



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Policy & Resources Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 6<sup>th</sup> May 2026** at 7.30 pm.

**Committee Members Present:** Cllrs C Clarkson *Chair*, C Gallagher, L O’Connor, B Page & C Robinson

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

## **2002. PUBLIC QUESTION TIME**

There were no public present.

## **2003. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllrs Judd, Lawrie and Watts who were away. These reasons for absence were accepted. Cllr Sharkey has been granted leave of absence until the end of May 2026.

## **2004. TO RECEIVE MEMBERS’ DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

None.

## **2005. TO APPROVE & SIGN MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 4<sup>th</sup> MARCH 2026**

It was proposed by Cllr O’Connor, seconded by Cllr Robinson and unanimously **RESOLVED** that the minutes of the meeting held on 4<sup>th</sup> March 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

## **2006. 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 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. <i>Works are complete.</i>	Complete
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. <i>May 2026 - Still awaiting contact.</i>	July 2026



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## 2006. 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
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

## 2007. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31<sup>ST</sup> MARCH 2026

The full income and expenditure printouts to 31<sup>st</sup> March 2026 showing the budget lines for the Committee were discussed. They detailed the budget and year to date spend. The actual year-end figures at 31<sup>st</sup> March 2026 were income of £336,752 which slightly exceeded expectations at 103% and expenditure was £205,220 representing 91.5% of the approved budget, indicating prudent cost control. The Committee were pleased to note that year-end expenditure was comfortably within budget, while income slightly exceeded expectations due to higher interest received.

## 2008. TO APPROVE THE BANK RECONCILIATION TO 31<sup>ST</sup> MARCH 2026

The bank reconciliations covering January to March 2026 and all associated paperwork were checked by Cllr Williamson on 23<sup>rd</sup> April 2026. Everything was in order and he signed all the documentation. It was proposed by Cllr Page, seconded by Cllr Gallagher unanimously **RECOMMENDED** to agree the reconciliation.



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## 2009. BUSINESS PLAN REVIEW

Following discussion it was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that item number 1 'Value for Money Review', should be removed and recommended that it be added to the Full Council section and that the remaining items are updated to show actions that have been carried out.

## 2010. TO NOTE COMPLAINTS RELATING TO THIS COMMITTEE

The complaints were noted by the Committee.

## 2011. TO REVIEW AND AGREE THE COMMITTEE TERMS OF REFERENCE & DELEGATION SCHEME

It was proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RECOMMENDED** to approve the updated Committee Terms of Reference & Delegation Scheme showing slightly amended wording in the opening paragraph, membership for the Policy & Resources committee to be brought in line with other committees at minimum 8 and maximum 9 and that the document be taken to full Council for adoption.

## 2012. TO REVIEW AND AGREE FINANCIAL REGULATIONS

It was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to approve the updated Financial Regulations with the following amendments:- (a) Regulation 6.9.iv (p 8) to increase this amount to £615,000 and add the wording '*Transfer of funds to be invested shall be reported to Councillor signatories at the time of the transaction*'; (b) 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; (c) that the updated document is taken to full Council for adoption.

## 2013. TO REVIEW AND AGREE THE MAYOR & DEPUTY MAYOR'S POLICY

There was discussion surrounding the proposed amendments which provide greater transparency, accountability and clarity for events and communications. It was proposed by Cllr O'Connor, seconded by Cllr Page and unanimously **RECOMMENDED** to approve the updated wording in the Policy to include that the primary and expected approach for the Mayor's fundraising should be for the Mayor to nominate and announce at least one charity at the start of their term with a maximum of 3 to be announced with 3 months; that the grant-based and thematic approach be removed; that wording is added that the Mayor cannot be a co-opted member and that the updated Policy be taken to full Council for adoption. A half yearly report will be taken to Committee on the Mayor's fundraising activities.

## 2014. TO REVIEW AND AGREE THE MAYOR'S HANDBOOK

It was proposed by Cllr Robinson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to approve the updated wording in the handbook making it gender neutral, providing greater clarity and alignment with the updated Mayor's Policy; that wording is added that the Mayor cannot be a co-opted member and that the document be taken to full Council for adoption.

## 2015. TO REVIEW AND AGREE THE MAYOR'S GRANTS POLICY

It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED**



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## 2015. To review and agree the Mayor's Grants Policy (Contd)

that the Mayor's Grants Policy be discontinued from the new Municipal year and that the proposal is taken to full Council for approval.

## 2016. TO AGREE PROPOSED MAYOR'S GRANTS FROM THEIR FUNDRAISING MONIES

The Committee noted that the Mayor's Grants Policy's current limit is historic and no longer reflective of available balances and that the Mayor's fundraising account comprises monies raised through civic fundraising activities and does not form part of Council funds. It was therefore proposed by Cllr O'Connor seconded by Cllr Page and unanimously **RECOMMENDED** that in light of these factors, the Mayor be permitted to award grants in excess of the current policy limit from the Mayor's fundraising monies as follows:-

The Joff Youth Club - £400 for 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!

## 2017. TO AGREE TO RELEASE APPROVED FUNDS TO THE CITIZENS ADVICE

At the full Council meeting on 19<sup>th</sup> November 2025 an approximate increase of 4% to £4,585 was agreed as a contribution to the Citizens Advice for the 2026/27 financial year. It was therefore proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RECOMMENDED** to release the sum of £4,585 to the Citizens Advice.

## 2018. UPDATE ON TYE GATES AND FENCING AND AGREE WAY FORWARD

There was lengthy discussion regarding various aspects of the Tye fencing and the best approach to take. Previous Council recommendations were taken into account and separate proposals made for different areas as follows:-

Tye Close – As no response had been received from the landowner or their agent and bearing in mind advice given by the NALC legal team, it was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to seek legal advice on the unauthorised removal of Council owned fencing.

Fencing near to gate 12/cattle grid – As this area has not been highlighted on Tye fencing inspection reports as failing and is not an area the Council has agreed to maintain, it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** not to undertake repairs



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## **2018. UPDATE ON TYE GATES AND FENCING AND AGREE WAY FORWARD**

at this time and that the resident be informed that the Council do not authorise them to undertake repairs on behalf of the Council.

Gates 5, 10 and fencing above gates 8 and 10 as listed on the inspection reports – It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and **RECOMMENDED** by a majority that repair or replacement of the post at gate 5 is carried out; that in accordance with previous Council decisions no repair is undertaken to the post at gate 10 and or to fencing north of gates 8 and 10. Cllr Gallagher abstained.

## **2019. TO AGREE NEW TELSCOMBE TYE FENCING & GATES MAINTENANCE POLICY**

For reasons of transparency, consistency and ease of reference, a Tye Fencing & Gates Maintenance Policy had been drawn up to formalise previously agreed arrangements. It was therefore proposed by Cllr O'Connor, seconded by Cllr Page and unanimously **RECOMMENDED** to agree the new Telscombe Tye Fencing & Gates Maintenance Policy and that the document be taken to Full Council for adoption.

## **2020. TO CONSIDER CUTTING OF TELSCOMBE TYE**

Following discussion as to the best way forward, it was proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RECOMMENDED** to get quotes for a fire break cut approximately 10 metres wide along the western boundary extending north to the end of properties in East Saltdean and on the eastern boundary adjacent to properties in Gorham Way and Highview Road.

## **2021. TO CONSIDER PARTICIPATING IN LEWES DISTRICT COUNCIL'S CLIMATE AND NATURE ADAPTATION PROJECT**

It was noted that in September last year Lewes District Council (LDC) invited local Councils to attend a Climate and Nature Annual Partnership event. Cllrs Clarkson, Sharkey and Gallagher attended. 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. It was therefore proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree for Cllrs Clarkson & Gallagher to attend the launch event and bring back further information to the next Committee meeting for consideration.

## **2022. URGENT MATTERS AT THE DISCRETION OF THE CHAIR FOR NOTING OR INCLUSION ON A FUTURE AGENDA**

The Town Clerk advised that she had recently been notified by Lewes District Council of a price increase for all joint and/or dog bins to £6.34 per empty. For the bins on the Tye it represented a large increase of 110% for the joint bin and 5.5% for the dog bins. The larger increase had not been anticipated and it would mean there would be a budget overspend at year end of approximately 135. This was noted by the Committee and it was **agreed** for an item to be placed on the next meeting agenda.



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## 2022. Urgent matters at the discretion of the Chair for noting or inclusion on a future agenda (Contd)

There were no other urgent matters and no further business.

The meeting was therefore closed at 9.05pm.

Signed, Chair .....

*Date for next meeting of the Committee – Wednesday 8<sup>th</sup> July 2026*

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