



TELSCOMBE TOWN COUNCIL

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

13th May 2026

All members of Telscombe Town Council are summoned to attend the **Annual Full Council meeting** to be held on **Wednesday 20th May 2026 at 7.30pm** in the Council Chamber at Telscombe Civic Centre.

Stella Newman
Town Clerk

AGENDA

1. To elect Town Mayor for 2026/27 and receive their Declaration of Acceptance of Office in accordance with section 83 of the Local Government Act 1972 – and for the outgoing and incoming Mayors to give a short address.
2. To elect Deputy Mayor for 2026/27 and receive their Declaration of Acceptance of Office
3. Public question time – Members of the public are welcome to attend and may ask questions relevant to the Council's remit - maximum time allotted 15 minutes
4. Apologies for absence
5. To receive members' declarations of interest in relation to matters on the agenda
6. To approve & sign minutes of the meeting held on Wednesday 18th March 2026 - *attached*
7. To agree minutes from the following Committees and adopt recommendations – *all attached:-*
 - a) Amenities & Civic Centre – 4th February 2026
 - b) Planning & Highways – 11th March 2026, 1st & 22nd April 2026
 - c) Policy & Resources – 4th March 2026
8. To appoint members to the following Committees & Sub-Committees and agree Committee Chairs:-
 - (a) Amenities & Civic Centre (b) Planning & Highways (c) Policy & Resources
 - (d) Grants sub-committee (e) Audit sub-committee (f) Employment sub-committee
9. To appoint representatives to outside bodies – *see list attached*
10. To approve payments and receipts for February and March 2026 – *see attached*
11. To agree income and expenditure figures to year end at 31st March 2026, note new year figures at 1st April 2026 and general reserve update – *see attached*
12. To approve Council's Balance Sheet for the year ending 31st March 2026 – *see attached*
13. To note action list and agree any further actions required – *see attached*
14. Business plan update/review – *see attached*
15. To agree bank mandate/signatories to Council's bank account – *see attached*
16. To agree bank mandate/signatories to Mayor's charity fund bank account – *see attached*
17. To review and agree credit card spending limit – *see attached*
18. To consider Internal Auditor's Final Report and recommendation for year ended 31st March 2026 and the Annual Internal Audit Report 2025/26 on the Annual Governance & Accountability Return (AGAR) – *see attached*
19. To appoint an Internal Auditor for the 2026/27 financial year – *see attached*
20. To review the effectiveness of the system of internal control – *see attached*
21. To approve Council's Annual Governance Statement (Section 1) on the Annual Governance & Accountability Return (AGAR) for year to 31st March 2026 – *see attached*



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22. To approve Council's Accounting Statements (Section 2) on the Annual Governance & Accountability Return (AGAR) for year to 31st March 2026 – *see attached*
23. To agree dates for exercise of public rights relating to annual accounts, set by the RFO based on the external auditor's recommendation – *see attached*
24. To approve subscription renewals – *see attached*
25. To approve service & support contract renewals – *see attached*
26. To approve draft Annual Report – *see attached*
27. To adopt the reviewed Financial Regulations – *see attached*
28. To adopt the reviewed Committee Terms of Reference & Delegation Scheme – *see attached*
29. To adopt the reviewed Mayor's Policy – *see attached*
30. To adopt the reviewed Mayor's handbook – *see attached*
31. To agree the recommendation from the Policy & Resources Committee that the Mayor's Grants Policy be discontinued – *see attached*
32. To adopt the new Tye Gate & Fencing Policy – *see attached*
33. To consider applying for a second CIL bid for the café building – *see attached*
34. To agree proposed layout options for café building – *see attached*
35. Update on telecoms equipment at the Civic Centre & agree way forward
36. To consider and agree the Council's response to the Government consultation on Local Government Reorganisation in our area – *see attached*
37. Verbal reports from:-
The outgoing Mayor, the outgoing Deputy Mayor, District Councillors, County Councillor & Outside Bodies representatives
38. Urgent matters at the discretion of the Chairman for noting and/or adding on a future agenda

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

NB Next Council meeting – 22nd July 2026



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of Telscombe Town Council held on Wednesday 18th March 2026 at 7.30pm in the Council Chamber at Telscombe Civic Centre.

Councillors Present:- Cllrs Clarkson, Judd, Lawrie, Ndeloa, Page, Robinson, Watts *Deputy Mayor* & Williamson

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

The meeting was adjourned for public question time.

2583. PUBLIC QUESTION TIME

The secretary of the Telscombe Residents Association wanted to speak regarding agenda item 24, 'Consider options for a possible repair café at the Civic Centre'. He advised that the repair café in Saltdean had someone that could undertake PAT testing and they had their own insurance and suggested we hold a repair café to fit inline with the Saltdean and Newhaven ones. He asked that the agenda item be brought forward and this was proposed by the Chair and unanimously agreed.

The meeting resumed at 7.32pm.

2584. APOLOGIES FOR ABSENCE

Apologies were received from Cllr O'Connor who was away, and this reason for absence was accepted. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Gallagher was absent but had not sent apologies.

2585. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

2586. TO APPROVE & SIGN MINUTES OF THE EXTRA-ORDINARY MEETING HELD ON WEDNESDAY 11th FEBRUARY 2026

It was proposed by Cllr Robinson, seconded by Cllr Williamson and unanimously **RESOLVED** that the minutes of the extra-ordinary meeting on 11th February 2026 were a true record of the proceedings and were signed as correct by the Deputy Mayor, Cllr Watts.

2587. TO AGREE MINUTES FROM THE FOLLOWING COMMITTEES AND ADOPT RECOMMENDATIONS

a) Amenities & Civic Centre –

Cllr Judd proposed that the minutes of the meeting on 3rd December 2025 be accepted and the recommendations adopted, seconded by Cllr Lawrie and **RESOLVED** that the minutes be accepted and recommendations adopted.

b) Planning & Highways –

Cllr Williamson proposed that the minutes of the meetings on 7th and 28th January and 18th February 2026 be accepted and the recommendations adopted, seconded by Cllr Robinson and **RESOLVED** that

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2587. To agree minutes from the following committees and adopt recommendations (Contd)

the minutes be accepted and recommendations adopted.

c) Policy & Resources –

Cllr Clarkson proposed that the minutes of the meeting on 14th January 2026 be accepted and the recommendations adopted, seconded by Cllr Page and **RESOLVED** that the minutes be accepted and recommendations adopted.

2588. TO NOTE ACTION LIST AND AGREE ANY FURTHER ACTIONS REQUIRED

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|---|--------------|---|---------------------|
| 20.11.24 | Min 2362, p 4243 – To consider purchasing Adobe Pro | SN | It was agreed at full Council on 17.9.25 to proceed with purchase & set a revised due date. | March '26 |
| 16.7.25 | Min 2480, p 4394 – To review possible merger with Peacehaven TC | SN | As agreed, I contacted PTC Clerk re a meeting, but no response received. It was agreed at full Council on 17.9.25 to continue to try and progress this. <i>Agreed at meeting on 21.1.26 to continue to pursue & Cllr Gallagher to follow up with PTC.</i> | July '26 |
| 19.11.25 | Min 2535, p 4471 – To consider devolvement of assets from LewesDC | SN | As agreed at the last meeting, further info is to be obtained from LDC & a possible meeting to be arranged to discuss. <i>Meeting arranged for early February.</i> | See new agenda item |
| 10.12.25 | Min 2554, p 4489 – To consider costed service level agreement from LDC for proposed case in Chatsworth Park & decide how to proceed | SN | Final updated SLA awaited from LDC which will then be signed & returned. Working group to be set up to establish a business case for the café. | See new agenda item |
| 21.1.26 | Min 2571, p 4509 – Update on request to move Vodafone equipment at the Civic Centre including installing new equipment and to agree way forward | SN | Trial hole exploration being undertaken on 12.2.26 and updated awaited after that from United Infrastructure. | See new agenda item |
| 11.2.26 | Min 258, p's 4528/9 – To agree the updated Neighbourhood Plan and that it is put out for a referendum | SN | Lewes District Council issued the decision notice on Friday 13 th February and the referendum is scheduled to take place on 7 th May. | See new agenda item |



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2588. To note action list and agree any further actions required (Contd)

The action list was noted and no further actions were required.

Agenda item 24 was brought forward for discussion.

2589. TO CONSIDER OPTIONS FOR A POSSIBLE REPAIR CAFÉ AT THE CIVIC CENTRE

It was felt that this item needed more in-depth discussion and agreement before a decision could be reached, especially as it was Cllr O'Connor's report and he was not present at the meeting. It was therefore proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RESOLVED** that a working group of Councillors and a Council officer be formed to discuss this further and detailed proposals be taken back to a future meeting for consideration.

7.40pm – 1 member of the public left the meeting.

2590. TO APPROVE PAYMENTS AND RECEIPTS FOR JANUARY 2026

Payments for January 2026 totalling £46,152.04 and receipts of £3,316.06 were proposed as correct by Cllr Robinson, seconded by Cllr Judd it was unanimously **RESOLVED** that they be approved and were signed by the Deputy Mayor, Cllr Watts.

2591. TO AGREE INCOME AND EXPENDITURE FIGURES TO 31st JANUARY 2026

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

It was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RESOLVED** that the actual total figures at 31st January 2026 of £372,387 income and expenditure of £258,004 be agreed as correct.

2592. TO REVIEW GENERAL AND EARMARKED RESERVES; AGREE AMOUNTS TO BE PUT INTO EARMARKED RESERVES FOR THE 2026/27 FINANCIAL YEAR AND AGREE VIREMENT OF FUNDS

Having considered the Town Clerk/RFO's detailed report and considered the position regarding the general reserve and earmarked reserves, it was proposed by Cllr Judd, seconded by Cllr Lawrie and unanimously **RESOLVED** to agree virements and allocate funds to be put into earmarked reserves as follows, but if at year end any alterations to proposed funds are required, the Town Clerk/RFO is authorised to amend figures with prior agreement via email from a majority of Councillors which may include reducing figures if not enough funds are available, or increasing figures for earmarked reserves if extra funds are available, whilst endeavouring to keep the general reserve within the 4 – 6 months bracket:-

Virements:-

- £300 from 4024-101 postage to 4025-101 insurance to cover the deficit
- £140 from 4023-101 subscriptions to 4058-101 payroll services to cover the deficit
- £200 from Bridleway 8 gate key deposits to 9014 Telcombe Tye (as agreed at P&R on 4.3.26)
- £1,500 from 9044 Wave Leisure to 9020 Youth projects
- £8 from 9027 burials to 9035 grounds maintenance



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2592. To review general and earmarked reserves; agree amounts to be put into earmarked reserves for the 2026/27 financial year and agree virement of funds (Contd)

To earmarked reserves from allocated budget funds:

- £1,000 from 4059-101 elections into ER 9021-910 election expenses
- £6,870 from 4098-201 playground equipment replacement into ER 9011-910 park/playground refurbishment
- £500 from 4417-301 kitchen appliances to ER 9046-910 kitchen appliances
- £500 from 4418 solar panels to ER 9047-910 solar panels
- £2,500 from 4349-401 bus shelter replacement to ER 9028-910 bus shelters
- £500 from 4350-401 bus shelter maintenance to ER 9028-910 bus shelters
- £1,422 from 1062-202 Income memorial benches to the ER 9042-910 for memorials/bench maintenance
- £3,500 from 4360-202 Café concession to the community café ER, 9040-910
- £7,000 from 4368-202 PWLB café loan to the community café ER, 9040-910

CIL monies to earmarked reserve:-

- £2,378 from 1026-401 Income CIL money into 9037-910 CIL monies

To earmarked reserves from general budget savings/increased income from various nominal codes:-

- £ 3,000 into 9011-910 playground refurbishments
- £10,000 into 9012-910 Civic Centre maintenance
- £ 750 into 9013-910 IT/server
- £5,000 into 9023-910 street lighting
- £ 250 into 9030-910 CCTV
- £ 250 into 9033-910 phones
- £5,500 into 9035-910 grounds maintenance
- £2,500 into 9039-910 cliff-top fencing
- £2,500 into 9040-910 community café
- £ 250 into 9048-910 recruitment advertising

- To leave the ER 9036 for Coastal Management of £6,500 as it is.

2593. BUSINESS PLAN UPDATE/REVIEW

Having considered the current version of the business plan, it was proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RESOLVED** that no amendments to the Council's section of the business plan V 2.6 dated 25.2.26 were required and the remainder of the plan was acknowledged.

2594. TO NOTE INTERNAL AUDITOR'S INTERIM REPORT FOR 2025/26 AND AGREE ACTION TO TAKE ON RECOMMENDATIONS

The Internal Auditor's interim report was considered and it was noted that the Council had maintained a satisfactory system of financial control. The Auditor gave two recommendations, one to consider compliance with paragraphs 1.47 to 1.54 on page 14 of the Practitioners Guide at a meeting before the end of the financial year to enable the Council to support a positive response to the new Assertion 10 on the Annual Governance Statement and secondly that VAT advice from the Parkinson Partnership be taken prior to construction of the café to ensure most efficient VAT decisions are implemented.



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2594. To note Internal Auditor's interim report for 2025/26 and agree action to take on recommendations

It was therefore proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RESOLVED** to note the Internal Auditor's interim report and agree to their two recommendations which will be considered under the next two agenda items.

2595. TO CONSIDER ESTIMATE FROM THE PARKINSON PARTNERSHIP ON ADVICE RE VAT ON CAFÉ PROJECT

Having considered the Town Clerk's report, based on the recommendation from the Internal Auditor, it was proposed by Cllr Judd, seconded by Cllr Clarkson and unanimously **RESOLVED** to agree to take advice from the Parkinson Partnership regarding the VAT implications on the café project, including any options to maximise VAT recovery for a fixed fee of £875 plus VAT to include an online consultation. A report and reasonable aftercare.

2596. TO CONSIDER IF THE COUNCIL MEETS THE REQUIREMENTS FOR THE NEW ASSERTION 10 ON THE ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR)

It was proposed by Cllr Judd, seconded by Cllr Lawrie and unanimously **RESOLVED** that having considered the Town Clerk's report which detailed exactly how the Council complies with each of the paragraphs 1.47 to 1.54 of the Practitioner's Guide that the Council therefore meets the requirements of the new Assertion 10 on the Annual Governance & Accountability Return.

2597. TO APPROVE AND ADOPT THE HEALTH & SAFETY POLICY

It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RESOLVED** to approve and adopt the Health & Safety Policy which had no alterations from the previous document, as recommended by the Policy & Resources Committee and that it be signed by the Deputy Mayor in the Mayor's absence.

2598. TO APPROVE THE RISK ASSESSMENT

It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RESOLVED** to approve and adopt the Risk Assessment with minor amendments to wording, but no amendments to headings or risk factors, as recommended by the Audit Sub-Committee, and that it be signed by the Deputy Mayor in the Mayor's absence.

2599. TO APPROVE ASSET REGISTER AND LAND & BUILDINGS ASSET LIST

It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RESOLVED** to (a) approve the Asset Register as recommended by the Audit Sub-Committee, showing total purchases of £9,252 and disposals of £3,765, resulting in a total asset register value increasing to £1,814,667 (b) to approve the land and building asset list with no amendments and (c) that both documents be signed by the Deputy Mayor in the Mayor's absence.

2600. TO ADOPT THE SMOKE FREE POLICY

It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RESOLVED** to approve and adopt the Smoke Free Policy with amended wording, as recommended by the Policy & Resources



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2600. To adopt the Smoke Free Policy (Contd)

Committee, and that it be signed by the Deputy Mayor in the Mayor's absence. A review is due in 3 years' time.

2601. TO ADOPT THE EMPLOYMENT HANDBOOK

It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RESOLVED** to approve and adopt the updated Employment Handbook which included updated Policies, as recommended by the Policy & Resources Committee, and that it be signed by the Deputy Mayor in the Mayor's absence. A review is due in 3 years' time.

2602. UPDATE ON CAFÉ PROJECT AND AGREE FURTHER ACTIONS REQUIRED

The Town Clerk gave a brief update on the project to include that the Service Level Agreement had been signed, Lewes District Council employees are beginning to start work on the project and that an architect was visiting the site the following day. It was proposed by Cllr Page, seconded by Cllr Robinson and unanimously **RESOLVED** to note the present position, including the financial implications of having to meet the costs set out in the Service Level Agreement estimated at £43,000 including VAT, to be funded from existing Council funds as the CIL grant will not be released and a loan not applied for unless it is agreed for the project to proceed: that the café working group will have a meeting to formulate a business plan to meet the requirements of the Council to be brought back to a future Council or Amenities/Civic Centre Committee meeting.

2603. UPDATE ON DEVOLVEMENT OF LEWES DISTRICT COUNCIL ASSETS AND AGREE IF WE WANT TO TAKE ON ANY ASSETS

Following consideration of the information provided at previous meetings and the content of the Town Clerk's report, it was proposed by Cllr Judd, seconded by Cllr Page and **RESOLVED** by a majority that in view of the financial and staffing implications, the Council agree not to take on devolvement of any assets from Lewes District Council. Cllrs Clarkson and Lawrie abstained.

2604. UPDATE ON PROPOSED 20m HIGH TELECOMS POLE AND ASSOCIATED TELECOMS EQUIPMENT ON THE PATIO AT THE CIVIC CENTRE AND AGREE WAY FORWARD

Following consideration of the proposals put forward by United Infrastructure, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RESOLVED** not to agree for an upgrade to the telecoms equipment on the patio, especially due to the visual impact of a 20m high telecoms pole on the patio.

2605. UPDATE ON THE NEIGHBOURHOOD PLAN, AGREE ANY FURTHER ACTIONS AND ASSOCIATED COST TO UPDATE THE COUNCIL'S WEBSITE

Following agreement of the finalised Neighbourhood Plan at the Extra-Ordinary meeting held on 11th February and notification that it would go to referendum, Lewes District Council have confirmed that a referendum has been called on 7th May. The Steering Group had drafted a leaflet that they would like circulated to residents in Peacehaven and Telscombe Towns which was circulated with the agenda.

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2605. Update on the Neighbourhood Plan, agree any further actions and associated cost to update the Council's website (Contd)

It had been passed to Lewes District Council for their comment as to whether it is neutral and can be issued. The Steering Group have also advised that their website is to be closed down and would like all information contained therein transferred to the 2 Town Council's websites. It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RESOLVED** to agree the leaflet to be printed if it is approved by Lewes District Council and to agree the cost of £250 from our website host to transfer the information from the Steering Group's website to the Town Council's website.

2606. TO REVIEW THE CIVIC CENTRE HIRE CHARGES FOR POLITICAL PARTIES

It was noted that it was agreed several years ago that political parties be charged the charity rate for room hire at the Civic Centre and following discussion it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RESOLVED** that all political parties should be charged the private/commercial hire rate for Civic Centre rooms and not the charity rate.

2607. TO NOTE THAT NO APPLICATIONS WERE RECEIVED REGARDING CO-OPTION OF CANDIDATES TO FILL THE 2 COUNCILLOR VACANCIES

It was noted that no applications for a Councillor had been received and it was unanimously **RESOLVED** to advertise the vacancies for one last time in July this year and even if they are not filled, not to advertise the vacancy again as it will be within 6 months of the next scheduled election.

2608. TO CONSIDER TENDERS RECEIVED FOR GROUNDS MAINTENANCE CONTRACT FOR 2026/27 AND AGREE TO APPOINT A CONTRACTOR

The prices for the Grounds Maintenance Contract 2 Hedge & Tree Cutting were considered and it was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RESOLVED** to approve the estimate and award the contract to Ace Landscapes in the sum of £5,041 plus VAT.

2609. REPORTS FROM:-

Deputy Mayor:- Cllr Watts thanked all the Councillors for their help and donations for the Mayor's quiz night which raised £206.

County Councillor:- Cllr Robinson confirmed that ESCC had secured a £70m loan for Exceptional Financial Support (EFS).

District Councillors:- Cllr Robinson gave a brief update on the North Quarter Development in Lewes and the fact that LDC had purchased the land for £9m, with the proviso that it will be bought back by the developers, Human Nature.

Representatives on outside bodies:-

Joint Action Group - Cllr Robinson advised that there has been a spare of thefts locally and an incident with a group of youth's intimidating staff at McDonalds in Newhaven.

Lewes District Association of Local Councils – the Town Clerk advised she had been notified by the LDALC that if the Councillor representative was unable to attend, then there was a standing invitation for the Town Clerk to attend.



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2609. Reports From (Contd):-

Representatives on outside bodies (Contd):-

The Town Clerk also advised that the Council's Outside Bodies Policy states that the Clerk or a Council Officer should not attend as a Council representative unless instructed to by the Council. She therefore asked if she would be granted permission to attend, however, it was not felt that this was necessary.

2610. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR INCLUSION ON A FUTURE AGENDA

Cllr Robinson advised that the women from the local mosque were holding a community engagement event on 11th April which will have representatives from the Police, Wave Leisure, SCDA and there will be food.

There were no other urgent matters.

The Deputy Mayor closed the meeting at 8.50pm.

Signed
Deputy Mayor

Date of next Council meeting – Annual Meeting 20th May 2026



TELSCOMBE TOWN COUNCIL

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

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

Also Present: - Stella Newman, Town Clerk/RFO (*minutes*)
2 members of the public

2066. PUBLIC QUESTION TIME

One member of the public wanted to speak about pathways in Chatsworth Park, agenda item 9, and it was unanimously agreed to allow them to speak at the beginning of that agenda item.

2067. TO AGREE APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie who was away and Cllr Robinson who was unwell. These reasons were accepted by the Committee. Cllr Watts arrived late for the meeting and Cllr Judd had provided apologies, but the email was received after 5pm and had not been seen prior to the meeting. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Ndeloa was not present and had not sent apologies.

2068. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllrs Clarkson and O'Connor declared an interest in agenda numbers 15, *To consider allowing the Telscombe Green Spaces Volunteer Group to apply for grants for the 'Living Path' project, at the southern end of Chatsworth Park*, and 16, *Update regarding adding an insect hotel to the 'living willow classroom' in Chatsworth Park and agree way forward*, as they are Trustees of the Telscombe Green Space Volunteers CIO.

2069. TO APPROVE MINUTES OF THE MEETING HELD ON WEDNESDAY 3rd DECEMBER 2025

It was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the minutes of the meeting held on Wednesday 3rd December 2025 were a true record of the proceedings and were signed as correct by the Chair, Cllr O'Connor.

2070. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The action list was noted as follows:

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|--|--------------|---|-------------------------------------|
| 29.5.24 | Min 1851, p 4144 – To consider adding a living willow classroom in Chatsworth Park | CCL | The willow classroom was installed in December. The bug hotel is yet to be installed. | Complete See new agenda item |

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2070. 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 |
|-----------------|---|--------------|---|---------------------|
| 2.10.24 | Min 1907, p 4218 – To consider proposed repairs to the ball wall in Chatsworth Park | BB | Materials were purchased, but tree contractor failed to cut back the vegetation behind the ball wall when required. New prices to be obtained and taken back to a future meeting when the weather is drier. | Apr 2026 |
| 4.12.24 | Min 1932, p 4258 – Update re high priority items on Access Report for TTC's greenspaces & agree actions required | SN | The Town Clerk has contacted ESALC re disability confidence training and they are looking at setting up a training event in the coming months. | Mar 2026 |
| 30.7.25 | Min 2009, p 4406 – Update on weekly playground inspection reports, agree work required and possible further actions | BB | Possible refurbishment of playgrounds due to be re-looked at in Feb 2026. | See new agenda item |
| 30.7.25 | Min 2018, p 4408 – To consider cost of replacement glazing in new noticeboard in Ambleside Avenue | BB | Installation costs have been obtained. | See new agenda item |
| 30.7.25 | Min 2021, p 4408 – To consider future of the piano at the Civic Centre | BB | We have advertised the piano free of charge on social media, but no interest received to date. | July 2026 |
| 1.10.25 | Min 2038, p 4448-9 – To consider tree cutting in Chatsworth Park for the summer fayre | BB | Specification document has been drawn up and put out to tender. | See new agenda item |
| 3.12.25 | Min 2051, p 4481 – To review/update the Business Plan | SN | Amendments agreed at last meeting have been carried out, V2.5 dated 13.1.26. | Complete |
| 3.12.25 | Min 2052, p 4481 – To note amenities complaints since last meeting | BB | CCL offered to fix the hole in the fencing at CP under complaint no 220. BB to liaise. | Mar 2026 |
| 3.12.25 | Min 2053, p 4481 – To note update regarding the café project in Chatsworth Park and to agree next steps | SN | Agreed to continue to proceed with project and taken to Council in December where it was agreed to proceed & sign SLA. Working group mtg to establish a business case for the café to be arranged. | Complete May '26 |
| 3.12.25 | Min 2054, p 4481 – Update on weekly playground inspection reports, agree any work required and possible further actions | BB | Playsafe have provided us with estimates on the higher risk wooden items. | See new agenda item |



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2070. 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 |
|-----------------|---|--------------|--|-------------------------------------|
| 3.12.25 | Min 2055, p 4482 – To note annual playground inspection reports | BB | Investigations are being made, starting with the medium risk findings. Details will be brought to future Committee meetings. | See new agenda item |
| 3.12.25 | Min 2056, p 4482 – To consider estimates from Ace Landscapes for repairs to playground equipment | BB | As agreed at the meeting, Ace Landscapes are currently undertaking repairs to the 3 playgrounds. | Mar 2026 |
| 3.12.25 | Min 2057, p 4482 – To consider estimates for wet pour repairs in playgrounds | BB | Agreed to accept the estimate from RTC Safety Surfaces in the sum of £17,661 plus VAT for wet pour repairs in the 3 playgrounds including full replacement of the wet pour on top of the existing sub base at the junior swing unit in RKP. Taken to Full Council on 21.1.26 due to amount involved as per Financial Regulation 5.15 & approved. | Complete |
| 3.12.25 | Min 2058, p 4482-3 – To note issues with the contractors appointed to deliver grounds maintenance contracts 2 and 3 and decide how to proceed | SN | As agreed, contractors were given 1 week to complete o/s work, or 3rd default notice to be issued & contract terminated. Some works carried out but not to contract spec & others were not done, so contract termination notification sent on 23.12.25. If the contract is terminated, Officers should look at what emergency works are needed to Mar 2026 and a tender be put out for the final contract year 1.4.26 to 31.3.27. | Complete See new agenda item |
| 3.12.25 | Min 2059, p 4483 – To consider cost for a watching brief for tree works in Chatsworth Park next to two live badger setts | BB | We have not issued a Purchase Order to Phlorum for their ecological watching brief, as EH Treecare have advised the original price quoted for the tree works is no longer valid. | See new agenda item |
| 3.12.25 | Min 2060, p 4483 – To note position regarding previously approved groundworks and agree to obtain alternative estimates | BB | An alternative estimate has been obtained. | See new agenda item |

TELSCOMBE TOWN COUNCIL



2070. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

| | | | | |
|---------|---|-----|--|---------------------|
| 3.12.25 | Min 2062, p 4484 – To agree replacement lighting costs for Civic Centre | SN | Agreed to accept the estimate from Evans All Electrical in the sum of £2,190 plus VAT for replacement LED lighting. One extra light required at cost of £150 which was approved by Town Clerk. Work carried out. | Complete |
| 3.12.25 | Min 2065, p 4484 – Urgent Matters – night-time walk | CCL | This is being progressed by the future events working group. | See new agenda item |
| 3.12.25 | Urgent Matters – PAT testing | SN | As agreed, costings for PAT testing sent to Committee for agreement via email & then to be reported at the next Committee meeting. | See new agenda item |

Min 2053, p 4481 – To note update regarding the café project in Chatsworth Park and to agree next steps:- The Town Clerk advised that she had received an update from Lewes District Council advising they are due to meet shortly to discuss next steps and timeframes and they will then be able to complete the SLA for us to sign.

2071. TO NOTE INCOME & EXPENDITURE FIGURES TO 31st DECEMBER 2025

The Town Clerk's report advised that the actual year to date Amenities' figures at 31st December 2025 were income of £5,900 and expenditure of £16,004, and Civic Centre figures at 31st December 2025 were income of £22,607 and expenditure of £19,760 and explained any major differences. The accompanying lists detailed the actual spend figures and how they compared with the budget figures. This was noted by the Committee.

2072. TO REVIEW/UPDATE THE BUSINESS PLAN

The Committee reviewed the Business Plan. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that no amendments were required to the business plan.

2073. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that regarding complaint number 25-206, as Cllr Clarkson could not trace any hole in the fencing, this should be closed and regarding complaint number 25-261, estimates should be obtained to clear vegetation by 1m from the resident's fence line. The Committee noted the remainder of the complaints.

The Chair suspended the meeting at 7.43pm to allow a member of the public to speak about the next agenda item regarding damage to pathways in Chatsworth Park.



TELSCOMBE TOWN COUNCIL

2073. To Note Amenities Complaints Since Last Meeting (Contd)

The resident advised they were concerned regarding the potholes in the pathway leading east to west adjacent to properties in Kirby Drive and Manor Drive. They also advised that damage to the most norther pathway leading down to the entrance of Manor Drive was being caused by tree roots and he was not sure what could be done.

The Chair reconvened the meeting at 7.45pm.

2074. TO CONSIDER WAY FORWARD WITH DAMAGE TO PATHWAYS IN CHATSWORTH PARK

The Amenities Officer's report was noted regarding damage to two areas of pathways in Chatsworth Park.

7.46pm Cllr Watts joined the meeting.

Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to draw up two separate specifications for the different areas in question and obtain separate estimates for repairs, and to take the opportunity of widening the pathways so that they were at a width which gave better accessibility.

2075. UPDATE ON OFFICER INSPECTIONS IN CHATSWORTH PARK AS DETAILED ON THE MANAGEMENT PLAN

Having considered the Amenities Officer's report on her recent inspections in Chatsworth Park, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to ask the Telscombe Greenspace Volunteers to fill the hole in the pathway adjacent to the northern fencing of Chatsworth North playground with soil.

2076. TO CONSIDER EXTENDING WANDER COFFEE'S CAFÉ CONCESSION IN CHATSWORTH PARK

Following discussion, it was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RECOMMENDED** to extend Wander Coffee's concession for a further 6 months from 1st April 2026.

2077. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS, AGREE ANY WORK REQUIRED AND POSSIBLE FURTHER ACTIONS

A copy of the most recent weekly playground inspection report from Lewes District Council was provided. It was noted that the Amenities Officer had obtained a quote to repair the rebound wall in Robert Kingan playground as it has been reported as a risk on the annual playground inspection, however, it was felt that the price was high. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to contact Lewes District Council's playground inspector for their recommendation on the rebound wall in Robert Kingan playground and to ask the manufacturer for an alternative price for total replacement rather than repair.

2078. TO CONSIDER ESTIMATES FROM PLAYSAFE PLAYGROUNDS FOR REPAIRS TO PLAYGROUND EQUIPMENT

Councillors queried the financial situation and whether the Council had funds for the works.

TELSCOMBE TOWN COUNCIL



2078. To consider estimates from Playsafe Playgrounds for repairs to playground equipment (Contd)

The Town Clerk explained the current financial situation regarding remaining budget for playground equipment replacement, playground repairs and the earmarked reserve for playground refurbishments. Following consideration of the information, it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to approve the total cost of £2,605 plus VAT provided by Playsafe Playgrounds to undertake repairs to equipment in the 3 playgrounds, with the funds to come from budget line 4098-201 for playground equipment replacement.

2079. UPDATE REGARDING WOODCHIP PATHWAY PROJECT AT THE BOTTOM OF PIGS HILL IN CHATSWORTH PARK AND AGREE WAY FORWARD

There was debate as to what action to take regarding the woodchip pathway project and it was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to bring this item back to the next meeting to include a more detailed report giving the previous information provided on the project, including the map showing the area in question and the length of the proposed pathway.

2080. TO CONSIDER ALLOWING THE TELSCOMBE GREEN SPACES VOLUNTEER GROUP TO APPLY FOR GRANTS FOR THE 'LIVING PATH' PROJECT, AT THE SOUTHERN END OF CHATSWORTH PARK

As Cllrs Clarkson and O'Connor had declared an interest in this item as they are Trustees of the Green Space Volunteer Group, the meeting was not quorate and a decision could not be made. It was therefore proposed by Cllr Watts and seconded by Cllr Williamson to defer this item and bring it back to the next Committee meeting.

2081. UPDATE REGARDING ADDING AN INSECT HOTEL TO THE 'LIVING WILLOW CLASSROOM' IN CHATSWORTH PARK AND AGREE WAY FORWARD

Cllrs Clarkson and O'Connor declared an interest in this item as they are Trustees of the Green Space Volunteer Group, which will be providing and installing the insect hotel. As a result, the meeting was not quorate and no decision could be made. It was therefore proposed by Cllr Watts and seconded by Cllr Williamson that the item be deferred and brought back to the next Committee meeting, to include consideration of an alternative location within Chatsworth Park for the insect hotel.

2082. TO CONSIDER ESTIMATES FOR TREE CUTTING REQUIRED IN CHATSWORTH PARK FOR THE SUMMER FAYRE

During discussion, it was noted that the cutting back of overhanging and overgrown hedges, trees, deadwood, vegetation, gorse and similar growth by 1 metre from all pathways throughout the park is included within Grounds Maintenance Contract 2 and is scheduled to be undertaken in April, July and late September. Ace Landscapes had provided separate quotations for the two required areas to be cut back, whereas Aspen Treecare had submitted a single quotation covering both areas. It was therefore proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** that (a) Aspen Treecare be requested to provide a revised quotation to cut back trees on the eastern side of the open area used for the Summer Fayre to a width of 8 metres and a height of 4 metres in order to allow vehicular access; and (b) the decision on which quotation to accept be made by the Town Clerk, or the Town Clerk and Committee Chair, in accordance with their delegated authority, subject to the estimate value.

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2083. TO AGREE PRICE FOR REMOVING/CLEARING LOGS/ARISINGS FROM FAILED PINE TREE IN CHATSWORTH PARK; DECIDE WHAT FURTHER ACTION TO TAKE AND REPORT ACTION TAKEN BY TOWN CLERK UNDER HER DELEGATED AUTHORITY

Following consideration of the estimate received, it was proposed by Cllr Watts, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the estimate from EH Treecare in the sum of £1,050 plus VAT be accepted for the cutting and stacking of large logs and the chipping of smaller arisings from the failed pine tree in Chatsworth Park and they be requested, if possible, to transport the woodchip arisings to the lower end of the park for use on the woodchip pathway.

The Committee noted the Town Clerk's authorisation of emergency works undertaken by EH Treecare in the sum of £355 plus VAT following the failure of a large branch on the pine tree.

2084. UPDATE ON TREE SURVEY FOR CHATSWORTH PARK AND AGREE FURTHER ACTIONS

Following discussion regarding outstanding works to nine trees in Chatsworth Park, concern was expressed that, due to the time elapsed since the initial tree inspections were undertaken, further works may now be required. It was therefore proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** that quotations be obtained for a tree inspection report covering the nine trees previously identified; the four trees which the previous tree report recommended be re-inspected in 2025; the seven trees which the report recommended be re-inspected in January 2027 and the failed pine tree, with the quotations to be reported back to a future Committee meeting for consideration. The report on trees in 3 other areas of the park from EH Treecare was noted.

2085. TO CONSIDER ESTIMATES FOR CUTTING BACK OF TREES AND VEGETATION TO AN AREA IN CHATSWORTH PARK

Three estimates had been received for the cutting back of trees and vegetation in an area of Chatsworth Park adjacent to a residential property. It was noted that this work formed part of Grounds Maintenance Contract 2, but had not been undertaken prior to the termination of the contract. Following consideration, it was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** that the estimate from Ace Landscapes in the sum of £156 plus VAT be accepted for the cutting back of overhanging branches and low-level vegetation along the fence line.

2086. TO APPROVE GROUNDS MAINTENANCE CONTRACT 2 FROM APRIL 2026 TO MARCH 2027 TO BE PUT OUT TO TENDER

The Town Clerk advised that, in accordance with the recommendation of the Committee at its meeting held on 3rd December, the contractor awarded Grounds Maintenance Contract 2 had been given notice to complete all outstanding works within one week, failing which a final default notice would be issued and the contract terminated. As the outstanding works were not completed, the contract was subsequently terminated. A revised contract had therefore been prepared to run from 1st April 2026 to 31st March 2027, to align with the end dates of the Council's other two grounds maintenance contracts. While the wording had been updated, the scope of works remained unchanged from the previous contract.

TELSCOMBE TOWN COUNCIL



2086. To approve Grounds Maintenance Contract 2 from April 2026 to March 2027 to be put out to tender (Contd)

It was therefore proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** that the contract be put out to tender for a period of three weeks, and that the tender prices be agreed by a majority of the Committee via email, in view of the contract commencement date and the next scheduled Committee meeting not being until 25th March.

2087. TO CONSIDER ESTIMATES FOR SMALL GROUNDS MAINTENANCE WORKS IN CHATSWORTH PARK

It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the prices from Ace Landscapes as follows:- (a) install 2 goal posts in Chatsworth Park for £213.40 plus VAT; (b) install a new perch bench (provided by the Council) on a new concrete pad in the sum of £373.64 plus VAT and (c) replace the glazing panel (provided by the Council) to the notice board in Chatsworth Park on the edge of Ambleside Avenue at a cost of £30 plus VAT.

2088. TO AGREE ESTIMATE FOR GATE REPAIRS AT CIVIC CENTRE

It was noted that unfortunately only one contractor had provided an estimate for repairs and it was proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to accept the estimate from RJ Meaker fencing in the sum of £690.85 plus VAT to replace both the front and rear gates at the Civic Centre along with new posts where required and disposal of old removed gates/fencing.

2089. TO AGREE ESTIMATE FOR EMERGENCY LIGHTING REPLACEMENT AT CIVIC CENTRE

It was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to accept the estimate from Securitel in the sum of £540 plus VAT to replace the 8 emergency lights in the Civic Centre that had failed the 3-hour full duration discharge test.

2090. TO RATIFY COST OF PAT TESTING AT CIVIC CENTRE

It was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RECOMMENDED** to ratify Safe IS carrying out the PAT testing in the sum of £126.90 plus VAT for 124 items, with additional items at £0.85p plus VAT.

2091. TO RATIFY COST TO REPAIR THE AUTOMATIC FRONT DOOR AT CIVIC CENTRE

It was proposed by Cllr Williamson, seconded by Cllr Watts and unanimously **RECOMMENDED** to ratify the action taken by the Town Clerk under her delegated authority to authorise the battery back-up replacement in the sum of £395 plus VAT and installation of a sensor cover in the sum of £245 plus VAT by Thomas Doors, to overcome the problems with the automatic front door.



TELSCOMBE TOWN COUNCIL

2092. TO REVIEW NET ZERO FIGURES FOR TELSCOMBE TOWN COUNCIL

The last year's figures provided by the Admin & Finance were noted and Councillors thanked her for her work in preparing them. To enable the data to be included in future editions of the Council's Annual Report, it was unanimously **RECOMMENDED** that the figures also be put into a graph format.

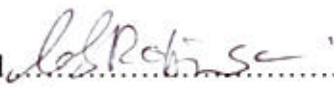
2093. FUTURE EVENTS

The recommendations made by the future events working group were considered. The Town Clerk advised that she was disappointed that the group had decided not to make the proclamation of the new Monarch at the appropriate time and expressed the view that the Council should agree to do so. However, it was proposed by Cllr Clarkson, seconded by Cllr Williamson and unanimously **RECOMMENDED** to agree the suggestions for the summer fayre being held on 11th July 2026; agree to the Mayor holding a charity fundraising quiz night on 13th March at the Civic Centre; further details be obtained for a night walk in Chatsworth Park and finally that the Council would not make the proclamation of the new Monarch at the appropriate time.

2094. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING/ADDING ON A FUTURE AGENDA

None.

There being no further business the meeting closed at 9.05 pm.

Signed 
Chairman

NB Next Committee meeting – Wednesday 25th March 2026, 7.30 pm



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 11th March 2026** at 7.30 pm.

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

Also Present: Bianca Buss, Amenities Officer (*minutes*)
4 members of the public

The meeting was adjourned at 7.31pm to take questions from members of the public present.

3907. PUBLIC QUESTION TIME

The Secretary of the Telscombe Residents Association (TRA), who was happy to have his title recorded on the minutes, was present to inform the Committee that Brighton & Hove (B&H) buses are submitting a Community Infrastructure Levy (CIL) bid of £900,000 to Lewes District Council (LDC) for 3 additional buses. Two buses would be used for the 12x bus route, and the third bus would be used for the 23 bus route. He would like this Committee to support B&H buses CIL bid and it was proposed by Cllr Williamson, seconded by Cllr Watts and **agreed** that this Committee would write to LDC, advising we support B&H buses CIL bid application. Cllr O'Connor and Robinson abstained as they are both on LDC's CIL executive board.

The TRA Secretary also gave updates on the local bus routes. The 12 and 14 bus routes are being extended to run 24 hours a day, 7 days a week, and the 12x bus route is being increased, with buses running every 10 minutes throughout the week. An extra bus stop is being added in Slindon Avenue, Peacehaven, to encourage a park and ride scheme at Piddinghoe Avenue car park. In addition, East Sussex County Council (ESCC) will be allocating grant monies for transport over the next 5 years, and it is expected £215,000 will be allocated for cycle paths across Telscombe and Peacehaven. It is expected this will be progressed after the elections in May.

The TRA Secretary also raised an objection to planning application LW/26/0058 14 Telscombe Cliffs Way, Telscombe Cliffs as vehicle parking in the area has been exacerbated with the business being undertaken at this property. Vehicles are now parking across driveways and pedestrians are unable to safely use the pavements.

Mr and Mrs Thacker, who were happy to have their names recorded in the minutes, were present to discuss planning application LW/26/0058, 14 Telscombe Cliffs Way. They live opposite the property and raised concerns with the amount of vehicles parking to access the property; approximately 15 per day. They advised that the business appeared to be running from December 2025, with several members of staff being employed. They provided the Committee with photos they had taken in relation to parking and asked that a commercial business is not situated within this residential street.

Louise Letchford, who was also happy for her name to be recorded within the minutes, was present regarding her planning application LW/26/0031 16 Warren Way, Telscombe Cliffs. She advised that her title deeds confirm that she owns the pathway at the side and to the back of the property and has therefore contacted a solicitor and applied through the planning process, to ensure this is carried out in an open manner. A neighbour had raised concerns with regards to their access and Ms Letchford confirmed that the neighbour's access will not be taken away.

Cllr Gallagher as Chair of the Committee, advised that the planning applications for the two discussed properties will be considered prior to the remaining planning applications.

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TELSCOMBE TOWN COUNCIL



3907. Public Question Time (Contd)

The meeting resumed at 7.46pm.

3908. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Cllr Sharkey has been granted leave of absence until May 2026. Cllr Ndeloa was not present and had not provided apologies.

3909. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr Gallagher and Cllr O'Connor declared a non-pecuniary interest in planning application LW/26/0022 79 Telscombe Road, as the agent who has drawn up the plans has also worked closely with them on the Neighbourhood Plan.

3910. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 18th FEBRUARY 2026

It was proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 18th February 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.

3911. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS

LW/26/0031 - 16 Warren Way, Telscombe Cliffs, East Sussex BN10 7DJ

Case Officer: Danielle Durham

Erection of single-storey rear extension and repositioning of existing rear fence boundary fence within the applicant's own land

The Committee considered the application and welcomed the fact the applicant had submitted this application formally. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to **SUPPORT** the application, including extending the fence line within their boundary.

One member of the public left at 7.55pm.

LW/26/0058 - 14 Telscombe Cliffs Way, Telscombe Cliffs, East Sussex BN10 7DT

Case Officer: Mr James Emery

Retrospective change of use from C3 (dwellinghouse) to a mixed use Class C3 and Class E

There was much discussion on this application. Cllr O'Connor stated that the road is a bus route and used by residents from the A259 and north Peacehaven. He noted that the applicants Design & Access statement cites certain provisions of the National Planning Policy Framework (NPPF) but fails to acknowledge the parking issues and the impact upon the area. Cllr Watts advised that the business would need an offensive waste bin to dispose of clinical waste, as this could not be disposed of in the domestic waste bin. Cllr Lawrie noted that the business website confirms there are 8 members of staff. She also felt that some of the responses to the application under LDC's planning portal were inaccurate, including that the proposal will not involve the use or storage of hazardous substances, there will be no commercial processes, there is no change to the use of non-residential floorspace, that no existing employees will be on site, and that the opening hours are different to what is listed on the website. The Committee also raised concerns with

TELSCOMBE TOWN COUNCIL



3911. To consider the following planning applications (Contd)

LW/26/0058 - 14 Telscombe Cliffs Way, Telscombe Cliffs, East Sussex BN10 7DT (Contd)

the health and safety aspect, such as the use of acetone and asked if a licence had been agreed for the sign outside the front of the property. Cllr Gallagher noted that external changes had been made to the front of the property which are not listed on the application and advised that if it is approved to change the property use to Class E, that any business could be run from this property in the future.

8.15pm - Standing Orders were suspended to allow members of the public to speak.

Mrs Thacker reported that due to vehicles double parking outside the property, other vehicles who pass the road have nowhere to go and mount the grass verges. Delivery vehicles also use the verges to temporarily park. The TRA secretary advised that he visited the area in November with Cllr Robinson, the Amenities Officer and an ESCC representative from the Parking Team. Although the ESCC representative did not see this location as a concern at the time, he advised that the issue has worsened since then and buses are unable to pass through safely.

8.19pm - Standing Orders were reinstated.

Taking the above into consideration, the Committee felt that this business is in the wrong location. It was proposed by Cllr Watts, seconded by Cllr Williamson and unanimously **RECOMMENDED** to **OBJECT** to the application for the following reasons:

- (i) The application contravenes Paragraphs 198, 115, 116, 117 and 135 of the NPPF.
- (ii) The application contravenes PT1, PT3 and PT4 of the Neighbourhood Plan. It also does not comply with the active travel details within the Plan, which emphasises that new businesses should be located in the town centre, and is opposed to the Design Guidelines – Character of residential bungalows.
- (iii) The application contravenes Lewes Core Policy 13 (Sustainable Travel) and Policies DM20 and DM25 of the Lewes Local Plan.
- (iv) There does not appear to be any provision for fire safety.

Two members of the public left at 8.22pm.

LW/26/0022 - 79 Telscombe Road, Telscombe Cliffs, East Sussex BN10 7LL

Case Officer: Mr James Emery

Erection of a porch and addition of 1no. dormer at front elevation

The Committee considered the application, and it was proposed by Cllr Robinson, seconded by Cllr Lawrie and **RECOMMENDED** by a majority to **SUPPORT** the application. Cllr's Gallagher and O'Connor abstained from voting as they had declared an interest in this application.

LW/26/0040 - 73 Oaklands Avenue, Saltdean, East Sussex BN2 8PB

Case Officer: Danielle Durham

Conversion of the existing garage into habitable space and alteration to the roof height

The Committee considered the application, and it was proposed by Cllr Watts, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to **SUPPORT** the application



TELSCOMBE TOWN COUNCIL

3911. To consider the following planning applications (Contd)

LW/26/0050 - 10 Barley Close, Telscombe Cliffs, East Sussex BN10 7JQ

Case Officer: Danielle Durham

Erection of single-storey rear/side extension, addition of detached side outbuilding and a fence to driveway

The Committee considered the application, and it was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to **SUPPORT** the application.

3912. TO NOTE THE FOLLOWING PLANNING APPLICATION DECISIONS

The following planning decisions were noted:-

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

Case Officer: Danielle Durham

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

Lewes District Council **GRANTED** permission

Telscombe Town Council **SUPPORTED** the application

LW/25/0744 – 52 Warren Way, Telscombe Cliffs, East Sussex BN10 7DJ

Case Officer: James Emery

Removal of existing conservatory and replacement single storey rear extension with flat roof, 2no, rooflights, side bifold patio doors, rear facing window and raised patio

Lewes District Council **GRANTED** permission

Telscombe Town Council **SUPPORTED** the application

3913. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The following action points were noted.

| Meeting Date | Issue Detail | Action Owner | Update | Due Date |
|--------------|--|--------------|---|----------|
| 17.12.25 | Min 3863, p 4494-5 – To consider change of energy supplier for street lighting | SN / BB | Exit terms from EDF, ESCC supplier rates, and part night street lighting to be investigated and taken back to a future meeting. <i>To be actioned now that the Memorandum of Agreement has been agreed and signed.</i> | Apr 2026 |
| 18.2.26 | Min 3901, p 4532 – Business Plan update | SN | Project no 1, Neighbourhood Plan, has been updated with recent information and will be taken to the next meeting. | Apr 2026 |

TELSCOMBE TOWN COUNCIL



3913. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

| Meeting Date | Issue Detail | Action Owner | Update | Due Date |
|--------------|--|--------------|---|-----------|
| 18.2.26 | Min 3903, p 4533 – To note update to street lighting Memorandum of Agreement from East Sussex County Council and decide whether to agree to the terms and asset list | SN | ESCC's Memorandum of Agreement has been signed. | Completed |
| 18.2.26 | Min 3904, p 4533 – To note update on the working group's progress with a response on Lewes District Council's consultation on a spatial strategy & site allocations – Lewes Local Plan and agree how to progress | LOC / BB | The Committee's response to the consultation, alongside the local green space submission forms, have been submitted to LDC. | Completed |

3914. NEIGHBOURHOOD PLAN UPDATE

The Committee discussed the report from the Town Clerk and **noted** the current position. Cllr O'Connor advised that the Neighbourhood Plan leaflet had been finalised by Peacehaven Town Council and is currently with LDC to check that it is neutral, to ensure it can be advertised during Purdah. The Committee thanked Cllrs Gallagher and O'Connor for their continuous work on the Plan.

3915. TO NOTE COMPLAINTS RELATED TO THIS COMMITTEE

The Committee **noted** the complaints.

3916. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st JANUARY 2026

The Committee **noted** the year-to-date income & expenditure figures of £8,026 income and expenditure of £21,993 and spending against budget.

3917. TO NOTE PEACEHAVEN TOWN COUNCIL'S PLANNING & HIGHWAYS COMMITTEE MEETING PAPERWORK AND MINUTES

The Committee **noted** the most recent paperwork for Peacehaven Town Council's meeting next week.

3918. TO CONSIDER RESPONDING TO EASTBOURNE BOROUGH COUNCIL'S CONSULTATION ON THE DRAFT EASTBOURNE LOCAL PLAN 2022-2042

The Committee considered the Amenities Officer's report and it was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** not to respond to Eastbourne Borough Council's consultation on the Eastbourne Local Plan 2022-2042.



TELSCOMBE TOWN COUNCIL

3919. TO NOTE THE PLANNING INSPECTORATE'S NOTICE OF PROPOSAL TO MODIFY THE DEFINITIVE MAP MODIFICATION ORDER ON PROPOSED PUBLIC FOOTPATHS IN TELSCOMBE CLIFFS RUNNING FROM AMBLESIDE AVENUE TO CENTRAL AVENUE, TELSCOMBE CLIFFS WAY, FAIRLIGHT AVENUE, CLIFF GARDENS AND ENDING AT GRASSMERE AVENUE

The report from the Amenities Officer provided an update on the proposed right of way in Telscombe Cliffs, starting from Ambleside Avenue and finishing at Grassmere Avenue. The Planning Inspectorate had provided an update to confirm that the interim decision in respect of the Order had been made and provided the Town Council with a copy of the notice to modify the Order. As we had previously supported the Order, it was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** not to comment any further, but that we inform the Planning Inspectorate that we have an interest in the Order, so that we may be contacted in the future with any updates and/or decisions.

3920. TO NOTE ORDER MADE BY EAST SUSSEX COUNTY COUNCIL FOR 2 PUBLIC FOOTPATHS IN SALTDEAN, TELSCOMBE 23 RUNNING FROM NORTHWOOD AVENUE TO FINDON AVENUE AND TELSCOMBE 24 ACROSS THE GREEN AT FINDON AVENUE

The Committee noted ESCC's Definitive Map Modification Order for 2 public footpaths in East Saltdean, Telscombe 23 running from Northwood Avenue to Findon Avenue and Telscombe 24 across the green at Findon Avenue, and thanked both ESCC's Rights of Way Officer and The Ramblers Association representative for their work in progressing the Order.

3921. TO NOTE PLANNING APPLICATION RESULTS COMPARISON REPORT

The Committee noted the report, agreed that it should be produced again in September 2026 and thanked the Admin Assistant for her work in compiling and analysing the information.

3922. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

Cllr Watts reported that there were several large potholes on Ambleside Avenue around the junction with Firl Road. The Amenities Officer advised these can be reported to East Sussex Highways (ESH) and Officers are currently reporting any that they see directly on their website.

Cllr O'Connor advised that a resident had contacted him to advise that a pizza van was operating a business from Central Avenue in the evenings. He has reported this to LDC, and it is currently with their Planning team to consider any further action.

Cllr O'Connor also reported that Openreach are closing some roads whilst they carry out utility works in Saltdean and Telscombe Cliffs. They had also been digging on private land, which is not within their remit. He had tried to report this to Openreach, but they have been difficult to get hold of. The Amenities Officer advised that a resident had recently contacted the Office to advise Openreach had closed their road with no warning. This was reported to ESH, who asked the resident to address their complaint to Openreach direct. She also advised that notifications of any planned roadworks within our area are advertised through the One Network website, and it was agreed that the Amenities Officer would send this information to Cllr O'Connor.

TELSCOMBE TOWN COUNCIL



There being no further business the meeting closed at 9.06pm.

Signed
Chairman

Next meeting of the Committee – Wednesday 1st April 2026

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 1st April 2026** at 7.30 pm.

COMMITTEE MEMBERS PRESENT: Cllrs C Gallagher *Chair*, L O'Connor, N Watts *Vice Chair & Deputy Mayor* & T Williamson

Also Present: Bianca Buss, Amenities Officer (*minutes*)
1 member of the public

The meeting was adjourned at 7.30pm to take questions from the member of the public present.

3923. PUBLIC QUESTION TIME

A member of the public was present to raise concerns regarding a pizza van operating a business from Central Avenue, Telscombe Cliffs and provided photos for the Committee to note. The resident advised that the business is open from lunchtime until 11pm, and cables are running from the van to a property to obtain power. Smoke is constantly coming into her house, and she has diarised this over the last two weeks, before reporting to Lewes District Council (LDC). Advertising flags have been added to grass verges which interfere with vision for vehicles driving in this area, which is especially concerning due to it being next to Telscombe Cliffs Academy. The resident advised she has reported this issue to East Sussex Highways for further investigation.

Cllr O'Connor advised that he has been in discussion with LDC regarding this business and raised four issues with them: 1) smoke from the van, 2) if the business has a street trading licencing, 3) has planning consent been granted and 4) if the running cables are safe, with the relevant checks/authorisation undertaken. LDC have informed him that the business does not require a street licence in this location and he will chase the other queries previously raised. It was noted that some food preparation was being undertaken in a property next to the van and the Committee questioned if a hygiene inspection had been carried out at the property.

The resident also reported that vehicle parking in Central Avenue around school run times has increased and is hazardous. Vehicles are parking on grass verges and in front of driveways. This is not helped with the pizza van running their business in the same location. The Committee therefore **agreed** for the two complaints regarding the business and parking around the school to be added to the Town Council's list of complaints, that the Amenities Officer contacts the Parking Shop to ask that Enforcement Officers visit Central Avenue and that Cllr O'Connor continues liaising with LDC regarding the issues with the pizza van, as highlighted above.

The meeting resumed at 7.50pm and the member of the public left the meeting.

3924. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Clarkson who was working away, Cllr Lawrie who had family commitments and Cllr Robinson who had a prior engagement. These reasons were accepted by the Committee. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Ndloa was not present and had not provided apologies. Cllr Gallagher was present but was not feeling well, and it was therefore unanimously **agreed** for Cllr Watts to Chair the meeting.

3925. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

4568

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3926. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 11th MARCH 2026

It was proposed by Cllr Williamson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 11th March 2026 were a true record of the proceedings and were signed as correct by the Vice Chair, Cllr Watts.

3927. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS FROM LEWESDC

LW/26/0092 – 20 Bannings Vale, Saltdean, East Sussex

Case Officer: Danielle Durham

Demolition and reconstruction of double detached garage onto new foundations

It was proposed by Cllr Williamson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to **SUPPORT** the application.

LW/26/0099 – 39 Oaklands Avenue, Saltdean, East Sussex BN2 8PB

Case Officer: James Emery

Demolition of existing side and rear extensions and addition of side/rear wrap-around extension; extension to front of existing garage and extension of existing roof ridge over; loft conversion including 3no. front dormers and 1no. rear dormer to create first floor living space; 1.8m height boundary fence to South and West boundary with brick piers and timber infill panels and associated landscaping to create 2no. parking spaces; addition of front porch.

It was proposed by Cllr Gallagher, seconded by Cllr Williamson and unanimously **RECOMMENDED** to **SUPPORT** the application.

LW/26/0111 – 112 Wicklands Avenue, Saltdean, East Sussex BN2 8EP

Case Officer: Mr James Emery

Single storey side extension, single storey front infill extension, roof extension with addition of 4no. front dormers and 1no. rear dormer, removal of rear garden room and extension to rear decking with addition of steps and glass balustrade

It was noted that the Committee had been informed the previous day that the description and design of this proposal had been altered from 4no. to 3no. front dormers and an addition of 1no. front rooflight. Taking the new drawings into consideration, it was proposed by Cllr O'Connor, seconded by Cllr Williamson and unanimously **RECOMMENDED** to **SUPPORT** the application, on the basis that measures are undertaken to ensure that neighbouring properties are not overlooked from the rear decking.

3928. TO CONSIDER THE FOLLOWING PLANNING APPLICATION FROM EAST SUSSEX COUNTY COUNCIL

ESCC/2026/001/CB – 66 The Lookout, Peacehaven, East Sussex BN10 8AA

Case Officer: Kiran Sajjan

Use of land for small glamping site with 2 wooden cabins, 4 yurts, shepherd hut, 2 healing cabins and replacement stables. Application includes regularisation of existing trailer, toilets, decking, cabins and tiered seating area. (Cross-boundary application with the South Downs National Park)

The Committee considered the application, and it was proposed by Cllr Williams, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to **OBJECT** to the application for the same reasons as previously stated to LDC and South Downs National Park Authority, namely:

TELSCOMBE TOWN COUNCIL



3928. To consider the following planning application from East Sussex County Council (Contd)

ESCC/2026/001/CB – 66 The Lookout, Peacehaven, East Sussex BN10 8AA

Case Officer: Kiran Sajjan

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

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

3929. TO NOTE THE PLANNING DECISIONS MADE BY LEWES DISTRICT COUNCIL

The following planning decisions were noted:-

LW/25/0645 – 3 Cowden Road, Saltdean, East Sussex BN2 8DD

Case Officer: Danielle Durham

Part retrospective single storey front extension

Lewes District Council REFUSED permission

Telscombe Town Council OBJECTED to the application

LW/26/0040 – 73 Oaklands Avenue, Saltdean, East Sussex BN2 8PB

Case Officer: Danielle Durham

Conversion of the existing garage and alteration to the roof height

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

3930. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The following action points were noted.

| Meeting Date | Issue Detail | Action Owner | Update | Due Date |
|--------------|--|--------------|---|----------|
| 17.12.25 | Min 3863, p 4494-5 – To consider change of energy supplier for street lighting | SN / BB | Exit terms from EDF, ESCC supplier rates, and part night street lighting to be investigated and taken back to a future meeting. <i>To be actioned now that the Memorandum of Agreement has been agreed and signed.</i> | Apr 2026 |

TELSCOMBE TOWN COUNCIL



3930. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

| Meeting Date | Issue Detail | Action Owner | Update | Due Date |
|--------------|--|--------------|---|---------------------|
| 18.02.26 | Min 3901, p 4532 – Business Plan update | SN | Project no 1, Neighbourhood Plan, has been updated with recent information. | See new agenda item |
| 11.03.26 | Min 3907, p 4544 – Public Question Time – B&H buses CIL bid | BB | Letter has been sent to LDC, advising we support B&H buses CIL bid application. | Completed |
| 11.03.26 | Min 3919, p 4549 – To note the Planning Inspectorate’s notice of approval to modify the definitive map modification order on proposed public footpaths in Telscombe Cliffs running from Ambleside Avenue to Central Avenue, Telscombe Cliffs Way, Fairlight Avenue, Cliff Gardens and ending at Grassmere Avenue | BB | We have informed the Planning Inspectorate that we have an interest in the Order, so that we may be contacted in the future with any updates. | Completed |
| 11.03.26 | Min 3922, p 4549 – Urgent Matters – road conditions at Ambleside Avenue | CR | Cllr Robinson, as our County Councillor, has reported to ESH the potholes on Ambleside Ave. The Highway Steward has inspected the area and raised works for multiple pothole repairs along the road. This should be completed within 28 days. | Completed |
| 11.03.26 | Min 3922, p 4549 – Urgent Matters – One Network website | BB | BB has provided Cllr O’Connor with a link to the One Network website. | Completed |

3931. NEIGHBOURHOOD PLAN UPDATE

The Committee **noted** the current position of the Neighbourhood Plan. Cllr Gallagher provided a timeline of the most recent progression; on 17th March 2026 Peacehaven Town Council’s Planning Committee were updated on the Plan including master planning and cycle routes; on 19th March 2026 LDC confirmed that a draft leaflet on the Neighbourhood Plan could not be advertised due to rules during Purdah; a member of the public asked LDC cabinet three questions on the Neighbourhood Plan and it is understood a response was later provided; on 24th March 2026 a steering group meeting was held and the Town Clerk had previously sent a letter to all Town Councillors regarding restrictions during Purdah before County Council elections and the Referendum take place.

Cllr Watts advised that when sharing information regarding the Neighbourhood Plan on social media, the Town Council were not including the link to LDC’s website. He asked if future posts could include this link. He also thanked Cllr Gallagher and Cllr O’Connor for their continued work on the Plan.

TELSCOMBE TOWN COUNCIL



3932. BUSINESS PLAN UPDATE

The Committee **noted** the Business Plan.

3933. TO NOTE PEACEHAVEN TOWN COUNCIL'S PLANNING & HIGHWAYS COMMITTEE MEETING PAPERWORK AND MINUTES

The Committee **noted** the most recent paperwork for Peacehaven Town Council's meeting.

3934. TO NOTE ESCC'S NEWLY DEVELOPED TOWN AND PARISH COUNCIL ROAD SAFETY TOOLKIT

The Committee **noted** East Sussex County Council's Road Safety Parish Council Toolkit and their pragmatic approach in view of the lack of funding. It was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that the toolkit is emailed out to all Town Councillors, to assist with any discussions with residents.

3935. TO NOTE CHANGES TO BUS SERVICES IN LEWES DISTRICT

The Committee **noted** the changes to bus services in Lewes District.

3936. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA

There were no urgent matters.

There being no further business the meeting closed at 8.39pm.

Signed
Chairman

Next meeting of the Committee – Wednesday 22nd April 2026

TELSCOMBE TOWN COUNCIL



Minutes of a meeting of the **Planning & Highways Committee** held in Room 1 at Telscombe Civic Centre on **Wednesday 22nd April 2026** at 7.30 pm.

COMMITTEE MEMBERS PRESENT: Cllrs C Clarkson, C Gallagher *Chair*, L O'Connor, C Robinson & T Williamson

Also Present: Bianca Buss, Amenities Officer (*minutes*)
3 members of the public

The meeting was adjourned at 7.30pm to take questions from the members of the public present.

3937. PUBLIC QUESTION TIME

Three members of the public were present concerning planning application LW/26/0051, 100 Oaklands Avenue, listed on agenda item number 5.

Mr Johnson, who was happy for his name to be recorded in the minutes, advised that he has previous Government Planning experience, notably being employed as a solicitor for Wealden District Council and a Planning Officer for Seaford Town Council, and was present to support the view of the residents of 98 Oaklands Avenue. Mr Johnson provided the Committee with a copy of his objection that he will send to Lewes District Council (LDC) and photos evidencing the overlooking aspect onto 98 Oaklands Avenue. Mr Johnson outlined his concerns as follows: a) that the decking was erected without formal consent, b) the measurements of the decking breaches the ruling that it should not be erected within one metre of the boundary and more than 30cm off the ground, c) the new replacement decking is far more intrusive, and d) the application allows for a large standing platform with wooden balustrades, which will overlook directly into the garden and living room of 98 Oaklands Avenue. Although obscured screening could be added to avoid overlooking, Mr Johnson advised it would need to be twice the height of the garden fence and would not be a suitable option. He felt that this application is against Policies DM25 and DM28 of the Lewes Local Plan Part 2 as there will be impact to the neighbouring properties in relation to privacy, outlook, noise and activity (Policy DM25) and overlooking into the living room and garden of 98 Oaklands Avenue (Policy DM28). Mr Johnson advised that the neighbours had not received notification of this application via a letter from LDC, and that although a sign had been added to a nearby post, it had disappeared by the next day.

Cllr Clarkson arrived at the meeting at 7.42pm.

Ms L England, who was also happy for her name to be recorded in the minutes, advised that although she works for Lewes & Eastbourne Council, she was present to highlight her concerns regarding this planning application, as the resident of 98 Oaklands Avenue. Ms England reported that the new decking had been altered and is now above her fence line. Steps have also been moved to the other side of the decking, meaning that there is now no separation between the two gardens and her property and that her garden is being completely overlooked by the viewing platform. A Pilates studio with decking had previously been added to the garden at 100 Oaklands Avenue, leaving little green space.

The meeting resumed at 7.50pm.

3938. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Lawrie who was on leave and Cllr Watts who had work commitments. These reasons were accepted by the Committee. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Ndeloa was not present and had not provided apologies.



TELSCOMBE TOWN COUNCIL



3939. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

3940. TO APPROVE & SIGN MINUTES OF THE MEETING HELD ON WEDNESDAY 1st APRIL 2026

It was proposed by Cllr Williamson, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 1st April 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Gallagher.

3941. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS FROM LEWES DISTRICT COUNCIL

LW/26/0051 – 100 Oaklands Avenue, Saltdean, East Sussex BN2 8PA

Case Officer: James Emery

Section 73a retrospective application to replace existing raised decking with new and create a stair case at the rear elevation

The Committee considered the application, noting that although the Design & Access Statement confirms the decking width is being reduced, the decking has increased in height and bulk. It was therefore proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** to **OBJECT** to the application as it contravenes Policies DM25 and DM28 of the Lewes Local Plan and Policies PT1 (high design) and PT3 (amenity protection) of the Peacehaven & Telscombe Neighbourhood Plan. Councillors also asked if the Planning Officer can consider their concerns that a large amount of the garden is covered by decking and a building and asked if this is covered within the NPPF.

The three members of the public left the meeting at 7.58pm.

LW/26/0113 – 19 Brambletyne Avenue, Saltdean, East Sussex BN2 8EL

Case Officer: Danielle Durham

Alterations to first floor fenestration

It was proposed by Cllr Williamson, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to make **NO COMMENT** on the application, as the Councillors felt this application was not required to come to this Committee.

3942. TO NOTE THE PLANNING DECISIONS MADE BY LEWES DISTRICT COUNCIL

The following planning decisions were noted:-

LW/26/0022 – 79 Telscombe Road, Telscombe Cliffs, East Sussex BN10 7LL

Case officer: James Emery

Erection of a porch and addition of 1no. dormer at front elevation

Lewes District Council **GRANTED** permission

Telscombe Town Council **SUPPORTED** the application





TELSCOMBE TOWN COUNCIL

3942. To note the planning decisions made by Lewes District Council (Contd)

LW/26/0031 – 16 Warren Way, Telscombe Cliffs, East Sussex BN10 7DJ

Case Officer: Danielle Durham

Erection of a single storey rear extension and repositioning of the existing boundary fence within the applicant's own land – AMENDED PLANS

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/26/0040 - 73 Oaklands Avenue, Saltdean, East Sussex BN2 8PB

Case Officer: Danielle Durham

Conversion of the existing garage into habitable space and alteration to the roof height

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/26/0050 – 10 Barley Close, Telscombe Cliffs, East Sussex BN10 7JQ

Case Officer: Danielle Durham

Erection of single-storey/side extension, addition of detached side building and a fence to driveway

Lewes District Council GRANTED permission

Telscombe Town Council SUPPORTED the application

LW/26/0058 – 14 Telscombe Cliffs Way, Telscombe Cliffs, East Sussex BN10 7DT

Case Officer: James Emery

Retrospective change of use from C3 (dwellinghouse) to a mixed use Class C3 and Class E

Lewes District Council REFUSED permission

Telscombe Town Council OBJECTED to the application

3943. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

| Meeting Date | Issue Detail | Action Owner | Update | Due Date |
|--------------|---|--------------|---|---------------------|
| 17.12.25 | Min 3863, p 4494-5 – To consider change of energy supplier for street lighting | SN | Exit terms from EDF, ESCC supplier rates, and part night street lighting to be investigated. | See new agenda item |
| 01.04.26 | Min 3923, p 4568 – Public Question Time – pizza van and parking around Telscombe Cliffs Academy | BB | The two issues raised have been added to the list of complaints. | Completed |
| | | BB | BB has asked enforcement officers to visit Central Ave & around school. They have advised they will try to attend the site on a weekly basis. | Completed |
| | | LOC | LOC is liaising with LDC re issues highlighted with pizza van running in a residential area (smoke from van, planning consent and if there have been checks/approval for the running cables). | May 2026 |

TELSCOMBE TOWN COUNCIL



3943. To note actions carried out or required from previous meetings and agree any further measures required (Contd)

| Meeting Date | Issue Detail | Action Owner | Update | Due Date |
|--------------|---|--------------|---|-----------|
| 01.04.26 | Min 3931, p 4571 – Neighbourhood Plan update | BB | Due to Purdah, we are limited as to how we advertise the NP referendum, which includes not providing a link to LDC's website. However, we can share any information provided by LDC from their own social media channels. | Completed |
| 01.04.26 | Min 3934, p 4572 – To note ESCC's newly developed Town and Parish Council Road Safety Toolkit | BB | ESCC's Toolkit has been emailed out to all Cllrs. | Completed |

Minute 3923 Pizza van – Cllr O'Connor advised that LDC have confirmed there are no planning concerns and he is still waiting for a response in relation to the other queries, so will escalate these further. The Committee asked if any progress had been made with the signs added to the grass verge and it was agreed that the Amenities Officer would report this to East Sussex Highways.

The remainder of the action list was **noted**.

3944. NEIGHBOURHOOD PLAN UPDATE

The Committee noted the current position of the Neighbourhood Plan.

3945. TO NOTE COMPLAINTS RELATED TO THIS COMMITTEE

The Committee noted the list of complaints. Cllr Gallagher confirmed that since the agenda had been issued, another complaint had come in relating to the wildlife verge at Crowborough Road. Two volunteers who tend to the verge had contacted Cllr Gallagher to ask that the verge is turned over, seeded and have pathways cut through. Cllr Gallagher advised she will make further contact with the volunteers, but in the meantime, has advised them that this verge is owned by East Sussex County Council (ESCC) who like the verges to be left for natural flowers and plants to grow.

3946. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st MARCH 2026

The actual end of year figures at 31st March of £8,026 income and expenditure of £24,666 were noted, along with explanations of significant differences between budget and actual spend figures. The total income figure represented 130.6% of the budget and was due to higher CIL income being received and the total expenditure figure represented 89.5% of the annual budget. These figures were noted by the committee.

3947. TO NOTE PEACEHAVEN TOWN COUNCIL'S PLANNING COMMITTEE MEETING PAPERWORK AND MINUTES

The Committee noted the most recent paperwork for Peacehaven Town Council's (PTC) meeting. Cllr Gallagher advised that included within PTC's paperwork was a planning application on the South Coast

TELSCOMBE TOWN COUNCIL



3947. **To note Peacehaven Town Council's Planning Committee Meeting paperwork and minutes (Contd)**

Road to change the use of a ground floor retail space to residential units. The Committee felt that retail spaces on this road should be kept where possible, to ensure that a town centre is retained.

3948. **UPDATE REGARDING CHANGE OF ENERGY SUPPLIER FOR STREET LIGHTING AND AGREE WAY FORWARD**

The Committee discussed the report from the Town Clerk, noting that ESCC had advised they are not currently accepting any further assets into the energy agreements. Concerns were raised that the monthly cost of energy supply from EDF had risen dramatically over the last few months and it was therefore proposed by Cllr Williamson, seconded by Cllr Robinson and unanimously **RECOMMENDED** to look at supply charges from alternative suppliers.

3949. **TO NOTE CANCELLATION OF SCHEDULED CARRIAGEWAY REPAIRS ON A259 IN TELSCOMBE CLIFFS BY EAST SUSSEX COUNTY COUNCIL**

The Committee **noted** ESCC's cancellation of carriageway repairs on the A259 between Telscombe Cliffs Way and Telscombe Tye from 5th to 10th May 2026.

3950. **URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING OR ADDING ON A FUTURE AGENDA**

There were no urgent matters.

There being no further business the meeting closed at 8.50pm.

Signed 
Chairman

Next meeting of the Committee – Wednesday 13th May 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 |

cc

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 | <i>Replacement signs for the poor quality ones have now been received from the manufacturer & need to be installed.</i> 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. <i>Works are due to start the week commencing Monday 16th March and should be completed by the end of the month.</i> | 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 |



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 |
|-----------------|---|--------------|--|----------|
| 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.



TELSCOMBE TOWN COUNCIL

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.



TELSCOMBE TOWN COUNCIL

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 Telcombe 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 *C. Clarkson*

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

| | |
|---------------------|---|
| AGENDA ITEM | 8 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To appoint members to Committees and Sub-Committees |

1. INTRODUCTION

A draft committee membership list is attached, Appendix A, which is based on indicative suggestions. Cllr Sharkey has requested to only be a member of the Amenities & Civic Centre Committee as she will not be re-standing for Mayor. The remaining Councillors indicated their willingness to continue serving on their current Committees, but the Chairs will need to be decided.

2. INFORMATION

As per our Terms of Reference and Delegation Scheme, committee membership is a minimum of 8 and a maximum of 9 and sub-committee membership is a minimum of 6 maximum of 7, with the Policy & Resources Committee membership being recommended to be amended to a minimum of 8 and maximum of 9.

The Mayor and Deputy Mayor should be Ex Officio voting members of all Committees and as they are included in the Committee membership, should attend all meetings whenever possible.

In order to be a member of one of the sub-committees, a Councillor will need to be a member of the Policy & Resources Committee.

3. RECOMMENDATION

It is recommended to appoint members to Committees and Sub-Committees and to appoint the Committee Chairs, as per Standing Order 4, f, vi.

4. FINANCIAL IMPLICATIONS

N/A

5. ENVIRONMENTAL IMPACT

N/A

TELSCOMBE TOWN COUNCIL**DRAFT****COMMITTEE MEMBERSHIPS** **MAY 2026 - MAY 2027****AMENITIES & CIVIC CENTRE****Councillors** (min 8/max 9) :-

| |
|--------------------|
| CLARKSON Ciarron |
| JUDD David |
| LAWRIE Michele |
| NDELOA Columbus |
| O'CONNOR Laurence |
| ROBINSON Christine |
| SHARKEY Isobel |
| WATTS Neil |
| WILLIAMSON Tony |

PLANNING & HIGHWAYS**Councillors** (min 8/max 9):-

| |
|--------------------|
| CLARKSON Ciarron |
| GALLAGHER Cathy |
| LAWRIE Michele |
| NDELOA Columbus |
| O'CONNOR Laurence |
| ROBINSON Christine |
| WATTS Neil |
| WILLIAMSON Tony |
| |

POLICY & RESOURCES**Councillors** (min 8/max 9) :-

| |
|--------------------|
| CLARKSON Ciarron |
| GALLAGHER Cathy |
| JUDD David |
| LAWRIE Michele |
| O'CONNOR Laurence |
| PAGE Brian |
| ROBINSON Christine |
| WATTS Neil |
| |

GRANTS***(Sub-Committee of P&R)*****Councillors** (min 6/max 7) :-

| |
|--------------------|
| CLARKSON Ciarron |
| JUDD David |
| O'CONNOR Laurence |
| PAGE Brian |
| ROBINSON Christine |
| WATTS Neil |
| |

AUDIT***(Sub-Committee of P&R)*****Councillors** (min 6/max 7):-

| |
|--------------------|
| CLARKSON Ciarron |
| JUDD David |
| O'CONNOR Laurence |
| PAGE Brian |
| ROBINSON Christine |
| WATTS Neil |
| |

EMPLOYMENT***(Sub-Committee of P&R)*****Councillors** (min 6/max 7) :-

| |
|--------------------|
| GALLAGHER Cathy |
| JUDD David |
| LAWRIE Michele |
| O'CONNOR Laurence |
| ROBINSON Christine |
| WATTS Neil |
| |

*Council quorum - one third, minimum 5**Committee quorum - minimum 3*

| | |
|---------------------|--|
| AGENDA ITEM | 9 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To appoint representatives to Outside Bodies |

1. INTRODUCTION

There are a number of organisations which are independent from the Council, but have an impact on its service area.

In order that the Council can maintain effective partnerships with a number of these organisations, representatives of the Council sit on the various committees and forums that are responsible for them.

2. INFORMATION

Attached is a draft list of outside bodies showing the current representation, Appendix B. If you feel there is another organisation we should have representation on, or similarly feel that we do not need representation on an existing one, the list can be amended at the meeting.

I have recently been approached by the Sussex Community Development Association who have asked if Telscombe Town Council would like to nominate a representative. Their Vision for 2025-2028 is attached, Appendix C.

3. RECOMMENDATION

It is recommended to agree the Councillor representation on current outside bodies and decide if there are any other outside bodies to be added or removed.

4. FINANCIAL IMPLICATIONS

There are no financial implications, other than a possible claim for travel expenses from Councillors to attend meetings of the outside bodies.

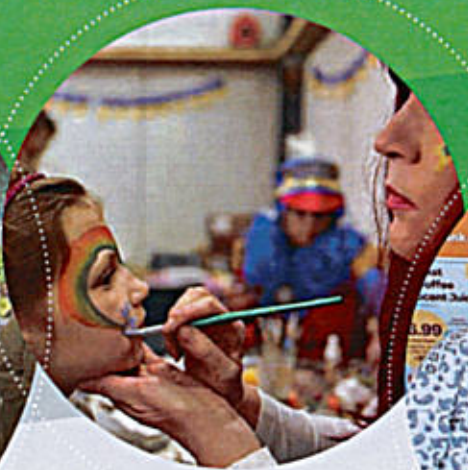
5. ENVIRONMENTAL IMPACT

N/A

Appendix B

REPRESENTATIVES ON OUTSIDE BODIES – May 2026 to May 2026

| Name of Organisation | Representatives - Councillors:- |
|---|--|
| Age Concern | Cllr Clarkson |
| British Legion | Cllrs Judd & Watts |
| Citizens Advice | Cllr Sharkey |
| CTLA (Community Transport for Lewes Area) | Cllr O'Connor |
| Crimestoppers | Cllr Watts |
| East Sussex Association of Local Councils | Cllr Gallagher |
| Emergency Planning Team | Cllr Judd |
| Greenhavens | Cllr Gallagher |
| The House Project | Cllr Gallagher |
| Joint Action Group | Cllr O'Connor |
| Lewes District Association of Local Councils | Cllr Clarkson |
| Neighbourhood Plan Steering Group | Cllrs Judd & Lawrie |
| Ovesco | Cllr Gallagher |
| Peacehaven Chamber of Commerce | Cllr Gallagher |
| Peacehaven Football Club | Cllrs Gallagher & Robinson |
| POLO (Parishes of the Lower Ouse) | Cllrs Gallagher & Lawrie |
| Saltdean Residents Association | Cllr O'Connor |
| Strengthening Local Relationships (SLR) | Cllrs O'Connor & Robinson |
| South Downs National Park | Cllrs Clarkson & Gallagher |
| Sussex Community Development Association (SCDA) | TBA |
| Telscombe Residents Association | Attendance in rotation by all Telscombe Ward Councillors |



OUR VISION 2025 - 2028

Health & Wellbeing | Vibrant Communities | Money, Housing & Jobs

Supporting people and communities to thrive

Sussex Community Development Association



Health & Wellbeing



Wellbeing

- Deliver counselling through Sussex Community Counselling
- Develop therapeutic support services
- Deliver suicide prevention and recovery
- Support mental wellbeing of young people

Environment & Climate Change

- Strengthen community resilience to the impacts of climate change
- Develop active travel and modal shift through cycling and walking
- Promote opportunities, knowledge and skills in growing food locally
- Support sustainability in local community action



Healthy Lifestyles

- Deliver activities addressing the wider determinants of health and wellbeing
- Support asset-based community action to address health inequalities
- Deliver activities promoting access to green, open and blue spaces
- Develop opportunities to create community gardens and improve neighbourhood environments

Loneliness & Social Isolation

- Promote volunteering
- Build stewardship of actions to address loneliness and social isolation
- Develop vibrant community hubs as part of social infrastructure
- Develop welcoming community spaces



Vibrant Communities



Community Action & Assets

- Coordinate community engagement to identify local needs and gaps in local services
- Develop community infrastructure
- Deliver effective and best practice in building civic society
- Coordinate distribution of community grants

Family Inclusion

- Support the active engagement of parents and carers through Families Forum
- Deliver access to family learning
- Deliver access to wider family support activities
- Deliver high quality childcare through Denton Island Nursery to support life chances of children



Community Hubs

- Create a vibrant community hub at Denton Island Community Centre
- Contribute to the development of Community Hubs as community resources
- Establish partnerships to meet community needs
- Identify local needs and gaps in local services

Young People

- Support the active young people's voice through the Young People's Forum
- Support young people's access to services and support
- Deliver activities supporting the mental wellbeing of young people
- Sustain a safe, dedicated space for young people's activities



Money, Housing & Jobs



Employability

- Deliver specialist support to enable local people, disadvantaged in the labour market, to get and sustain employment
- Support employers to recruit and retain staff
- Deliver support which addresses barriers to sustained employment
- Support people's physical health and wellbeing by access to employment

Community Advice

- Sustain partnership with specialist advice providers to meet community needs
- Ensure access to free, impartial, quality assured, confidential, specialist information, guidance and advice
- Maintain insights into community advice needs
- Support community members to improve their financial health



Food Security

- Co-ordinate Lewes District Food Partnership and strategy delivery
- Deliver activities which support community food security through Community Supermarkets and emergency food response
- Deliver cooking of surplus food
- Promote access to healthy, affordable food choices

Social Enterprise

- Maintain viability of existing SCDA social enterprises
- Identify opportunities for SCDA to initiate new social enterprises
- Support community wealth building through local social enterprise development
- Provide access to advice in establishing social enterprise

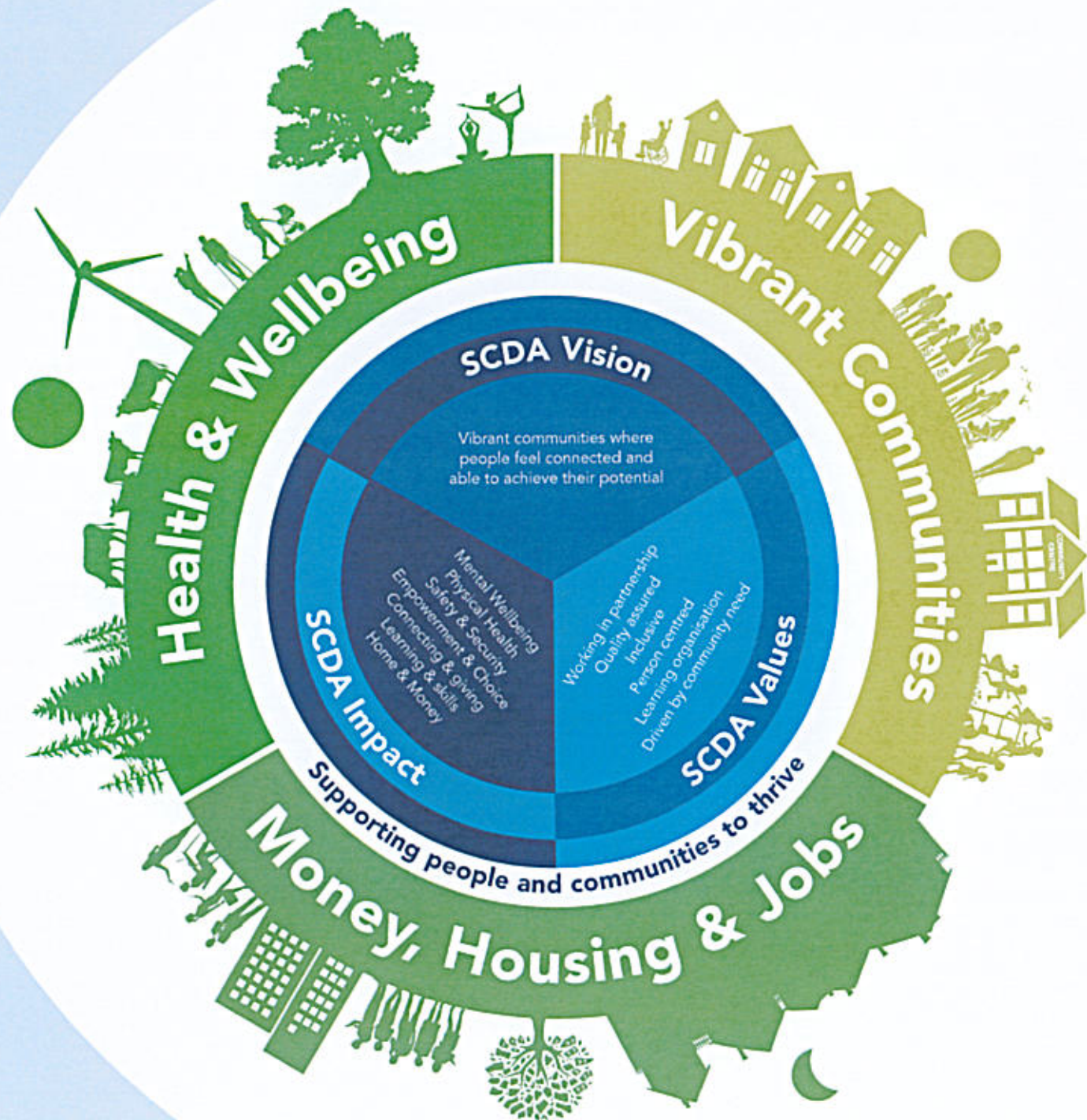


Supporting people and communities to thrive by delivering a wide range of services, projects and activities which improve health and wellbeing, increase financial resilience and opportunity and support community integration, connection and assets.

Sussex Community Development Association is a:

- Registered Charity number 1094905
- Company limited by guarantee, registered in England number 3387617
- Development Trust and member of Locality

Sussex Community Development Association Ltd
 Denton Island Community Centre
 Denton Island
 Newhaven
 BN9 9BA
 Tel: 01273 517250
 Website: www.sussexcommunity.org.uk



| | |
|---------------------|--|
| AGENDA ITEM | 10 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To approve payments and receipts for February and March 2026 |

1. INTRODUCTION

The payments and receipts list for February, Appendix D, and March 2026, Appendix E, are attached.

2. INFORMATION

Payments for February total £21,825.79 and receipts £4,081.52.

Payments for March total £51,653.47 and receipts £5,896.60.

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

3. RECOMMENDATION

It is recommended to approve the payments made and funds received for February and March 2026 and that the sheets are signed by the Mayor.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

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



TELSCOMBE TOWN COUNCIL

PAYMENTS & RECEIPTS - FEBRUARY 2026

PAYMENTS FEBRUARY 2026

| <u>Code</u> | <u>Com.</u> | <u>Paid to</u> | <u>Details</u> | <u>Ex VAT</u> £ | <u>VAT</u> £ | <u>TOTAL</u> £ | <u>Method</u> |
|---------------------------------------|-------------|------------------------|--|--------------------|-----------------|-------------------|---------------|
| 4043-101 | Admin | Ingenio | Website hosting | 25.00 | 5.00 | 30.00 | dd |
| 4369-202 | Amn | Site Equip | Portaloo hire for January | 184.80 | 36.96 | 221.76 | dd |
| 4411-301 | C.Centre | Lewes District Council | Rates Feb 26 | 1,206.00 | 0.00 | 1,206.00 | dd |
| 4041-101 | Admin | Northstar) | IT support | 270.00 | 54.00 | 324.00 | dd |
| 4027-101 | Admin | Northstar) | Cloud back-up | 59.00 | 11.80 | 70.80 | dd |
| <i>dd total £394.80</i> | | | | | | | |
| 4027-101 | Admin | Northstar | Email hosting/anti virus & Defender email filtering -PO 828 | 212.36 | 42.47 | 254.83 | dd |
| 4022-101 | Admin | Tower Leasing Limited | Phone handset rental 6/2/26 - 5/3/26 | 50.00 | 10.00 | 60.00 | dd |
| Nat West Credit Card payment:- | | | | | | | |
| 4019-101 | M.A. | Asda | Food for xmas morning | 36.00 | 0.00 | 36.00 | dd |
| 4019-101 | M.A. | Bookers | Food for xmas morning | 110.14 | 0.00 | 110.14 | dd |
| <i>dd total £146.14</i> | | | | | | | |
| 9014-910 | E.R. | Ace Landscapes | To carry out fence works at Gorham Way on the Tye as PO 958 | 2,945.88 | 589.18 | 3,535.06 | online |
| 4419-301 | C.Centre | Thomas Door & Windows | Call out to fix fault on Automatic Door as PO 961 | 231.75 | 46.35 | 278.10 | online |
| 4030-101 | Admin | Tansleys Printers | To print 3300 newsletters | 515.00 | 0.00 | 515.00 | online |
| 4057-101 | Admin | April Skies Consulting | Interim Internal Audit 25/26 | 260.00 | 0.00 | 260.00 | online |
| 4300-401 | PLAN | EDF Energy 5% | Street lighting January | 709.99 | 35.50 | 745.49 | online |
| 4100-201 | Amn | Sutcliffe Play | To supply 2 ropes for equipment in RK as PO 953 | 380.01 | 76.00 | 456.01 | online |
| 4058-101 | Admin | Advo Payroll | Payroll services February | 86.25 | 17.25 | 103.50 | BACS |
| 4413-301 | C.Centre | E-ON Next Elec 5% | Electricity January | 110.99 | 5.55 | 116.54 | dd |
| 4414-301 | C.Centre | E-ON Next Gas 20% | Civic Centre gas January | 362.40 | 72.48 | 434.88 | dd |
| 4001-101 | Admin | HMRC) | PAYE January | 877.00 | 0.00 | 877.00 | BACS |
| 4001-101 | Admin | HMRC) | NI employee January | 396.76 | 0.00 | 396.76 | BACS |
| 4002-101 | Admin | HMRC) | NI employer January | 1,122.54 | 0.00 | 1,122.54 | BACS |
| <i>HMRC total £ 2,396.30</i> | | | | | | | |
| 4001-101 | Admin | Salaries | Salaries for February | 7,912.14 | 0.00 | 7,912.14 | BACS |
| 4027-101 | Admin | Focus Group | Sogea line rental (broadband) & Cloud Rental (telephones) 1/3- 31/3 | 54.70 | 10.94 | 65.64 | dd |
| 4001-101 | Admin | ESCC) | Pension contributions Feb employee | 569.24 | 0.00 | 569.24 | BACS |
| 4003-101 | Admin | ESCC) | Pension contributions Feb employer | 1,839.48 | 0.00 | 1,839.48 | BACS |
| <i>bacs total £2408.72</i> | | | | | | | |
| 9040-910 | E.R. | Site Equip | Hire of portaloo 26/01/26 - 25/02/26 | 202.40 | 40.48 | 242.88 | dd |
| 4042-101 | Admin | Nat West | bank charges | 42.00 | 0.00 | 42.00 | dd |
| | | | | 20,771.83 | 1,053.96 | 21,825.79 | |

Signed
Mayor

Please see separate sheet for Receipts February 2026

TELSCOMBE TOWN COUNCIL



RECEIPTS - FEBRUARY 2026

| | | | <u>Details</u> | <u>£</u> | <u>£</u> |
|----------|----------|----------------------------|---|--------------|------------------------|
| 2nd Feb | 1000-301 | automated credit | U3A Keep Fit - inv 8534 | | 74.00 |
| | 1000-301 | automated credit | U3A Meditation - inv 8533 | | 19.60 |
| 4th Feb | 1063-202 | Slip 101408 cash | S Harrison - inv 8527 <i>plaque</i> | 20.00 | |
| | 1000-301 | | A Smith - invs 8528/8537 | 30.80 | |
| | 1054-105 | | Halloween ticket sales | <u>57.00</u> | 107.80 |
| 4th Feb | 105 | | HMRC - VAT reclaim Oct to Dec '25 | | 2,458.23 |
| 4th Feb | 1000-301 | automated credit | Diversity Resource Int. - inv 8541 | | 18.60 |
| 5th Feb | 1000-301 | automated credit | Ciarron Clarkson - inv 8542 | | 19.60 |
| 6th Feb | 1000-301 | automated credit | Care for the Carers - inv 8535 | | 55.80 |
| | 1000-301 | automated credit | Living Lights Pilates - inv 8544 | | 69.27 |
| 13th Feb | 1000-301 | automated credit | Swan Advocacy - inv 8540 | | 29.05 |
| | 1040-101 | automated credit | Southern Taxis - inv 8552 - <i>advert</i> | | 40.00 |
| 16th Feb | 1040-101 | automated credit | Wagstaffs - inv 8551 - <i>advert</i> | | 40.00 |
| | 1000-301 | automated credit | Living Lights Pilates - inv 8553 | | 69.27 |
| | 1040-101 | automated credit | Malonchos- inv 8550 - <i>advert</i> | | 40.00 |
| 19th Feb | 1000-301 | automated credit | Home Care Direct - inv 8538 | | 68.40 |
| 20th Feb | 1000-301 | automated credit | Living Light Pilates - inv 8557 | | 69.27 |
| | 1000-301 | automated credit | Jonathan Rolls - inv 8554 | | 18.60 |
| 23rd Feb | 1000-301 | automated credit | Southern Co-op - inv 8519 | | 14.70 |
| | 1000-301 | automated credit | ES Family Group - invs 8539/8545 | | 120.60 |
| 24th Feb | 1040-101 | automated credit | Southern Taxis - inv 8495 - <i>advert</i> | | 40.00 |
| | 1000-301 | automated credit | J Chant Yoga inv 8559 | | 96.80 |
| | 1000-301 | automated credit | Deans Senior Tea Club - inv 8560 | | 165.00 |
| 25th Feb | 1000-301 | Slip 101409 cash | Anneli Smith - invs 8546/8558 | 30.80 | |
| | 1000-301 | | Southdown Housing - inv 8547 | <u>34.20</u> | 65.00 |
| 25th Feb | 1000-301 | Slip 101410 <i>cheques</i> | W.I - inv 8549 | 41.25 | |
| | 1000-301 | | Flower Club - inv 8555 | <u>78.90</u> | 120.15 |
| 27th Feb | 1000-301 | automated credit | Living Light pilates - inv 8562 | | 69.27 |
| | 1066-202 | automated credit | Wander Coffee - inv 8561 | | 176.00 |
| 27th Feb | 1190-101 | | Nat West - bank acct interest Feb | | 16.51 |
| | | | | | <u><u>4,081.52</u></u> |

Signed
Mayor

TELSCOMBE TOWN COUNCIL

Appendix E



PAYMENTS AND RECEIPTS MARCH 2026

PAYMENTS

| <u>Code No.</u> | <u>Com.</u> | <u>Paid to</u> | <u>Details</u> | <u>Excl. VAT £</u> | <u>VAT</u> | <u>TOTAL £</u> | <u>Method</u> |
|----------------------------|-------------|-------------------------------|---|--------------------|-----------------|------------------|---------------|
| 4043-101 | Admin | Ingenio | Website hosting | 25.00 | 5.00 | 30.00 | dd |
| 4411-301 | C.Centre | Lewes District Council | Rates March | 1,206.00 | 0.00 | 1,206.00 | dd |
| 4021-101 | Admin | CK Office Solutions | Photocopies January | 29.68 | 5.93 | 35.61 | dd |
| 4041-101 | Admin | Northstar) | IT support | 270.00 | 54.00 | 324.00 | dd |
| 4027-101 | Admin | Northstar) | Cloud back-up | 59.00 | 11.80 | 70.80 | dd |
| <i>dd total £394.80</i> | | | | | | | |
| 4027-101 | Admin | Northstar | Email hosting/anti virus & Defender email filtering -PO 828 | 212.36 | 42.47 | 254.83 | dd |
| 4022-101 | Admin | Tower Leasing Limited | Phone handset rental 8/3 - 5/4 | 50.00 | 10.00 | 60.00 | dd |
| 4419-301 | C.Centre | Safe IS | PAT testing PO 952 | 126.90 | 25.38 | 152.28 | online |
| 4403-301 | C.Centre | Thomas Door & Windows | Supply/install rain cover for outside sensor as PO 965 | 245.00 | 49.00 | 294.00 | online |
| 4419-301 | C.Centre | R J Meaker | Replace front and back gates/ fence at Civic Centre PO 975 | 690.85 | 138.17 | 829.02 | online |
| 4061-101 | Admin | J Tovey Garden Services | Tye fence/gate inspections- Feb | 80.00 | 0.00 | 80.00 | online |
| 4107-201 | Amn | Lewes DC | Play area inspections March | 195.00 | 39.00 | 234.00 | online |
| 4402-301 | C.Centre | The Business Supplies Group | Consumables/Stationery - PO 986 | 55.96 | 11.19 | 67.15 | online |
| 4065-101 | Admin | International Tree Foundation | Return o/s balance of Grant | 824.27 | 0.00 | 824.27 | online |
| 4065-101 | Admin | Hedges Direct | Hedging etc for the Tye as PO 967 | 1,372.62 | 274.52 | 1,647.14 | online |
| 4300-401 | PLAN | EDF Energy 5% | Street lighting February | 601.01 | 30.05 | 631.06 | online |
| 4058-101 | Admin | Advo Payroll | Payroll services | 86.25 | 17.25 | 103.50 | dd |
| 4413-301 | C.Centre | E-ON Next Electricity 5% | Electricity February | 111.20 | 5.56 | 116.76 | dd |
| 4414-301 | C.Centre | E-ON Next Gas | Civic Centre gas February | 312.64 | 62.53 | 375.17 | dd |
| 4030-101 | Admin | J Gallagher | Newsletter delivery | 210.00 | 0.00 | 210.00 | online |
| 4101-201 | Amn | Aspen Tree Care) | To cut back tree branches nr 61a Central Ave as PO 980 | 150.00 | 30.00 | 180.00 | online |
| 4101-201 | Amn | Aspen Tree Care) | To cut back trees eastern side of CP as PO 979 | 250.00 | 50.00 | 300.00 | online |
| <i>Aspen total £480.00</i> | | | | | | | |
| 9014-910 | E.R. | Ace Landscapes) | To carry out fence/gate works on main Tye area as PO 958 | 2,556.21 | 511.23 | 3,067.44 | online |
| 9014-910 | ER | Ace Landscapes) | Repairs to Tye fencing, Gorham Way as PO 966 | 507.72 | 101.54 | 609.26 | online |
| 4100-201 | Amn | Ace Landscapes) | Supply/fit new U bolt on rocker CPS as PO 960 | 41.00 | 8.20 | 49.20 | online |
| 4100-201 | Amn | Ace Landscapes) | Fit ropes RKingan P'ground as Quote QT00089 & PO 949 | 26.00 | 5.20 | 31.20 | online |
| 4101-201 | Amn | Ace Landscapes) | Cut back vegetation rear 69a Central Ave as PO 981 | 104.00 | 20.80 | 124.80 | online |
| 4104-201 | Amn | Ace Landscapes) | Grounds maint Contract 1 wrk Feb | 1,263.48 | 252.70 | 1,516.18 | online |
| 4104-201 | Amn | Ace Landscapes) | Grounds maint. Contract 1 wrk Jan | 253.00 | 50.60 | 303.60 | online |
| 4105-201 | Amn | Ace Landscapes) | Cut back vegetation/branches at Manor Drive fenceline as PO 970 | 156.00 | 31.20 | 187.20 | online |
| 4351-202 | Amn | Ace Landscapes) | Replace glazed panel, noticeboard Amb Av-PO 972 | 30.00 | 6.00 | 36.00 | online |
| <i>Ace total £5924.88</i> | | | | | | | |
| | | | | 12,401.15 | 1,849.32 | 13,950.47 | |
| balance c/f | | | | | | | |

Payments continued overleaf

Signed, Mayor

TELSCOMBE TOWN COUNCIL



PAYMENTS MARCH 2026 (cont'd)

| <u>Code</u> | <u>Com.</u> | <u>Paid to</u> | <u>Details</u> | <u>Excl.</u> <u>VAT</u> | <u>VAT</u> | <u>TOTAL</u> | <u>Method</u> |
|-------------|-------------|---------------------------|---|----------------------------|-----------------|------------------|---------------|
| | | | balance b/f | 12,101.15 | 1,849.32 | 13,950.47 | |
| 4001-101 | Admin | HMRC) | PAYE February | 876.80 | 0.00 | 876.80 | BACS |
| 4001-101 | Admin | HMRC) | NI employee February | 396.76 | 0.00 | 396.76 | BACS |
| 4002-101 | Admin | HMRC) | NI employer February | 1,122.54 | 0.00 | 1,122.54 | BACS |
| | | | <i>HMRC total £2396.10</i> | | | | |
| 4001-101 | Admin | Salaries | Salaries March 2026 | 7,961.12 | 0.00 | 7,961.12 | BACS |
| 4012-101 | Admin | Council for allowances | In Council files | 1,300.00 | 0.00 | 1,300.00 | BACS |
| 4021-101 | Admin | Business Supplies Group | Stationery as PO 982 | 105.71 | 21.14 | 126.85 | online |
| 4352-401 | PLAN | Twenty 20 - D James | Bus shelter cleaning, PO856 Feb | 110.50 | 0.00 | 110.50 | online |
| 9014-910 | E.R. | Ace Landscapes | Tye fencing work adjacent A259 - PO 983 | 1,521.79 | 304.36 | 1,826.15 | online |
| 4358-202 | Amn | Martin Dare Engraving | 6 Memory Garden plaques (1 dble) | 84.70 | 0.00 | 84.70 | online |
| 4005-101 | Admin | B Buss | Expenses - eye test & glasses allowance for VDU work | 80.00 | 0.00 | 80.00 | online |
| 9011-910 | E.R. | RTC Safety Surfaces Ltd) | Supply/install wet pour in Rkingan Playground - PO 962 | 11,513.00 | 2,302.60 | 13,815.60 | online |
| 9011-910 | E.R. | RTC Safety Surfaces Ltd) | Supply/install wet pour in CPNth Playground - PO 964 | 3,061.00 | 612.20 | 3,673.20 | online |
| 9011-910 | E.R. | RTC Safety Surfaces Ltd) | Supply/install wet pour in CPSth Playground - PO 963 | 3,087.00 | 617.40 | 3,704.40 | online |
| | | | <i>RTC total £21193.20</i> | | | | |
| 4351-202 | Amn | Earth Anchors | Bench bolt down kits x 2 as PO 988 | 33.95 | 6.79 | 40.74 | online |
| 4027-101 | Admin | Focus Group | Sogea line rental (broadband) & Cloud Rental (phones) April | 58.70 | 11.74 | 70.44 | dd |
| 4021-101 | Admin | CK Office Solutions | Photocopies February | 45.01 | 9.00 | 54.01 | dd |
| 4001-101 | Admin | ESCC) | Pension payments March employee | 571.61 | 0.00 | 571.61 | BACS |
| 4003-101 | Admin | ESCC) | Pension payments March employer | 1,848.14 | 0.00 | 1,848.14 | BACS |
| | | | <i>bacs total £2419.75</i> | | | | |
| 4042-101 | Admin | Nat West | bank charges | 39.44 | 0.00 | 39.44 | dd |
| | | | | 45,918.92 | 5,734.55 | 51,653.47 | |

Signed, Mayor

TELSCOMBE TOWN COUNCIL



RECEIPTS - MARCH 2026

| <u>Date</u> | <u>Pay-in no.</u> | <u>Details</u> | <u>£.p</u> | <u>£.p</u> |
|-------------|-------------------|---------------------|------------------------------------|------------------------|
| 4th March | 1000-301 | automated credit | U3A Wine Tasting - inv 8563 | 19.60 |
| | 1000-301 | automated credit | U3A Keep Fit - inv 8564 | 55.50 |
| 6th March | 1000-301 | automated credit | Living Lights Pilates - inv 8568 | 84.00 |
| | 1000-301 | automated credit | Care for the Carers - inv 8566 | 37.20 |
| | 1000-301 | automated credit | F Ambrus - inv 8556 | 47.00 |
| 9th March | 1000-301 | automated credit | U3A Meditation - inv 8565 | 19.60 |
| 12th March | 1000-301 | automated credit | U3A New Members - inv 8572 | 45.25 |
| 12th March | 1190-101 | | Nat West - TRO interest | 1,750.60 |
| 13th March | 1003-301 | BACS | Vodafone - mast rental | 1,653.13 |
| 16th March | 1000-301 | automated credit | Living Lights Pilates - inv 8576 | 37.82 |
| | 1063-202 | automated credit | M Goringe - inv 8577 - plaque | 20.00 |
| | 1063-202 | automated credit | M Goringe - inv 8578 - plaque | 20.00 |
| | 1063-202 | automated credit | M Goringe - inv 8580 - plaque | 40.00 |
| 17th March | 1000-301 | automated credit | Develop Outdoors - inv 8584 | 78.90 |
| | 1063-202 | automated credit | F Carrington - inv 8579 - plaque | 20.00 |
| 19th March | 1000-301 | Slip 101411 cash | Anneli Smith - invs 8567/8570/8581 | 46.20 |
| | 1000-301 | | Southdown H A - inv 8571 | 34.20 |
| | | | | <u>80.40</u> |
| 19th March | 1000-301 | Slip 101412 cheques | W I - inv 8574 | 41.25 |
| | 1000-301 | | Flower Club - inv 8583 | 82.90 |
| | | | | <u>124.15</u> |
| 19th March | 1002-301 | becs | EDF Fit payment | 794.96 |
| 20th March | 1000-301 | automated credit | Living Lights Pilates - inv 8585 | 84.00 |
| | 1063-202 | automated credit | J Berwiz - inv 8582 - plaque | 40.00 |
| 23rd March | 1000-301 | automated credit | TRA - inv 8543 | 19.60 |
| | 1000-301 | automated credit | Bereavement Group - inv 8548 | 14.70 |
| 26th March | 1000-301 | automated credit | Home Care Direct - inv 8575 | 176.70 |
| 27th March | 1066-202 | automated credit | Wander Coffee - inv 8587 | 220.00 |
| | 1000-301 | automated credit | Living Lights Pilates - inv 8588 | 84.00 |
| 31st March | 1000-301 | automated credit | Deans Senior Tea Club - inv 8590 | 206.25 |
| | 1000-301 | automated credit | Jane Chant Yoga - inv 8589 | 96.80 |
| 31st March | 1190-101 | | Nat West - bank acct interest | 26.44 |
| | | | | <u><u>5,896.60</u></u> |

Signed
Mayor

| | |
|---------------------|--|
| AGENDA ITEM | 11 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To agree income and expenditure figures at 31 st March 2026, note new year figures at 1 st April 2026 and general reserve update |

1. INFORMATION

Appendix F attached, printed from our accounting package, sets out the year-end position at 31st March 2026 for all budget lines, including budget and variance amounts.

Appendix F1 sets out income and expenditure for the new financial year as at 1st April 2026. Bracketed figures denote prior year expenditure to be paid in the new year.

2. INFORMATION

2025/26 Financial Year

The overall actual year-end figures at 31st March 2026 are income of £380,075 and expenditure of £337,897. There are minor variances of a significant amount, of which most are straightforward, i.e., 1190-101 interest received was higher than anticipated due to the rate of interest and amount invested.

To summarise, the breakdown for each Committee is as follows:-

Policy & Resources – Income £336,752 (103%)
Expenditure £205,220 (91.5%)

Amenities – Income £6,729 (190.6%)
Expenditure ££41,143 (58.4%)

Civic Centre – Income £28,568 (106.3%)
Expenditure £30,169 (71.4%)

Planning & Highways – Income £8,026 (130.6%)
Expenditure £24,666 (89.5%)

The year-end figures reflect a positive financial position, with expenditure remaining well within budget and income exceeding budget expectations.

General Reserve for 2026/27 Financial Year

At the full Council meeting in March, amounts to be transferred into Earmarked Reserves were agreed based on anticipated savings. However, it was agreed that should any amendments be required at year-end, I would be authorised to adjust the figures with the prior agreement of a majority of Councillors via email. This could include either reducing

allocations if insufficient funds were available, or increasing allocations where additional funds were identified, while maintaining the General Reserve within the target range of 4–6 months of precept.

Following completion of the year-end processes and review of expenditure, the general reserve stood at just under £171,000, equating to just over 6 months of the precept and I proposed that a further £12,000 be allocated to Earmarked Reserves, split equally to each of the following:- Park Refurbishment, Civic Centre Maintenance, Grounds Maintenance and the Café. This was agreed by a majority of Councillors via email and the extra funds were transferred.

This has resulted in the general reserve now standing at £158,310, representing just over 5.5 months of the precept which is consistent with the previous financial year. As recommended in the JPAG Practitioner's Guide (a guide on proper practices, responsibilities, and year-end procedures) Councils should hold a general reserve of 3 to 12 months of net revenue expenditure.

3. RECOMMENDATION

It is recommended that the income and expenditure sheets are agreed and the transfer of £12,000 extra funds to earmarked reserves is ratified.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

As detailed above.

Budget spending will be reported to each Council meeting.

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

Month No: 12

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| <u>Policy and Resources</u> | | | | | | | |
| 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) | | | |
| <u>Amenities</u> | | | | | | | |
| Income | 360 | 6,729 | 3,530 | (3,199) | | | 190.6% |
| Expenditure | 10,456 | 41,143 | 70,480 | 29,337 | 0 | 29,337 | 58.4% |
| Movement to/(from) Gen Reserve | (10,096) | (34,414) | (66,950) | (32,536) | | | |
| <u>Civic Centre</u> | | | | | | | |
| Income | 3,699 | 28,568 | 26,865 | (1,703) | | | 106.3% |
| Expenditure | 3,782 | 30,169 | 42,270 | 12,101 | 0 | 12,101 | 71.4% |
| Movement to/(from) Gen Reserve | (83) | (1,601) | (15,405) | (13,804) | | | |
| <u>Planning and Highways</u> | | | | | | | |
| Income | 0 | 8,026 | 6,148 | (1,878) | | | 130.6% |
| Expenditure | 1,963 | 24,666 | 27,560 | 2,894 | 0 | 2,894 | 89.5% |
| Movement to/(from) Gen Reserve | (1,963) | (16,640) | (21,412) | (4,772) | | | |
| <u>Earmarked Reserves</u> | | | | | | | |
| 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) | | | |
| GRAND TOTALS:- Income | | | | | | | |
| | 6,042 | 380,075 | 363,485 | (16,590) | | | 104.6% |
| Expenditure | | | | | | | |
| | 59,121 | 337,897 | 711,826 | 373,929 | 0 | 373,929 | 47.5% |
| Net Income over Expenditure | | | | | | | |
| | (53,079) | 42,179 | (348,341) | (390,520) | | | |
| Movement to/(from) Gen Reserve | | | | | | | |
| | (53,079) | 42,179 | (348,341) | (390,520) | | | |

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 |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>Policy and Resources</u> | | | | | | | | |
| <u>101 General Administration</u> | | | | | | | | |
| 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) | | | | |

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 |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>102 Grants</u> | | | | | | | | |
| 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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Amenities | | | | | | | | |
| 105 Town Events | | | | | | | | |
| 1054 Income entertainment | 0 | 57 | 100 | 43 | | | 57.0% | |
| Town Events :- Income | 0 | 57 | 100 | 43 | | | 57.0% | |
| 4363 Town entertainment /events | 0 | 1,186 | 1,500 | 314 | | 314 | 79.0% | |
| 4365 Entertainment consumables | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| Town Events :- Indirect Expenditure | 0 | 1,186 | 1,600 | 414 | 0 | 414 | 74.1% | |
| Net Income over Expenditure | 0 | (1,129) | (1,500) | (371) | | | | |
| 201 Parks, Open Spaces/Playgrounds | | | | | | | | |
| 4098 Playground equip. replacement | 2,605 | 3,127 | 10,000 | 6,873 | | 6,873 | 31.3% | |
| 4100 Playgrounds spare parts/repair | 1,415 | 2,330 | 2,000 | (330) | | (330) | 116.5% | |
| 4101 Grounds maintenance | 1,928 | 13,795 | 14,700 | 905 | | 905 | 93.8% | |
| 4104 Works contract 1, playgrounds | 1,817 | 10,624 | 15,000 | 4,376 | | 4,376 | 70.8% | |
| 4105 Works contract 2 -trees/hedges | 1,246 | 1,326 | 6,000 | 4,674 | | 4,674 | 22.1% | |
| 4106 Works contract 3 - small works | 730 | 830 | 2,500 | 1,670 | | 1,670 | 33.2% | |
| 4107 Playground inspections | 390 | 1,930 | 3,000 | 1,070 | | 1,070 | 64.3% | |
| Parks, Open Spaces/Playgrounds :- Indirect Expenditure | 10,131 | 33,962 | 53,200 | 19,238 | 0 | 19,238 | 63.8% | |
| Net Expenditure | (10,131) | (33,962) | (53,200) | (19,238) | | | | |
| 202 Amenities General | | | | | | | | |
| 1062 Income memorial benches | 0 | 3,900 | 1,150 | (2,750) | | | 339.1% | |
| 1063 Income memory garden plaques | 140 | 440 | 200 | (240) | | | 220.0% | |
| 1066 Cafe concession | 220 | 2,332 | 2,080 | (252) | | | 112.1% | |
| Amenities General :- Income | 360 | 6,672 | 3,430 | (3,242) | | | 194.5% | |
| 4351 Seats and notice boards | 64 | 544 | 1,250 | 706 | | 706 | 43.5% | |
| 4357 Memorial benches | 0 | 2,478 | 1,150 | (1,328) | | (1,328) | 215.5% | |
| 4358 Memory garden plaques | 85 | 176 | 200 | 24 | | 24 | 88.2% | |
| 4360 Cafe concession | 0 | 0 | 3,500 | 3,500 | | 3,500 | 0.0% | |
| 4367 Youth services | 0 | 500 | 500 | 0 | | 0 | 100.0% | |
| 4368 PwLB Cafe loan | 0 | 0 | 7,000 | 7,000 | | 7,000 | 0.0% | |
| 4369 Cafe portaloos hire | 176 | 2,297 | 2,080 | (217) | | (217) | 110.4% | |
| Amenities General :- Indirect Expenditure | 325 | 5,995 | 15,680 | 9,685 | 0 | 9,685 | 38.2% | |
| Net Income over Expenditure | 35 | 677 | (12,250) | (12,927) | | | | |
| Amenities :- Income | 360 | 6,729 | 3,530 | (3,199) | | | 190.6% | |
| Expenditure | 10,456 | 41,143 | 70,480 | 29,337 | 0 | 29,337 | 58.4% | |
| Movement to/(from) Gen Reserve | (10,096) | (34,414) | (66,950) | (32,536) | | | | |

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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| Civic Centre | | | | | | | | |
| 301 Civic Building | | | | | | | | |
| 1000 Income Civic Centre -room hire | 1,199 | 14,136 | 15,000 | 864 | | | 94.2% | |
| 1002 Income - C Centre FIT payments | 795 | 7,274 | 5,000 | (2,274) | | | 145.5% | |
| 1003 Income - C Centre mast rental | 1,653 | 6,613 | 6,615 | 2 | | | 100.0% | |
| 1005 Income music licence | 52 | 546 | 250 | (296) | | | 218.4% | |
| Civic Building :- Income | 3,699 | 28,568 | 26,865 | (1,703) | | | 106.3% | |
| 4402 Consumable supplies | 106 | 543 | 880 | 337 | | 337 | 61.7% | |
| 4403 Equipment maintenance | 245 | 1,838 | 2,200 | 362 | | 362 | 83.5% | |
| 4406 Refuse collection | 105 | 1,168 | 1,400 | 232 | | 232 | 83.4% | |
| 4407 Equipment | 0 | 983 | 1,210 | 227 | | 227 | 81.3% | |
| 4411 Rates | 1,206 | 14,471 | 16,000 | 1,529 | | 1,529 | 90.4% | |
| 4412 Water and sewage | 0 | 2,730 | 2,730 | 0 | | 0 | 100.0% | |
| 4413 Electricity | 216 | 1,271 | 4,450 | 3,179 | | 3,179 | 28.6% | |
| 4414 Gas | 546 | 1,814 | 5,600 | 3,786 | | 3,786 | 32.4% | |
| 4417 Kitchen appliances | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4418 Solar panels | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4419 Internal/external works | 1,358 | 4,120 | 5,500 | 1,381 | | 1,381 | 74.9% | |
| Civic Building :- Indirect Expenditure | 3,782 | 28,937 | 40,970 | 12,033 | 0 | 12,033 | 70.6% | |
| Net Income over Expenditure | (83) | (369) | (14,105) | (13,737) | | | | |
| 302 Civic Building Loan | | | | | | | | |
| 4060 Loan accounts | 0 | 1,232 | 1,300 | 68 | | 68 | 94.8% | |
| Civic Building Loan :- Indirect Expenditure | 0 | 1,232 | 1,300 | 68 | 0 | 68 | 94.8% | |
| Net Expenditure | 0 | (1,232) | (1,300) | (68) | | | | |
| Civic Centre :- Income | 3,699 | 28,568 | 26,865 | (1,703) | | | 106.3% | |
| Expenditure | 3,782 | 30,169 | 42,270 | 12,101 | 0 | 12,101 | 71.4% | |
| Movement to/(from) Gen Reserve | (83) | (1,601) | (15,405) | (13,804) | | | | |

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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|

Planning and Highways**401 Planning and Highways**

| | | | | | | | | |
|------|-----------------------------|---|-------|-------|---------|--|--------|--|
| 1026 | Income CIL money | 0 | 2,378 | 500 | (1,878) | | 475.5% | |
| 1060 | Income ESCC-grass verge cul | 0 | 5,649 | 5,648 | (1) | | 100.0% | |

| | | | | | | | | |
|---------------------------------|--|----------|--------------|--------------|----------------|--|---------------|--|
| Planning and Highways :- Income | | 0 | 8,026 | 6,148 | (1,878) | | 130.6% | |
|---------------------------------|--|----------|--------------|--------------|----------------|--|---------------|--|

| | | | | | | | | |
|------|-------------------------|-------|--------|--------|---------|---------|--------|--|
| 4102 | Grass verge cutting | 0 | 11,840 | 11,900 | 60 | 60 | 99.5% | |
| 4300 | Public lighting | 1,852 | 7,149 | 5,790 | (1,359) | (1,359) | 123.5% | |
| 4302 | Miscellaneous expenses | 0 | 0 | 100 | 100 | 100 | 0.0% | |
| 4349 | Bus shelter replacement | 0 | 0 | 2,500 | 2,500 | 2,500 | 0.0% | |
| 4350 | Bus shelter maintenance | 0 | 618 | 1,600 | 982 | 982 | 38.6% | |
| 4352 | Bus shelter cleaning | 111 | 442 | 830 | 388 | 388 | 53.3% | |
| 4354 | Community bus | 0 | 4,040 | 4,040 | 0 | 0 | 100.0% | |
| 4355 | Neighbourhood plan | 0 | 577 | 800 | 223 | 223 | 72.1% | |

| | | | | | | | | |
|---|--|--------------|---------------|---------------|--------------|----------|--------------|--------------|
| Planning and Highways :- Indirect Expenditure | | 1,963 | 24,666 | 27,560 | 2,894 | 0 | 2,894 | 89.5% |
|---|--|--------------|---------------|---------------|--------------|----------|--------------|--------------|

Net Income over Expenditure

| | | | | | | | | |
|--|--|----------------|-----------------|-----------------|----------------|--|--|--|
| | | (1,963) | (16,640) | (21,412) | (4,772) | | | |
|--|--|----------------|-----------------|-----------------|----------------|--|--|--|

| | | | | | | | | |
|---------------------------------|--|----------|--------------|--------------|----------------|--|---------------|--|
| Planning and Highways :- Income | | 0 | 8,026 | 6,148 | (1,878) | | 130.6% | |
|---------------------------------|--|----------|--------------|--------------|----------------|--|---------------|--|

| | | | | | | | | |
|-------------|--|--------------|---------------|---------------|--------------|----------|--------------|--------------|
| Expenditure | | 1,963 | 24,666 | 27,560 | 2,894 | 0 | 2,894 | 89.5% |
|-------------|--|--------------|---------------|---------------|--------------|----------|--------------|--------------|

Movement to/(from) Gen Reserve

| | | | | | | | | |
|--|--|----------------|-----------------|-----------------|----------------|--|--|--|
| | | (1,963) | (16,640) | (21,412) | (4,772) | | | |
|--|--|----------------|-----------------|-----------------|----------------|--|--|--|

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 Bus fares | 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 & 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) | | | | |

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 |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income | 6,042 | 380,075 | 363,485 | (16,590) | | | 104.8% | |
| Expenditure | 59,121 | 337,897 | 711,826 | 373,929 | 0 | 373,929 | 47.5% | |
| Not Income over Expenditure | (53,079) | 42,179 | (348,341) | (390,520) | | | | |
| Movement to/(from) Gen Reserve | (53,079) | 42,179 | (348,341) | (390,520) | | | | |

Detailed Income & Expenditure by Budget Heading 01/04/2026

Month No: 1

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| <u>Policy and Resources</u> | | | | | | | |
| <u>100 Civic Items</u> | | | | | | | |
| 4016 Mayor's allowance 1 – new year | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% |
| 4017 Civic expenses | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% |
| Civic Items :- Indirect Expenditure | 0 | 0 | 3,000 | 3,000 | 0 | 3,000 | 0.0% |
| Net Expenditure | 0 | 0 | (3,000) | (3,000) | | | |
| <u>101 General Administration</u> | | | | | | | |
| 1010 Income miscellaneous | 0 | 0 | 25 | 25 | | | 0.0% |
| 1031 Income Wayleaves | 0 | 0 | 16 | 16 | | | 0.0% |
| 1040 Income Newsletter | 0 | 0 | 400 | 400 | | | 0.0% |
| 1176 Precept Received | 0 | 0 | 337,641 | 337,641 | | | 0.0% |
| 1190 Interest Received | (205) | (205) | 5,000 | 5,205 | | | (4.1%) |
| General Administration :- Income | (205) | (205) | 343,082 | 343,287 | | | (0.1%) |
| 4001 Salary inc TAX/NI/Pen Emp'ee | (1,285) | (1,285) | 140,000 | 141,285 | | 141,285 | (0.9%) |
| 4002 NI contributions Employer | (1,129) | (1,129) | 16,500 | 17,629 | | 17,629 | (6.8%) |
| 4003 Pension contributions Employer | 0 | 0 | 27,500 | 27,500 | | 27,500 | 0.0% |
| 4005 Staff expenses | (18) | (18) | 300 | 318 | | 318 | (6.0%) |
| 4008 Staff training/conferences etc | 0 | 0 | 750 | 750 | | 750 | 0.0% |
| 4011 Councillor training | 0 | 0 | 200 | 200 | | 200 | 0.0% |
| 4012 Councillors basic allowance | (412) | (412) | 4,100 | 4,512 | | 4,512 | (10.1%) |
| 4013 Councillor expenses | 0 | 0 | 200 | 200 | | 200 | 0.0% |
| 4019 Mayors allowance 2 (bal b/f) | 0 | 0 | 1,249 | 1,249 | | 1,249 | 0.0% |
| 4020 Miscellaneous expenses | 0 | 0 | 100 | 100 | | 100 | 0.0% |
| 4021 Stationery, copier etc | 0 | 0 | 2,700 | 2,700 | | 2,700 | 0.0% |
| 4022 Telephone | 0 | 0 | 1,100 | 1,100 | | 1,100 | 0.0% |
| 4023 Subscriptions | 0 | 0 | 3,465 | 3,465 | | 3,465 | 0.0% |
| 4024 Postage | 0 | 0 | 400 | 400 | | 400 | 0.0% |
| 4025 Insurance | 0 | 0 | 4,450 | 4,450 | | 4,450 | 0.0% |
| 4027 IT services | 0 | 0 | 4,400 | 4,400 | | 4,400 | 0.0% |
| 4030 Newsletter & publicity | 0 | 0 | 3,650 | 3,650 | | 3,650 | 0.0% |
| 4040 Computer equipment | 0 | 0 | 750 | 750 | | 750 | 0.0% |
| 4041 Computer maintenance | 0 | 0 | 3,400 | 3,400 | | 3,400 | 0.0% |
| 4042 Bank charges | 0 | 0 | 700 | 700 | | 700 | 0.0% |
| 4043 Website | 0 | 0 | 400 | 400 | | 400 | 0.0% |
| 4050 Legal fees | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4056 Professional fees | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% |
| 4057 Audit fees | 0 | 0 | 1,650 | 1,650 | | 1,650 | 0.0% |
| 4058 Payroll services | 0 | 0 | 1,050 | 1,050 | | 1,050 | 0.0% |
| 4059 Elections | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% |
| 4061 Telscombe Tye | (204) | (204) | 0 | 204 | | 204 | 0.0% |
| General Administration :- Indirect Expenditure | (3,048) | (3,048) | 223,014 | 226,062 | 0 | 226,062 | (1.4%) |
| Net Income over Expenditure | 2,843 | 2,843 | 120,068 | 117,225 | | | |

18 29

Detailed Income & Expenditure by Budget Heading 01/04/2026

Month No: 1

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| 102 Grants | | | | | | | |
| 4075 Grants | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% |
| 4081 Citizens Advice contribution | 0 | 0 | 4,585 | 4,585 | | 4,585 | 0.0% |
| Grants :- Indirect Expenditure | 0 | 0 | 7,585 | 7,585 | 0 | 7,585 | 0.0% |
| Net Expenditure | 0 | 0 | (7,585) | (7,585) | | | |
| 106 Telscombe Tye | | | | | | | |
| 4063 Telscombe Tye | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% |
| 4064 Tye joint litter/dog bin empty | 0 | 0 | 1,450 | 1,450 | | 1,450 | 0.0% |
| Telscombe Tye :- Indirect Expenditure | 0 | 0 | 3,950 | 3,950 | 0 | 3,950 | 0.0% |
| Net Expenditure | 0 | 0 | (3,950) | (3,950) | | | |
| Policy and Resources :- Income | (205) | (205) | 343,082 | 343,287 | | | (0.1%) |
| Expenditure | (3,048) | (3,048) | 237,549 | 240,597 | 0 | 240,597 | (1.3%) |
| Movement to/(from) Gen Reserve | 2,843 | 2,843 | 105,533 | 102,690 | | | |

Continued over page

Detailed Income & Expenditure by Budget Heading 01/04/2026

Month No: 1

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| Amenities | | | | | | | |
| 105 Town Events | | | | | | | |
| 1001 Income Summer Fayre | 0 | 0 | 1,000 | 1,000 | | | 0.0% |
| 1054 Income entertainment | 0 | 0 | 100 | 100 | | | 0.0% |
| Town Events :- Income | 0 | 0 | 1,100 | 1,100 | | | 0.0% |
| 4361 Summer fayre | 0 | 0 | 1,000 | 1,000 | 1,000 | | 0.0% |
| 4363 Town entertainment /events | 0 | 0 | 1,500 | 1,500 | 1,500 | | 0.0% |
| 4365 Entertainment consumables | 0 | 0 | 100 | 100 | 100 | | 0.0% |
| Town Events :- Indirect Expenditure | 0 | 0 | 2,600 | 2,600 | 0 | 2,600 | 0.0% |
| Net Income over Expenditure | 0 | 0 | (1,500) | (1,500) | | | |
| 201 Parks, Open Spaces/Playgrounds | | | | | | | |
| 4098 Playground equip. replacement | (2,605) | (2,605) | 10,000 | 12,605 | 12,605 | | (26.1%) |
| 4100 Playgrounds spare parts/repair | (1,348) | (1,348) | 2,000 | 3,348 | 3,348 | | (67.4%) |
| 4101 Grounds maintenance | (1,424) | (1,424) | 15,050 | 16,474 | 16,474 | | (9.5%) |
| 4104 Works contract 1, playgrounds | (301) | (301) | 11,750 | 12,051 | 12,051 | | (2.6%) |
| 4105 Works contract 2 - trees/hedges | (1,090) | (1,090) | 6,000 | 7,090 | 7,090 | | (18.2%) |
| 4106 Works contract 3 - small works | (730) | (730) | 2,500 | 3,230 | 3,230 | | (29.2%) |
| 4107 Playground inspections | (195) | (195) | 3,000 | 3,195 | 3,195 | | (6.5%) |
| 4109 Joint litter/dog bin emptying | 0 | 0 | 4,750 | 4,750 | 4,750 | | 0.0% |
| Parks, Open Spaces/Playgrounds :- Indirect Expenditure | (7,693) | (7,693) | 55,050 | 62,743 | 0 | 62,743 | (14.0%) |
| Net Expenditure | 7,693 | 7,693 | (55,050) | (62,743) | | | |
| 202 Amenities General | | | | | | | |
| 1062 Income memorial benches | 0 | 0 | 1,300 | 1,300 | | | 0.0% |
| 1063 Income memory garden plaques | 0 | 0 | 200 | 200 | | | 0.0% |
| 1066 Cafe concession | 0 | 0 | 2,300 | 2,300 | | | 0.0% |
| Amenities General :- Income | 0 | 0 | 3,800 | 3,800 | | | 0.0% |
| 4351 Seats and notice boards | 0 | 0 | 1,250 | 1,250 | 1,250 | | 0.0% |
| 4357 Memorial benches | 0 | 0 | 1,300 | 1,300 | 1,300 | | 0.0% |
| 4358 Memory garden plaques | 0 | 0 | 200 | 200 | 200 | | 0.0% |
| 4360 Cafe concession | 0 | 0 | 3,500 | 3,500 | 3,500 | | 0.0% |
| 4367 Youth services | 0 | 0 | 500 | 500 | 500 | | 0.0% |
| 4368 PWB Cafe loan | 0 | 0 | 8,000 | 8,000 | 8,000 | | 0.0% |
| 4369 Cafe portaloos hire | (176) | (176) | 2,300 | 2,476 | 2,476 | | (7.7%) |
| Amenities General :- Indirect Expenditure | (176) | (176) | 17,050 | 17,226 | 0 | 17,226 | (1.0%) |
| Net Income over Expenditure | 176 | 176 | (13,250) | (13,426) | | | |
| Amenities :- Income | 0 | 0 | 4,900 | 4,900 | | | 0.0% |
| Expenditure | (7,869) | (7,869) | 74,700 | 82,569 | 0 | 82,569 | (10.5%) |
| Movement to/(from) Gen Reserve | 7,869 | 7,869 | (69,800) | (77,669) | | | |

Detailed Income & Expenditure by Budget Heading 01/04/2026

Month No: 1

Committee Report

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

Civic Centre

301 Civic Building

| | | | | | | | |
|------|--------------------------------|---|---|--------|--------|--|------|
| 1000 | Income Civic Centre -room hire | 0 | 0 | 15,000 | 15,000 | | 0.0% |
| 1002 | Income - C Centre FIT payments | 0 | 0 | 5,500 | 5,500 | | 0.0% |
| 1003 | Income - C Centre mast rental | 0 | 0 | 6,613 | 6,613 | | 0.0% |
| 1005 | Income music licence | 0 | 0 | 300 | 300 | | 0.0% |

| | | | | | | | |
|--|---------------------------------|----------|----------|---------------|---------------|--|-------------|
| | Civic Building :- Income | 0 | 0 | 27,413 | 27,413 | | 0.0% |
|--|---------------------------------|----------|----------|---------------|---------------|--|-------------|

| | | | | | | | |
|------|-------------------------|-------|-------|--------|--------|--------|--------|
| 4402 | Consumable supplies | (50) | (50) | 900 | 950 | 950 | (5.5%) |
| 4403 | Equipment maintenance | 0 | 0 | 2,310 | 2,310 | 2,310 | 0.0% |
| 4406 | Refuse collection | (105) | (105) | 1,610 | 1,715 | 1,715 | (6.5%) |
| 4407 | Equipment | 0 | 0 | 1,210 | 1,210 | 1,210 | 0.0% |
| 4411 | Rates | 0 | 0 | 16,000 | 16,000 | 16,000 | 0.0% |
| 4412 | Water and sewage | 0 | 0 | 3,475 | 3,475 | 3,475 | 0.0% |
| 4413 | Electricity | (105) | (105) | 4,000 | 4,105 | 4,105 | (2.6%) |
| 4414 | Gas | (234) | (234) | 5,000 | 5,234 | 5,234 | (4.7%) |
| 4417 | Kitchen appliances | 0 | 0 | 500 | 500 | 500 | 0.0% |
| 4418 | Solar panels | 0 | 0 | 500 | 500 | 500 | 0.0% |
| 4419 | Internal/external works | (540) | (540) | 5,650 | 6,190 | 6,190 | (9.6%) |

| | | | | | | | | |
|--|---|----------------|----------------|---------------|---------------|----------|---------------|---------------|
| | Civic Building :- Indirect Expenditure | (1,033) | (1,033) | 41,155 | 42,188 | 0 | 42,188 | (2.5%) |
|--|---|----------------|----------------|---------------|---------------|----------|---------------|---------------|

Net Income over Expenditure

| | | | | | | | |
|--|--|--------------|--------------|-----------------|-----------------|--|--|
| | | 1,033 | 1,033 | (13,742) | (14,775) | | |
|--|--|--------------|--------------|-----------------|-----------------|--|--|

| | | | | | | | |
|--|-------------------------------|----------|----------|---------------|---------------|--|-------------|
| | Civic Centre :- Income | 0 | 0 | 27,413 | 27,413 | | 0.0% |
|--|-------------------------------|----------|----------|---------------|---------------|--|-------------|

| | | | | | | | | |
|--|--------------------|----------------|----------------|---------------|---------------|----------|---------------|---------------|
| | Expenditure | (1,033) | (1,033) | 41,155 | 42,188 | 0 | 42,188 | (2.5%) |
|--|--------------------|----------------|----------------|---------------|---------------|----------|---------------|---------------|

Movement to/from Gen Reserve

| | | | | | | | |
|--|--|--------------|--------------|-----------------|-----------------|--|--|
| | | 1,033 | 1,033 | (13,742) | (14,775) | | |
|--|--|--------------|--------------|-----------------|-----------------|--|--|

Detailed Income & Expenditure by Budget Heading 01/04/2026

Month No: 1

Committee Report

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

Planning and Highways

401 Planning and Highways

| | | | | | | | |
|------|-----------------------------|---|---|-------|-------|--|------|
| 1026 | Income CIL money | 0 | 0 | 500 | 500 | | 0.0% |
| 1060 | Income ESCC-grass verge cut | 0 | 0 | 7,300 | 7,300 | | 0.0% |

| | | | | | | | |
|---------------------------------|--|---|---|-------|-------|--|------|
| Planning and Highways :- Income | | 0 | 0 | 7,800 | 7,800 | | 0.0% |
|---------------------------------|--|---|---|-------|-------|--|------|

| | | | | | | | |
|------|-------------------------|---------|---------|--------|--------|--------|---------|
| 4102 | Grass verge cutting | 0 | 0 | 15,100 | 15,100 | 15,100 | 0.0% |
| 4300 | Public lighting | (1,251) | (1,251) | 6,080 | 7,331 | 7,331 | (20.6%) |
| 4302 | Miscellaneous expenses | 0 | 0 | 100 | 100 | 100 | 0.0% |
| 4349 | Bus shelter replacement | 0 | 0 | 2,500 | 2,500 | 2,500 | 0.0% |
| 4350 | Bus shelter maintenance | 0 | 0 | 1,600 | 1,600 | 1,600 | 0.0% |
| 4352 | Bus shelter cleaning | 0 | 0 | 860 | 860 | 860 | 0.0% |
| 4354 | Community bus | 0 | 0 | 4,300 | 4,300 | 4,300 | 0.0% |
| 4355 | Neighbourhood plan | 0 | 0 | 500 | 500 | 500 | 0.0% |

| | | | | | | | | |
|---|--|---------|---------|--------|--------|---|--------|--------|
| Planning and Highways :- Indirect Expenditure | | (1,251) | (1,251) | 31,040 | 32,291 | 0 | 32,291 | (4.0%) |
|---|--|---------|---------|--------|--------|---|--------|--------|

Net Income over Expenditure

| | | | | | | | |
|--|--|-------|-------|----------|----------|--|--|
| | | 1,251 | 1,251 | (23,240) | (24,491) | | |
|--|--|-------|-------|----------|----------|--|--|

| | | | | | | | |
|---------------------------------|--|---|---|-------|-------|--|------|
| Planning and Highways :- Income | | 0 | 0 | 7,800 | 7,800 | | 0.0% |
|---------------------------------|--|---|---|-------|-------|--|------|

| | | | | | | | | |
|-------------|--|---------|---------|--------|--------|---|--------|--------|
| Expenditure | | (1,251) | (1,251) | 31,040 | 32,291 | 0 | 32,291 | (4.0%) |
|-------------|--|---------|---------|--------|--------|---|--------|--------|

Movement to/(from) Gen Reserve

| | | | | | | | |
|--|--|-------|-------|----------|----------|--|--|
| | | 1,251 | 1,251 | (23,240) | (24,491) | | |
|--|--|-------|-------|----------|----------|--|--|

Detailed Income & Expenditure by Budget Heading 01/04/2026

Month No: 1

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|
| Earmarked Reserves | | | | | | | |
| 910 Earmarked Reserves | | | | | | | |
| 9011 Park/playground refurbishment | 0 | 0 | 114,084 | 114,084 | | 114,084 | 0.0% |
| 9012 Civic Centre maintenance | 0 | 0 | 21,070 | 21,070 | | 21,070 | 0.0% |
| 9013 Information technology/server | 0 | 0 | 4,306 | 4,306 | | 4,306 | 0.0% |
| 9014 Telscombe Tye | 0 | 0 | 47,259 | 47,259 | | 47,259 | 0.0% |
| 9018 Tye signage expenditure | 0 | 0 | 649 | 649 | | 649 | 0.0% |
| 9020 Youth projects expenditure | 0 | 0 | 2,988 | 2,988 | | 2,988 | 0.0% |
| 9021 Election expenses | 0 | 0 | 20,899 | 20,899 | | 20,899 | 0.0% |
| 9023 Street lighting expenditure | 0 | 0 | 29,790 | 29,790 | | 29,790 | 0.0% |
| 9026 Councillor training | 0 | 0 | 3,140 | 3,140 | | 3,140 | 0.0% |
| 9028 Bus shelters | 0 | 0 | 9,500 | 9,500 | | 9,500 | 0.0% |
| 9029 Street furniture | 0 | 0 | 2,605 | 2,605 | | 2,605 | 0.0% |
| 9030 CCTV | 0 | 0 | 2,594 | 2,594 | | 2,594 | 0.0% |
| 9032 Website | 0 | 0 | 1,810 | 1,810 | | 1,810 | 0.0% |
| 9033 Telephones | 0 | 0 | 2,750 | 2,750 | | 2,750 | 0.0% |
| 9035 Grounds maintenance | 0 | 0 | 25,008 | 25,008 | | 25,008 | 0.0% |
| 9036 Coastal management | 0 | 0 | 6,500 | 6,500 | | 6,500 | 0.0% |
| 9037 CIL monies | 0 | 0 | 18,625 | 18,625 | | 18,625 | 0.0% |
| 9038 Neighbourhood plan | 0 | 0 | 3,851 | 3,851 | | 3,851 | 0.0% |
| 9039 Clifftop fencing | 0 | 0 | 7,500 | 7,500 | | 7,500 | 0.0% |
| 9040 Community cafe | 0 | 0 | 35,501 | 35,501 | | 35,501 | 0.0% |
| 9041 Tye management | 0 | 0 | 3,200 | 3,200 | | 3,200 | 0.0% |
| 9042 Memorials - bench maintenance | 0 | 0 | 1,972 | 1,972 | | 1,972 | 0.0% |
| 9045 Legal/professional fees | 0 | 0 | 5,655 | 5,655 | | 5,655 | 0.0% |
| 9046 Kitchen appliances | 0 | 0 | 3,500 | 3,500 | | 3,500 | 0.0% |
| 9047 Solar panels | 0 | 0 | 3,500 | 3,500 | | 3,500 | 0.0% |
| 9048 Recruitment advertising | 0 | 0 | 750 | 750 | | 750 | 0.0% |
| Earmarked Reserves :- Indirect Expenditure | 0 | 0 | 379,006 | 379,006 | 0 | 379,006 | 0.0% |
| Net Expenditure | 0 | 0 | (379,006) | (379,006) | | | |
| Earmarked Reserves :- Income | 0 | 0 | 0 | 0 | | | 0.0% |
| Expenditure | 0 | 0 | 379,006 | 379,006 | 0 | 379,006 | 0.0% |
| Movement to/(from) Gen Reserve | 0 | 0 | (379,006) | (379,006) | | | |
| Grand Totals:- Income | (205) | (205) | 383,195 | 383,400 | | | (0.1%) |
| Expenditure | (13,202) | (13,202) | 763,450 | 776,652 | 0 | 776,652 | (1.7%) |
| Net Income over Expenditure | 12,996 | 12,996 | (380,255) | (393,251) | | | |
| Movement to/(from) Gen Reserve | 12,996 | 12,996 | (380,255) | (393,251) | | | |

| | |
|---------------------|---|
| AGENDA ITEM | 12 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To Approve Council's Balance Sheet to 31 st March 2026 |

1. INTRODUCTION

A balance sheet is produced annually which should be approved by Council.

2. INFORMATION

The balance sheet represents the financial position of the Council as at 31st March 2026. A copy of this year's balance sheet is attached, Appendix G, which is self-explanatory. It shows the general reserve at £158,310 and earmarked reserves totalling £379,006.

3. RECOMMENDATION

It is recommended that the balance sheet is approved and signed by the Chair and Responsible Financial Officer.

4. FINANCIAL IMPLICATIONS

As advised above.

5. ENVIRONMENTAL IMPACT

N/A

17/04/2026

Telscombe Town Council

12.24

Balance Sheet as at 31st March 2026

31st March 2025

31st March 2026

| | | | |
|----------------|--|---------|----------------|
| | Current Assets | | |
| 588 | Bookings Debtors | 153 | |
| 337 | Other Debtors | 205 | |
| 3,481 | Vat Refunds | 10,814 | |
| 22,724 | Combined Bank Accounts | 29,334 | |
| 23 | Petty Cash | 11 | |
| 480,000 | Treasury Reserve 1 | 510,000 | |
| 507,152 | | | 550,517 |
| | 507,152 Total Assets | | 550,517 |
| | Current Liabilities | | |
| 11,966 | Creditors | 13,202 | |
| 50 | Holding Deposits | 0 | |
| 12,016 | | | 13,202 |
| | 495,137 Total Assets Less Current Liabilities | | 537,315 |
| | Represented By | | |
| 147,803 | General Fund | | 158,310 |
| 347,334 | Earmarked Reserves | | 379,006 |
| 495,137 | | | 537,315 |

The above statement represents fairly the financial position of the authority as at 31st March 2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

Agenda Item 13 - To note actions carried out or required from previous meetings and agree any further measures required

Action List for Full Council meeting on 20th May 2026

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|--|--------------|---|----------|
| 20.11.24 | Min 2362, p 4243 – To consider purchasing Adobe Pro | SN | It was agreed at full Council on 17.9.25 to proceed with purchase & set a revised due date. | July '26 |
| 16.7.25 | Min 2480, p 4394 – To review possible merger with Peacehaven TC | SN | As agreed, I contacted PTC Clerk re a meeting, but no response received. It was agreed at full Council on 17.9.25 to continue to try and progress this. <i>Agreed at meeting on 21.1.26 to continue to pursue & Cllr Gallagher to follow up with PTC.</i> | July '26 |
| 18.3.26 | Min 2589, p 4553 – To consider options for a possible repair café at the Civic Centre | SN | A working group is to be formed and meet to discuss options. | Sept '26 |
| 18.3.26 | Min 2592, p 4553 – To review general & ER's; agree amounts to put into ER's for the 26/27 financial year & agree virement of funds | SN | Virements and transfers into ER's have been undertaken. | Complete |
| 18.3.26 | Min 2595, P 4555 – To consider estimate from the Parkinson Partnership on advice re VAT on café project | SN | The Parkinson Partnership have been consulted and this is progressing. | July '26 |
| 18.3.26 | Min 2601, p 4556 – To adopt Employment Handbook | SN | A copy of the updated Employment Handbook has been emailed to all employees & a copy is available in the Town Clerk's office for them to inspect when required. | Complete |
| 18.3.26 | Min 2602, p 4556 – Update on café project & agree further actions required | SN | A working group meeting has taken place to discuss the business plan and a follow-up meeting is to be arranged to finalise details. | July '26 |
| 18.3.26 | Min 2603, p 4556 – Update on devolvement of LDC assets & agree if we want to take on any assets | SN | LDC were informed we did not want to take on any assets. | Complete |

Action List for Full Council meeting on 20th May 2026 (Contd)

| Date of Meeting | Issue Detail | Action Owner | Update | Due Date |
|-----------------|---|--------------|--|--------------------------|
| 18.3.26 | Min 2604, p 4556 – Update on proposed 20m high telecoms pole & associated telecoms equipment on the patio at the Civic Centre & agree way forward | SN | United Infrastructure were informed of our decision not to agree to the upgraded equipment and the reasons why. They have since come back to us with additional information. | See new agenda item |
| 18.3.26 | Min 2605, p 4556 – Update on the Neighbourhood Plan, agree any further actions & associated cost to update the Council's website | SN | The proposed leaflet was not approved by LDC and so was not printed. A referendum took place on 7 th May and the result was xxx. The Council's website will be updated after the referendum. | Complete June '26 |
| 18.3.26 | Min 2606, p 4557 – To review Civic Centre hire charges for political parties | SN | Council staff have been informed that political parties are to be charged the private/commercial hire rate. | Complete |
| 18.3.26 | Min 2608, p 4557 – To consider tenders received for grounds maintenance contract 2 for 2026/27 and agree to appoint a contractor | SN | Contract was awarded to Ace Landscapes for £5,041 plus VAT and a contract has been issued and signed. | Complete |

| | |
|---------------------|-------------------------------|
| AGENDA ITEM | 14 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | Business Plan Update/Review |

1. INTRODUCTION

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

2. INFORMATION

Attached is the latest version of the whole plan, V 2.7 dated 7th May 2026, Appendix H. Section IV relates specifically to full Council.

Recent amendments were made to the Policy & Resources (P&R) section to show actions that had been carried out. It was also agreed at the P&R meeting on 6th May to remove the following item as it was felt this should fall across all Committees and Full Council:-

| | | | | | |
|------------------------|---|---|------------|---------|-----|
| | | | | | |
| Value for money review | A review of council services and costs. | To be agreed. BUDGET IMPLICATIONS | TC & Cllrs | Ongoing | P&R |

3. RECOMMENDATION

It is recommended to review the updated plan and to consider including the above Project as a first item to be spread across full Council and all Committees, as it is felt that services and costs should be considered on a regular basis as the need arises.

4. FINANCIAL IMPLICATIONS

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

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

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

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

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

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

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

| Section II – POLICY & RESOURCES COMMITTEE | | | | | | | |
|---|---------------------------------|--|--|--------------------|------------------|--------------------------|-----------------------|
| | Project | Objective | Activity | Responsible Person | Key Review Dates | Committee | Project Delivery Date |
| 1 | Tye Management Plan (TMP) | Develop and adopt a 'refreshed' TMP | Draft plan drawn up by CR & CC, taken to P&R for agreement & then full Council in Sept '21 & adopted. May '26 - Working group meeting arranged to review the plan. KEEP UNDER REVIEW BUDGET IMPLICATIONS | Working Group | Annually | P&R | Ongoing |
| 2 | 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. | TC/P&R | Annually | P&R/budget working group | Ongoing |
| | | | Agreed to maintain gates & fencing along Sth Cst Rd and Gorham Way, and in East Saltdean gates 3 to 7 and fencing immediately either side only. | TC/P&R | | P&R | Ongoing |

| | | | | | | | |
|---|---------------------------|--|---|----------------------|--|-----------|--------------------------------|
| | | | <p>April '26 - Gate upgrades/repairs have been undertaken. Gate & fence inspections undertaken monthly.</p> <p>BUDGET IMPLICATIONS</p> | | | | |
| 3 | Funding for Telscombe Tye | To consider Grant funding for Telscombe Tye. | <p>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. To discuss options at Management Plan working group meeting.</p> <p>BUDGET IMPLICATIONS</p> | Working Group/P&R/TC | | P&R FC | <p>Complete</p> <p>Ongoing</p> |

| SECTION III – PLANNING & HIGHWAYS | | | | | | | |
|-----------------------------------|--|-------------------------------|---|------------------------------------|------------------------|--------------------------|-------------------------|
| | Project | Objective | Activity | Responsible Person | Key Review Dates | Committee | Projected Delivery Date |
| 1 | Develop a Neighbourhood Plan with PHTC | Produce a Neighbourhood Plan. | Undertake necessary activity to develop a consulted NDP for both Councils to agree and submit to LDC for adoption. Consultant employed & Steering Group continuing with progressing draft plan. Revised Steering Group Terms of Reference agreed at full Council in Dec 2023. Draft Plan submitted to LDC & they have put out for Reg 16 consultation. Revised plan submitted to LDC & has gone out for another Reg 16 consultation which ends Nov '23. Results awaited. Jan '24 – Plan awaiting examination. Examiner requested Habitat Regulation Assessment Report (HRA) & Aecom | Members, officers & steering group | TBA | Planning & Highways & FC | 2023 |
| | | | | | | FC | Complete |
| | | | | | Dec 2023 March 2024 | | Complete |

| | | | | | | | |
|---|-------------------------|--|--|--------|---|-----|---------|
| | | | <p>commissioned to undertake. HRA Report submitted to LDC & they have shared with the statutory consultees (EA, Historic England, etc) for 4 weeks during May. Results forwarded to examiner for perusal & her comments awaited. Examiner recommended minor amendments which have been carried out & were accepted at Extra-Ordinary Council meeting. LDC signed decision notice to take to referendum on 7th May 2026.</p> <p>BUDGET IMPLICATIONS</p> | | <p>March '25</p> <p>May '25</p> <p>August '25</p> <p>January '26</p> <p>May '26</p> | | 2026 |
| 2 | Road grass verges - P&H | Explore the opportunities to extend the wild flower verges and additional street tree planting in the Towns. | ESCC decide if a verge is allocated as wildflower or meadow status depending on the diversity of flower species. Wildflower verge cuttings are collected but meadow verges are not. | AO/P&H | Ongoing | P&H | Ongoing |

| | | | | | | | |
|---|---------------------------------|---|--|-------------------|----------------|-----|---------|
| 3 | Maintain street lighting | To keep street lights in good working order | <p>To include all street lights in maintenance contract with ESCC and set aside funds annually for ER for ultimate replacement. Agreed ongoing maintenance cost from ESCC at meeting on 16.10.23. To work with other agencies to try and follow with dark skies best practice when replacing TTC owned street lights</p> <p>BUDGET IMPLICATIONS</p> | P&H | March annually | P&H | Ongoing |
| 4 | Maintain bus shelters | To keep bus shelters in good order | <p>To have bus shelters inspected regularly by the Amenities Officer and bi-annually with a company who should provide a report as to their condition, along with any recommended work necessary. To also have them cleaned every other month throughout the year (April, June, August, October, December, February).</p> | Amenities Officer | 6 monthly | P&H | Ongoing |

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

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

Abbreviations

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

| | |
|---------------------|---|
| AGENDA ITEM | 15 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To agree bank mandate/signatories to Council's bank account |

1. INTRODUCTION

In accordance with our Financial Regulations, the bank mandate/signatories to the Council's bank account should be reviewed regularly and we carry this out annually.

2. INFORMATION

Two Councillors' signatures are needed for each cheque or order for payment by DD, SO, or online payment. Invoices are checked & signed by the Clerk/RFO indicating approval for payment. Cheques for payment should also be countersigned by the Clerk/RFO, however, cheques are seldom used for payment now.

We are also registered for online banking and the Town Clerk/RFO can make payments this way once authorised by 2 Councillor signatories.

The current Councillor signatories are Cllrs Robinson, Gallagher, O'Connor and Page.

3. RECOMMENDATION

It is recommended that we agree that Cllrs Robinson, Gallagher, O'Connor and Page and the Town Clerk/RFO continue as signatories. It is also recommended to add the Admin & Finance Assistant as a signatory to the bank account as an emergency back-up in the absence of the Town Clerk/RFO.

4. FINANCIAL IMPLICATIONS

We have financial regulations in place to ensure payments are made securely.

| | |
|---------------------|--|
| AGENDA ITEM | 16 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To agree bank mandate/signatories to Mayor's charity fund bank account |

1. INTRODUCTION

In accordance with our Financial Regulations, the bank mandate/signatories to the Council's bank account should be reviewed regularly and we carry this out annually. We also carry this out for the Mayor's charity fund account.

2. INFORMATION

Two signatures are needed for each cheque issued from the Mayor's charity fund bank account. We are also registered for online banking and the Town Clerk/RFO can make payments this way once authorised by 2 Councillor signatories.

The current Councillor signatories are Cllrs Robinson, Gallagher and Page. The Town Clerk/RFO is also a signatory.

3. RECOMMENDATION

It is recommended that Cllrs Robinson, Gallagher and Page and the Town Clerk/RFO remain as signatories. It is also recommended to add the Admin & Finance Assistant as a signatory to the bank account as an emergency back-up in the absence of the Town Clerk/RFO.

It is recommended that the Mayor is not a signatory to the Charity account and if a Councillor signatory is appointed as Mayor at this meeting, an alternative Councillor can be appointed as a signatory.

4. FINANCIAL IMPLICATIONS

N/A

| | |
|---------------------|--|
| AGENDA ITEM | 17 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To review and agree credit card spending limit |

1. INTRODUCTION

The credit card spending was reviewed at last year's annual Council meeting and it was agreed for it to remain at £2,000.

2. INFORMATION

The spending limit has stayed at £2,000 since the card was taken out in 2016.

3. RECOMMENDATION

In view of rising costs and to meet the Council's business needs, it is recommended to increase the limit to a minimum of £3,000.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

Increasing the limit from £2,000 to £3,000 is a modest operational change rather than a significant financial risk, particularly as existing financial controls and approval processes remain in place.

| | |
|---------------------|--|
| AGENDA ITEM | 18 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To consider the Internal Auditor's Final Report for 2025/26 and recommendations and approve the Annual Internal Audit Report 2025/26 on the Annual Governance & Accountability Return (AGAR) |

1. INTRODUCTION

In accordance with Item 2 of the Financial Regulations, an independent internal auditor should be appointed who should produce a minimum of one annual written report during each financial year. We have both an interim and final audit undertaken.

2. INFORMATION

The Internal Auditor's Final Report for 2025/26 dated 6th May 2026 needs to be reviewed by Council and is attached, Appendix I. It notes the findings at both the interim audit which was reported to full Council on 18th March 2026 and the final audit. The recommendations from the interim audit were considered at the March meeting.

There are no points forward from the final internal audit. However, under item F, petty cash, the auditor recommends that we close the petty cash account as it is seldom used. The limited use was based on the auditor's previous recommendations that petty cash transactions should be kept to a minimum.

Having completed the final internal audit, the Internal Auditor was also able to complete the Annual Internal Audit Report 2025/26 on the AGAR which he is required to complete. It confirms that we have complied with all requirements. It is also attached, Appendix J.

3. RECOMMENDATION

It is recommended to approve the Internal Auditor's final report for 2025/26 as well as the Annual Internal Audit Report 2025/26 on the AGAR.

4. FINANCIAL IMPLICATIONS

The auditor's fee of £260 (no VAT applicable) has been budgeted for.

5. ENVIRONMENTAL IMPACT

N/A

April Skies
Accounting

Stella Newman
Telscombe Town Council

6 May 2026

Dear Stella

Telscombe Town Council
Internal Audit Report – 25-26

The internal audit for the 25-26 financial year is now complete. I am pleased to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for with no comments.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 25-6. Recommendations are set out at Appendix A. Areas not tested because they are not relevant to this Council are listed at Appendix B.

The audit was carried out in two stages. The interim audit was carried out on 3 February, this concentrated on in year financial transactions and governance controls. The final audit was carried out on 6 May and concentrated on the statement of accounts and balance sheet.

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Company Registration Number 14174016
6 Uplands Road, Farnham GU9 8BP

A - Appropriate books of account have been kept properly throughout the year **Interim Audit**

The Council uses the RBS Omega accounting system. This is industry specific accounting software well suited to this Council. Income is collected using this system, with the integrated booking module in place for hall bookings.

The books of account were up to date and in good order, and my testing demonstrated that:

- Supporting documentation could be located using referencing on the accounting system
- All reconciliations tested are working well and are up to date
- Council is making use of the reporting available to provide financial reports to councillors direct from the ledgers.

I checked that the opening balances on the accounting system could be agreed back to the audited AGAR for 24-5. The closing balance in box 7 of the audited accounts was £495,137. This agrees to the opening balance sheet value on the accounting system. The Council received a clear audit certificate, so there is nothing to take into account in the current financial year.

I reviewed the Council's VAT records and checked that the VAT return had been submitted to HMRC for the three months to 30 September 2025. VAT reclaimed of £4,133 could be agreed to a schedule of transactions recorded on the accounting system. I reviewed the VAT account at 31 December. This could be agreed to the VAT return submitted to HMRC.

I note that the Council is considering construction of a café in Chatsworth Park, has applied for a CIL grant, and is considering a PWLB loan, to fund this work. VAT advice should be taken prior to construction to ensure most efficient VAT decisions are implemented. I recommend the Council should contact the Parkinson Partnership. [Home](#)

Final Audit

The accounting statements have been agreed back to year end reports produced from the Rialtas accounting system. All comparatives reported in the financial statements have been agreed back to the audited 24-25 accounts, as published on the Council website. Arithmetic in the financial statements has been checked.

I confirmed that the VAT return for period January to March 26 has been completed and was submitted to HMRC on 16 April 2026. VAT of £10,814 was reclaimed, this is supported by the accounting system VAT report. The refund has been checked into the bank account; this was received on 21 April. The Council is up to date with VAT.

My interim report was considered at the March Full Council meeting (minute 2594). Both recommendations were reviewed in detail at this meeting.

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B - The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Interim Audit

Governance

The Financial Regulations were last reviewed in May 2025, and an appropriate minute recorded in a meeting of Council (minute 2452), these are based on the updated NALC template regulations, adapted to comply with local processes at TTC. Standing Orders were last reviewed at the same meeting (minute 2453).

Expenditure Testing

The Council approves expenditure via the annual budget process. Once an order has been placed, and work completed / goods delivered, invoices are approved and loaded on to the accounting system by office staff. The Clerk then prepares a payment listing setting out a schedule of all supplier accounts requiring payment. This is emailed to councillors, once 2 councillors have emailed approval to pay, the Clerk makes payment to suppliers by BACS. Payments are reported retrospectively to Full Council, and an appropriate minute recorded.

I tested a sample of expenditure transactions recorded in the Council's cashbook for the first 9 months of 25-26. I tested 6 transactions, and for all transactions tested I was able to confirm:

- Expenditure per cashbook agrees to VAT invoice
- VAT correctly accounted for
- Expenditure relevant and appropriate for this Council.
- Payment included in payment approval list as reported to Council - payment list signed by councillor
- Signature of 2 councillors viewed on invoice approving payment.

Final Audit

Non pay expenditure per box 6 to the accounts amounted to £170,928 down from £191,230 in 24-25.

I tested 3 further transactions from the final 3 months of the financial year, and repeated tests completed at the interim audit. No error was found, and I am satisfied that the Council is following financial regulations when making payments to suppliers.

- I checked a treasury deposit of £510,000. This has been checked from the main bank account, and the treasury deposit has been viewed.
- I reviewed minutes relating to the groundwork repairs at playgrounds, this shows proper authorisation of works by Council (December 25 meeting), and there is evidence of a competitive quotation process.

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C - The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Interim Audit

I have confirmed that the Council has a risk management process in place which results in a formal risk assessment. The Clerk confirmed that this is still in place, and the annual review of the risk assessment will be considered at the Audit Sub Committee in March, with Full Council approval due at the meeting later that month. I will review the risk assessment at my final audit.

The Council is insured by Zurich Municipal, on a standard local council policy. I reviewed the insurance certificate and confirmed it is in date with an expiry date of 27 February 2026. One building is insured, the Town Council building, with an insurance value of £1.794m.

Other assets insured are:

| Item Description | Sum Insured | Excess |
|---|-------------|--------|
| Street Furniture | £138,759.25 | £250 |
| Stone Memorial & Bronze Plaque | £483.50 | £100 |
| Portland Stone Weather Vane | £9,422.07 | £250 |
| Gates & Fences | £67,837.86 | £250 |
| Playground Equipment | £495,833.07 | £250 |
| Civic Regalia | £5,177.89 | £250 |
| Paintings | £6,016.59 | £250 |
| Personal computers, small micro computers and other similar equipment | £943.57 | £100 |
| Photocopier - Toshiba eStudio 3535ac - noted interest of Grenke Leasing | £3,007.12 | £100 |
| Portaloos with the noted interest of: WC Hire | £1,796.24 | £100 |
| Portable Toilet | £2,100.00 | £100 |

This appears consistent with the asset register. Fidelity cover is sufficient at £1 million.

I checked that the final internal audit report for 24-25 was considered at the Full Council meeting in May 2025, (minute 2442).

IT support is provided by an external company, Northstar. The Clerk has provided evidence that back up of computer data was tested on October 13 2025, and that a restore test was successful.

The Council completed a review of the effectiveness of the system of internal control at the Annual Council meeting in May 2025 – minute 2444.

Final Audit

The Council reviewed and approved the Risk Assessment at the 18 March meeting of Full Council (minute 2598). I have reviewed the risk assessment, which is published on the Council website, and it appears sufficient for a council of this size, with evidence of update in year.

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D - The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Interim Audit

The Council continues to monitor its financial position effectively. Budget monitoring reports, extracted directly from the accounting system, are presented to each Council meeting, showing budget v actual figures for that committee. I have reviewed the reports for the period to 31 December 2025, which were presented to the Full Council meeting on 21 January. A detailed narrative report has been prepared to support the following budget monitoring reports extracted from the accounting system:

- Summary income and expenditure report – whole council
- Detailed income and expenditure report by budget heading – each committee
- Earmarked reserves report

I am satisfied that budget reporting is being carried out as required by Financial Regulations.

Budget setting for 26-27 has been completed, and precepting authority deadlines were met. The budget and precept were approved at the Full Council meeting on 10 December 2025 (minute 2546). A precept of £337,641 was approved, alongside the budget, which is summarised below:

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

Minutes show proper consideration of the budget prior to approval.

Final Audit

Reserves at 31 March 2026 were £537,315 (24.5 £495,137).

General reserves at year end were £158K. This represents 50% of precept, which is at the mid-point of recommended levels set out in the NALC Practitioners' Guide. General reserves are held at an appropriate level.

Earmarked reserves at year end were £379K. The largest earmarked reserves are:

- £114K - Park Refurbishment
- £47K - Telscombe Tye
- £35K - Community Café
- £29K - Street Lighting
- £25K - Grounds Maintenance

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Other reserves are in place to support assets, expenditure contingencies and projects, and to set aside restricted funds (CIL). A detailed review of reserves was carried out by Council at the Full Council meeting in March 25 (minute 2592) when a number of transfers were approved to match reserves to Council priorities.

E - Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Interim Audit

Civic Centre hire charges for 25-26 were approved at a meeting of Full Council in January 2025, (minute 2397). I selected a sample of income credits from the cashbook for the first nine months of the financial year. For all items selected I was able to confirm the following

- Income received could be agreed to appropriate documentation, such as remittance advice from third party, or invoice from TTC
- Income derived from appropriate activities for this Council
- Where appropriate fees charged by the Council could be agreed to approved hire fees.

I reviewed the Council's debtors ledger at 21.1.26. Debts outstanding at this time stood at £152, and all debts were less than 60 days old.

Final Audit

Precept per box 2 to the accounts was £322,076 (24-25 £299,937). This has been agreed to third party documentation provided by central government.

Income per box 3 to the accounts was £57,999 (24-25 £79,802). I reviewed 2 income credits from the final quarter of the financial year. For transactions selected I was able to agree ledger entry back to invoice, and to appropriate supporting documentation. (hire fees / bank interest confirmation).

F - Petty cash payments were properly supported by receipts; all petty cash expenditure was approved, and VAT appropriately accounted for.

The Council holds a petty cash balance of £11. This was counted on 31 March and reconciled to accounting records – the count has been evidenced as reviewed by a councillor. The petty cash account should be closed, it does not appear to be used.

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G- Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.

Interim and Final Audits

Staff costs per box 4 to the accounts were £165,737 (24-5 £163,708)

Payroll is processed by an external bureau (Advo Group) once preparation work has been completed by staff at the Council. Monthly changes to payroll (usually timesheet based) are prepared by the Clerk and emailed to the payroll company. Once processing is complete, Advo notify the Clerk, who logs into the payroll portal and downloads reports for the month. These are checked by the Clerk and who notifies Councillors of BACS payments as part of the payment approval process. Staff are paid by BACS and access payslips from the payroll company. This is a robust system, and I make no recommendation for change.

All annual pay awards for officers are minuted at a Full Council meeting - the 25-26 pay award was reported as a confidential item to the July 25 meeting of the Employment Sub – Committee.

I tested payroll for 2 members of staff from August 2025 payroll. I was able to confirm:

- general ledger payroll could be agreed back to payroll summary from Advo
- Pay agreed to minuted pay award for the officer
- Gross pay per payroll recalculated and agreed to JNC pay award documentation.

I also confirmed HMRC and pension payments for August 2025 were made promptly, and could be agreed to reports from the payroll provider.

At the final audit I confirmed that box 4 to the accounts only included costs relating to the employment of staff, as required by regulations.

H - Asset and investments registers were complete and accurate and properly maintained.

Final Audit

Fixed assets per box 9 to the accounts were £ 1,814,667 (24-5 £1,809,180).

I have agreed the balance in the accounts back to the asset register. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations, with sufficient detail to locate all assets listed. All changes were approved when the asset register was reviewed at Full Council in January.

Additions of £9.2K have been recorded on the asset register. A schedule of additions has been provided. These include:

- Sound system, added at £2.9K
- Lighting column added at £3.2K

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Deletions of £3.7K have been processed in 24-25. A schedule of assets disposed of has been supplied. This includes the deletion of a damaged light column / pool table and old sound system.

I – Periodic and year-end bank account reconciliations were properly carried out.

Interim Audit

I reformed the bank reconciliations for December 2025. I was able to agree balances in the bank reconciliation to bank statements and to the December balance sheet. Arithmetic was checked, and there are no uncleared balances. Councillor review was evidenced on the face of the bank reconciliation and the bank statements. I have confirmed by review of minutes that the councillor review of bank reconciliations is reported to Council on a regular basis – the December bank reconciliation was reported to the January 2026 Full Council meeting (minute 2565)

The Council has recently reviewed the investment strategy – this was reviewed at the Full council meeting in November 2025 – minute 2530.

Final Audit

Borrowings per box 10 to the accounts were £nil (24-25 £ 1,200). The loan has now been repaid

Cash per box 8 to the accounts was £539,345 (24-25 £502,746)

I reformed the year end bank reconciliation. I agreed all balances in the bank reconciliation back to the accounting system reports and to bank statements. The year end bank reconciliation was found to be accurate. Councillor Williamson has reviewed the bank reconciliation, and this is properly reviewed on the face of the reconciliation and on bank statements.

I - Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and

TTC has produced accounts on the accruals basis, this is required as income / expenditure is above £200k. A reconciliation between Box 7-8 of the accounts has been prepared, for external audit review, and creditor and debtor listings support this reconciliation. An explanation of year-on-year variances has also been prepared and provides detailed explanations for review by external audit.

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L: The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

As a larger Council, with income / expenditure in excess of £200K, Telscombe is required to follow the 2015 Transparency Code. I was able to confirm that data required by the Code could be located on the Transparency tab on the Council website, and specifically confirmed that the following information was up to date

- Payments over £500, published to end March 26
- 25-26 grants published
- Land and assets – 25-26 update published.

M - Arrangements for Inspection of the Council's accounts

Inspection period for 24-5 accounts was set as follows

| Inspection - Key date | 24-5 Actual |
|-----------------------------------|-----------------------|
| Accounts approved at Full Council | 14 May Full Council |
| Date Inspection Notice Issued | 30 May |
| Inspection period begins | 3 June |
| Inspection period ends | 14 July |
| Correct length | Yes - 30 working days |

The Council also published the "Summary of Rights" document on the website.

I can confirm that regulations were followed in this respect and that the Council can therefore sign off that it has met control objective 4 on the annual governance statement – inspection rights.

N: Publication requirements 24-5 AGAR

The Statement of Accounts, Annual Governance Statement and the external audit certificate are published on the AGAR page of the Council website. The Conclusion of Audit Notice is also published, dated 24 August, before the statutory deadline of 30 September. The clear audit certificate dated 21 July was reported to the September meeting of Full Council (minute 2505). The Council has met its reporting obligations.

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Accounting

Q: The authority has complied with laws, regulations & proper practices relating to digital and data compliance.

Final Audit

The Council has completed a review of data management practices following the addition of Assertion 10 to the Annual Governance Statement. This was reported to Council at the March meeting (agenda item 13). The report provides clear evidence of the Council's compliance with the requirements of Assertion 10, and I am satisfied that the decision to mark assertion 10 as "Yes" is correct.

P - Trust funds (including charitable) The council met its responsibilities as a trustee.

The Council is not a trustee – confirmed with Clerk.

I would like to thank you for your assistance with the audit. I attach my invoice and the Internal Audit Report from the AGAR for your consideration. I look forward to working with you again in 26-27.

Yours sincerely



Mike Platten CPFA

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Company Registration Number 14174016
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April Skies

Accounting

Appendix A

Points Forward – Action Plan - Interim Audit

| Matters | Recommendation | Council Response |
|---|---|--|
| For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area. | For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 on page 14 of the Practitioners' Guide at a meeting before the end of the financial year. This should support a positive response on the Annual Governance Statement. | Actioned - see section 6 above |
| I note that the Council is considering construction of a café in Chatsworth Park, has applied for a CIL grant, and is considering a PWLB loan, to fund this work. | VAT advice should be taken prior to construction to ensure most efficient VAT decisions are implemented. I recommend the Council should contact the Parkinson Partnership. Home | Actioned, refer to March 26 Full Council minutes |

No points raised at year end audit

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Appendix B

Internal Audit Control Objectives – Marked as not covered

| Control Objective | Area for Audit | Why this has not been audited |
|-------------------|---|--|
| K | Exemption from limited assurance review | Council had limited assurance review last year |
| P | Trust Funds | No trusts |

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Annual Internal Audit Report 2025/26

TELSCOMBE TOWN COUNCIL

<https://www.telscombetowncouncil.gov.uk/>

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|---|-----|-----|---------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i> | | | ✓ |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i> | ✓ | | |
| N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i> | ✓ | | |
| O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance. | ✓ | | |
| P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

03/02/2026

06/05/2026

MIKE PLATTEN CPFA

Signature of person who carried out the internal audit



Date

06/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

| | |
|---------------------|---|
| AGENDA ITEM | 19 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To Appoint an Internal Auditor for the 2026/27 financial year |

1. INTRODUCTION

The Council has to appoint a competent and independent internal auditor to comply with financial regulations annually.

2. INFORMATION

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide advises that, as well as ensuring that the appointed internal auditor has relevant knowledge of the public sector, the 2 key principles we must follow when appointing an internal auditor are ensuring independence and competence. Independence means there is no conflict of interest, for example they do not have any involvement in or responsibility for the financial decision making, management or control of the authority or its financial controls/procedures. Evidence of competence might include a letter of recommendation from other similar authorities.

We appointed April Skies Accounting for the 2025/26 financial year. They are listed on the Internal Audit Forum who, as a quality assurance, ensure that every member has agreed to abide by their standard practices and procedures and that they have read and understood the requirements of the current Practitioner's Guide and therefore meet the 2 key principles.

The regulations do not impose mandatory auditor rotation periods for town or parish Councils. However, we could periodically review alternative providers. We have been using the current auditors for 5 years and the auditors prior to that for over 10 years.

3. RECOMMENDATION

It is recommended that we appoint April Skies Accounting Ltd as internal auditor for the 2026/27 financial year and undertake a review for the 2027/28 year.

4. FINANCIAL IMPLICATIONS

Our budget for 2026/27's audit fees is £1,650 to cover both the internal and external audits.

| | |
|---------------------|---|
| AGENDA ITEM | 20 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To Review the Effectiveness of the System of Internal Control |

1. INTRODUCTION

This report demonstrates that the Council has undertaken the necessary steps to meet the requirements of the Accounts and Audit Regulations 2015 in relation to the annual review of the effectiveness of the system of internal control for the financial year ended 31st March 2026.

2. INFORMATION

A relevant authority must ensure that it has a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives; ensures that the financial and operational management of the authority is effective; and includes effective arrangements for the management of risk. This is covered in depth when reviewing and agreeing Section 1, Annual Governance Statement 2025/26 on the Annual Governance & Accountability Return (AGAR) which is the next agenda item. I can confirm and summarise, however, that this Council has:-

- reviewed the Council's Financial Regulations and Standing Orders;
- monitored budgets and financial reporting throughout the year;
- undertaken regular bank reconciliations and payment authorisation checks;
- reviewed the Council's risk assessments and insurance arrangements;
- maintained and reviewed the asset register;
- considered internal audit reports and recommendations;
- reviewed the effectiveness and independence of the Internal Auditor;
- ensured compliance with statutory and governance requirements.

3. RECOMMENDATION

Having undertaken the above actions, it is recommended that Members confirm that the Council has met the requirements for reviewing the effectiveness of its system of internal control.

| | |
|---------------------|---|
| AGENDA ITEM | 21 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To approve the Annual Governance Statement (Section 1) on the Annual Governance & Accountability Return 2025/26 |

1. INTRODUCTION

Councils in England with a turnover in excess of £25,000 but less than £6.5m must complete Form 3 of the Annual Governance & Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. We are required to complete, approve and return the AGAR to the external auditors no later than 30th June 2026, along with corroborating paperwork and any other documentation requested by them.

2. INFORMATION

The AGAR is made up of 2 sections, which are completed by myself as RFO on behalf of the Council. The AGAR also includes the Annual Internal Audit Report which was considered earlier in the meeting and was completed by the internal auditor.

The first section of the AGAR is the Annual Governance Statement for 2025/26, Appendix K, and this must be approved prior to Section 2, The Accounting Statements for 2025/26.

We have to confirm that to the best of our knowledge and belief, we have complied with all assertions in the Annual Governance Statement for the year ended 31st March 2026. We need to respond with either Yes or No to each assertion and have evidence to support a Yes answer. I have produced a spreadsheet, see Appendix L attached, which covers all the items detailed in Section 1 the Annual Governance Statement. It lists in detail how we meet all the requirements. Number 9 relates to trust funds and is not applicable.

Number 4 of the guidance notes on the AGAR details the information we have to send the external auditor. They are as follows:-

- Completed sections 1 and 2 of the AGAR
- A bank reconciliation at 31st March 2026
- An explanation of significant year on variances in the accounting statements
- Notification for commencement for the period of exercise of electors' rights
- The annual internal audit report 2025/26

Section 1 of the AGAR is being considered under this agenda item. Section 2 will be considered under the next agenda item, along with the above documentation. The internal audit report was considered under agenda item 18.

3. RECOMMENDATION

It is recommended to approve the Annual Governance Statement for the year ended 2025/26, Appendix K, in accordance with the information provided and authorise the Mayor and Town Clerk to sign as required on behalf of the Council.

4. FINANCIAL IMPLICATIONS

There are no direct financial implications as a result of this report.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Telscombe Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

| | Agreed | | *Yes* means that this authority |
|---|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | prepared its accounting statements in accordance with the Accounts and Audit Regulations |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances | ✓ | | has only done what it has the legal power to do and has complied with Proper Practices in doing so |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations | ✓ | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks including the introduction of internal controls and/or external insurance cover where required | ✓ | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems | ✓ | | arranged for a competent person independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit | ✓ | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | ✓ |
| 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. | ✓ | | has made suitable arrangements for its IT and data management and has complied with proper practices in doing so |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/05/2026

and recorded as minute reference.

Min

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.telscombetowncouncil.gov.uk

APPENDIX L

Review Annual Governance Statement

We need to confirm to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2026, that:-

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Yes means this authority has – prepared its accounting statements in accordance with the Accounts and Audit Regulations.

Our response is 'Yes' – the accounts have been prepared in the way prescribed by best practice and in accordance with the Accounts & Audit Regulations and practitioners guide recommendations. We have achieved this because:-

- The Council has appointed an RFO in accordance with Section 151 of the Local Government Act 1972. The RFO has procedures in place to maintain up to date accounting records throughout the year and provides supporting documentation to full Council. The Town Clerk has also been appointed as the RFO.
- The Council maintains complete and accurate accounting records throughout the financial year, including detailing all receipts, payments, VAT, and supporting documentation.
- All payments are supported by invoices, authorised in accordance with Council procedures, and recorded appropriately
- The Council has adopted Financial Regulations (FR's) which are reviewed periodically and followed when undertaking financial transactions.
- Appropriate banking arrangements are in place, including authorised signatories and payment approval controls in accordance with the FR's.
- Bank reconciliations are completed regularly and reviewed by Members to ensure accuracy between bank balances and accounting records.
- Income received is properly recorded, receipted where appropriate, and banked promptly.
- The Council maintains an up-to-date asset register which is reviewed annually.
- The Council regularly reviews financial and operational risks and maintains adequate insurance cover.
- An annual budget and precept are approved by Council, with regular monitoring reports presented to Members at Committee and full Council meetings during the year. Accounts are printed from the Council's accounting package.
- We have an investment strategy in place and funds that are surplus to monthly requirements are invested appropriately.

APPENDIX L

- We have a general reserve of contingency funds to cover unforeseen events or unusual circumstances which stands within the recommended range at 5.5 months of net revenue expenditure. We also have earmarked reserves for genuine and identifiable purposes or projects and they are reviewed at least annually.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Yes means this authority has – made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

Our response is 'Yes' – we have achieved this because:-

- We have Standing Orders (SO's) and Financial Regulations (FR's) in place based on the NALC models. They contain clearly defined spending limits which are adhered to.
- The Council follows its financial procedures for ordering goods, services, and authorising payments to safeguard public funds. Payments are reported to Full Council, invoices are reviewed monthly to ensure prompt payment, and any irrecoverable debts are only written off with Full Council approval.
- We have in place a 2 member signature process to authorise cheques or orders for payments and the bank mandate and list of authorised signatories to the Council's account is reviewed and agreed annually.
- We have a credit card with a defined spending limit which is cleared monthly by direct debit.
- We carry out an annual Risk Assessment which covers all aspects of risk including financial and the RFO undertakes financial training updates when available via ESALC or the SLCC.
- All staff appointments and salaries are approved by Full Council following consideration by the Employment Sub-Committee. Payroll is administered by an external provider, ensuring compliance with HMRC, tax, National Insurance, and pension obligations.
- We are not VAT registered but submit quarterly VAT126 returns.
- The Council maintains a fixed asset register recording all assets, purchases, and disposals at historic cost with no depreciation applied. Assets are regularly maintained, and any proceeds from disposals are ring-fenced for capital expenditure only.
- Loan repayments are included within the Council's budget to ensure sufficient funds are available for both capital and interest. Any new borrowing would be considered and approved by Full Council to ensure affordability and compliance with all required approvals.
- We review the effectiveness of the system of internal control at the Annual Council meeting.

APPENDIX L

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Yes means this authority has only done what it has the legal power to do and has complied with proper practices in doing so.

Our response is 'Yes' – we have achieved this because:-

- The Town Clerk/RFO ensures that any activities undertaken are within our powers to act. We are no longer eligible to use the General Power of Competence as the number of councillors elected at the last ordinary election does not equal or exceed two thirds of our total number of councillors.
- The Town Clerk/RFO ensures that we publish information in accordance with the Local Government Transparency Code 2015.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

Yes means this authority has during the year given all persons interested the opportunity to inspect and ask questions about this authority's accounts.

Our response is 'Yes' – we have achieved this because:-

- In accordance with the Accounts & Audit Regulations 2015, as RFO I published, including on our website, the following during the key dates and periods of inspections laid out in legislation:
 - Sections 1 and 2 of the Annual Governance & Accountability Return 2024/25.
 - A declaration that the status of the accounts was 'unaudited'.
 - A statement that set out details of how public rights could be exercised as set out in Regulation 15 (2)b, which included the period for the exercise of public rights.
 - A notice of conclusion of the external auditor's limited assurance review of the Annual Governance & Accountability Return, together with relevant accompanying information in accordance with Regulation 16 of the Accounts & Audit Regulations 2015.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

Yes means this authority has considered and documented the financial and other risks it faces and dealt with them properly.

Our response is 'Yes' – we have achieved this because:-

- We undertake a full risk assessment annually. The assessment covers financial and operational risks such as security and IT failure. It identifies the risk and makes recommendations to mitigate or manage it. The assessment is undertaken in detail by the Town Clerk/RFO, taken to the Audit Sub-Committee for thorough examination and then taken to full Council for ultimate consideration and agreement.

APPENDIX L

- We have appropriate insurances in place which, amongst other things, cover property, cash and legal liabilities.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

Yes means this authority has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

Our response is 'Yes' – we achieved this because:-

- We appointed an independent, competent internal auditor for 2024/25, April Skies, who have knowledge of the public sector. An audit plan was agreed and followed and they carried out 2 audits during the year, the first in February 2025 and the final one in April 2025. The first audit report from February was taken to full Council in March and their final report will be considered at this meeting under an earlier agenda item.

7. We took appropriate action on all matters raised in reports from internal and external audit.

Yes means this authority has responded to all matters brought to its attention by internal and external audit.

Our response is 'Yes' – we achieved this because:-

- a. We took all internal audit reports and the external audit report to full Council and if any matters were recorded as needing action, these were considered and appropriate actions undertaken.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

Yes means this authority has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

Our response is 'Yes' – we achieved this because:-

- a. Officers are not aware of any transactions or events that had or have potential consequences on this authority's finances.

9. N/A

10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

Yes means this authority has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

This is a new assertion which was reviewed fully at our full Council meeting on 18th march 2026. Our response is 'Yes' – we achieved this because:-

- Officers and Councillors all have .gov.uk email addresses, and the Council also has a general email address enquiries@telscombetowncouncil.gov.uk

APPENDIX L

- Our website publishes required governance and financial documents; protects personal data; is accessible to disabled users; lawfully uses cookies and is continuously available.
- To ensure our website met the WCAG 2.2AA requirements, our website provider scanned the website, gave recommendations for work to be carried out to ensure compliance, the work was approved at a P&R meeting on 5th March 2025 and was then carried out.
- We publish an Accessibility Statement on our website which gives contact details for any accessibility requests; documents on the website are in PDF format and are not scanned images.
- Under the FOI Act 2000, we have adopted and publish a compliant Model Publication Scheme on our website under the 'Policies/Reports' heading. Also, under the Transparency Code we publish under a 'Transparency/Grants' heading on our website the required information including – a quarterly list of items of expenditure above £100, we publish end of year accounts and the Annual Governance & Accountability Return; we publish the internal audit report; we publish Councillor details; we publish our Asset register including land and building assets; we publish agendas, meeting papers and minutes; we publish a staff structure and pay multiple; details of grants awarded and details of invitations to tender for contracts to provide goods and/or services with a value that exceeds £5,000.
- We have policies and information in place and demonstrate accountability as follows - have a Data Protection Policy; Privacy Notice & Policy; Document Retention Policy and details of who to contact for data subject access.
- We have a statement in place saying 'The Council processes personal data in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018 and applies the principles of lawfulness, fairness, transparency, purpose limitation, data minimisation, accuracy, storage limitation, integrity and confidentiality, and accountability.' We also publish various policies as detailed under 1.51.
- We have a Data Protection Policy and Privacy Notices in place demonstrating how we process data.
- We recently reviewed our IT Policy and used the newly issued NALC template which was adopted at full Council on 21st January 2026.

| | |
|---------------------|--|
| AGENDA ITEM | 22 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To approve the Accounting Statements (Section 2), on the Annual Governance & Accountability Return 2025/26 |

1. INTRODUCTION

It was explained in the last agenda item regarding the requirements of completing Form 3 of the Annual Governance & Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. The AGAR is made up of 2 sections that we need to complete.

2. INFORMATION

Section 2 of the AGAR is The Accounting Statements for 2025/26 – see Appendix M, which must be approved after Section 1, the Annual Governance Statement. The figures need to agree to our primary accounting records and I confirm that they have been produced from the Council's accounts package. The corroborating Statement of Accounts print-out is attached – see Appendix N, for your information.

As required, the Accounting Statements have been signed by myself as RFO prior to this meeting as certification that they present fairly the financial position of the Council and its income and expenditure. The figures have also been checked and agreed by the internal auditor. I will summarise the figures as follows:-

Box 1, Balances brought forward – the figure for 31st March 2026 must be the same as Box 7 from the previous year, which it is.

Box 2, Precept or rates and levies – this is the precept amount received from Lewes District Council of £322,076.

Box 3, Total other receipts – this is all other receipts, including CIL funds received by LDC, grants, etc.

Box 4, Staff costs – The figure of £165,737 includes the gross salaries and also TTC's NI and pension contributions. It does not include any staff expenses for things such as mileage and travelling.

Box 5, Loan interest/capital repayments – the figure of £1,232 is for payment of the remaining loan the Council took out for the Civic Centre including capital and interest.

Box 6, All other payments – the figure of £170,928 is made up of all other payments excluding staff costs (box 4) and loan repayments (box 5), but including staff expenses.

Box 7, Balances carried forward – the figure of £537,315 (rounded down) is the total balance of general and earmarked reserves at 31st March 2026 taking into account all creditors and debtors. The difference between boxes 7 and 8 is shown in Appendix O which is a print out from our accounting package. This figure will be carried forward to Box 1 for the 2026/27 financial year.

Box 8, total value of cash and short-term investments – the figure of £539,345 (rounded up) is the total of current and deposit bank accounts, cash holdings and short-term investments and has to agree with the bank reconciliation, Appendix P, which it does. The bank reconciliation was checked and found in order by Cllr Williamson on 23rd April 2026 and this was reported to the Policy & Resources meeting on 6th May 2026.

Box 9, Total fixed assets – the figure of £1,814,667 is the total of our asset register which was agreed at our Council meeting on 18th March 2026.

Box 10, Total borrowings – the figure is £0 as the final payment of our outstanding loans on the Civic Centre have now been paid.

An explanation of the variances between the 2024/25 and 2025/26 figures is given in Appendix Q attached. This document is the external auditors pro forma and the completed one will be sent to them.

3. RECOMMENDATION

It is recommended to approve the Accounting Statements for the year ended 2025/26, Appendix M, and authorisation be given to the Chairman to sign on behalf of the Council.

4. FINANCIAL IMPLICATIONS

There are no direct financial implications as a result of this report.

Section 2 – Accounting Statements 2025/26 for

Telscombe Town Council

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2025 £ | 31 March 2026 £ | |
| 1. Balances brought forward | 472,897 | 495,137 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 299,937 | 322,076 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 79,802 | 57,999 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 163,708 | 165,737 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 2,561 | 1,232 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 191,230 | 170,928 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 495,137 | 537,315 | Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 502,746 | 539,345 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 1,809,180 | 1,814,667 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 1,200 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

| For Local Councils Only | Yes | No | |
|--|-----|----|---|
| 11 Do the figures in the accounting statements above exclude any trust transactions? | ✓ | | For guidance refer to the Practitioners' Guide sections 2.31 to 2.33. |

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

16/04/2026

I confirm that these Accounting Statements were approved by this authority on this date.

20/05/2026

as recorded in minute reference:

Min

Signed by Chair of the meeting where the Accounting Statements were approved

ANNUAL RETURN
FOR THE YEAR ENDED 31 MARCH 2026
Telscombe Town Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

| | <u>Last Year £</u> | <u>This Year £</u> | <u>General Notes for Guidance</u> |
|---|--------------------|--------------------|---|
| 1 Balances brought forward | 472,897 | 495,137 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year |
| 2 (+) Precept or Rates and Levies | 299,937 | 322,076 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3 (+) Total other receipts | 79,802 | 57,999 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2) Include any grants received |
| 4 (-) Staff costs | 163,708 | 165,737 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5 (-) Loan interest/capital repayments | 2,561 | 1,232 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6 (-) All other payments | 191,230 | 170,928 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5) |
| 7 (=) Balances carried forward | 495,137 | 537,315 | Total balances and reserves at the end of the year [Must equal (1+2+3)-(4+5+6)] |
| 8 Total value of cash and short term investments | 502,746 | 539,345 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9 Total fixed assets plus long term investments and assets | 1,809,180 | 1,814,667 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March |
| 10 Total borrowings | 1,200 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB) |

The following documents should accompany the accounts when submitted to the auditor

- * A brief explanation of significant variations from last year to this year in Section 2.
- * Bank Reconciliation as at 31 March

Telscombe Town Council

County Area – East Sussex

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2026

Explains the difference between boxes 7 & 8 on the Annual Return

| Code | Description | Last Year £ | This Year £ | |
|------|--|-------------------|-------------------|--------------|
| | Total Reserves | 495,136.57 | 537,315.46 | BOX 7 |
| 101 | Bookings Debtors | 588.39 | 152.75 | |
| 103 | Other Debtors | 336.92 | 205.40 | |
| 105 | Vat Refunds | 3,480.95 | 10,814.18 | |
| | Less Total Debtors | 4,406.26 | 11,172.33 | |
| 501 | Creditors | 11,965.82 | 13,201.83 | |
| 565 | Holding Deposits | 50.00 | 0.00 | |
| | Plus Total Creditors | 12,015.82 | 13,201.83 | |
| | Equals Total Cash and Bank Accounts | 502,746.13 | 539,344.96 | BOX 8 |
| 201 | Combined Bank Accounts | 22,723.58 | 29,333.90 | |
| 202 | Petty Cash | 22.55 | 11.06 | |
| 205 | Treasury Reserve 1 | 480,000.00 | 510,000.00 | |
| | Total Cash and Bank Accounts | 502,746.13 | 539,344.96 | BOX 8 |

The difference between box 7 and box 8 is due to debtor and creditors

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 | <u>0.00</u> |
| | Total Cash & Bank Balances | <u>539,344.96</u> |

Signatory 1:

Name S Newman Signed [Signature] Date 17.4.26

Signatory 2:

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

Explanation of variances – pro forma

Name of smaller authority: **TELSCOMBE TOWN COUNCIL**
 County area (local councils and parish meetings only): **EAST SUSSEX**

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £0,500,000

| | 2024/25 £ | 2025/26 £ | Variance £ | Variance % | Explanation Required? | Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES | Explanation from smaller authority (must include narrative and supporting figures) |
|---|--------------|--------------|---------------|---------------|--------------------------|---|---|
| 1 Balances Brought Forward | -472,897 | 495,137 | | | | Explanation of % variance from PY opening balance not required - Balance brought forward agrees | |
| 2 Precept or Rates and Levies | 299,937 | 322,676 | 22,139 | 7.38% | NO | | |
| 3 Total Other Receipts | 79,802 | 57,899 | -21,603 | 27.32% | YES | | Receipts are less this year due to the following- (1) Room hire at the Civic Centre has reduced by £7,300 due to a reduction in hirers; (2) We received a Higher Level Stewardship grant for common land maintenance that we own of £2,675 last year but that agreement has ended and therefore no payment was due this year; (3) We received a grant last year of £12,223 for a new pathway in a park that we own. The total of these amounts is £22,196 which accounts for the reduction. |
| 4 Staff Costs | 163,708 | 165,737 | 2,029 | 1.24% | NO | | |
| 5 Loan Interest/Capital Repayment | 2,561 | 1,232 | -1,329 | 51.89% | YES | | We had 1 loan outstanding which was normally paid in 2 instalments annually. However the loan was ending in 2025/26 and only 1 final payment was due. |
| 6 All Other Payments | 191,230 | 170,928 | -20,302 | 10.62% | NO | | |
| 7 Balances Carried Forward | 495,137 | 537,315 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 8 Total Cash and Short Term Investments | 502,746 | 539,345 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 9 Total Fixed Assets plus Other Long Term Investments and | 1,809,180 | 1,814,667 | 5,487 | 0.30% | NO | | |
| 10 Total Borrowings | 1,200 | 0 | -1,200 | 100.00% | YES | | The outstanding loan has now been paid in full. |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

| | |
|---------------------|---|
| AGENDA ITEM | 23 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To agree dates for exercise of public rights, set by the RFO, relating to the annual accounts |

1. INTRODUCTION

Under the Accounts and Audit Regulations 2015 an authority must publish the accounting records for the financial year to which the audit relates and make available for inspection all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. This needs to be for a period of 30 working days set by the smaller authority, i.e. the Town/Parish Council, which must include the first 10 working days of July. The RFO, on behalf of the Town Council, must set the period of exercise of public rights.

2. INFORMATION

We will meet statutory requirements if we:-

- Fully and accurately complete the notice of public rights pro forma provided by the auditor.
- Publish the following documents on our website at least the day before the public rights period commences. If we do not have a website the following documents must be displayed in the local area:-
 - a. the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return.
 - b. the approved & signed Section 1, Annual Governance Statement, and Section 2, Accounting Statements, of Form 3 of the AGAR
 - c. the notes which accompany the Notice (Local authority accounts: a summary of your rights).

I have completed the pro forma notice, Appendix R, and will publish all the required information. I have set the dates commencing on Wednesday 3rd June to Tuesday 12th July 2026, which are the dates suggested by the external auditor. The documentation needs to be displayed at least 1 day prior to the commencement date, so I intend on publishing it on Monday 1st June 2026.

3. RECOMMENDATION

It is recommended to approve displaying the required documentation both on our website and notice boards during the period set by myself as RFO, as suggested by the external auditor, of Wednesday 3rd June to Tuesday 12th July 2026.

4. FINANCIAL IMPLICATIONS

The external auditors fee for their work has been budgeted for.

Smaller authority name: **Telscombe Town Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

| NOTICE | NOTES |
|---|---|
| <p>1. Date of announcement Monday 1st June 2026 _____ (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) Stella Newman, Town Clerk & RFO, Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs, E Sussex, BN10 7ES, 01273 589777</p> <p>commencing on (c) Wednesday 3rd June 2026 _____</p> <p>and ending on (d) Tuesday 14th July 2026 _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Stella Newman, Town Clerk & RFO</p> | <p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p> |

| | |
|---------------------|----------------------------------|
| AGENDA ITEM | 24 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To approve subscription renewals |

1. INTRODUCTION

The Council and its Officers hold subscriptions to several external bodies.

2. INFORMATION

The subscriptions are as follows:-

East Sussex Association of Local Councils (ESALC) – *(key association for support, training and information for local Councils)* and National Association of Local Councils (NALC) *(national body providing support and information for local Councils)* approx. £2,500.

Society of Local Council Clerks (SLCC) – *(Town Clerk's membership as required in her contract of employment to assist with continued professional development and advice)* approx. £475.

Lewes District Association of Local Councils – *(key association for networking with other councils and receiving updates and information on local council news and issues)* approx. £50.

Peacehaven Chamber of Commerce – *(provides networking opportunities with local traders etc)* approx. £50.

Zoom - *(online communications platform)* approx. £70.

Parish Online – *(online mapping service)* approx. £170.

Information Commissioner – *(data protection service)* approx. £50.

Satswana – *(Data Protection Officer, Registration Only Service)* – approx. £170.

3. RECOMMENDATION

It is recommended that the above subscriptions are approved.

4. FINANCIAL IMPLICATIONS

The prices quoted are approximate as there may be a slight annual increase. All the above have been agreed in the past and are budgeted for. The total subscription budget, nominal code 4023-101, is £3,465. The prices quoted are net of VAT.

| | |
|---------------------|--|
| AGENDA ITEM | 25 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To approve service and support contract renewals |

1. INTRODUCTION

We have several service and support contracts in place as detailed below.

2. INFORMATION

Service contracts:-

CK Office Solutions - for photocopier

ESCC – street light maintenance

Focus Group – maintenance and in-life support for phone system included in sogea line rental (36 month lease agreed July '23)

Gregory Gas Heating & Plumbing – for gas boilers

Haven Alarms – CCTV system

Languard Alarms - for intruder alarm servicing & repairs

Pyrotec - for fire extinguisher servicing

Securitel - fire alarm to include emergency lighting 3 hr duration test

Sussex Lifts - for lift servicing

Thomas Doors – front door

Support contracts:-

Rialtas (RBS) – Omega accounts package and Bookings package

Northstar – IT maintenance (5 year long term contract agreed at P&R in September 2022)

Cloud back-up; Office 365 – staff & Cllr emails

3. RECOMMENDATION

It is recommended to agree continuation of all the service and support contracts and that they are paid via DD where required.

4. FINANCIAL IMPLICATIONS

We have budgeted for all service and support contracts detailed above under various budget lines.

| | |
|---------------------|--|
| AGENDA ITEM | 26 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To approve the draft Annual Report for 2025/26 |

1. INTRODUCTION

The Annual Report summarises the activities of the Council and its Committees over the last financial year.

2. INFORMATION

The report provides transparency, accountability, a clear public record of what the Council has achieved during the year and is a feature of good governance. It gives the Council an opportunity to engage with the community.

The reports from the Committee Chairs and Mayor contained in the report were based on reports at the Annual Town meeting which took place on 15th April 2026.

3. RECOMMENDATION

The draft report, Appendix S, is attached and it is recommended to approve and issue the Annual Report for 2025/26.

4. FINANCIAL IMPLICATIONS

The report is normally made available on our website so there are no financial implications for printing or distribution.



DRAFT

Telscombe Town Council Annual Report 2025-2026

We cover Telscombe Cliffs, Telscombe Village and East Saltdean



Working for our residents

**Telscombe Civic Centre, 360 South Coast Road, Telscombe Cliffs,
East Sussex, BN10 7ES
01273 589777**

**enquiries@telscombetowncouncil.gov.uk
www.telscombetowncouncil.gov.uk**

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CORE VALUES

Our core values are:-

C – Community

Putting residents at the heart of everything we do and supporting a strong, inclusive local community.

A – Accountability

Being open, transparent, and responsible for our decisions and use of public funds.

R – Respect

Treating everyone with fairness, courtesy, and consideration.

E – Engagement

Actively listening to and working with residents, partners, and stakeholders.

Deputy Mayor's Report

The year has been a challenging one due to your Mayor, Cllr Isobel Sharkey, taking ill and needing intense treatment. I am glad to report that the treatment is progressing well and we all hope that Isobel will be back with us soon. Before Isobel took leave of absence she was pleased to attend several engagements in the town.

The Mayor's charity this year has been for community groups who have projects supporting bio-diversity and the environment. This will be given out in the form of small grants. Isobel would like to thank all those that have attended events to raise money for her charity fund. So far just over £6000 has been raised.

As your Deputy Mayor I have also been kept busy over the year and attended many events that the Mayor was not well enough to attend. Among them was the annual inspection of TS Defiance Sea Cadet Unit, where I was introduced to the new Mayor's cadet, Jacob Warr-Lord.

As the Mayoral year comes to an end, as a town and community, we are uncertain what will happen in the forthcoming Local Government reorganisation, but you can rest assured that your local Councillors and Town Council will continue to work for you the constituents of Telscombe & East Saltdean.

Best wishes
Cllr Neil Watts
Deputy Mayor

DRAFT



Cllr Isobel Sharkey, Mayor and Cllr Neil Watts, Deputy Mayor

Councillors

The role of a Councillor is to make decisions that impact on their ward and across the Council as a whole. Becoming a Councillor is a rewarding form of public service which involves a lot of hard work.

The Town Council should have 13 Councillors, eight in the Telscombe Cliffs Ward:-



Cllr Ciarron Clarkson



Cllr David Judd



Cllr Columbus Ndeloa



Cllr Isobel Sharkey



Cllr Neil Watts



Cllr Tony Williamson

As at March 2026 we have 2 vacancies for the Telscombe Cliffs ward. Councillors can be contacted via email as follows:-
cllr.name.telscombetowncouncil.gov.uk
Use their name as listed under their photo after cllr. in lower case with no punctuation or spaces.

and five in the East Saltdean ward:-



Cllr Cathy Gallagher



Cllr Michele Lawrie



Cllr Laurence O'Connor



Cllr Brian Page



Cllr Christine Robinson

The current term of office commenced on 4th May 2023 and runs for four years. Eight candidates stood for election and were elected unopposed, leaving five vacancies. Following public advertisement for co-option, three Councillors were co-opted at the Annual Council meeting on 17th May 2023. Two Councillors subsequently resigned and two Councillors co-opted, Tony Williamson in March 2025 and Columbus Ndeloa in May 2025.

The Mayor is appointed annually at the Annual Council Meeting in May. For the 2025/26 municipal year, Cllr Isobel Sharkey was appointed Mayor and Cllr Neil Watts Deputy Mayor.

District Council elections were also held in May 2023, resulting in the appointment of Cllrs Ian Alexander, Laurence O'Connor and Christine Robinson to represent the Telscombe area for a four-year term. Cllr Robinson has served as the East Sussex County Councillor for the area since May 2021. County Council elections scheduled for May 2025 were postponed due to proposed local government restructuring and have been rescheduled for May 2026.

Understanding How Councils Work

There are three tiers of local government:- County Councils; District, Borough or City Councils and Parish & Town Councils.

In some parts of the country, primarily larger towns and cities, local services are delivered through a single (unitary) tier of local government. Consultation has taken place on the potential introduction of unitary authorities across the East Sussex area, and a formal announcement from Government is awaited. At present, however, the existing three-tier structure remains in place as follows:-

East Sussex County Council

They are responsible for services across the whole of the county including, as well as many other things, the following:-



- * Education; children's services; social care; libraries; transport; fire and public safety and highways including road conditions and street lighting.

They can be contacted on 0345 60 80 190

Website - <https://www.eastsussex.gov.uk/>

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Lewes District Council

They cover a smaller area than County Councils and their responsibilities include:-



Lewes District Council

- * Refuse & recycling collection; environmental health; Council Tax; housing; planning & building control; elections

They can be contacted on 01273 471600

Website - <https://www.lewes-eastbourne.gov.uk/>

Telscombe Town Council

Town Councils operate at a level below District and Borough/County Councils and are responsible for local issues and can, amongst other things, provide the following:-

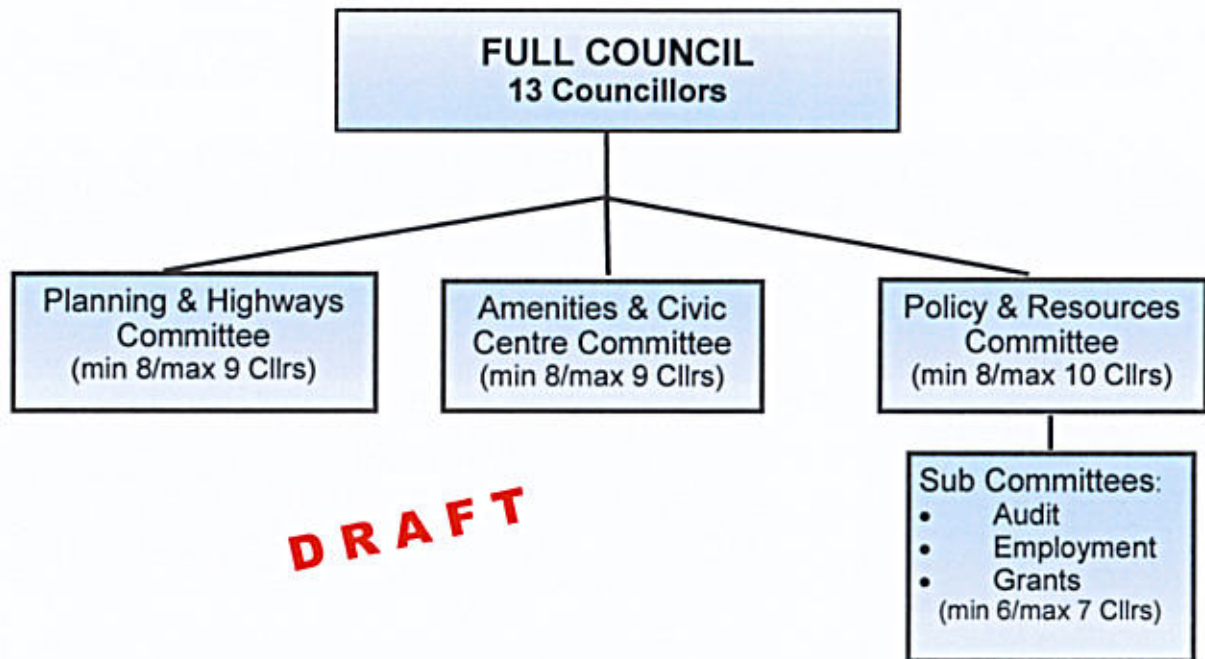


- * bus shelters; play areas and play equipment; grants to help local organisations; community centres/village halls; public clocks and allotments.

Telephone - 01273 589777

Website - <https://www.telscombetowncouncil.gov.uk/>

ABOUT TELSCOMBE TOWN COUNCIL



Telscombe Town Council represents Telscombe Cliffs, East Saltdean and Telscombe Village, serving a population of approximately 7,400 residents.

Town and parish councils have a range of statutory powers and responsibilities, including the provision and maintenance of bus shelters. Telscombe Town Council owns several shelters, identifiable by their light blue colour. The Council also has powers relating to the lighting of public places and owns a number of lighting columns located off the main highways, including those along the pathway through Chatsworth Park between Ambleside Avenue and Park Avenue.

The Council owns and manages key community assets, including the Civic Centre on the South Coast Road, Chatsworth Park (which incorporates two equipped playgrounds), Robert Kingan playground in East Saltdean, and Telscombe Tye — 211 acres of open-access common land. In addition, the Council has agreed to undertake grass verge cutting on behalf of East Sussex County Council.

The Council's responsibilities and activities are delivered through a committee structure, as outlined in the chart above.

Full Council and Committee meetings are held every other month, with the exception of the Planning & Highways Committee, which meets every three weeks.

Meeting dates are published on the Council's website and displayed on noticeboards.



Members of the public are welcome to attend meetings. A 15-minute public participation session is held at the start of each meeting for questions relevant to the business of that Committee.

Policy & Resources Committee Update by the Chair

**Committee Chair - Cllr Ciarron Clarkson
Vice-Chair - Cllr Christine Robinson**



I will start the annual report by once again thanking our Council staff for their continued hard work and commitment over the last year. Their output remains extraordinary for the size of our team, and the Council would simply not function without their professionalism and dedication.

The P&R Committee continues to operate across two core areas. First governance and policy, and then management of Telscombe Tye. In governance terms, the Committee oversees the policies and procedures that allow the Council to function safely, legally, and transparently. This year, we completed significant updates to the employee handbook to ensure staff have clear, modern guidance across a range of areas. Notably, this included refreshed IT and data protection policies, ensuring that staff are supported with current best practice, and that the Council continues to meet its responsibilities around information security.

We also worked on the early stages of the upcoming management plan for the Tye, laying the foundation for long-term stewardship of this important landscape. Turning to the Tye itself, P&R's responsibilities are substantial and varied. Telscombe Tye is a unique open downland landscape stretching between Telscombe Cliffs, Saltdean, and Telscombe Village. It is one of the few expanses of downland within the South Downs National Park that reaches uninterrupted to the cliff top, providing rare habitat continuity along an otherwise urbanised coastline. These chalk grassland pockets support an array of wildflowers, insects, and ground nesting birds.

This natural richness makes the Tye not only an ecological asset but also a major amenity for residents, offering Rights of Way that are heavily used by walkers and dog walkers across a beautiful downland setting. The open landscape forms a defining part of our local identity and provides accessible green space for physical and mental wellbeing.

Over the last year we have continued our practical work to maintain and improve access to the Tye. A particular highlight has been the repair and replacement of several access gates, including the introduction of accessible gates to improve entry for disabled residents and those with mobility needs. These improvements help ensure the Tye remains available to everyone and reflect the Committee's intention to make access as inclusive as possible.

We remain committed to working with stakeholders, including local groups and landowners, to protect the Tye's heritage and enhance its ecological value. There is no shortage of ideas for improvements, and the Committee continues to work constructively to progress these where feasible.

I have enjoyed my time as Chair of the Committee and remain proud of the positive progress we continue to make. I hope that P&R maintains its strong direction—supporting staff, strengthening our policies, and managing the Tye with care for residents today and for future generations.

Cllr C Clarkson
Chair of Policy & Resources Committee

Amenities & Civic Centre Committee Update by the Chair

Committee Chair - Cllr Laurence O'Connor
Vice-Chair - Cllr David Judd



The Amenities and Civic Centre Committee has continued its work to maintain, run and improve the town's amenities such as parks and playgrounds. It also has the role of overseeing the running and upkeep of the Civic Centre to enable it to play a central role in the community.

The Chair would like to thank council staff for their support during the year and Councillors for their work on the Committee. As ever this has been a busy year with the following being key issues tackled.

Chatsworth Park and Greenspaces

The Committee has overseen several environmental and infrastructure improvements in Chatsworth Park. A significant achievement was the installation of a "living willow classroom" in December 2025. Further enhancements to this site, including the addition of an insect hotel, are ongoing. Habitat conservation remained a priority, with the completion of a snake habitat at the top pond and the installation of permanent signage around the wildlife area.

Infrastructure projects included repainting the ball wall, for which materials were purchased although work was delayed by weather conditions. The "Living Path" project at the southern end of the park moved forward, with the committee authorizing grant applications for its progression. Additionally, a new water connection was considered to support the irrigation of new trees, and a specification for tree cutting was tendered to continue to keep the park safe and secure. The committee also moved forward with the business case and project management for a potential café project within the park.

Playgrounds and Maintenance

Regular safety inspections led to various repairs across the town's playgrounds. Notable works included repairing the junior swing unit at Chatsworth Park South ongoing work to replace goal posts and the costly repair of "wet-pour" the surfaces in all of the playgrounds. The committee is also reviewing longer-term refurbishment plans and addressing repairs to picnic tables and wooden play equipment.

Community Events

The Committee successfully planned and executed a diverse range of community events. The 2025 calendar included Armed Forces Day and Merchant Navy Day flag-raising ceremonies, a Macmillan Coffee Morning, and a children's Halloween party. Planning for 2026 is well underway, with Nick Emmett booked as the MC for the Summer Fayre scheduled for July 11th.

Civic Centre and Environmental Initiatives

Considering the maintenance of the Civic Centre is always a necessity dealt with by the Committee and this continues to be an ongoing priority. On environmental matters, the Council reviewed its Net Zero figures and recommended they be included in future annual reports in a graph format to track progress. A rolling programme of replacing lighting at the Civic Centre with LED lighting should hopefully be completed this financial year.

Cllr Laurence O'Connor, Chair of Amenities & Civic Centre Committee

Planning & Highways Committee Update by the Chair

Committee Chair - Cllr Cathy Gallagher
Vice-Chair - Cllr Neil Watts



The Planning and Highways Committee has a maximum of 9 members and meets every 3 weeks. The Committee meetings are advertised and are always open to members of the public.

The role of the Committee is as an Official Consultee to Lewes District Council (LDC) who are the Local Planning Authority and East Sussex County Council who have responsibility for Highways, verges, pavements, signage, footpaths and many other public realm matters.

The Town Council adheres to the various Policies in the National Planning Policy Framework (NPPF), Local District Local Plan and the emerging Neighbourhood Development Plan. The Telscombe Town Council Committee provides the local view to ensure that decision makers are aware of impact on residents daily living. Objections need to be "material" in planning terms and the presumption in the NPPF is in favour of development.

For the period April 2025 until March 2026 (96% of the applications approved were also approved by LDC and 15% of the objected to application were refused by LDC. There were 46 applications.

Improvements have been made around Telscombe Town. Public footpaths have been given official status in East Saltdean from Northwood Ave to Findon Avenue including across the green and the twittens at the rear of Grassmere Ave and Cliff Gardens.

Planning and Highways Committee approved and obtained licenses from ESCC to develop a "Wild Flower Verge" at Crowbough Ave, East Saltdean. A circular walk is now available for all but particularly the residents of Homeridge House, there are 2 benches to give resting points looking out to sea. Saltdean Community Charity masterminded the project using a grant from Co-op Local. Local volunteers help maintain this verge and generally throughout the Town assist in improving the public realm by litter picking and reporting fly tipping. Thank you to all for your help.

Bus shelters, waste bins and public benches are also being improved to make the Town more accessible improving Active Travel including walking and cycling.

The Peacehaven and Telscombe Neighbourhood Development Plan 2026 -2030 which was first established in 2013 has been impartially examined by a Government Inspector and a Referendum date of 7th May 2026 has been set by the Electoral Commission.

Councillor Cathy Gallagher
Chair of Planning and Highways

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Neighbourhood Development Plan Update by the Steering Group Chair

Steering Group Chair - Cllr Cathy Gallagher

Steering Group Vice-Chair - Cllr Laurence O'Connor

Peacehaven and Telscombe Town Councils resolved to complete a joint Neighbourhood Development Plan (NDP) in 2013, the plan area was officially designated and the Councils became joint authorising authorities.

The Steering Group was set up in 2018 made up from residents representing all of the neighbourhoods from East Saltdean to the borders of Peacehaven with Newhaven and Piddinghoe.

Years of public consultations, research and expert reports followed with over 40 substantial documents. All of the background work was completed in 2022/2023 and can be found on the Steering Group website - details below.

At Regulation 16 in July 2024, the Town Councils passed the approved plan to Lewes District Council (LDC) who are the Planning Authority. The progress of our plan is affected by circumstances beyond the control of the Town Councils.

The change of Government in July 2024 brought further changes to the National Planning Policy Framework (NPPF) and the emphasis on strategic infrastructure and affordable housebuilding.

Local Plans including Neighbourhood Plans are seen as vital to give communities a chance to influence what happens in planning terms in Towns and Villages.

The plan has been viewed by a Government approved Examiner who recommended a Habitat Regulation Assessment be obtained to check that our policies were in line with Statutory Regulations. This was completed in March 2025 and sent to LDC along with other clarification information. The Examiner finally recommended that the plan go to Referendum which was scheduled for 7th May 2026.

If the plan is accepted at Referendum, as well as receiving 25% of Community Infrastructure Levy (CIL), the policies in the plan will carry equal authority as those in the Lewes Local Plan and NPPF.

Even though the NDP has not been completed, it influences the Town Councils through their Business Plans and improvements to local amenities and infrastructure, improving air quality and increasing bio-diversity.

Cllr Cathy Gallagher
Chair of Steering Group

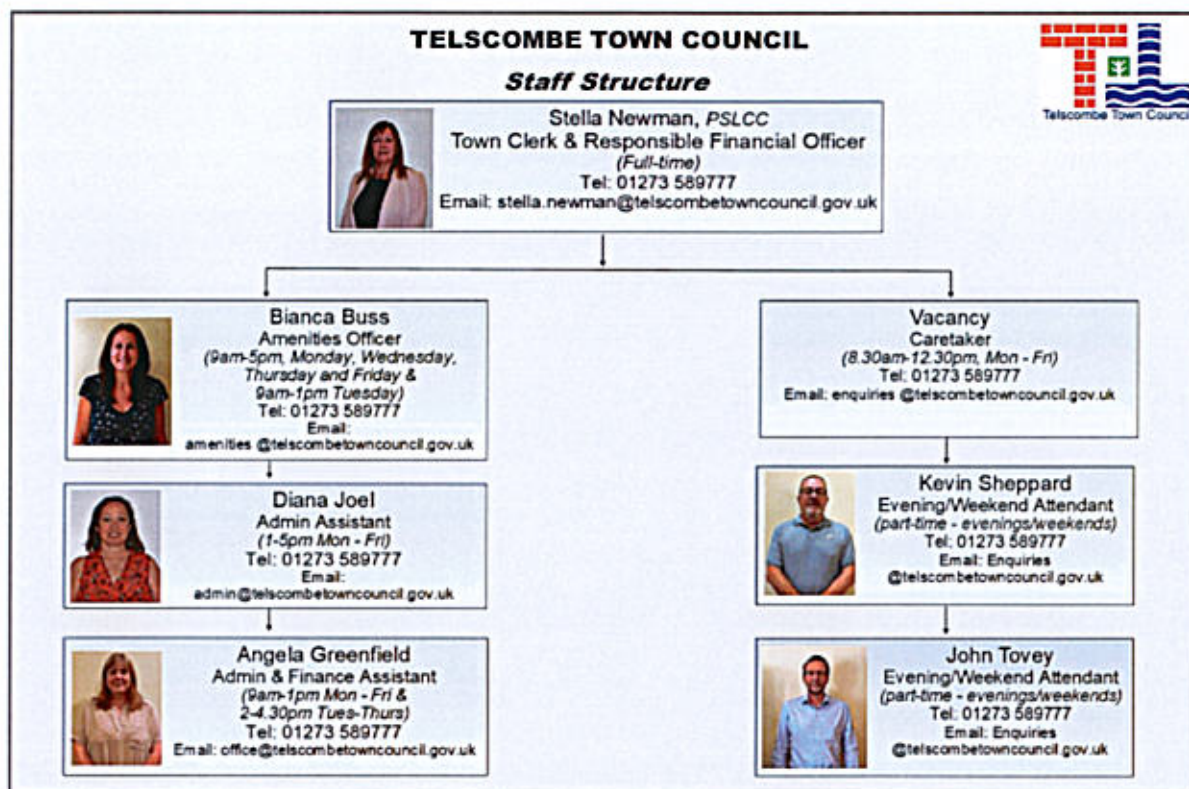
www.lewes-eastbourne.gov.uk

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Peacehaven and Telscombe
Neighbourhood Plan Steering Group



Telscombe Town Council Staff



The Town Clerk is the Council's principal officer and adviser, responsible for ensuring that the Council conducts its business lawfully and effectively. This includes providing procedural guidance to Councillors, preparing agendas and reports, attending meetings, and ensuring that decisions are accurately recorded and properly implemented. The Clerk also oversees the day-to-day administration of the Council, manages staff, maintains council records, and acts as a key liaison between the Council, residents, partner organisations, and external bodies.

In their role as Responsible Financial Officer (RFO), the Clerk has specific responsibility for the Council's financial management. This includes the preparation and monitoring of the annual budget, maintaining up-to-date and accurate accounting records, managing income and expenditure, and ensuring that appropriate financial controls and risk management procedures are in place. The RFO is also responsible for completing statutory financial reporting requirements, including the preparation of the annual accounts and supporting the audit process, as well as ensuring compliance with relevant financial regulations and governance standards.

Through these combined responsibilities, the Clerk and RFO play a central role in supporting effective governance, ensuring transparency and accountability, and safeguarding the proper use of public funds on behalf of the community.

The Clerk is supported by a dedicated team, including part-time administrative and finance staff who manage the Civic Centre reception and day-to-day administration, an Amenities Officer working 4.5 days per week with responsibility for the Council's outdoor spaces, and part-time caretakers who oversee the Civic Centre during weekdays, evenings and weekends. Their duties include supporting hirers, ensuring compliance with health and safety requirements, and maintaining the building.

Finance Update

The Council has established a strong track record of prudent financial management in recent years and has adopted a financial strategy centred on achieving value for money and ensuring the effective use of public funds.

We are committed to aligning service priorities with the necessary resources to support them, enabling the continued delivery of high-quality services to our community. The Council's financial strategy is supported by a robust level of reserves and balances, providing stability and resilience to respond to unforeseen circumstances as they arise.

The Income & Expenditure accounts for the 2025/26 financial year are below:-

TELSCOMBE TOWN COUNCIL

Income and Expenditure Account for Year Ended 31st March 2026

| 31st March 2025 | | 31st March 2026 |
|-----------------------|--------------------------------|-----------------------|
| | Income Summary | |
| 299,937 | Precept Received | 322,076 |
| <u>15,334</u> | Interest Received | <u>11,873</u> |
| 315,271 | Sub total | 333,949 |
| | Operating Income | |
| 3,383 | General Administration | 2,803 |
| 1,456 | Town Events | 57 |
| 12,223 | Parks, open spaces/playgrounds | 0 |
| 2,600 | Amenities General | 6,672 |
| 36,154 | Civic Building | 28,568 |
| <u>8,652</u> | Planning and Highways | <u>8,026</u> |
| <u>379,739</u> | Total income | <u>380,075</u> |
| | Running Costs | |
| 193,205 | General Administration | 198,320 |
| 6,140 | Grants | 6,900 |
| 2,181 | Town Events | 1,186 |
| 47,720 | Parks, Open Spaces/Playgrounds | 33,962 |
| 1,428 | Amenities General | 5,595 |
| 33,326 | Civic Building | 28,937 |
| 2,561 | Civic Building Loan | 1,232 |
| 17,349 | Planning and Highways | 24,666 |
| <u>53,588</u> | Earmarked Reserves | <u>36,698</u> |
| <u>357,499</u> | Total expenditure | <u>337,897</u> |
| | General Fund Analysis | |
| 133,615 | Opening Balance | 147,803 |
| <u>379,739</u> | Plus : Income for Year | <u>380,075</u> |
| 513,353 | | 527,878 |
| <u>357,499</u> | Less : Expenditure for Year | <u>337,897</u> |
| 155,855 | | 189,982 |
| <u>8,052</u> | Transfers TO / FROM Reserves | <u>31,672</u> |
| <u>147,803</u> | Closing Balance | <u>158,310</u> |

Unaudited accounts

DRAFT

Council Tax

Council tax is a tax on the occupiers or owners of domestic properties such as houses and flats.

We are dedicated to minimizing any increases in council tax, particularly given the current economic challenges, and have made every effort to avoid imposing unnecessary financial pressures on our residents.

However, as a result of the escalating costs of utilities, materials, and other factors, we have recently had to introduce modest increases.

For the forthcoming financial year 2026/27 Telscombe Town Council's portion of the council tax has increased by a nominal 3.9% or £4.89 for a Band D property.

Community Grants

The aim of the Council's small grants scheme is to promote an active local community. The Town Council supports local voluntary and charitable organisations across a wide range of activities through this scheme.



These organisations provide valuable services and support to local residents and help enhance the entire community of Telscombe Town which incorporates Telscombe Cliffs, Telscombe Village and East Saltdean. We only have a small amount of £2,500 available and the maximum payable to an organisation is £500.

The Council has given grants to the following organisations during the 2025/26 financial year totalling £2,490:-

Deans Senior Tea Club
Develop Outdoors CIC
Kempton House Day Centre
Kent Surrey Sussex Air Ambulance
Peacehaven & Telscombe Bowls Club
Peacehaven & Telscombe Flower Club
Peacehaven Players
Telscombe Cliffs Community Church
Telscombe Residents Association

DRAFT

We have a separate grant provision for the Citizens Advice and provided them with funding of £4,410 for their continuing invaluable service.

We also have a Service Level Agreement with the CTLA to provide a community bus for the local area and provided them with funding of £4,040 as part of that agreement.



Community involvement is paramount to the Town Council. The Council has four outside notice boards across the Town. These are used to advertise forthcoming Council meetings and community events.

The Council also publishes and delivers to households in its area a quarterly newsletter called The Town Crier which gives details of Council meetings, local news and events. The Town Crier is distributed free to properties within the Council's area of East Saltdean, Telscombe Cliffs and Telscombe Village, as well as having copies available in local shops and restaurants and the Civic Centre. The newsletter is also published on the Council's website, www.telscombetowncouncil.gov.uk, along with any other up-to-date news. The use of social media also ensures that the Council can communicate promptly with residents.

Telscombe Town Council has appointed Councillors to serve on several outside bodies including:-

- * Age Concern
- * The British Legion
- * Citizens Advice
- * Community Transport for Lewes Area (CTLA) who provide the 4 Towns Community Bus operating in our area
- * East Sussex Association of Local Councils
- * The House Project
- * Joint Action Group
- * Lewes District Association of Local & Parish Councils
- * Neighbourhood Plan Steering Group
- * Peacehaven Chamber of Commerce
- * Peacehaven & Telscombe Football Club
- * Parishes of the Lower Ouse (POLO)
- * Saltdean Residents' Association
- * The South Downs National Park Authority
- * The Telscombe Residents' Association who meet at the Telscombe Civic Centre.

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Telscombe Civic Centre

The Civic Centre provides a focus for the community and is the venue for Civic events, Council/Committee meetings and private and community events. It also houses the Council offices. The Council continues to invest in upgrading and renewing facilities at the Civic Centre.



Solar Panel Readings at the Civic Centre at end of March 2026

CO2 saved:- 92,557 Kg Total Energy Generated:- 162,382 Kwh
Total revenue generated since installation :- **£77,656.33**

Peacehaven Community Supermarket



We are pleased to support the Peacehaven Community Supermarket and have a food collection basket in the foyer. It is not a foodbank. Members are asked to contribute on a pay as you feel basis which means that they can decide what to pay, based on what they feel able to contribute. Some weeks people might pay more, and some weeks they might pay less, and that's fine.

This facility is needed now more than ever and we encourage residents to bring in whatever they can.

The Civic Centre Reception

The reception service provides a welcoming first point of contact for residents, visitors, Councillors and partner organisations and is open from 9am to 4.30pm Monday to Friday.

Staff are responsible for handling a wide range of day-to-day enquiries, both in person, by telephone, and via email. This includes providing general information about the Town Council's services and activities, signposting residents to the appropriate departments or external organisations where services are delivered by District or County Councils, and ensuring that enquiries are directed to the correct point of contact in a timely manner.

The reception role also contributes to the smooth running of the Civic Centre by supporting general administrative tasks, maintaining visitor records where required, and ensuring that information displayed to the public is up to date. A notice board and display stands are available in the reception area for local groups to display details of their events and services.

Phone: 01273 589777

Email: enquiries@telscombetowncouncil.gov.uk



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Council Offices

Staff in the Council offices deal with a large variety of enquiries and complaints on a weekly basis.

Some are not the responsibility of the Town Council and may therefore need to be referred to the appropriate authority or utility company. Below is a list of the complaints received and dealt with during 2025-26-

Complaints/Requests Received by Residents 1st April 2025 - 31st March 2026

Annual Report 2025/26

| | |
|---------------|-----|
| Totals | |
| In process | 7 |
| Resolved | 293 |

| | | |
|---|-----|------|
| Method of Contact - new complaints | | |
| Email | 90 | 31% |
| In person | 74 | 26% |
| Letter | 1 | 0% |
| Phone | 109 | 38% |
| Phone & Email | 2 | 1% |
| Raised by TTC | 10 | 3% |
| | 286 | 100% |

| | | |
|------------------------------|-----|------|
| Time taken to resolve | | |
| Same day | 171 | 58% |
| 1-7 days | 72 | 25% |
| 8-30 days | 28 | 10% |
| 31-90 days | 9 | 3% |
| 91-180 days | 4 | 1% |
| 181-270 days | 6 | 2% |
| 271-365 days | 2 | 1% |
| 366+ days | 1 | 0% |
| | 293 | 100% |

| Complaints/Requests by residents, received 1st April 2025 to 31st March 2026 | Beach | Chatsworth Park | Chatsworth Park North | Chatsworth Park South | Ovic Centre | Clifftops | Communications | East Salisdon | Robert Kingan Playground | Telecombe Cliffs | Telecombe Village | The Copse | The Tye | Non TTC land | |
|--|-----------|-----------------|-----------------------|-----------------------|-------------|-----------|----------------|---------------|--------------------------|------------------|-------------------|-----------|-----------|--------------|-----|
| Animals (Misc) | | 3 | | | | | | | | 3 | | | 12 | | 18 |
| Anti Social Behaviour | | 5 | | | | | | | | 1 | | | 1 | | 7 |
| Benches | | 3 | | | | | 1 | | | 1 | 1 | | 1 | | 7 |
| Bins | | 7 | | | | | 1 | | | | | | 2 | | 10 |
| Boundaries | | | | | | | | | | | | | | | 0 |
| Bus Shelter | | | | | | | 1 | | | | | | | | 1 |
| Café | | | | | | | | | | | | | | | 0 |
| Car Park | | 2 | | | | | | | | 2 | | | | | 4 |
| Council | | | | | | | | | | 2 | | | | | 2 |
| Cycle Lane | | | | | | | | | | | | | | | 0 |
| Fencing/Gates | | 1 | 1 | 1 | | | | | | | | | 6 | | 9 |
| Fly tipping | | 4 | | | | | | 1 | | 4 | | | 2 | | 11 |
| Graffiti | | | | | | | | | | 1 | | | | | 1 |
| Grass Verges | | 1 | | | | | 1 | | | 2 | | | | | 4 |
| Health & Safety | | 2 | | | | | | | | | | | 1 | | 3 |
| Land ownership | | | | | | | | | | 1 | | | | | 1 |
| Litter | | | | | | | | | | 1 | | | | | 1 |
| Management of Tye | | | | | | | | | | | | | 2 | | 2 |
| Memory Garden | | 1 | | | | | | | | | | | | | 1 |
| Mini Forest | | 1 | | | | | | | | | | | | | 1 |
| Non TTC | | 1 | | | | | | 15 | | 107 | 2 | | 3 | 27 | 155 |
| Other | | 4 | | | | | 1 | 1 | | 6 | | | | | 12 |
| Overgrown vegetation | | | | | | | 3 | 1 | | 1 | | 1 | | | 5 |
| Parking | | | | | | | | | | 1 | | | | | 1 |
| Pathways | | | | | | | | | | | | | | | 0 |
| Pavement | | | | | | | | | | | | | | | 0 |
| Planning | | | | | | | | | | 2 | | | | 1 | 3 |
| Playground Equipment | | | | 1 | | | | | 2 | | | | | | 3 |
| Playgrounds | | | | | | | | | | | | | | | 0 |
| Prohibited Activities | | | | | | | | | | 1 | | | 4 | | 5 |
| Recycling | | | | | | | | | | | | | | | 0 |
| Signs | | | | | | | | | | 1 | | | | | 1 |
| Street lighting | | | | | | | | | | 1 | | | | | 1 |
| Town Crier | | | | | | | | | | | | | | | 0 |
| Trees/Hedges | | 4 | | 1 | | | 1 | 4 | | 3 | | | | | 13 |
| Twittens | | | | | | | | | | 2 | | | | | 2 |
| Vehicles on Tye | | | | | | | | | | | | | | | 0 |
| Wildflower Verges | | | | | | | | 1 | | 1 | | | | | 2 |
| TOTALS | 39 | 1 | 3 | 0 | 0 | 1 | 26 | 6 | 144 | 3 | 1 | 34 | 28 | 286 | |

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Civic Centre Room Hire

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Admin staff manage the booking system for meeting rooms and facilities within the Civic Centre, coordinating reservations for Council meetings, community groups, and private or public events. This involves maintaining accurate booking records, issuing confirmations, and ensuring that appropriate arrangements are in place for room layout, access, and any required facilities or equipment.

Whether you want a room for a small meeting, exercise class, business meeting, training course or a larger function such as an exhibition, the Civic Centre offers a wide range of modern, attractive, flexible yet affordable accommodation for hire and admin staff will discuss your requirements. There is a larger area downstairs and smaller meeting rooms upstairs.

The Civic Centre has a well-equipped kitchen for self-catering events, a private patio area, as well as a small car park.

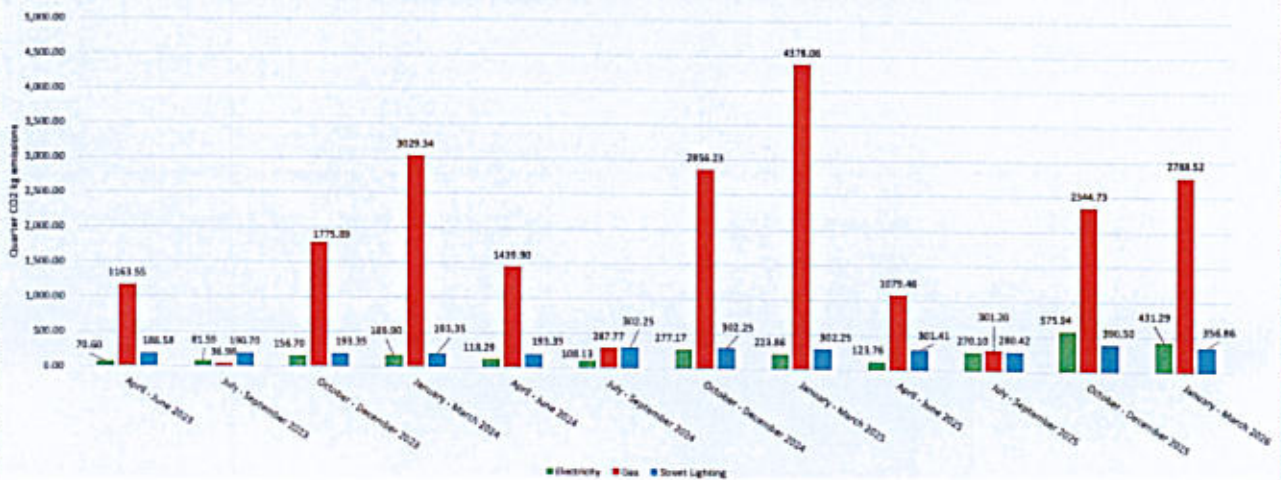
Reduced hire charges are available for local charitable or community groups.

Please contact the reception desk for booking information on 01273 589777 or email enquiries@telscombetowncouncil.gov.uk



C02 Emissions Report - April 2023 to March 2026

Telcombe Town Council scope 1 and 2 CO₂ emissions reporting



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Check out our website
www.telscobetowncouncil.gov.uk



| | |
|---------------------|---|
| AGENDA ITEM | 27 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To adopt the reviewed Financial Regulations |

1. INTRODUCTION

Financial Regulations are reviewed annually in May by the Policy & Resources Committee 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 checked and no further updates had been made since that time. However, a couple of minor changes were proposed and agreed at the Policy & Resources meeting on 6th May 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, the amount was increased to £615,000. For transparency, the following wording was added - *'Transfer of funds to be invested shall be reported to Councillor signatories at the time of the transaction.'*

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

3. RECOMMENDATION

The Policy & Resources Committee recommend adoption of the updated Financial Regulations, Appendix T attached.

4. FINANCIAL REGULATIONS

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



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:**

- **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.

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.

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 £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.

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, may be made by variable direct debit, provided that the instructions are 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

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.

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 be written 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.

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.

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.

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 | 28 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To adopt the reviewed Committee Terms of Reference and Delegation Scheme |

1. INTRODUCTION

The Committee Terms of Reference and Delegation Scheme are reviewed annually by the Policy & Resources Committee and then taken to full Council in May for agreement and adoption.

2. INFORMATION

The draft document, Appendix U, is attached for your consideration. A small number of minor amendments were agreed by the Policy & Resources Committee.

The opening paragraph was revised to provide greater clarity. In addition, the membership of the Policy & Resources Committee, number 2.1, was amended from a maximum of 10 Members to 9. The current variation from other Committees was introduced some years ago to accommodate Members' preferences regarding committee appointments at the time. With 13 Councillors in total, a larger membership was considered less proportionate and the change keeps Committee structures consistent.

3. RECOMMENDATION

The Policy & Resources Committee recommend adoption of the amended Committee Terms of Reference and Delegation Scheme.

4. FINANCIAL IMPLICATIONS

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

5. ENVIRONMENTAL IMPACT

N/A



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.

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.

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 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).
- 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.

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.
- 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.

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| AGENDA ITEM | 29 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk & RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To adopt the Mayor's Policy |

1. INTRODUCTION

The Mayor's Policy was reviewed by the Policy & Resources Committee on 6th May 2026 and updated to provide greater clarity around the role. This included 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.

2. INFORMATION

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, accountability, clarity for events and communications and stronger engagement.

In previous years alternative approaches have been adopted by this Council, including a grant-based model and thematic approach. Whilst those approaches were permissible, they presented challenges such as reduced transparency at the point of fundraising, lack of clarity for donors and increased administrative burden in managing applications where no specific charities were identified in advance.

Based on observed practice across Councils and the principles of transparency and clarity, it was agreed at the Policy & Resources meeting that 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

The Policy & Resources Committee recommend approval of the updated Policy, see Appendix V attached. The grant-based and thematic approach for fundraising has been removed and it shows that the primary and expected approach is 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 within 3 months. It also clarifies that the Mayor cannot be a co-opted member.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

The Mayor's allowance of £1,500 is included in the budget.



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 (1), The Mayor/Chair shall be elected by the Council at its Annual Meeting from among its elected Members, (not a co-opted member) 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.

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 maximum of 3 charities that benefit the parish and surrounding neighbourhoods. One or more should be announced upon their election at the Annual Council meeting and the remaining charities should be announced within 3 months.

In the interests of transparency and best practice and to avoid potential conflicts of interest, a charity, group or organisation that has a Councillor member or Trustee should be excluded.

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.

* * *

| | |
|--------------------------------|--|
| Policy | Mayor's Policy |
| Review Cycle | Every 3 years, or earlier in the event of legislative changes |
| Date Last Adopted | 18 th September 2024 |
| Previous Adoption Dates | 15 th 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
- To cover other costs of attending functions, e.g. purchase of raffle/draw tickets
- To cover tickets for events
- Making monetary contributions to local charity and community organisations
- Supporting the Mayor's chosen charity/charities
- Hospitality/reception costs
- To provide Civic gifts
- One off events held by the Mayor
- To provide suitable outfits to wear to official functions

| | |
|---------------------|---------------------------------|
| AGENDA ITEM | 30 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk & RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To adopt the Mayor's Handbook |

1. INTRODUCTION

The Mayor's Handbook was reviewed by the Policy & Resources Committee on 6th May 2026.

2. INFORMATION

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

3. RECOMMENDATION

The Policy & Resources Committee recommend adoption of the updated Mayor's Handbook.

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.



TELSCOMBE TOWN COUNCIL

Mayor's Handbook

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DRAFT

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

Section 15 of the Local Government Act 1972 requires local Councils to select a Mayor from elected members of the Council (not a co-opted member) 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.

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 electronic cards (e-cards) instead of printed 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

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.

* * *

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

| | |
|---------------------|---|
| AGENDA ITEM | 31 |
| COMMITTEE | Policy & Resources |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To consider the recommendation from the Policy & Resources Committee that the Mayor's Grants Policy be discontinued |

1. INTRODUCTION

The Mayor's Policy was reviewed at the Policy & Resources Committee meeting on 6th May.

2. INFORMATION

During the review, it was agreed that the grant-based and thematic approach for the Mayor's fundraising be removed and that the primary and expected approach is 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 within 3 months.

3. RECOMMENDATION

In line with the above agreement, the Policy & Resources Committee recommends that the existing Mayor's Grants Policy be discontinued as it is no longer aligned with the proposed approach to mayoral fundraising.

4. FINANCIAL IMPLICATIONS

n/a

5. ENVIRONMENTAL IMPACT

n/a

| | |
|---------------------|--|
| AGENDA ITEM | 32 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To adopt the new Tye Gate & Fencing 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 and for reasons of transparency, consistency and ease of reference, it was considered good practice to formalise the previously agreed arrangements.

2. INFORMATION

A draft Policy was taken to the P&R meeting on 6th May and is attached, Appendix X. It 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

The Policy & Resources Committee recommended that the draft Fencing & Gate Maintenance Policy for Telscombe Tye is adopted.

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

TELSCOMBE TOWN COUNCIL



- 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.

| | |
|--------------------------------|---|
| Policy | Telcombe 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 | 33 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk & RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To consider applying for a second CIL bid for the café building and the necessity for an increased loan amount |

1. INTRODUCTION

Lewes District Council (LDC) have opened a further round of CIL bidding which ends on 31st May 2026. They have indicated we could apply for a further grant, but would need to explain the reasoning behind the request. They have confirmed that the EOI is a formality to confirm the project is infrastructure and eligible to make a full bid. They have also advised that Chatsworth Park is and as we have made a full bid previously, we can just make a full bid now for further funds.

2. INFORMATION

As you are aware, costs continue to rise and LDC have maintained that they consider our current budget to be very tight and potentially unsustainable. Realistically, we are therefore likely to require an additional estimated £100,000 to complete the project.

This could potentially be achieved through a further CIL funding bid of £50,000, however, this would need to be match funded by the Council. This would likely need to be secured through a Public Works Loan Board loan, meaning that a total borrowing figure of £200,000 would be required.

Annual repayment costs would vary depending on the repayment term selected. While a shorter repayment period would result in higher annual repayments, a longer-term loan would incur significantly greater interest costs overall. Indicative loan repayment figures are attached, Appendix Y.

LDC are looking at the increased costs from our initial CIL funding bid and will send these through to us as soon as possible. The CIL bidding form is attached for reference, Appendix Z. Some of the information can be taken from our initial application.

3. RECOMMENDATION

It is recommended to consider whether to apply for a further CIL grant and the amount and a resultant higher loan amount.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

At the moment we have a café budget, nominal code 4360-202, of £3,500; a separate amount of £8,000, nominal code 4368-202, for café loan repayments and an earmarked reserve of £35,500, nominal code 9040-910. The earmarked reserve as well as the café budget is needed to cover costs for LDC's project management and associated costs, i.e., architect, surveys etc. The budget for loan repayments would have to increase for the 2026/27 financial year.

Indicative loan repayment figures are attached, Appendix Y. There are 2 choices, an annuity or EIP loan. As an example, for a 20 year annuity loan the percentage rate is 6.22%, $\frac{1}{2}$ yearly cost £8,807 and total cost £352,280. For a 20 year EIP loan the percentage rate is 6.08%, initial $\frac{1}{2}$ yearly cost £11,080 reducing by £152 per $\frac{1}{2}$ year, total cost £324,640. An EIP loan would therefore save £27,640 overall.

An annuity loan means the Council pays the same total annual cost throughout the term of the loan. Each payment includes both interest and part of the principal. At the start of the loan more interest is paid and less principal repayment, but towards the end more goes toward repaying the principal.



United Kingdom
Debt Management
Office

PWLB FIXED RATE LOANS
ESTIMATED REPAYMENT COSTS

Amount of Advance: 200,000.00

| Period (years) | Annuity | | | EIP | | | |
|----------------------|-----------|----------------------|-------------------|-----------|-------------------------------|-------------------------------|-------------------|
| | Rate % | % Yearly Cost (£) | Total Cost (£) | Rate % | Initial % Yearly Costs (£) | Reduces by each ½ year (£) | Total Cost (£) |
| 1 year | - | 0.00 | 0.00 | - | 0.00 | 0.00 | 0.00 |
| Over 1 not over 1½ | - | 0.00 | 0.00 | - | 0.00 | 0.00 | 0.00 |
| Over 1½ not over 2 | 5.27 | 53,336.58 | 213,346.32 | 5.27 | 55,270.00 | 1,317.50 | 213,175.00 |
| Over 2 not over 2½ | 5.31 | 43,241.64 | 216,208.20 | 5.30 | 45,300.00 | 1,060.00 | 215,900.00 |
| Over 2½ not over 3 | 5.33 | 36,510.62 | 219,063.72 | 5.33 | 38,663.33 | 888.33 | 218,655.00 |
| Over 3 not over 3½ | 5.35 | 31,715.24 | 222,006.68 | 5.35 | 33,921.43 | 764.29 | 221,400.00 |
| Over 3½ not over 4 | 5.38 | 28,119.90 | 224,959.20 | 5.37 | 30,370.00 | 671.25 | 224,165.00 |
| Over 4 not over 4½ | 5.40 | 25,328.69 | 227,958.21 | 5.39 | 27,612.22 | 598.89 | 226,950.00 |
| Over 4½ not over 5 | 5.42 | 23,100.42 | 231,004.20 | 5.41 | 25,410.00 | 541.00 | 229,755.00 |
| Over 5 not over 5½ | 5.44 | 21,281.62 | 234,097.82 | 5.43 | 23,611.82 | 493.64 | 232,580.00 |
| Over 5½ not over 6 | 5.46 | 19,769.95 | 237,239.40 | 5.45 | 22,116.67 | 454.17 | 235,425.00 |
| Over 6 not over 6½ | 5.48 | 18,494.58 | 240,429.54 | 5.47 | 20,854.62 | 420.77 | 238,290.00 |
| Over 6½ not over 7 | 5.50 | 17,404.91 | 243,668.74 | 5.48 | 19,765.71 | 391.43 | 241,100.00 |
| Over 7 not over 7½ | 5.52 | 16,463.84 | 246,957.60 | 5.50 | 18,833.33 | 366.67 | 244,000.00 |
| Over 7½ not over 8 | 5.54 | 15,643.52 | 250,296.32 | 5.52 | 18,020.00 | 345.00 | 246,920.00 |
| Over 8 not over 8½ | 5.56 | 14,922.69 | 253,685.73 | 5.54 | 17,304.71 | 325.88 | 249,860.00 |
| Over 8½ not over 9 | 5.59 | 14,290.88 | 257,235.84 | 5.56 | 16,671.11 | 308.89 | 252,820.00 |
| Over 9 not over 9½ | 5.61 | 13,722.87 | 260,734.53 | 5.58 | 16,106.32 | 293.68 | 255,800.00 |
| Over 9½ not over 10 | 5.64 | 13,220.42 | 264,408.40 | 5.60 | 15,600.00 | 280.00 | 258,800.00 |
| Over 10 not over 10½ | 5.66 | 12,782.79 | 268,018.59 | 5.63 | 15,153.81 | 268.10 | 261,930.00 |
| Over 10½ not over 11 | 5.69 | 12,355.42 | 271,819.24 | 5.65 | 14,740.91 | 256.82 | 264,975.00 |
| Over 11 not over 11½ | 5.72 | 11,986.42 | 275,687.66 | 5.67 | 14,365.65 | 246.52 | 268,040.00 |
| Over 11½ not over 12 | 5.75 | 11,651.03 | 279,624.72 | 5.69 | 14,023.33 | 237.08 | 271,125.00 |
| Over 12 not over 12½ | 5.78 | 11,345.26 | 283,631.50 | 5.72 | 13,720.00 | 228.80 | 274,360.00 |
| Over 12½ not over 13 | 5.81 | 11,065.70 | 287,708.20 | 5.74 | 13,432.31 | 220.77 | 277,480.00 |
| Over 13 not over 13½ | 5.84 | 10,809.48 | 291,855.96 | 5.77 | 13,177.41 | 213.70 | 280,780.00 |
| Over 13½ not over 14 | 5.87 | 10,574.12 | 296,075.36 | 5.79 | 12,932.86 | 206.79 | 283,955.00 |
| Over 14 not over 14½ | 5.90 | 10,357.49 | 300,367.21 | 5.82 | 12,716.55 | 200.69 | 287,300.00 |
| Over 14½ not over 15 | 5.93 | 10,157.74 | 304,732.20 | 5.84 | 12,506.67 | 194.67 | 290,520.00 |
| Over 15 not over 15½ | 5.96 | 9,973.27 | 309,171.37 | 5.87 | 12,321.61 | 189.35 | 293,920.00 |
| Over 15½ not over 16 | 5.99 | 9,802.65 | 313,684.80 | 5.89 | 12,140.00 | 184.06 | 297,185.00 |
| Over 16 not over 16½ | 6.02 | 9,644.66 | 318,273.78 | 5.92 | 11,980.61 | 179.39 | 300,640.00 |
| Over 16½ not over 17 | 6.05 | 9,498.20 | 322,938.80 | 5.94 | 11,822.35 | 174.71 | 303,950.00 |
| Over 17 not over 17½ | 6.08 | 9,362.29 | 327,680.15 | 5.96 | 11,674.29 | 170.29 | 307,280.00 |
| Over 17½ not over 18 | 6.11 | 9,236.09 | 332,499.24 | 5.99 | 11,545.56 | 166.39 | 310,815.00 |
| Over 18 not over 18½ | 6.14 | 9,118.82 | 337,396.34 | 6.01 | 11,415.41 | 162.43 | 314,190.00 |
| Over 18½ not over 19 | 6.17 | 9,009.79 | 342,372.02 | 6.04 | 11,303.16 | 158.95 | 317,780.00 |

| Period (years) | Annuity | | | EIP | | | |
|-----------------------|-----------|----------------------|-------------------|-----------|-------------------------------|-------------------------------|-------------------|
| | Rate % | ½ Yearly Cost (£) | Total Cost (£) | Rate % | Initial ½ Yearly Costs (£) | Reduces by each ½ year (£) | Total Cost (£) |
| Over 19 not over 19½ | 6.19 | 8,901.38 | 347,153.82 | 6.06 | 11,188.21 | 155.38 | 321,200.00 |
| Over 19½ not over 20 | 6.22 | 8,807.00 | 352,280.00 | 6.08 | 11,080.00 | 152.00 | 324,640.00 |
| Over 20 not over 20½ | 6.25 | 8,719.18 | 357,486.38 | 6.10 | 10,978.05 | 148.78 | 328,100.00 |
| Over 20½ not over 21 | 6.27 | 8,630.33 | 362,473.86 | 6.12 | 10,881.90 | 145.71 | 331,580.00 |
| Over 21 not over 21½ | 6.29 | 8,547.07 | 367,524.01 | 6.15 | 10,801.16 | 143.02 | 335,300.00 |
| Over 21½ not over 22 | 6.32 | 8,476.29 | 372,956.76 | 6.17 | 10,715.45 | 140.23 | 338,825.00 |
| Over 22 not over 22½ | 6.34 | 8,403.19 | 378,143.55 | 6.19 | 10,634.44 | 137.56 | 342,370.00 |
| Over 22½ not over 23 | 6.36 | 8,334.67 | 383,394.82 | 6.21 | 10,557.83 | 135.00 | 345,935.00 |
| Over 23 not over 23½ | 6.38 | 8,270.43 | 388,710.21 | 6.22 | 10,475.32 | 132.34 | 349,280.00 |
| Over 23½ not over 24 | 6.40 | 8,210.21 | 394,090.08 | 6.24 | 10,406.67 | 130.00 | 352,880.00 |
| Over 24 not over 24½ | 6.42 | 8,153.77 | 399,534.73 | 6.26 | 10,341.63 | 127.76 | 356,500.00 |
| Over 24½ not over 25 | 6.44 | 8,100.89 | 405,044.50 | 6.28 | 10,280.00 | 125.60 | 360,140.00 |
| Over 25 not over 25½ | 6.45 | 8,043.79 | 410,233.29 | 6.30 | 10,221.57 | 123.53 | 363,800.00 |
| Over 25½ not over 26 | 6.47 | 7,997.37 | 415,863.24 | 6.31 | 10,156.15 | 121.35 | 367,215.00 |
| Over 26 not over 26½ | 6.48 | 7,946.29 | 421,153.37 | 6.33 | 10,103.58 | 119.43 | 370,910.00 |
| Over 26½ not over 27 | 6.50 | 7,905.64 | 426,904.56 | 6.34 | 10,043.70 | 117.41 | 374,350.00 |
| Over 27 not over 27½ | 6.51 | 7,859.92 | 432,295.60 | 6.36 | 9,996.36 | 115.64 | 378,080.00 |
| Over 27½ not over 28 | 6.52 | 7,816.65 | 437,732.40 | 6.37 | 9,941.43 | 113.75 | 381,545.00 |
| Over 28 not over 28½ | 6.54 | 7,783.50 | 443,659.50 | 6.39 | 9,898.77 | 112.11 | 385,310.00 |
| Over 28½ not over 29 | 6.55 | 7,744.78 | 449,197.24 | 6.40 | 9,848.28 | 110.34 | 388,800.00 |
| Over 29 not over 29½ | 6.56 | 7,708.13 | 454,779.67 | 6.41 | 9,799.83 | 108.64 | 392,300.00 |
| Over 29½ not over 30 | 6.57 | 7,673.46 | 460,407.60 | 6.43 | 9,763.33 | 107.17 | 396,115.00 |
| Over 30 not over 30½ | 6.58 | 7,640.66 | 466,080.26 | 6.44 | 9,718.69 | 105.57 | 399,640.00 |
| Over 30½ not over 31 | 6.59 | 7,609.64 | 471,797.68 | 6.45 | 9,675.81 | 104.03 | 403,175.00 |
| Over 31 not over 31½ | 6.59 | 7,572.27 | 477,053.01 | 6.46 | 9,634.60 | 102.54 | 406,720.00 |
| Over 31½ not over 32 | 6.60 | 7,544.52 | 482,849.28 | 6.47 | 9,595.00 | 101.09 | 410,275.00 |
| Over 32 not over 32½ | 6.61 | 7,518.31 | 488,690.15 | 6.48 | 9,556.92 | 99.69 | 413,840.00 |
| Over 32½ not over 33 | 6.61 | 7,485.40 | 494,036.40 | 6.49 | 9,520.30 | 98.33 | 417,415.00 |
| Over 33 not over 33½ | 6.62 | 7,462.01 | 499,954.67 | 6.50 | 9,485.07 | 97.01 | 421,000.00 |
| Over 33½ not over 34 | 6.63 | 7,439.95 | 505,916.60 | 6.51 | 9,451.18 | 95.74 | 424,595.00 |
| Over 34 not over 34½ | 6.63 | 7,410.90 | 511,352.10 | 6.52 | 9,418.55 | 94.49 | 428,200.00 |
| Over 34½ not over 35 | 6.64 | 7,391.30 | 517,391.00 | 6.53 | 9,387.14 | 93.29 | 431,815.00 |
| Over 35 not over 35½ | 6.64 | 7,364.52 | 522,880.92 | 6.54 | 9,356.90 | 92.11 | 435,440.00 |
| Over 35½ not over 36 | 6.64 | 7,338.79 | 528,392.88 | 6.54 | 9,317.78 | 90.83 | 438,710.00 |
| Over 36 not over 36½ | 6.65 | 7,322.45 | 534,538.85 | 6.55 | 9,289.73 | 89.73 | 442,350.00 |
| Over 36½ not over 37 | 6.65 | 7,298.70 | 540,103.80 | 6.56 | 9,262.70 | 88.65 | 446,000.00 |
| Over 37 not over 37½ | 6.65 | 7,275.86 | 545,689.50 | 6.56 | 9,226.67 | 87.47 | 449,280.00 |
| Over 37½ not over 38 | 6.66 | 7,262.38 | 551,940.88 | 6.57 | 9,201.58 | 86.45 | 452,945.00 |
| Over 38 not over 38½ | 6.66 | 7,241.27 | 557,577.79 | 6.58 | 9,177.40 | 85.45 | 456,620.00 |
| Over 38½ not over 39 | 6.66 | 7,220.96 | 563,234.88 | 6.58 | 9,144.10 | 84.36 | 459,910.00 |
| Over 39 not over 39½ | 6.66 | 7,201.41 | 568,911.39 | 6.59 | 9,121.65 | 83.42 | 463,600.00 |
| Over 39½ not over 40 | 6.66 | 7,182.60 | 574,608.00 | 6.59 | 9,090.00 | 82.38 | 466,895.00 |
| Over 40 not over 40½ | 6.66 | 7,164.48 | 580,322.88 | 6.60 | 9,069.14 | 81.48 | 470,600.00 |
| Over 40½ not over 41 | 6.67 | 7,155.69 | 586,766.58 | 6.60 | 9,039.02 | 80.49 | 473,900.00 |
| Over 41 not over 41½ | 6.67 | 7,138.92 | 592,530.36 | 6.61 | 9,019.64 | 79.64 | 477,620.00 |

| Period (years) | Annully | | | EIP | | | |
|----------------------|-----------|----------------------|-------------------|-----------|-------------------------------|-------------------------------|-------------------|
| | Rate % | % Yearly Cost (£) | Total Cost (£) | Rate % | Initial % Yearly Costs (£) | Reduces by each ½ year (£) | Total Cost (£) |
| Over 41½ not over 42 | 6.67 | 7,122.76 | 598,311.00 | 6.61 | 8,990.95 | 78.69 | 480,825.00 |
| Over 42 not over 42½ | 6.67 | 7,107.18 | 604,110.30 | 6.61 | 8,962.94 | 77.76 | 484,230.00 |
| Over 42½ not over 43 | 6.67 | 7,092.18 | 609,927.48 | 6.62 | 8,945.58 | 76.98 | 487,970.00 |
| Over 43 not over 43½ | 6.67 | 7,077.72 | 615,761.64 | 6.62 | 8,918.85 | 76.09 | 491,280.00 |
| Over 43½ not over 44 | 6.66 | 7,054.98 | 620,838.24 | 6.63 | 8,902.73 | 75.34 | 495,035.00 |
| Over 44 not over 44½ | 6.66 | 7,041.52 | 626,695.26 | 6.63 | 8,877.19 | 74.49 | 498,350.00 |
| Over 44½ not over 45 | 6.66 | 7,028.54 | 632,568.60 | 6.63 | 8,852.22 | 73.67 | 501,665.00 |
| Over 45 not over 45½ | 6.66 | 7,016.03 | 638,458.73 | 6.64 | 8,837.80 | 72.97 | 505,440.00 |
| Over 45½ not over 46 | 6.66 | 7,003.96 | 644,364.32 | 6.64 | 8,813.91 | 72.17 | 508,760.00 |
| Over 46 not over 46½ | 6.66 | 6,992.33 | 650,286.69 | 6.64 | 8,790.54 | 71.40 | 512,080.00 |
| Over 46½ not over 47 | 6.66 | 6,981.10 | 656,223.40 | 6.64 | 8,767.66 | 70.64 | 515,400.00 |
| Over 47 not over 47½ | 6.65 | 6,961.30 | 661,323.50 | 6.65 | 8,755.26 | 70.00 | 519,200.00 |
| Over 47½ not over 48 | 6.65 | 6,950.83 | 667,279.68 | 6.65 | 8,733.33 | 69.27 | 522,525.00 |
| Over 48 not over 48½ | 6.65 | 6,940.72 | 673,249.84 | 6.65 | 8,711.86 | 68.56 | 525,850.00 |
| Over 48½ not over 49 | 6.65 | 6,930.97 | 679,235.06 | 6.65 | 8,690.82 | 67.86 | 529,175.00 |
| Over 49 not over 49½ | 6.64 | 6,912.51 | 684,338.49 | 6.65 | 8,670.20 | 67.17 | 532,500.00 |
| Over 49½ not over 50 | 6.64 | 6,903.40 | 690,340.00 | 6.65 | 8,650.00 | 66.50 | 535,825.00 |

Note: 1 If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted that a premium will be payable when the interest rate on the loan to be repaid is higher than the current rate applying to the premature repayment of a loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current rate applying to the premature repayment, a discount will be allowed.



Lewes District Council

Community Infrastructure Levy

Infrastructure Projects Funding Application Form 2026

1. Infrastructure Project Overview

| | |
|--|---|
| Type of Infrastructure item being bid for? | <ul style="list-style-type: none"> <input type="radio"/> Green infrastructure <input type="radio"/> Utilities <input type="radio"/> Modes of transport <input type="radio"/> Community facilities <input type="radio"/> Education <input type="radio"/> Health <input type="radio"/> Emergency services <input type="radio"/> Other |
| Project Title | |
| Project Description | |
| Project Location: | |

| | |
|-------------------------|---|
| | |
| Project Contact: | Name: Address: Telephone: Email: |

2. Project Planning

| | |
|--|--|
| <p>Has the project got all of the necessary planning permissions available?</p> <p><i>(for example Listed Building Consent, Lawful Development Certificate)</i></p> <p><i>Does the project require planning consent?</i></p> | |
| <p>If you have Planning Permission or Listed Building Consent please list this here:</p> | |
| <p>If not, how far is it in the process? Was there any pre-app? What is the initial advice?</p> | |
| <p>If you have Building Regulations please give the Council Building Control reference of Approved Inspector Details:</p> | |

| | |
|--|---|
| | |
| <p>Which of the following applies:</p> | <ul style="list-style-type: none"> ○ Landowner (<i>please supply title deeds and register</i>) ○ Leasehold (<i>leases over 7 years must be registered at the Land Registry – please provide this/ a copy of your lease/ or a license to occupy</i>) ○ Freehold (<i>please supply freehold title copies</i>) ○ Do not own the land (<i>please supply a license to occupy or landowner consent</i>) |
| <p>Has the appropriate land owner consent been sought if required?</p> <p><i>Please attach evidence of this to the application. For example Owner consents, copies of the lease, Land Title Deeds/license to alter</i></p> | |
| <p>What is the timescale for implementation of the project?</p> | <ul style="list-style-type: none"> ○ 0-12 months ○ 1 year to 2 years ○ 2- 5 years ○ 5+ years |

3. Project Funding

| | |
|---|--|
| <p>What is the total cost of the Infrastructure to be provided by the project? (£)</p> <p><i>i.e the physical works</i></p> | |
| <p>How much are you seeking from CIL? (£)</p> | |

| | |
|--|--|
| | |
| <p>Are you able to claim VAT back on any part of this project? If yes, can you confirm that VAT has been excluded from the amount of CIL Funds requested?</p> | |
| <p>Please list the sources and amounts of matched funding.</p> <p><i>Please attach any evidence of matched funding to this bidding application</i></p> | <p>Funding Source</p> <p>Secured Yes/No</p> <p>If not Secured when will this be confirmed?</p> <p>Amount (£)</p> |
| <p>Is there is a day to day revenue cost associated with the project? If yes, please detail how this is to be funded.</p> | |
| <p>Have quotations been sought in respect of the proposed works/equipment?</p> <p><i>Please provide evidence to detail the cost of the projects, and where possible more than 1 quote would be expected.</i></p> | |

4. Project Management

| | |
|---|--|
| Who will manage your project and how they will ensure its delivery? | |
| Partners – Please list other organisations that will help deliver the project (if applicable) | |
| If applicable, who will maintain the project in the future? | |

5. Links to other CIL Funding Regimes

| | |
|--|---|
| Does this project cover more than one CIL Charging Authority? (Please note that LDC CIL Covers areas outside of the SDNP) | <input type="radio"/> Yes <input type="radio"/> No |
| If the answer is "yes" please state which Authority <i>(i.e South Downs National Park, Wealden, Mid-Sussex)</i> | |
| Is matched funding being provided from the other Authority? Or has a letter of support been provided? <i>Please attach relevant evidence to the bid application- for cross boundary infrastructure it is strongly advised to apply for matched funding from the relevant authority.</i> | |

6. Bid Justification

| | |
|---|--|
| Does the project feature on the IDP (Infrastructure Delivery Plan)? If so which sections? | |
| Does the project feature in a Neighborhood Plan? <i>(if it does please provide references to which plan and section)</i> | |
| Does the project feature in any other plan or document? <i>If yes please detail which</i> | |
| How will the proposal help address the demands of development in the area? <i>(please discuss local and recent development relating to this project and how the development has led to a need for this infrastructure)</i> | |
| Does the project have the support of the community? <i>Please detail what type of support and who from. i.e Letters, Community consultation.</i> | |
| Have S106 Funds been identified for this project? <i>If so, please provide details of the development from where this comes from and amount.</i> | |

7. Project Barriers and Risk

| | | | |
|---|-----|----|---------|
| Please show what barriers and risks apply | Yes | No | Unknown |
|---|-----|----|---------|

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| Physical and environmental impacts (e.g. flood risk, contamination, topography, biodiversity, noise, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Approvals and licenses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ownership, acquisition or compulsory purchase order issues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dependency on other projects going ahead | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If any constraints are identified, please provide further details, including the extent to which the issues concerned can be overcome by mitigation

8. Environmental Impacts

| | |
|---|---|
| <p>Will your project if implemented have a negative, positive or neutral environmental impact?</p> | <ul style="list-style-type: none"> <input type="radio"/> Positive <input type="radio"/> Negative <input type="radio"/> Neutral |
| <p>If there is anticipated be an impact, please detail the level and type of impact this will have on the environment.</p> <p><i>Negative impact examples could include increase in carbon emissions, reducing green space. Positive impacts could include improving air quality, increase in biodiversity.</i></p> | |
| <p>Please detail any mitigation measures which are to be used in the project to</p> | |

| | |
|--|--|
| <p>minimise any negative impacts to the environment?</p> <p><i>E.G Electric Vehicles, renewable energy sources, recycled products.....</i></p> | |
|--|--|

9. Health Impacts

| | |
|--|--|
| <p>Will your project, if implemented, have a negative, positive, or neutral impact on health?</p> | <p><input type="radio"/> Positive</p> <p><input type="radio"/> Negative</p> <p><input type="radio"/> Neutral</p> |
| <p>If there is anticipated to be an impact, please detail the level and type of impact this will have on people's health.</p> <p><i>Negative impact examples could include increased availability in exercise space, community groups etc.</i></p> | |
| <p>Please detail any mitigation measures which are to be used in the project to minimize any negative impacts to the people's health?</p> | |

10. Equality and Fairness

The Public Sector Equality Duty requires the Council, in the exercise of its functions and in its decision making, to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a characteristic and those who do not share it;
- Forster good relations between people who share a characteristic and those who do not share it.

There are nine protected characteristics covered by the Public Sector Equality Duty: age, disability, sex, pregnancy and maternity, gender reassignment, marriage and civil partnership, race, religion or belief and sexual orientation. We also recognise that socio-economic status can be a significant barrier to equality.

Further information on the Council's equality and fairness policy is available on our [website](#).

| | |
|--|--|
| Which Protected group will the project benefit/affect the most? | |
| Please explain how you have given consideration to the different needs of people and steps have been taken to minimise the potential disadvantages and maximise equality of opportunity. | |

11. Subsidy Control Act Information

Please supply with this application:

- A copy of your constitution / a link to the website which shows your constitution (ie, company articles, charity articles, constitution for a trust, constitution for an unincorporated association)
- Subject to a successful bid, who would be signing the Grant Agreement (which will be a Deed) on behalf of the organisation?

If your constitution specifies that they need a resolution approving the completion of the Grant Agreement and authorising the named signatories to sign the Grant Agreement, we will want to see a copy of this resolution before we complete.

Payment of successful bids

- Should this bid be successful how would you propose payment be received? Although we can't agree to or guarantee any specific payment structure, please let us know how you would prefer to receive the grant funding. All

payments are usually made in arrears (once you have incurred the costs and provided us with evidence of expenditure). For example, one lump sum payment or instalments.

| |
|--|
| |
|--|

Please answer the following questions to help us determine whether this bid would constitute a subsidy (as defined by the SCA)

| | |
|--|--|
| Does your organisation offer goods or services on the market? (we will classify you as an "enterprise" if you answer yes to this question). | |
| Does your organisation also carry out other functions or activities, which are not offering goods and services on the market? If so, please explain in detail what your organisation does. | |
| Where do you get your working capital or funding from for your organisation? | |
| Will your organisation make a charge for people to use, or benefit from, the Project? | |
| Where does the profit from your organisation go? For example, do you distribute profit to shareholders or do you use it to fund any other projects. | |
| Does your organisation have employees (how many) or volunteers (how many)? | |

Please see the below information on Minimal Financial Assistance and the Subsidy Control Act

Following the UK's exit from the EU, there are new rules governing subsidies (previously referred to as State Aid). All funding measures (with limited exceptions which are not relevant here) are now subject to the Subsidy Control Act 2022, which came into force on 4 January 2023. Further details of the Subsidy Control Act 2022 and the Subsidy Control Regime can be found in the BEIS Technical Guidance here: <https://www.gov.uk/government/collections/subsidy-control-regime>

If your application is successful, the Council reserve its right to offer you a Minimal Financial Assistance (MFA) subsidy under the Subsidy Control Act 2022, subject to your agreement to, and compliance with, the terms and conditions relating to MFA and any other terms of the subsidy specified by the Council, including the completion of a Grant Agreement.

As part of the Application process, the Council require written confirmation that receipt of the CJL Grant you have applied for, will not exceed your MFA threshold of £315,000 cumulated over this and the previous two financial years.

This means you (the MFA financial threshold applies at company group level) must provide the Council with written confirmation that You have not received more than £315,000 in MFA subsidies or comparable types of subsidies between 1 April 2022 and the date on which You complete and return any MFA Confirmation to the Council.

Please note that the information that you provide in the table below, will need to be updated by you just before a Grant Agreement is completed, if your application is successful.

Pursuant to sections 36 and 37 of the Subsidy Control Act 2022, You confirm that the amount of MFA subsidy received by You, in the current three-year period is:

| Fiscal Year | Date subsidy given | Nature of subsidy given | Name of Provider giving the subsidy | Details of subsidy received (including the scope of the Project(s)) | Value (£) |
|--------------------|---------------------------|--------------------------------|--|--|------------------|
| | | | | | |
| | | | | | |
| | | | | TOTAL | |

12. Supporting Documents

The following list of documentation is designed as a guide to assist you with what documentation may be relevant to support this bid. Please note this list is not exhaustive and you may wish to attach documents not mentioned on this list:

- Copies of relevant planning documents (Planning, Building Control)
- Land ownership details and evidence
- Quotes for proposed project
- Project planning information (budget, project plan etc)
- Risk Planning details
- Details relating to the Governance of the project
- Evidence of Community support (Crowd funding, Community Consultations, letters of support)
- Evidence of matched funding
- Cross Boundary Project information
- License copies/details

13. Declaration

I declare that I have given notice of this proposal to the owner and occupiers of the land and prior to authorisation will produce Title Documentation if required. I confirm that I have advised the Parish/Town Council and Ward Member of this proposal and attach copies of all written comments that they have made.

I declare that I am authorised to make this application and that the information given in this application is correct.

| | |
|------------|--------|
| Signed | Name |
| Position | Date |
| Telephone: | Email: |

Once this form is completed, please send to

If you do have any queries please do not hesitate to contact us. Please dial 01273 41000 and ask to speak to a Member of Planning Policy.

Appendix

Minimal Financial Assistance Information

The content of this Appendix is given by way of information only. You should complete your own investigation to ensure that you are entitled to receive the prospective Minimal Financial Assistance. If you are not entitled to receive the Minimal Financial Assistance, you may have to repay the grant.

This information does not replace or constitute legal or financial advice.

- For the purposes of the Subsidy Control Act 2022 you are an “enterprise” and the Council is exercising the function of a “Public Body”. The rules in the Subsidy Control Act 2022 provide that an enterprise is any entity (including persons, groups of persons under common ownership, groups of persons under common control) who is engaged in an economic activity that entails offering goods or services on a market, to the extent that the person is engaged in such an activity. This applies regardless of its legal status and the way in which it is financed.
- The MFA financial threshold applies at group company level, can include a group of businesses operating under common control and includes a national business which operates from multiple sites across the UK.
- The total amount of Minimal Financial Assistance granted by Public Bodies to a single enterprise shall not exceed £315,000 over a three year period. **This covers any Subsidy received from any part of the UK and includes other public bodies. It is not limited to Subsidy received from the Council.**
- A three-year period means:
 - The elapsed part of the current financial year (i.e., from 1 April), and
 - The two financial years immediately preceding the current financial year.
- The financial assistance threshold of £315,000 over a three-year period is across all UK measures and includes any:
 - Minimal Financial Assistance;
 - SPEI assistance;
 - aid given under the EU State aid de minimis regulations if by virtue of the Northern Ireland Protocol; and
 - subsidies given as small amounts of financial assistance (SAFA) under Articles 364(4) or 365(3) of the UK-EU Trade and Cooperation Agreement after the end of the implementation period but prior to this section of the Act coming into effect (being 4 January 2023).
- Subsidy can include the forms of financial assistance listed below, please note that this list is not exhaustive. You should take these into account when identifying the amount of Minimal Financial Assistance that you may have been granted.
 - A direct transfer of funds (such as grants or loans);
 - A contingent transfer of funds (such as loans or rent guarantees);
 - The forgoing of revenue that is otherwise due;

- The provision of goods or services (such as a benefit in kind where no payment is received or where payment is received);
 - The purchase of goods or services (where payment is given in return);
 - Grants;
 - Relief from any tax, duty or other impost which would otherwise be payable (including credits against tax liabilities);
 - Loans on favourable terms, reduced interest rates, and interest payment holidays;
 - Providing guarantee or loan facilities other than on market terms, or otherwise in circumstances where facilities of that amount or on those terms would not be available in the market;
 - Using land, equipment, personnel, information or other valuable resources at less than market price;
 - Guarantees against third party liabilities;
 - Guarantees against losses;
 - Guarantees to buy for a minimum value, or preferred supplier status;
 - Deferring any obligation to pay;
 - Capital investment other than on market terms (including investing in businesses in trouble);
 - Interest rate relief;
 - Tax credits;
 - State guarantees or holdings;
 - State provision of goods or services on preferential terms;
 - Direct subsidies;
 - Tax exemptions;
 - Preferential interest rates;
 - Acquisitions of land or buildings either gratuitously or on favourable terms;
 - Provision of goods and services on preferential terms;
 - Indemnities against operating losses;
 - Reimbursement of costs in the event of success ;
 - State guarantees, whether direct or indirect, to credit operations preferential re-discount rates;
 - Dividend guarantees;
 - Preferential public ordering;
 - Reduction of, or exemption from, charges or taxes, including accelerated depreciation;
 - Reduction of social contributions;
 - Deferred collection of fiscal or social contributions;
 - Assistance financed by special levies;
 - Capital transfers;
 - Certain State holdings in the capital of undertakings.
 - Retail Relief
- Minimal Financial Assistance shall be deemed granted at the moment there is a binding commitment from the Council to the enterprise, irrespective of the date of payment of the Minimal Financial Assistance to the enterprise.

| | |
|---------------------|--|
| AGENDA ITEM | 34 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk & RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To agree proposed layout options for the café building |

1. INTRODUCTION

I have had a recent meeting with LDC representatives who are project managing the café building for us. LDC's architect has drawn up several revised options for positioning of the café and internal layouts. I will share them with you as soon as they send them over to me.

2. INFORMATION

The LDC architect is proposing siting of the café building on the car park area and not the grass. She has advised that we are unlikely to get planning approval for a café to be sited on the lower flat grass area. Also, it would result in a loss of 60m green space area and trigger biodiversity net gain.

The architect proposes x2 40' containers next to each other so there is one long building area. There would also be a small bin store to the side. She has proposed 2 potential areas, one where Wander Coffee's container is currently sited, option 1, and the other is next to the lower flat grass area, option 2 – shown on the attached map, Appendix A1. Internally she has proposed several options which include a hatch, seating area, counter, kitchen area, amenity space and toilet(s), which covers all our proposed requirements.

3. RECOMMENDATION

It is recommended to consider and agree the proposed siting area and internal layout options.

4. ENVIRONMENTAL IMPACT

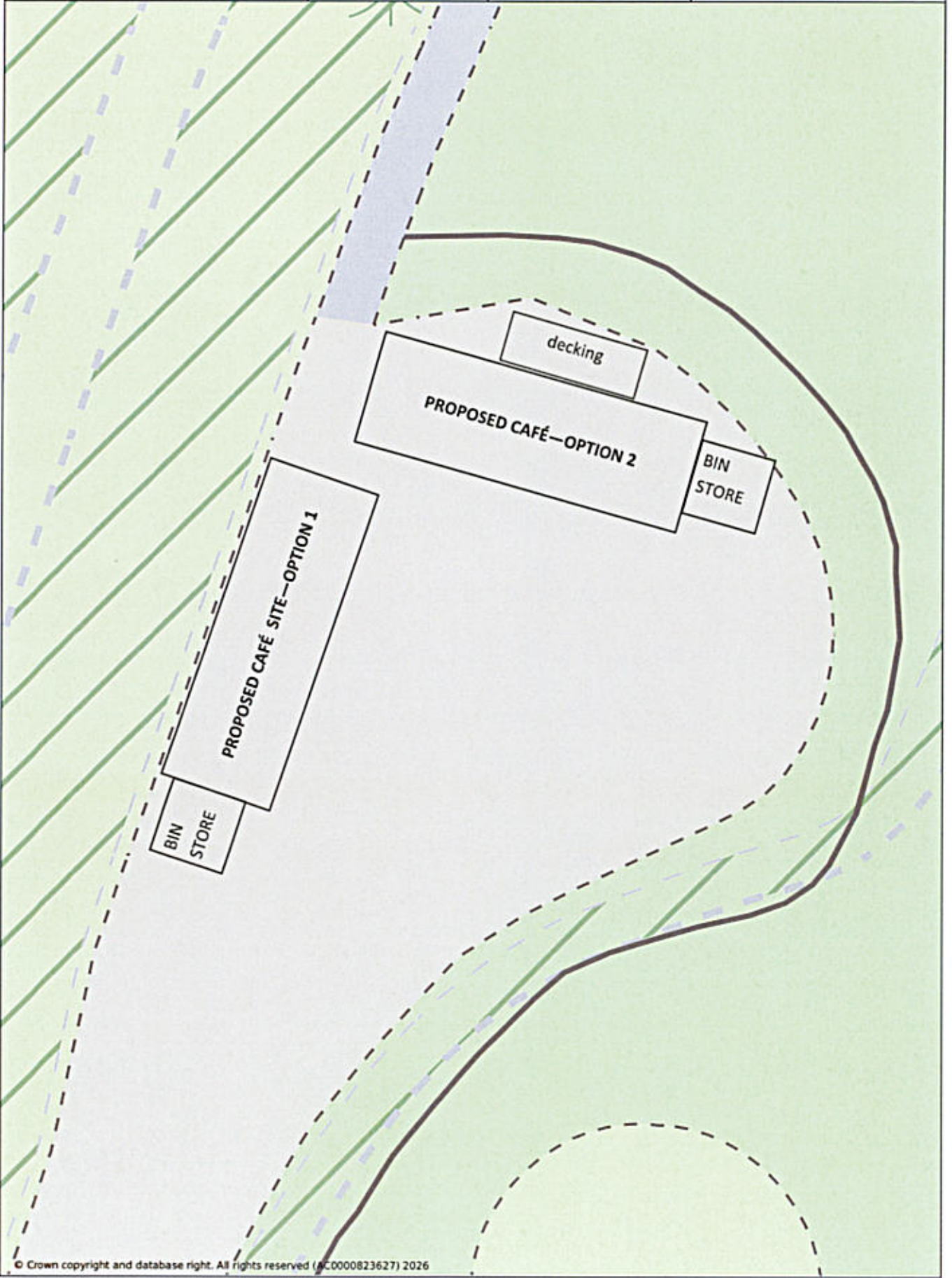
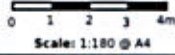
N/A

5. FINANCIAL IMPLICATIONS

At the moment we have a café budget, nominal code 4360-202, of £3,500; a separate amount of £8,000, nominal code 4368-202, for café loan repayments and an earmarked reserve of £35,500, nominal code 9040-910. The earmarked reserve as well as the café budget is needed to cover costs for LDC's project management and associated costs, i.e., architect, surveys etc. The budget for loan repayment costs would have to be increased for the 2026/27 financial year.

APPENDIX A1

| | | |
|-----------|-------------------------|--------------------------------|
| Cafe site | Telscombe | PARISH ONLINE |
| | Author: | |
| | Date: 14/05/2026 | |



| | |
|---------------------|--|
| AGENDA ITEM | 35 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk & RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | Update on telecoms equipment at the Civic Centre and agree way forward |

1. INTRODUCTION

At the full Council meeting on 18th March, following receipt of plans from United Infrastructure, it was unanimously resolved not to agree to an upgrade to the telecoms equipment on the patio. The reason for this was due to the visual impact of a 20m high telecoms pole to neighbouring properties and users of the Civic Centre, loss of amenity space on the patio for the Civic Centre and the unknown affects of exposure to Electromagnetic Fields (EMF).

2. INFORMATION

I advised Sean of United Infrastructure accordingly and received the following response:-

'We write on behalf of our client, a Code Operator under the Electronic Communications Code (Schedule 3A to the Communications Act 2003).

We note that an existing agreement is in place at the site until 2036. However, as previously discussed, our client now requires additional rights to enable the upgrading and expansion of its apparatus, to support continued network coverage and capacity in the area.

We acknowledge your position in respect of the additional demise. That said, our client's rights under the Code are not limited to the existing agreement, and the Code provides a route for operators to secure additional rights where these are required.

Our client would strongly prefer to agree terms with you on a consensual basis and to continue working collaboratively. However, if it is not possible to reach agreement, our client would need to consider its position under the Code, including the potential to seek the imposition of rights via the Upper Tribunal (Lands Chamber).

We would therefore welcome the opportunity to progress discussions and reach an agreed position without the need for formal proceedings.'

I queried this, as during the meeting with him, Cllr O'Connor and myself, he indicated that if the Council did not agree to the revised plans, the existing telecommunications equipment would remain in situ and the current agreement would continue. At no point did he mention that the Electronic Communications Code (Schedule 3A to the Communications Act 2003) provides a mechanism for operators to secure additional rights where required, nor that their client may consider pursuing such rights, including the potential to seek their imposition via the Upper Tribunal (Lands Chamber).

He responded advising that it seemed as if we were all willing to agree a position, which was not the case.

I have done research on the Electronic Communications Code (Schedule 3A to the Communications Act 2003) and what would happen if they pursue rights, including the potential to seek their imposition via the Upper Tribunal (Lands Chamber). If it went to Tribunal, they must be satisfied that the public benefit (e.g. better mobile coverage/capacity) outweighs the prejudice to the landowner. Also, they can class loss of space, visual impact and inconvenience as compensatable and not reasons to refuse outright.

Having liaised with Cllr O'Connor as Chair of the ACC Committee and to show that we are being amenable, it was agreed that I respond to United Infrastructure asking if it is possible for them to amend their plans showing reduced height/visual impact, a smaller footprint and a less intrusive design.

They have advised that they are currently in discussions with the design teams to try and facilitate reducing the structure to something smaller (17.5m) and that they are currently dealing with calculations to ensure this is safe at the lower height in the proposed location. Following this they will issue over the best case they can to reduce as requested. The revised plans are awaited.

3. RECOMMENDATION

It is recommended to note the present position and consider how we wish to proceed once revised plans are received.

4. ENVIRONMENTAL IMPACT

Several concerns are as follows:-

- Exposure to Electromagnetic Fields (EMF)
- Visual intrusion of a 17.5 - 20m high pole - a mast of 17.5-20m in height is significantly taller than typical street furniture like lampposts, so it will be prominent and could be perceived as a visual intrusion by occupants of neighbouring dwellings and users of the Civic Centre. An average street light's height varies by location, but typically ranges from 5 metres in residential roads to 12 metres for main roads.
- Loss of amenity space on the patio area.

5. FINANCIAL IMPLICATIONS

If we were to agree and the project does proceed, a supplementary agreement would need to be finalised to cover the extra ground they would need to lease. Discussions for a supplemental agreement will be undertaken with their legal team regarding agreements and payments only once we have confirmed the proposal in principle, so we are unaware of what the potential increase may be.

At the moment we receive £1,653.13 a quarter, £6,612.52 pa.

| | |
|---------------------|---|
| AGENDA ITEM | 36 |
| REPORT TO | Full Council |
| REPORT FROM | Stella Newman, Town Clerk/RFO |
| MEETING DATE | 20 th May 2026 |
| SUBJECT | To consider and agree the Council's response to the Government consultation on Local Government Reorganisation in our area. |

1. INTRODUCTION

At a meeting held on 10th December 2025, the Council considered the Government's previous consultation relating to Local Government Reorganisation within the East Sussex, West Sussex and Brighton areas. Members agreed to establish a Working Group to review the consultation proposals and formulate a draft response on behalf of the Council. It was further agreed that the final response would be circulated to all Councillors for consideration and approved by a majority of Councillors via email prior to submission within the consultation deadline.

2. INFORMATION

Following consideration of the original proposals and responses received during the previous consultation exercise, the Secretary of State advised on 26th March 2026 that no final decision had yet been reached due to concerns regarding aspects of the proposals submitted across the Sussex area. In particular, concerns were raised regarding the costs and risks associated with the five-unitary pan-Sussex proposal and the retention of Brighton & Hove's existing boundary within the East Sussex proposal.

The Government has therefore commenced a further consultation on a potential modification to the East Sussex proposal, following a request by Brighton & Hove City Council to expand the Brighton & Hove authority area through the transfer of four wards and one parish from Lewes District. The Government has advised that further consultation is necessary in view of the proposed boundary changes and the need to assess whether there is a strong public service and financial sustainability justification for the modification.

The consultation was launched by the Ministry of Housing, Communities and Local Government on 12th May 2026 and closes on 15th June 2026. The consultation seeks views on modified proposals for Local Government Reorganisation within East Sussex and Brighton & Hove following the Government's consideration of the original proposals submitted by Councils across the area. Responses received will inform the Secretary of State's decision as to whether any proposal should be implemented, with or without modification.

The consultation document advises that respondents may answer using the prescribed response categories and may also provide additional explanatory comments within free text boxes – see Appendix A2.

3. RECOMMENDATION

Members are therefore requested to consider the revised consultation proposals and determine the Council's response to the consultation questions.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

Unknown at this stage.



Consultation on the modification to the two unitary proposal received from East Sussex County Council, Eastbourne Borough Council, Hastings Borough Council, Lewes District Council and Rother District Council

Closes 15 Jun 2026

Opened 12 May 2026

Results expected 15 Jun 2026

Feedback expected 17 Jul 2026

Contact

LGRconsultationresponse@Communities.gov.uk

Overview

This consultation will close at 23:59 on Monday 15 June.

This consultation seeks views on a potential modification to the proposal for unitary local government that the Ministry of Housing Communities and Local Government (MHCLG) received from:

- East Sussex County Council, Eastbourne Borough Council, Hastings Borough Council, Lewes District Council and Rother District Council

The relevant proposal for two unitary councils was made on 26 September 2025, following the Secretary of State's invitation to councils in East Sussex and Brighton and Hove to submit proposals for unitary local government for their areas.

This consultation asks questions about the potential modification to the proposal to help inform further assessment. This will be considered in addition to the statutory consultation already undertaken between 19 November 2025 and 11 January 2026 on all reorganisation proposals received from councils in East Sussex and Brighton and Hove.

Background

Two proposals were received from councils across the East Sussex and Brighton and Hove, invitation area on 26 September 2025. A statutory consultation on these proposals was undertaken between 19 November 2025 and 11 January 2026. 3828 responses (across both East Sussex and Brighton and Hove and West Sussex) were received and carefully considered alongside the proposals and all other information received.

Proposals from councils in the East Sussex and Brighton and Hove Area

1. East Sussex County Council, Eastbourne Borough Council, Hastings Borough Council, Lewes District Council and Rother District Council proposed 2 unitary councils across the whole of the area of East Sussex and Brighton and Hove, comprising the current areas of:

- A single unitary council covering Eastbourne, Hastings, Lewes, Rother and Wealden
- Brighton and Hove to remain unchanged

You can find the proposal at: [The Proposal – East Sussex Councils](#).

2. Brighton and Hove City Council proposed 5 unitary councils across the whole of the area of East Sussex, West Sussex, and Brighton and Hove. This proposal includes a request to split existing district council areas between the proposed new councils. These would comprise the current areas of:

- Unitary A - Brighton and Hove plus 4 wards and 1 parish from Lewes
- Unitary B - Eastbourne, Hastings, Rother plus 5 wards from Lewes and 9 wards from Wealden
- Unitary C - Mid-Sussex plus 34 wards from Wealden and 10 wards from Lewes

- Unitary D - Chichester, Crawley, Horsham
- Unitary E - Adur, Arun, and Worthing

You can find the proposal at: [Representative Councils for a Devolved Sussex: A Five Unitary Proposal](#).

Wealden District Council did not submit a proposal.

Secretary of State's Concerns and Potential Modification

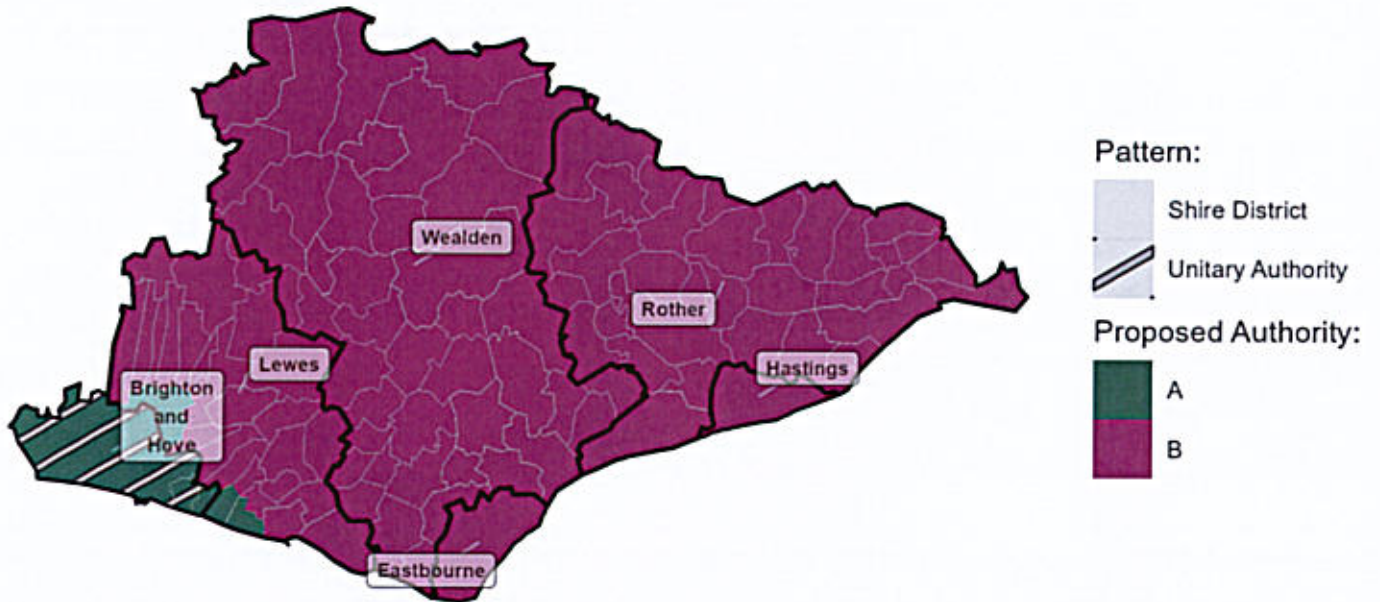
The Secretary of State announced on 26 March 2026 that, after carefully considering the two proposals received across the area, he had not yet made a decision, due to concerns regarding both of the proposals received. These include a concern about costs and risks of disaggregation in the 5 unitary pan-Sussex proposal from Brighton and Hove, and a concern about keeping Brighton and Hove on its current footprint, as proposed in the East Sussex proposal. These concerns are set out in detail in his [update letter](#) to council leaders.

For East Sussex and Brighton and Hove, a potential modification to the single unitary proposed by East Sussex was formally requested by Brighton and Hove City Council in response to the consultation and seeks to move 4 wards and 1 parish from Lewes into an expanded Brighton and Hove, reducing the size of the East Sussex unitary council as submitted by East Sussex. The Secretary of State wishes to explore whether this potential modification would deliver the positive strengths of the East Sussex proposal in relation to service delivery while facilitating the growth of Brighton and Hove.

You can find full details of the original consultation, including a privacy statement, at: [Local government reorganisation in East Sussex and Brighton](#)

Modification to East Sussex and Brighton

Thick borders: District/Unitary; Thin borders: Parish (where applicable)



[Share your views >](#)

Share



Consultation on the modification to the proposal from East Sussex County Council, Eastbourne Borough Council, Hastings Borough Council, Lewes District Council and Rother District Council

1. To what extent do you agree or disagree that the potential modification to the two unitary proposal will deliver better unitary local government in East Sussex and Brighton and Hove than the original proposal received as judged against the criteria?

Strongly agree / Somewhat agree / Neither agree nor disagree / Somewhat disagree / Strongly disagree / Don't know

2. If you would like to, please use the free text box to tell us about whether the potential modification will deliver new councils that:

- are based on sensible geographies and economic areas;
- will be able to deliver the outcomes described in the original proposal;
- are the right size to be efficient, improve capacity and withstand financial shocks;
- will put local government in the area as a whole on a firmer footing;
- will deliver high quality, sustainable public services;
- will meet local needs;
- will support devolution arrangements;
- enable stronger community engagement and give the opportunity for neighbourhood empowerment;

You may also use the box to provide any other comments you have on this potential modification or any other matters.

3. To what extent do you agree or disagree that the potential modification to the East Sussex proposal for two unitary authorities from the East Sussex councils would have a strong public services and financial sustainability justification?

Strongly agree / Somewhat agree / Neither agree nor disagree / Somewhat disagree / Strongly disagree / Don't know

4. If you would like to, please use this free text box to explain your answer to question

5. I confirm that I have not included any information that identifies an individual in the free text box.

YES