bin and Jora composter to turn food waste into usable soil for their vegetable growing project by the new poly tunnel.

SNEEK CIC (Sustainability, Nature, Environment, Education, Knowledge)
£359 For swift boxes and their installation at the Joff for the benefit of the young people who are involved in the project - and the swifts!

3. RECOMMENDATION

It is recommended to approve the grant payments. Increasing the amount allowed for payment under the Mayor's Grants Policy will have been considered earlier in this meeting and the amounts should therefore fall within any revised agreed limits.

4. FINANCIAL IMPLICATIONS

The Mayor currently has just over £6,300 in her fundraising account and the proposed grants amount to £3,590.73. The Mayor will consider distribution of the remaining funds appropriately.

5. ENVIRONMENTAL IMPACT

The Mayor's grants were considered in the context of the Mayor's environmental theme, with particular emphasis on supporting projects that promote sustainability, environmental improvement, and community awareness.

AGENDA ITEM	16
REPORT TO	Policy & Resources Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	To agree to release funds to Citizens Advice for 2026/27 financial year

1. INTRODUCTION

Telscombe Town Council pays an annual grant to the Citizens Advice and the amounts for the last few years are as follows:-

2015/16, 2016/17 & 2017/18 - £3,325
2018/19 & 2019/20 - £3,490 (approx. 5% increase)
2020/21 - £3,660 (approx. 5% increase)
2021/22 - £3,845 (approx. 5% increase)
2022/23 - £3,960 (approx. 3% increase)
2023/24 - £4,080 (approx. 3% increase)
2024/25 - £4,240 (approx. 4% increase)
2025/26 - £4,410 (approx. 4% increase)

At the full Council meeting on 19th November 2025, an approximate increase of 4% to £4,585 was agreed for the 2026/27 financial year.

2. INFORMATION

The Citizens Advice cancelled the drop-in sessions that were held for many years at the Civic Centre. However, there is still a session in Peacehaven and they regularly send through statistics on how they have helped local residents. The latest report covering October 2025 to March 2026 is attached, appendix J.

Highlight figures for the reporting include:-

- 59 residents supported
- With 155 differing issues
- 66% of people were disabled or had long term health conditions
- Over £8,000 in income gains or debts written off
- PIP was the biggest benefit issue
- Benefits and housing were the two biggest areas of need

We have also been sent a selection of case studies and CAB's latest Research and Campaigns Report, as well as a summary report of an innovative pilot project they have just delivered which combined Advice First Aid with digital inclusion support. The project addressed a clear unmet need and proved to be both highly effective and impactful in its delivery.

I have also been sent a report on the annual review of their Autism Advice Service, which delivers specialist advice to autistic adults across Lewes District and Brighton & Hove. All the reports can be forwarded to Councillors who would like to see them.

3. RECOMMENDATION

It is recommended to agree to release the agreed contribution of £4,585 to the Citizens Advice for the 2026-27 financial year.

4. FINANCIAL IMPLICATIONS

The amount of £4,585 has been allowed for in the 2026/27 budget.

Appendix J

Key Statistics

Lewes District (member) 01/10/2025 30/03/2026

citizens advice

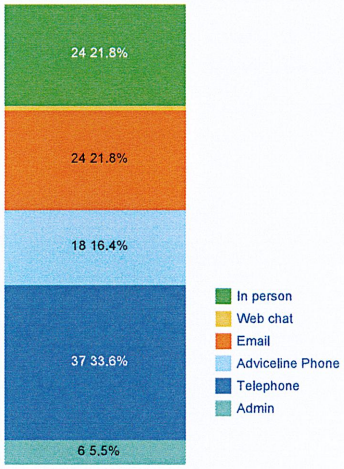
Summary

Clients	59
Quick client contacts	
Issues	155
Activities	110
Cases	68

Outcomes

Other	£8,236

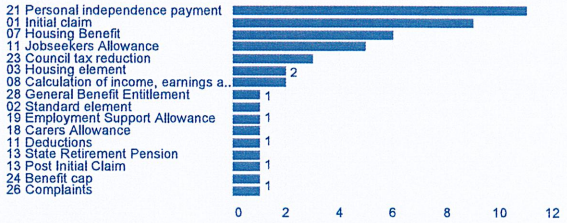
Channel



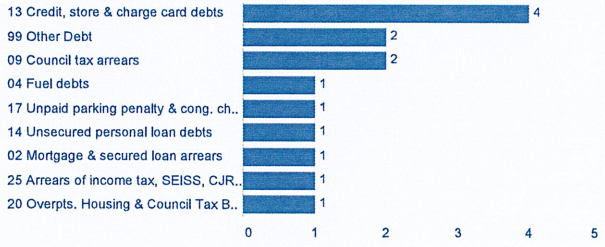
Issues

	Issues	Clients
Benefits & tax credits	31	18
Benefits Universal Credit	16	10
Charitable Support & Food Ban..	9	6
Consumer goods & services	6	4
Debt	14	7
Education	1	1
Employment	10	6
Financial services & capability	5	4
GVA & Hate Crime	1	1
Health & community care	9	4
Housing	20	13
Immigration & asylum	4	2
Legal	6	6
Other	2	1
Relationships & family	8	6
Tax	2	2
Travel & transport	1	1
Utilities & communications	10	3
Grand Total	**155**	

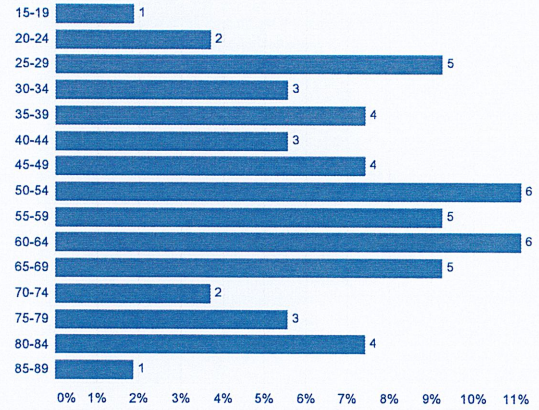
Top benefit issues



Top debt issues



Age



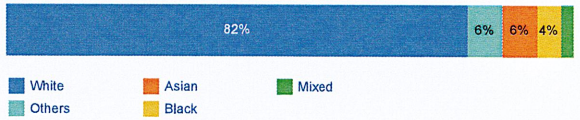
Gender



Disability / Long-term health



Ethnicity



AGENDA ITEM	17
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	Update on Tye gates and fencing and agree way forward

1. INTRODUCTION

There was discussion at the last meeting regarding the removal of fencing by an unknown person on the Tye adjacent to land in Tye Close, construction of a concrete filled trench and Heras fencing being erected on the Tye. As agreed, a letter was sent to the land-owners agent but no response was received and I contacted NALC's legal team for advice.

2. INFORMATION

Tye Close

NALC advised that each party's land touches the adjacent party's land so the boundary is a line with no actual width. They have set out the basic rules in relation to fencing, which they advised could be quite complicated, assuming that the fencing is not on any specific land, as follows:-

'The first issue is whether there is any documentation that sets out the responsibilities for fencing. It is unlikely for the common land, but the neighbours' properties may have something in their title deeds (or Land Registry entries) to indicate which boundaries they are responsible for. If there is any such information, that answers the question.

If there is no documentary evidence, the next issue is previous practice. If a neighbour has maintained a fence at his/her property, then they will continue to be responsible for maintenance. This is especially true the longer that the neighbour has undertaken maintenance.

If none of the above apply, then the party that erected the fencing will normally be responsible for its maintenance.

Whoever is responsible for the maintenance has discretion as to the amount of maintenance that they undertake. There is no duty to maintain unless the fencing has become a danger or the landowner has had a specific duty to maintain placed upon them. This duty may be a term in a lease or other document regarding the land.

In respect of the neighbour who is removing some fencing put up by the Council, they have no right to do that unless the fencing is actually sited on their land. The Council can require the neighbour to put the fencing back and, if they refuse, could take a legal action to force the reinstatement of the fencing. The removal of the fencing is mentioned in relation to a planning permission, but such permission does not give a right to remove the property of another or to enter land belonging to another without permission. However, as the

Council's land in question is common land, the neighbour may well have a right of entry anyway but that does not give them a right to remove fencing.'

Fencing near to Gate 12/cattle grid

The resident of St Michaels has contacted me to advise that a small area of fencing near to gate 12 and the cattle grid has deteriorated to such an extent that it needs replacing – see photo at the end of this report. He said he has been maintaining it in the past, but it has now got to the stage where replacement is needed - ten posts and 20 rails but the stock-proof wire is still in good condition and can be re-used. He advised if we were to purchase the posts and rails, he would be willing to undertake the work.

Fencing Inspection Reports

The latest inspection undertaken by J Tovey Garden Services has highlighted a loose and wobbly post at gates 5 and 10. Gate 5 is an area we have agreed to maintain, but gate 10 isn't. The inspection also noted an area of post and wire fencing which is down just above gate 8, behind some properties in Lewes/Ifield Close and an area further north past gate 10, bordering adjacent farmland. Again, these are areas we have not agreed to maintain.

3. RECOMMENDATION

Tye Close

It is recommended to consider what action to take, including if we instruct a solicitor to contact the land owner regarding removal of the Council's fencing.

Fencing near to gate 12 / cattle grid

It is recommended to consider whether repairs are undertaken and if so, how to progress.

Fencing Inspection Reports

It is recommended to have the post at gate 5 replaced and to consider repairs to the other areas mentioned above.

4. FINANCIAL IMPLICATIONS

There will be financial implications if we instruct a solicitor and if fence repairs are undertaken.

We have a budget of £2,500 and an earmarked reserve of just over £47,000 for Telscombe Tye. We also have a budget of £1,000 and an earmarked reserve of just over £5,500 for legal fees.

5. ENVIRONMENTAL IMPACT

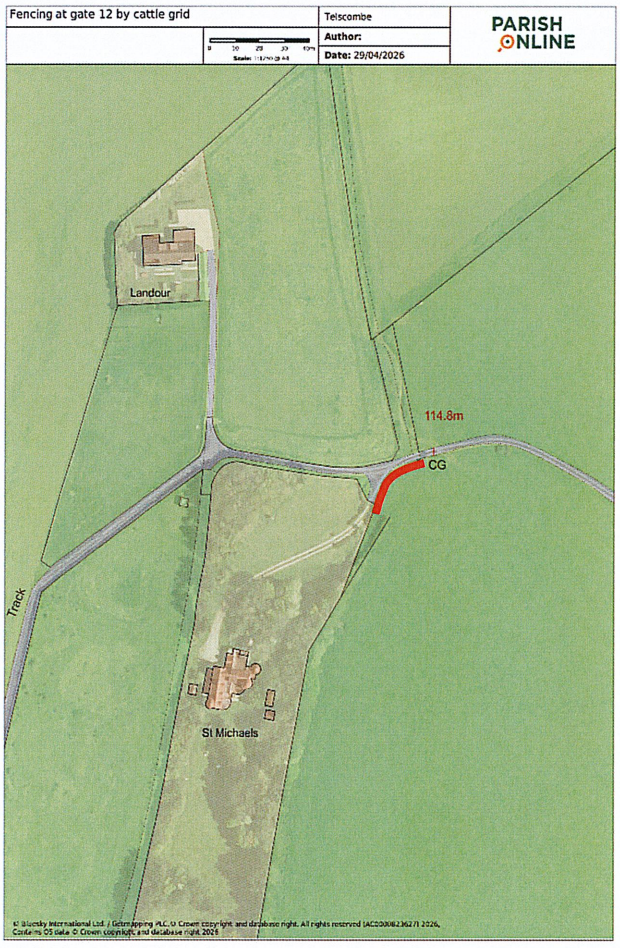
Repair of fencing will ensure livestock control.
Wooden fencing is made from a renewable resource.

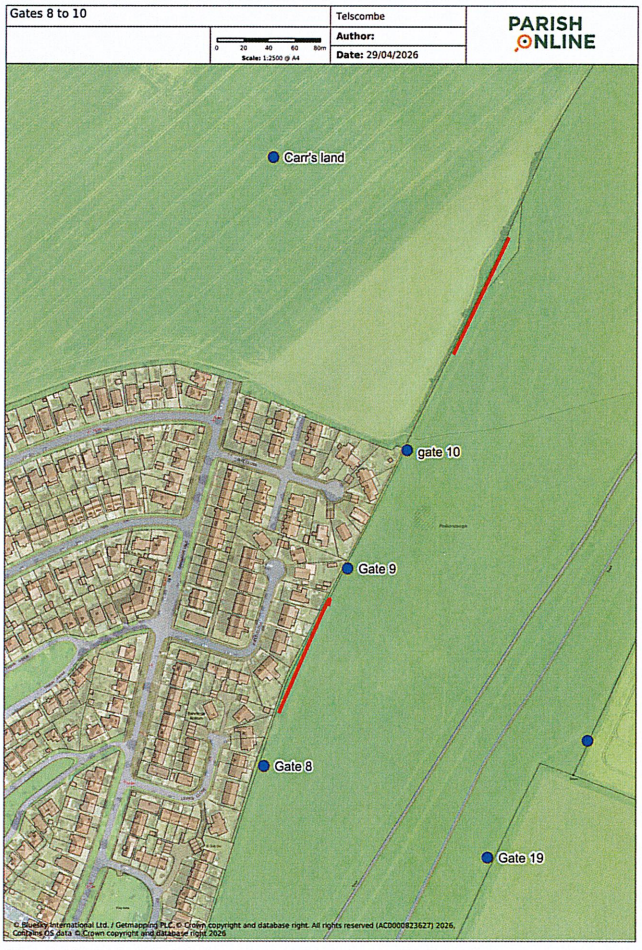
Location maps are on next page.

Photo of fencing near gate 12 / cattle grid:-



Location maps:-





AGENDA ITEM	18
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	To consider new Telscombe Tye Fencing & Gate Maintenance Policy

1. INTRODUCTION

At previous meetings of the Council and the Policy & Resources (P&R) Committee, decisions have been made regarding which areas of fencing and gates on Telscombe Tye the Council will maintain. However, these decisions have not previously been consolidated into a formal policy.

2. INFORMATION

For reasons of transparency, consistency and ease of reference, it is considered good practice to formalise these previously agreed arrangements into an adopted policy.

A draft Fencing & Gate Maintenance Policy for Telscombe Tye has therefore been prepared, Appendix K. This document reflects the decisions already made by both the P&R Committee and Full Council regarding the areas of responsibility for fencing and gate maintenance.

Adopting a formal policy will:

- Provide clarity for Councillors, Officers, and residents
- Ensure consistency in decision-making
- Support accountability and good governance
- Create a clear reference point for future discussions and queries

3. RECOMMENDATION

It is recommended that the draft Fencing & Gate Maintenance Policy for Telscombe Tye be agreed by the Committee and taken to the next Full Council meeting for formal adoption.

4. FINANCIAL IMPLICATIONS

There will be financial implications for gate and fencing repairs, but the Council has both a budget line and earmarked reserve for Telscombe Tye.

5. ENVIRONMENTAL IMPACT

Repair of fencing will ensure livestock control.
Wooden fencing is made from a renewable resource.

TELSCOMBE TOWN COUNCIL

Telscombe Tye Fencing & Gate Maintenance Policy

1. Purpose

This policy sets out Telscombe Town Council's approach to the inspection, maintenance and repair of fencing and gates on Telscombe Tye, an area of common land owned by the Council. The aim is to ensure a consistent, transparent, and sustainable approach to asset management while balancing financial and operational constraints.

2. Scope

This policy applies to all fencing and gates located on Telscombe Tye that fall under the ownership and responsibility of Telscombe Town Council.

3. Designated Maintenance Areas

The Council has determined that routine inspection, maintenance and repair will be prioritised and ordinarily limited to the following locations:

- Along Gorham Way extending north to behind Highview Road properties
- Along the South Coast Road
- Gates 3 to 6, including the fencing immediately adjacent to these gates
- Fencing surrounding the dew pond

These areas are considered priority due to factors such as public safety, access, boundary definition and usage levels.

4. Maintenance Responsibilities

Within the designated areas, the Council will:

- Undertake periodic inspections of fencing and gates
- Carry out necessary repairs to maintain safety and functionality
- Replace fencing or gates where repair is no longer viable, subject to budget availability
- Ensure gates remain operational and safe for public use

5. Non-Designated Areas

Fencing and gates outside the designated maintenance areas will not be subject to routine maintenance. However, the Council may consider repairs or interventions in these areas on a case-by-case basis, taking into account:

- Public safety risks
- Legal obligations
- Environmental or ecological considerations
- Available budget and resources

draft

- Level of public use or community impact

Requests for repairs in non-designated areas may be submitted to the Council for consideration.

6. Inspections

- Inspections of designated areas will be carried out at intervals determined by the Council (e.g., monthly or as resources allow).
- Additional inspections may be triggered by reports from members of the public, Councillors, or Council Officers.

7. Reporting Issues

Members of the public are encouraged to report damaged or unsafe fencing and gates. Reports should include:

- Location details
- Description of the issue
- Any immediate safety concerns

8. Budget and Resources

All maintenance and repair works are subject to the Council's approved budget. The Council will prioritise works within designated areas when allocating resources.

draft

Policy	Telscombe Tye Fencing Maintenance
Review Cycle	Every 3 years, or earlier in the event of legislative changes, budget considerations or operational needs
Date Last Adopted	tba
Previous Adoption Dates	n/a
Responsibility	Policy & Resources Committee and then adoption by Full Council

AGENDA ITEM	19
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	To consider cutting of Telscombe Tye

1. INTRODUCTION

Historically, the southern area of the Tye was cut between August and September, following the ground-nesting bird season. To prevent the mulching effect, which had contributed to a decline in wildflower population, all cuttings were collected and removed. The cutting was undertaken to comply with the requirements of a Higher Level Stewardship (HLS) agreement, which ended several years ago.

2. INFORMATION

Due to particularly dry conditions in 2022, 2023 and 2025, it was agreed to implement a firebreak cut. In 2022 this involved cutting a strip approximately three swathes wide (around 10 metres) along the western boundary, extending to the end of the properties in East Saltdean. Similar measures were carried out in 2023 and 2025 and in addition, cutting on the eastern boundary adjoining properties in Gorham Way and Highview Road, as indicated in red on the accompanying map, Appendix L, was undertaken.

The northern area has not previously been subject to cutting and typically remains at a manageable height. While the southern section can become overgrown, the main pathways are kept clear due to regular public use.

This matter has therefore been placed on the agenda for consideration as to whether a firebreak cut should be undertaken in 2026. There has been limited interest when the grass cutting contract has been put out to tender, and two companies that previously undertook this work have since ceased trading. As a result, there is some uncertainty as to whether sufficient quotations can be obtained for any possible future cutting works.

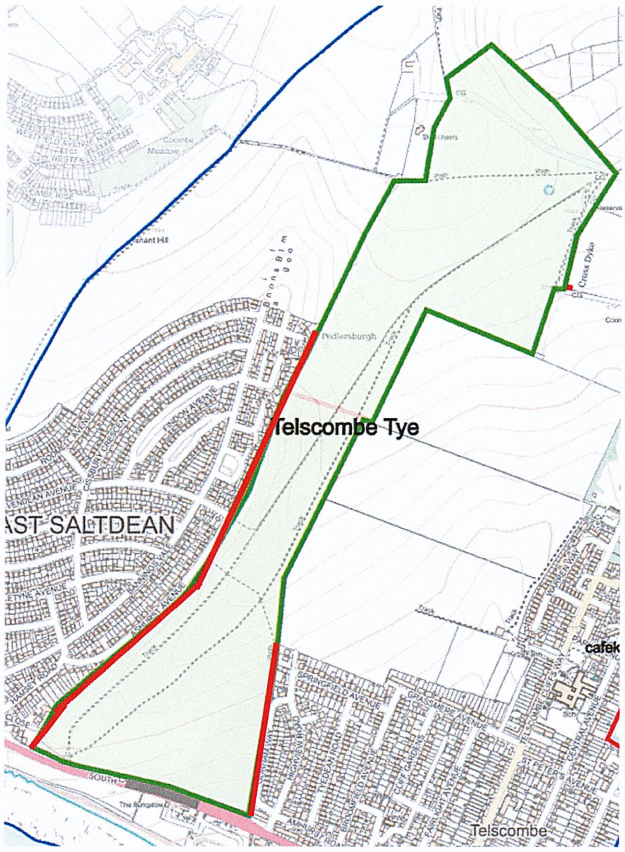
3. RECOMMENDATION

It is recommended to consider if we want to have any areas of the Tye cut after the ground nesting bird season has finished (July), just a fire break cut as marked in red on the attached map, or no cut.

4. FINANCIAL IMPLICATIONS

In 2025 the cost was £350 to have a fire break cut on both sides adjacent to properties. We have a general budget for the Tye of £2,500 and an earmarked reserve of just over £47,000.

APPENDIX L



AGENDA ITEM	20
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	6th May 2026
SUBJECT	To consider participating in Lewes District Council's Climate and Nature Adaptation Project

1. INTRODUCTION

Lewes District Climate and Nature Strategy is committed to enable communities to adapt to our changing climate. By working within communities there is an opportunity to identify vulnerabilities specific to our area and/or organisation.

2. INFORMATION

In September last year Lewes District Council invited local Councils to attend a Climate and Nature Annual Partnership event. Cllrs Clarkson, Sharkey and Gallagher attended. It was an opportunity to celebrate the success of the community and share learning ideas with others. It covered topics such as climate change and adaptation; building biodiversity & food and it also showcased case studies. At that event the local Adaptation Project was introduced.

LDC are now holding a launch of the Adaptation Project in the first week of June which will enable Councils to find out how it works and how they can get involved if they want to.

3. RECOMMENDATION

Cllr Clarkson is happy to attend the meeting and it is recommended that he attends and brings back information to a future committee meeting to decide how and if we want to get involved. Cllr Gallagher would also like to continue to be involved.

4. FINANCIAL IMPLICATIONS

Unknown at this stage.

5. ENVIRONMENTAL IMPACT

- Reduced carbon emissions through actions supporting net zero targets, including energy efficiency and renewable energy uptake
- Improved biodiversity via habitat restoration, changes to land management (e.g. reduced mowing, wildflower recovery), and nature-based solutions
- Greater climate resilience by preparing for flooding, drought, heatwaves, and coastal erosion