

TELSCOMBE TOWN COUNCIL



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

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26th June 2026

You are summoned to attend a meeting of the **Policy & Resources Committee** which will be held on **Wednesday 8th July 2026** at 7.30pm in Room 1 at Telscombe Civic Centre.

Stella Newman
Town Clerk

AGENDA

1. To appoint a Vice Chair
2. Public question time - Members of the public are welcome to attend and may ask questions relevant to the Committee at the commencement of the meeting for a total period of fifteen minutes
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To approve & sign minutes of the Policy & Resources meeting held on 6th May 2026 – *attached*
5. To approve & sign minutes of the Audit Sub-Committee meeting held on 4th March 2026 – *attached*
6. To note actions carried out or required from previous meetings and agree any further measures required – *see attached*
7. To note income and expenditure figures to 31st May 2026 – *see attached*
8. Business plan review – *see attached*
9. To review and agree the Co-option Policy – *see attached*
10. To consider estimates for cost of Tye grass cut – *see attached*
11. To note replacement of post to gate 5 on Tye authorised by Town Clerk – *see attached*
12. To consider increased cost of bin emptying on Telscombe Tye & agree how to proceed – *see attached*
13. To review renewal of the Telscombe Tye Management plan – *see attached*
14. Update on Tye hedge planting scheme and agree way forward – *see attached*
15. To consider a Mayor's cadet for 2026/27 and future years – *see attached*
16. To consider renewal of phone system at the Civic Centre – *see attached*
17. Urgent matters at the discretion of the Chairman for noting or inclusion on a future agenda

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

The date for the next meeting of the Committee – 2nd September 2026



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

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

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

2002. PUBLIC QUESTION TIME

There were no public present.

2003. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

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

2004. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

2005. TO APPROVE & SIGN MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 4th MARCH 2026

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

2006. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
12.11.25	Min 1960, p 4465 – To consider draft proposals for Tye access improvements from LDC funded via a SDNPA grant	SN	LDC were informed we agreed with the proposals for the gates and MOT surfacing. <i>Works are complete.</i>	Complete
12.11.25	Min 1963, p 4466 – To consider updating the Tye Management Plan	SN	A working group meeting has been arranged to begin the review & an update will be taken to a future meeting.	July 2026
14.1.26	Min 1974, p 4504 – To consider installing a plaque on a Tye bench in memory of Mr G Webb	SN	Mr Webb's wife is going to come back to me with the family's preference of wording and whether to site on the Tye or at Chatsworth Park. <i>May 2026 - Still awaiting contact.</i>	July 2026



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2006. To note actions carried out or required from previous meetings and agree any further measures required

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
4.3.26	Min 1991, p 4540 – To review the Smoke Free Policy	SN	The policy was adopted by full Council on 18.3.26.	Complete
4.3.26	Min 1992, p 4541 – To review & agree the Employment Handbook	SN	The updated handbook was adopted by full Council on 18.3.26 and a copy has been forwarded to all employees.	Complete
4.3.26	Min 1993, p 4541 – To note update regarding Tye hedge planting & agree return of unused grant	SN	The unused grant amount has been returned to the International Tree Foundation.	Complete
4.3.26	Min 1995, p 4541 – To consider estimate for Tye fencing along South Coast Road	SN	The work has been undertaken.	Complete
4.3.26	Min 1996, p 4541/2 – To note position regarding a property in Tye Close adjoining the Tye & agree action to be taken	SN	Letter sent to landowner's agent and no response received. Advice sought from NALC's legal team.	See new agenda item
4.3.26	Min 1997, p 4542 – Update on key deposits for Tye gate padlock & agree way forward	SN	Virement of £200 has been made from earmarked reserve 9043 bridleway 8 key deposits to 9014 Telscombe Tye.	Complete

2007. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st MARCH 2026

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

2008. TO APPROVE THE BANK RECONCILIATION TO 31st MARCH 2026

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

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2009. BUSINESS PLAN REVIEW

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

2010. TO NOTE COMPLAINTS RELATING TO THIS COMMITTEE

The complaints were noted by the Committee.

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

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

2012. TO REVIEW AND AGREE FINANCIAL REGULATIONS

It was proposed by Cllr Robinson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to approve the updated Financial Regulations with the following amendments:- (a) Regulation 6.9.iv (p 8) to increase this amount to £615,000 and add the wording '*Transfer of funds to be invested shall be reported to Councillor signatories at the time of the transaction*'; (b) Regulation 7.9 (p 9) – remove the words 'pension contributions and HMRC payments' from payments to be made by variable direct debit as these are paid by BACS; (c) that the updated document is taken to full Council for adoption.

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

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

2014. TO REVIEW AND AGREE THE MAYOR'S HANDBOOK

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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2018. Update on Tye gates and fencing and agree way forward (Contd)

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

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

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

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

2020. TO CONSIDER CUTTING OF TELSCOMBE TYE

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

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

It was noted that in September last year Lewes District Council (LDC) invited local Councils to attend a Climate and Nature Annual Partnership event. Cllrs Clarkson, Sharkey and Gallagher attended. It covered topics such as climate change and adaptation; building biodiversity & food and it also showcased case studies. At that event the local Adaptation Project was introduced. LDC are now holding a launch of the Adaptation Project in the first week of June which will enable Councils to find out how it works and how they can get involved if they want to. It was therefore proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree for Cllrs Clarkson & Gallagher to attend the launch event and bring back further information to the next Committee meeting for consideration.

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

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

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

There were no other urgent matters and no further business.

The meeting was therefore closed at 9.05pm.

Signed, Chair

Date for next meeting of the Committee – Wednesday 8th July 2026

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Minutes of a meeting of the **AUDIT COMMITTEE (sub-committee of P&R)** held at Telscombe Civic Centre on **Wednesday 4th March 2026** at 6.45pm.

COMMITTEE MEMBERS PRESENT:-

Councillors: C Clarkson, L O'Connor, B Page and C Robinson

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

164. TO APPOINT A COMMITTEE CHAIR

Cllr Clarkson was proposed as Chair by Cllr Robinson, seconded by Cllr O'Connor and it was unanimously **agreed** to appoint Cllr Clarkson as Chair.

165. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Cllr Judd submitted apologies as he was away and this reason for absence was accepted. Cllr Sharkey has been granted leave of absence until May 2026. Cllr Watts was running late and may not arrive in time for the meeting. These reasons for absence were agreed.

166. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST

None.

167. TO NOTE THE AGAR/EXTERNAL AUDITOR'S REPORT FOR 2024/25 YEAR

The Annual Governance & Accountability Return had been checked and returned by the External Auditors along with their completed report. It had been circulated to Councillors and reviewed by full Council on 17th September 2025. Everything was found to be in order in their report and there were no recommendations for action.

It was unanimously **RECOMMENDED** to agree that as the External Auditor's report had been approved at full Council on 17th September 2025, no further action was required.

168. TO NOTE THE INTERNAL AUDITOR'S INTERIM REPORT FOR THE 2025/26 YEAR

The Town Clerk's report advised that April Skies Accounting were appointed as auditors and they undertook their interim audit remotely in January 2026. Their report confirmed that we had '*successfully maintained a strong system of financial control*'. It also recommended that we consider compliance with paragraphs 1.47 to 1.54 of the Practitioner's Guide with regard to the new Assertion 10 on the Annual Governance & Accountability Return and that we seek advice from the Parkinson Partnership regarding VAT on the café project.

It was proposed by Cllr Robinson, seconded by Cllr Page and unanimously **RECOMMENDED** to note the report and take it to the full Council meeting on 18th March 2026 for agreement, and that the two recommendations also be taken to the same meeting for consideration.



169. TO REVIEW AND AGREE THE EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL AND AUDIT

The Town Clerk's report advised that in accordance with the Accounts and Audit Regulations 2015, the Council are required to undertake a review of the effectiveness of the internal system of control and audit process annually. A relevant authority must ensure that it has a sound system of internal control which (i) facilitates the effective exercise of its functions and the achievement of its aims and objectives; (ii) ensures that the financial and operational management of the authority is effective; and (iii) includes effective arrangements for the management of risk.

Following consideration of these points it was proposed by Cllr Page, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to agree that the Council has a sound system of internal control and our systems are effective as follows:-

- (i) facilitates the effective exercise of its functions and the achievement of its aims and objectives;

By holding regular Council, committee and sub-committee meetings, we ensure that the aims and objectives of the Business Plan are regularly considered and progressed, while also ensuring that the Council operates within the functions and powers available to it.

- (ii) ensures that the financial and operational management of the authority is effective;

The Council has Financial Regulations and Standing Orders in place, which are reviewed and updated regularly, and these are applied when making decisions. Two internal audits are undertaken each year to evaluate the effectiveness of the Council's risk management, control and governance processes, taking into account relevant public sector internal auditing standards and guidance. Any matters identified in the audit report are reported to Full Council and appropriate actions are taken to address them.

- (iii) includes effective arrangements for the management of risk;

An annual risk assessment is undertaken covering all aspects of the Council's operations. Appropriate steps are taken to mitigate identified risks, and the Council's insurance cover is reviewed annually, taking into account any matters highlighted in the risk assessment.

There is also a new Assertion 10 on the Annual Governance and Accountability Return (AGAR) and as agreed under the previous agenda item, all points to show we are compliant will be placed on the agenda for the full Council meeting on 18th March for consideration.

As part of the AGAR, under Section 1 Annual Governance Statement, we have to report publicly that our business is conducted in accordance with the law, regulations and proper practices. This includes a full review of the effectiveness of the system of internal control and preparation of an Annual Governance Statement. It requires us to answer yes to the assertions and will be considered in detail at our Annual Full Council meeting on 20th May 2026.

170. TO REVIEW AND AGREE THE RISK ASSESSMENT

The Town Clerk had circulated the updated risk assessment. The document was considered in detail by Committee members and it was noted that there were no alterations to headings or risk factors, but there were some minor wording updates. It was therefore proposed by Cllr O'Connor, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree the updated wording in the draft, as

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170. To Review and Agree the Risk Assessment (Contd)

well as adding revised wording for Number 34 'flytipping & hazardous waste' under Telscombe Tye, to show monthly inspections are undertaken by an external contractor, and that removal will be dealt with by an external waste management company. It was also agreed that the updated Risk Assessment be taken to the next full Council meeting for approval and signature by the Mayor or Deputy Mayor.

171. TO REVIEW AND AGREE THE HEALTH & SAFETY POLICY

The Town Clerk advised she had made no amendments to the current Health & Safety Policy. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** to agree that no changes were required to the Health & Policy and that it be taken to the next full Council meeting for approval and signature by the Mayor or Deputy Mayor.

172. TO APPROVE ASSET REGISTER INCLUDING LAND AND BUILDINGS ASSET LIST FOR 2025/26 YEAR

The Town Clerk confirmed that Councils should not show for depreciation of their assets, so the value shown on the Asset Register will always be the original purchase cost. Purchases over the last year were highlighted in green and disposals in red. The full detailed document had been circulated to Committee members and was discussed in detail. The Town Clerk advised that the pool table was being collected the following day and would therefore be removed from the asset list. This would amend the figures contained in the draft document. There were no changes to the Land and Building Asset list. It was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the updated Asset Register showing purchases of £9,252 and disposals of £3,765 (including the pool table) resulting in an overall increase to £1,814,667 and unchanged Land & Buildings Asset List be taken to full Council on 18th March 2026 for approval and signature by the Mayor or Deputy Mayor.

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

There were no urgent matters.

The Chair closed the meeting at 7.05 pm.

Signed
Chair



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

Action List for P&R meeting on 8th July 2026

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
12.11.25	Min 1960, p 4465 – To consider draft proposals for Tye access improvements from LDC funded via a SDNPA grant	SN	LDC were informed we agreed with the proposals for the gates and MOT surfacing. <i>Works are complete but a complaint was received re the new gates. LDC are investigating to try and find a suitable solution.</i>	Sept 2026
12.11.25	Min 1963, p 4466 – To consider updating the Tye Management Plan	SN	An updated report is being taken to this meeting.	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. <i>Wording received and plaque requested to be sited on new bench seat near goal posts.</i>	Aug 2026
6.5.26	Min 2009, p 4580 – Business plan review	SN	Updates undertaken and request that 'value for money review' be added to the plan as a whole was taken to the full Council meeting in May and agreed.	Complete
6.5.26	Min 2011, p 4580 – To review & agree Committee Terms of Ref & Delegation Scheme	SN	The document was taken to full Council on 20.5.26 and adopted.	Complete
6.5.26	Min 2012, p 4580 – To review & agree Financial Regulations	SN	The FR's were taken to full Council on 20.5.26 and adopted.	Complete
6.5.26	Min 2013, p 4580 – To review & agree the Mayor & Deputy Mayor's Policy	SN	The document was taken to full Council on 20.5.26 and adopted.	Complete
6.5.26	Min 2014, p 4580 – To review & agree the Mayor's Handbook	SN	The document was taken to full Council on 20.5.26 and adopted.	Complete

Action List for P&R meeting on 8th July 2026 (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
6.5.26	Min 2015, p's 4580 & 81 – To review & agree the Mayor's Grants Policy	SN	It was resolved at full Council on 20.5.26 to discontinue the Mayor's Grants Scheme & Policy.	Complete
6.5.26	Min 2016, p 4581 – To agree proposed Mayor's Grants from their fundraising monies	SN	All grant payments were authorised by the Cllr signatories and payment has been made.	Complete
6.5.26	Min 2017, p 4581 – To agree to release approved funds to the Citizens Advice	SN	The payment of £4,585 has been made.	Complete
6.5.26	Min 2018, p's 4581 & 82 – Update on Tye gates and fencing & agree way forward	SN	Tye Close – costs for legal advice are awaited. Fencing near gate 12/cattle grid – resident has been informed TTC do not authorise & will not undertake repairs. Gates 5, 10 & fencing – agreed at last meeting to repair/replace gate 5 post only and estimate has been received.	Sept '26 Complete See new agenda item
6.5.26	Min 2019, p 4582 – To agree new Telscombe Tye fencing & gate maintenance policy	SN	The Policy was taken to full Council on 20.5.26 and adopted.	Complete
6.5.26	Min 2020, p 4582 – To consider cutting Telscombe Tye	SN	A spec to carry out a fire break cut was put out to tender.	See new agenda item
6.5.26	Min 2021, p 4582 – To consider participating in LDC's climate & Nature Adaptation Project	SN	Although it was agreed for Cllrs Clarkson & Gallagher to attend the launch event, it was postponed by LDC to July, but no definite date received yet.	July '26
6.5.26	Min 2022, p 4582 – Urgent matters (notification from LDC of increased cost of bin emptying)	SN	As agreed, an item has been placed on this agenda for consideration.	See new agenda item

AGENDA ITEM	7
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	8 th July 2026
SUBJECT	To note income & expenditure figures to 31 st May 2026

1. INTRODUCTION

The year closed with a positive financial outcome, as spending for the Committee was below budget at £205,220 (91.5%), while income surpassed projections at £336,752 (103%). The full year end figures at 31st March 2026 were taken to the Annual Full Council meeting on 20th May.

The Committee Income & Expenditure figures to 31st May 2026 are attached, Appendix 1, along with the Earmarked Reserves for information. The figures show the actual year to date spend compared with the current annual budget.

2. INFORMATION

Explanations for significant variances are as follows:-

Income

1176-101 precept received – the precept is paid in two instalments with the other payment due in September.

Expenditure

4008-101 staff training/conferences – a block booking was made for staff training requirements for the next few months, including training required for the new caretaker. By doing this we achieved a 10% saving.

4023-101 subscriptions – the payment of £2,418 was for the ESALC & NALC subscriptions for the year which is the main outgoing from this budget. Other minor subscriptions are due, along with the SLCC subscription for myself of £500.

4056-101 professional fees – the sum of £1,349 is for the annual support for the year for the bookings and accounts packages which is the main outgoing from this budget.

4081-102 Citizens Advice contribution – the annual payment to the Citizens Advice has been made.

3. RECOMMENDATION

It is recommended that the figures are noted. They, along with all other Committee figures, will be taken to the full Council meeting on 22nd July 2026 for agreement.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

Budget spending is closely monitored and reported to each Committee meeting.

15:21

**Detailed Income & Expenditure by Budget Heading 31/05/2026
Committee Report**

Month No: 2

	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	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	1	16	15			7.2%
1040 Income Newsletter	120	120	400	280			30.0%
1176 Precept Received	0	168,821	337,641	168,820			50.0%
1190 Interest Received	40	95	5,000	4,905			1.9%
General Administration :- Income	160	169,037	343,082	174,045			49.3%
4001 Salary inc TAX/NI/Pen Emp'ee	10,842	20,141	140,000	119,859		119,859	14.4%
4002 NI contributions Employer	1,203	1,203	16,500	15,297		15,297	7.3%
4003 Pension contributions Employer	1,670	3,326	27,500	24,174		24,174	12.1%
4005 Staff expenses	0	0	300	300		300	0.0%
4008 Staff training/conferences etc	0	358	750	392		392	47.8%
4011 Councillor training	0	0	200	200		200	0.0%
4012 Councillors basic allowance	0	0	4,100	4,100		4,100	0.0%
4013 Councillor expenses	0	0	200	200		200	0.0%
4019 Mayors allowance 2	0	0	1,249	1,249		1,249	0.0%
4020 Miscellaneous expenses	0	0	100	100		100	0.0%
4021 Stationery, copier etc	34	296	2,700	2,404		2,404	11.0%
4022 Telephone	91	141	1,100	959		959	12.8%
4023 Subscriptions	0	2,418	3,465	1,047		1,047	69.8%
4024 Postage	0	0	400	400		400	0.0%
4025 Insurance	0	0	4,450	4,450		4,450	0.0%
4027 IT services	349	620	4,400	3,780		3,780	14.1%
4030 Newsletter & publicity	515	515	3,650	3,135		3,135	14.1%
4040 Computer equipment	0	0	750	750		750	0.0%
4041 Computer maintenance	270	540	3,400	2,860		2,860	15.9%
4042 Bank charges	57	102	700	598		598	14.5%
4043 Website	25	50	400	350		350	12.5%
4050 Legal fees	0	0	1,000	1,000		1,000	0.0%
4056 Professional fees	0	1,349	2,000	651		651	67.5%
4057 Audit fees	260	260	1,650	1,390		1,390	15.8%
4058 Payroll services	89	178	1,050	872		872	16.9%
4059 Elections	0	0	1,000	1,000		1,000	0.0%
4061 Telscombe Tye	124	0	0	0		0	0.0%
General Administration :- Indirect Expenditure	15,529	31,497	223,014	191,517	0	191,517	14.1%
Net Income over Expenditure							
	(15,369)	137,540	120,068	(17,472)			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Grants</u>							
4075 Grants	0	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)			
<u>106 Telscombe Tye</u>							
4063 Telscombe Tye	97	97	2,500	2,403		2,403	3.9%
4064 Tye joint litter/dog bin empty	0	0	1,450	1,450		1,450	0.0%
Telscombe Tye :- Indirect Expenditure	97	97	3,950	3,853	0	3,853	2.5%
Net Expenditure	(97)	(97)	(3,950)	(3,853)			
Policy and Resources :- Income	160	169,037	343,082	174,045			49.3%
Expenditure	15,626	31,594	237,549	205,955	0	205,955	13.3%
Movement to/(from) Gen Reserve	(15,466)	137,443	105,533	(31,910)			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2026

Month No: 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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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	165	1,810	1,645	1,645	9.1%
9033	Telephones	0	0	2,750	2,750	2,750	0.0%
9035	Grounds maintenance	7,803	7,803	25,008	17,205	17,205	31.2%
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	Cliff top fencing	0	0	7,500	7,500	7,500	0.0%
9040	Community cafe	1,588	1,588	35,501	33,913	33,913	4.5%
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	310	5,655	5,345	5,345	5.5%
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	9,391	9,866	379,006	369,140	0	369,140	2.6%
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Net Expenditure

(9,391)	(9,866)	(379,006)	(369,140)
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Earmarked Reserves :- Income	0	0	0	0		0.0%
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Expenditure	9,391	9,866	379,006	369,140	0	369,140	2.6%
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Movement to/(from) Gen Reserve

(9,391)	(9,866)	(379,006)	(369,140)
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AGENDA ITEM	8
REPORT TO	Policy & Resources Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	8 th July 2026
SUBJECT	Business Plan Review/Update

1. INTRODUCTION

Our business plan covers May 2023 to May 2027.

2. INFORMATION

The amendments requested at the last meeting have been undertaken and Section II of the latest version 2.8 of the plan dated 4th June 2026 relating to the P&R Committee is attached, Appendix 2.

3. RECOMMENDATION

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

4. FINANCIAL IMPLICATIONS

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

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

Project	Objective	Committee	Project Delivery Date
Value for money review	A review of council services and costs	All Committees & Full Council	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

2023-24	2024 - 2025	2025-26	2026-27
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			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. April '26 - Gate upgrades/repairs have been undertaken. Gate & fence inspections undertaken monthly. BUDGET IMPLICATIONS	TC/P&R		P&R	Ongoing
3	Funding for Telscombe Tye	To consider Grant funding for Telscombe Tye.	Previous HLS/ELS scheme has ended. Tye Objectives Working Group set up to consider options & to report back to P&R Committee. Various meetings have taken place and no scheme identified to date. To discuss options at Management Plan working group meeting. BUDGET IMPLICATIONS	Working Group/P&R/TC		P&R FC	Complete Ongoing

Abbreviations

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

AGENDA ITEM	9
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	8 th July 2026
SUBJECT	To review and agree Co-option Policy

1. INTRODUCTION

The Co-Option Policy is due its 3 year review.

2. INFORMATION

I have made one amendment, which is adding the following sentence, which is shown in red on the last page on Appendix 3 as follows:-

A co-opted Councillor cannot vote or act as a Councillor until the form is signed in front of the Clerk. They are also not permitted to take an allowance.

It clarifies the position regarding when they can act as a Councillor and the Councillor allowance. I do not propose any other changes.

3. RECOMMENDATION

It is recommended to approve the amended Policy and to take it to the next full Council meeting in July for adoption.

4. FINANCIAL IMPLICATIONS

None. Co-opted Councillors are not entitled to receive a Councillor's allowance.

TELSCOMBE TOWN COUNCIL

Councillor Co-option Policy

Introduction

This Policy sets out the procedure to ensure that there is compliance with legislation and continuity of procedures in the co-option of members to Telscombe Town Council (TTC). The Co-option procedure is entirely managed by TTC and this Policy will ensure that a fair and equitable process is carried out.

The co-option of a town councillor occurs in two instances:

- When an ordinary vacancy has arisen on a Parish/Town Council after the ordinary elections held every four years,
- When a casual vacancy has arisen on a Parish/Town Council and no poll (by-election) has been called.

Ordinary Vacancy

An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on a Parish/Town Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish/Town Council and any remaining vacancies are known as 'ordinary vacancies'. Provided there are enough Parish/Town Councillors to constitute a quorum, the Parish/Town Council is able to co-opt a volunteer to fill the vacancies.

Casual Vacancy

A casual vacancy occurs when:

- A Councillor fails to make his declaration of acceptance of office at the proper time;
- A Councillor resigns;
- A Councillor dies;
- A Councillor becomes disqualified;
- A Councillor fails for six (6) months to attend meetings of a Council committee or sub-committee or to attend as a representative of the Council a meeting of an outside body.

TTC has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors notify the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the electors will be asked to vote for candidates who will have put themselves forward by way of a nomination paper. TTC will pay the costs of the election. The electors have fourteen days (not including weekends, bank holidays and other notable days) to claim the by-election but the Electoral Officer will advise the Clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward, they are duly elected without a ballot.

TELSCOMBE TOWN COUNCIL



If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advertised by the District Council, TTC is able to proceed to co-opt a volunteer.

Confirmation of Co-option

On receipt of written confirmation from the Electoral Services Office of the District Council, the casual vacancy can be filled by means of Co-option. The Town Clerk will:

- Advertise the vacancy for four weeks on the Council notice boards and website;
- Advise TTC that the Co-option Policy has been instigated.

This procedure will also apply in the case of an ordinary vacancy where the Electoral Services office has confirmed that there were insufficient nominations to fill all the seats, but there are sufficient Town Councillors elected to constitute a quorum.

TTC is not obliged to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates that apply.

However, despite this it is not desirable that electors be left under-represented for a significant length of time, neither does it contribute to effective and efficient working of the Council if there are insufficient Councillors to share the workload; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty.

Councillors elected by co-option are full members of TTC.

1. Eligibility of Candidates

TTC is able to consider any person to fill a vacancy provided that:-

- He/she is 18 or over
- He/she is a British Citizen, qualifying Commonwealth Citizen or a Citizen of any other member state of the European Union

and at least one of the following apply:-

- He/she is an elector of the parish and continues to be an elector;
- Or has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish;
- Or had his/her principal place of work in the parish for the past 12 months;
- Or has lived within three miles (direct) of the parish within the past 12 months.

There are certain disqualifications for election, of which the main are:

- Holding a paid office under the Town Council;
- Bankruptcy;
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

TELSCOMBE TOWN COUNCIL



Applications

Although there is no Statutory Requirement to do so, candidates will be requested to:

- Submit information about themselves by way of completing a short application form (Appendix A)
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix B)

Following receipt of applications, the next suitable Council meeting will have an agenda item 'To receive written applications for the office of Town Councillor and to Co-opt a candidate to fill the existing vacancy'. Copies of the application will be circulated to all Councillors by the Clerk at least three clear days before the meeting of the full Council when the Co-option will be considered. All such documents will be treated as strictly confidential by the Clerk and Councillors.

Candidates will be invited to attend the full Council meeting at which co-option will be considered and will be sent an agenda of the meeting. Candidates will also be informed that they will be invited to speak about their application at the meeting. If a candidate has any special need or concern which will affect them speaking about their application, please let the Town Clerk know before the meeting so reasonable adjustments can be made.

At the Co-option Meeting

At the Co-option meeting, candidates will be given five minutes maximum to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of TTC. The process will be carried out in the public session. Where TTC is discussing the merits of candidates and inevitably their personal details, this could be prejudicial and TTC may resolve to exclude members of the press and public. Any candidate has the right to ask for the reasons they were/were not accepted and they will be notified accordingly.

As soon as all candidates have finished giving their submissions the Council will decide whether to proceed with co-option by a show of hands. Should full Council resolve that there are suitable candidates and to proceed, Councillors will vote on the acceptability of each candidate utilising the Person Specification criteria as set out in Appendix C and any personal statements provided by the candidate(s), with each candidate being proposed and seconded by the Councillors in attendance and a vote by show of hands. The vote will be recorded.

In order for a candidate to be elected to TTC it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting, the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has absolute majority. In the case of an equality of votes the Chairman of the meeting has a casting vote.

TELSCOMBE TOWN COUNCIL



After the vote has been concluded the Chairman will declare the successful candidate duly elected and, after signing their Declaration of Acceptance of Office, he/she may take their seat immediately. *A co-opted Councillor cannot vote or act as a Councillor until the form is signed in front of the Clerk. They are also not permitted to take an allowance.*

The Clerk will notify Electoral Services of the new appointment. The successful candidate(s) must complete their 'Registration of Interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring officer.

Any newly co-opted member will be provided with a welcome pack and invited to attend an induction/training session with the Town Clerk and/or other officers. This should take place as soon as possible.

If insufficient candidates come forward for co-option the process should continue, whereby the vacancies are again advertised.

Policy	Co-option
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	20 th March 2024
Previous Adoption Dates	19.7.2023 28.9.2022
Responsibility	Policy & Resources Committee and then adoption by Full Council

TELSCOMBE TOWN COUNCIL

APPENDIX A

Application for Co-option

Thank you for your interest in becoming a Town Councillor. Please provide the below information to assist the Council in making their decision.

Full Name & Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
Which Ward are you Applying For?	

About You Please provide the Council with some background information about yourself.

TELSCOMBE TOWN COUNCIL



Reasons for Applying

Please provide the Council with your reasons for wanting to become a Town Councillor.

Signature

Your application also requires signatures of 2 registered electors (known as a proposer and seconder) from the parish area:

	Proposer	Seconder
Name		
Address		
Signature		

Please return your completed application including Appendix A, Appendix B and corroborating information, to the Clerk to the Council. Your application will be considered at the next available Council meeting where a vote will be held to decide whether the Council agrees to co-opt you onto Telscombe Town Council.

How the information you provide will be used

General Data Protection Regulations - Any personal information such as name, postal address, telephone number, and email address given via this form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law. I consent to the information provided being held for the administration of my term of office as Councillor

APPENDIX B

TELSCOMBE TOWN COUNCIL

Co-option Eligibility Form



1. In order to be eligible for co-option as a Telscombe Town Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll, the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. **Please tick which applies to you:**

- a) I am registered as a local government elector for the parish; or ☐
- b) I have, during the whole of the twelve months preceding the date of my co-option occupied as owner or tenant land or other premises in the parish; or ☐
- c) My principal or only place of work during those twelve months has been within the parish; or ☐
- d) I have during the whole twelve months resided in the parish or within 3 miles of it ☐

Please provide evidence in support of the above

2. Please note that under Section 80 of the Local Government Act a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:
- a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

TELSCOMBE TOWN COUNCIL



In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

Declaration

I.....hereby confirm that I am eligible for the vacancy of
Telscombe Town Councillor, and the information given on this form is true and accurate
record.

Signature.....

**Telscombe Town Council is duty bound to treat this information as strictly
confidential.**

TELSCOMBE TOWN COUNCIL

APPENDIX C

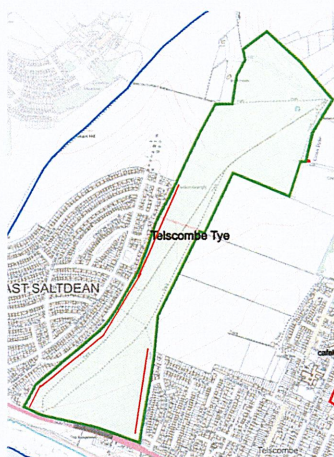


CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	Sound knowledge and understanding of local affairs and the local community Forward thinking	Can bring a new skill, expertise or key local knowledge to the Council
Experience, Skills, Knowledge and Ability	Ability to listen constructively A good team player Ability to pick up and run with a variety of projects Solid interest in local matters Ability and willingness to represent the Council and their community Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions Ability to communicate succinctly and clearly Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff Ability and willingness to work with Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities) Ability and willingness to undertake induction training and other relevant training	Experience of working or being a member in a local authority or other public body Experience of working with voluntary and or local community/interest groups Basic knowledge of legal issues relating to town and parish Councils or local authorities Experience of delivering presentations
Circumstances	Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends	

AGENDA ITEM	10
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	8 th July 2026
SUBJECT	To consider estimates for grass cut on Telscombe Tye (fire break)

1. INTRODUCTION



At the meeting on 7th May 2025, it was agreed to obtain estimates for a fire break cut, being a strip of 3 swathes/approx. 10 metres wide, of the grass on the Tye where it borders properties in Telscombe Cliffs and East Saltdean – see red lines on the map opposite.

The cut was last undertaken at the end of August last year.

The grass is cut and left and not collected.

2. INFORMATION

We have only received one estimate for the work as follows:-

Ace Contractors £350 plus VAT – appendix 4 attached.

Last year the work was undertaken for the same amount.

3. RECOMMENDATION

It is recommended to agree whether to have the cut undertaken.

4. FINANCIAL IMPLICATIONS

We have a budget, nominal code 4063-106, for the Tye of £2,500. It includes a sum for the monthly inspections of £960 in total, leaving an amount of £1,540.

5. ENVIRONMENTAL IMPACT

We will have the cutting take place from the end of August/beginning of September which is after the breeding time for ground nesting birds.



Appendix 4



ACE LANDSCAPES
Unit 8
Gross Industrial Estate
Newhaven
East Sussex
BN9 0EH

Email: accounts@acelandscapes.co.uk
Tel: 0333 772 3981

Quote

QT00222

Telscombe Town Council	Site	telscombe ty	Date	07 June 2026
	Reference	Telscombe Tye mowing	Expiry Date	07 July 2026
			VAT Number	492 5129 76

To cut approximately 3 swathes/10m width along perimeter boundary fencing marked with red lines on map.

Description	Quantity	Unit Price	Amount
Mower Team 2 men	1	350.00	350.00
Subtotal			350.00
Total 20% VAT			70.00
Total GBP			420.00

THANKYOU FOR THE INTEREST IN OUR COMPANY.
Quotation is valid for 14 Days

AGENDA ITEM	11
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	8 th July 2026
SUBJECT	To note replacement of post to gate 5 on Tye authorised by Town Clerk

1. INTRODUCTION

At the Committee meeting on 6th May, it was agreed to repair/replace the post to gate 5 on the Tye.

2. INFORMATION

I therefore put out a specification and received one quote back from Ace Landscapes in the sum of £144 plus VAT to replace the post – see appendix 5. As no other quotes were received and to avoid any unnecessary delay, I therefore authorised the replacement in accordance with Financial Regulation 5.15 and the work has been carried out.

3. RECOMMENDATION

It is recommended to note the action taken.

4. FINANCIAL IMPLICATIONS

We have a budget, nominal code 4063-106, for the Tye of £2,500. It includes a sum for the monthly inspections of £960 in total, leaving an amount of £1,540. If the grass cutting on the Tye was authorised earlier in the meeting, it leaves a remaining budget of £1,190.

5. ENVIRONMENTAL IMPACT

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



Appendix 5



ACE LANDSCAPES
Unit 8
Gross Industrial Estate
Newhaven
East Sussex
BN9 0EH

Email: accounts@acelandscapes.co.uk
Tel: 0333 772 3981

Quote

QT00221

Telscombe Town Council	Site	telscombe tye	Date	07 June 2026
	Reference	Ashurst avenue gate post	Expiry, Date	07 July 2026
			VAT Number	492 5129 76

To replace loose hanging post on the tye gate off ashurst avenue and dispose of existing one.

Description	Quantity	Unit Price	Amount
Landscape Labour Hour Rate 2 men	2	52.00	104.00
Materials	1	40.00	40.00

Subtotal	144.00
Total 20% VAT	28.80

Total GBP	172.80
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THANKYOU FOR THE INTEREST IN OUR COMPANY.
Quotation is valid for 14 Days

AGENDA ITEM	12
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	8 th July 2026
SUBJECT	To consider increased cost of bin emptying on Telscombe Tye and agree how to progress

1. INTRODUCTION

As you may recall, last year the contractor who had been awarded Grounds Maintenance Contract 1 ceased trading without informing us. Part of the contract included emptying the 6 dog bins on the Tye.

After contact with Lewes District Council (LDC), they agreed to empty the bins at £6 per empty as an emergency temporary measure and it was subsequently agreed at full Council on 16th July 2025 to remove the bin emptying from the Contract and for LDC to undertake the emptying on a permanent basis at £6 per empty per bin, to which they agreed.

Committee members were subsequently informed that Lewes District Council were charging us £6 to empty a dog waste bin, but would charge only £3 to empty a joint litter/dog waste bin and LDC recommended we replace the dog bins. At the southern end of the Tye there were 2 dog waste bins next to each other and we were being charged £12 a week to empty them, whereas if we had 1 joint bin, the price would only be £3 a week. This would result in a weekly saving of £6 per week or £468 per year. It was therefore agreed to initially replace the 2 dog bins next to each other for a joint bin and other bin replacement would be considered in the future.

2. INFORMATION

I reported under urgent matters at the last committee meeting on 6th May that I had been notified of a price increase from LDC, effective from 1st July 2026, to £6.34 per bin per empty which was applicable to both dog bins and joint bins. For the dog bins it represented a 5.5% increase and for the joint bin it represented an approximate 110% increase.

I queried the basis for this significant increase and was advised that the previous charge should have been £4 per week, with an agreed increase to £5.50 for 2025/26 for all bins, which was unfortunately not implemented by LDC. A further increase has now been applied bringing the cost to £6.34 per bin – weekly cost £31.70.

The new annual cost will therefore be £1,648.40 compared with the current cost of £1,404, representing an annual increase of £244.40. However, as the increased cost does not start until 1st July, it will represent an increase of £188 for this financial year.

I therefore contacted alternative companies to get a quote and received one price from Ace Landscapes of £4.50 per bin per empty – weekly cost £22.50 (weekly saving of £9.20 over LDC's price).

If Ace Landscapes were to empty the 5 bins on the Tye at £4.50 per empty, the annual cost would be £1,170 as opposed to LDC's revised cost of £1,648.40, an annual saving of £478.40.

A map showing the position of the bins is attached, Appendix 5.

3. RECOMMENDATION

It has already been agreed at the Amenities/Civic Centre Committee for Ace Landscapes to empty the bins in Chatsworth Park and our playgrounds for £4.50 per bin per empty. This has resulted in a saving of £1.84 per bin per empty (£29.44 per week).

It is recommended to also agree for Ace Landscapes to empty the 4 dog bins and 1 joint bin on the Tye at a cost of £4.50 per bin per empty.

4. FINANCIAL IMPLICATIONS

Our current budget is £1,450 which had allowed for a 3% increase.

If we stay with LDC for this financial year, the total cost will be £1,592 taking into account the increase from 1st July. This will result in a £142.00 budget overspend.

If we were to change to Ace Landscapes from 1st July, for the remainder of this financial the total cost to us would be £1,224. This will be a saving over LDC's cost of £368 and result in a budget underspend of £226.00.

For the next financial year 2027/28, not allowing for any increases, LDC's cost would be £1,648.40 as opposed to Ace Landscapes cost of £1,170, a difference of £478.40.

5. ENVIRONMENTAL IMPACT

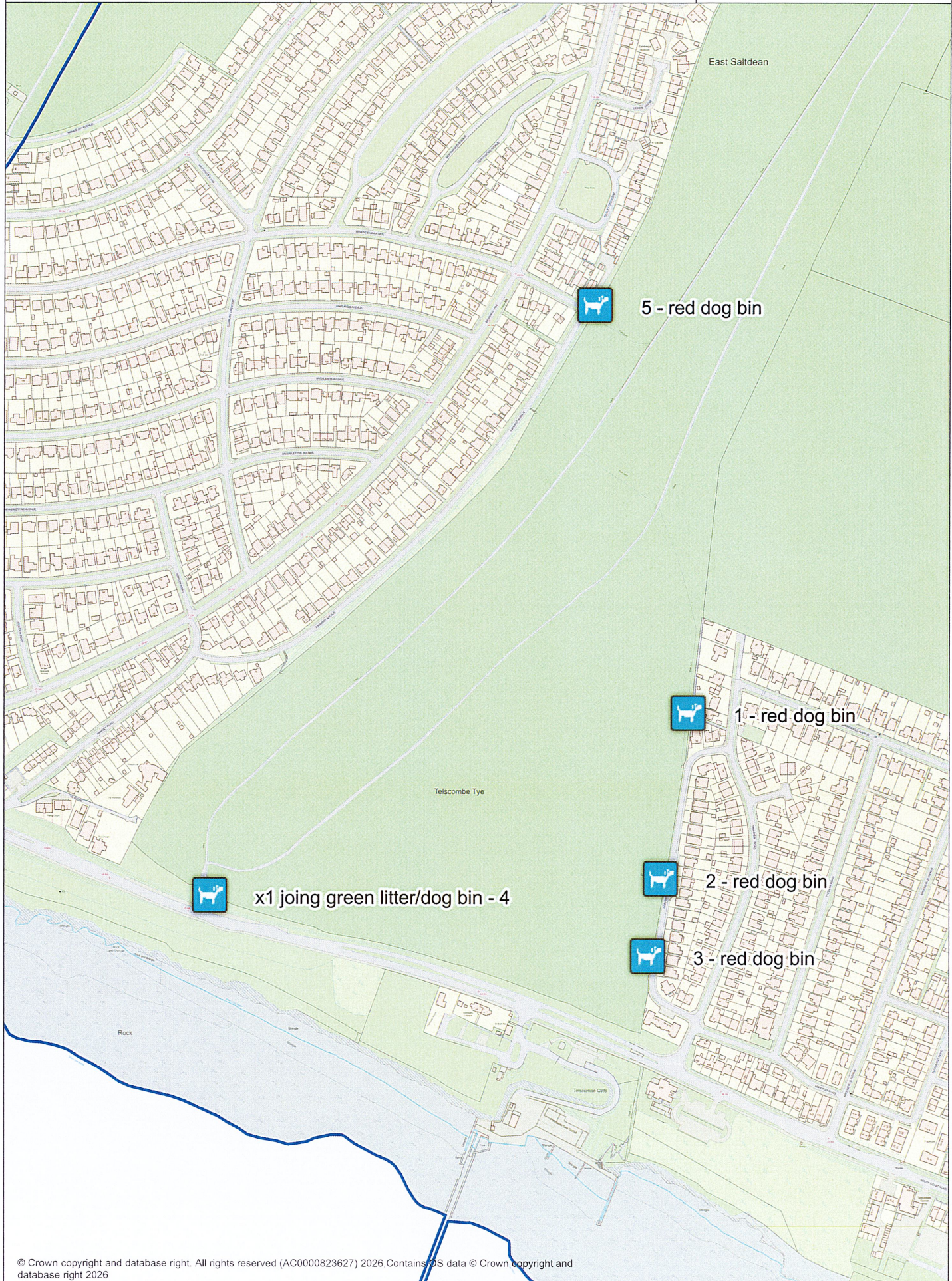
Dog waste bins provide important environmental benefits such as preventing dog waste being left on the Tye; helping to control bacteria and parasites that can affect people, wildlife and livestock; encouraging responsible dog ownership. These benefits outweigh the emissions associated with collection.

Tye bins

Telscombe

Author:

Date: 22/06/2026

**PARISH
ONLINE**
Scale: 1:5000 @ A4

AGENDA ITEM	13
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	8 th July 2026
SUBJECT	To review renewal of the Telscombe Tye Management Plan

1. INTRODUCTION

Renewal of the plan was discussed at the Committee meeting on 11th November 2025 and it was agreed to form a working group consisting of Councillors C Clarkson, C Gallagher, M Lawrie, L O'Connor, C Robinson and the Town Clerk to start the process.

2. INFORMATION

To date a meeting has not taken place, but Councillors Clarkson and O'Connor have formulated an action list to begin the formal process of updating the Management as follows:-

1. Commission an Ecological Baseline Survey

Appoint a suitably qualified ecological consultant to undertake a comprehensive baseline assessment of Telscombe Tye, including:

- Habitat mapping and condition assessment.
- Priority and protected species surveys.
- Soil, hydrology, and landscape character review.
- Heritage & Archaeology: Identifying Scheduled Ancient Monuments, including two bowl barrows and the Bronze Age Cross Dyke, to ensure their recorded status is verified with Historic England's National Heritage List and necessary protections are in place to prevent damage.
- Coastal Erosion Analysis: Reviewing the Telscombe Cliffs Coastal Erosion Investigation (2024) and relevant Shoreline Management Plans (SMP12) for the area south of the A259. This should note that while erosion rates (1973–2020) have slowed, the A259 and major utilities may face risks in the second half of this century.
- Legal Status & Access: Setting out the legal status of all tracks and paths (bridleways and footpaths) and defining the Town Council's maintenance responsibilities.
- Risk Assessment: Evaluating "pressures and risks," specifically addressing illegal motorised vehicle access and fly-tipping policy.

- Review of historical land management and grazing regimes.
- Identification of potential funding streams and partnership opportunities.

The consultant will also be asked to confirm their experience in the following areas to potentially support the drafting of the plan:

- Drafting management plans for common land.
 - Identifying and engaging stakeholders.
 - Interpreting consultation feedback.
 - Preparing funding recommendations.
2. That the previously agreed working group members meet to define the framework for preparing the management plan, to be brought back to the P&R Committee for agreement. Progress shall be reported to the P&R Committee. Tasks to include:
- Stakeholder Mapping: Producing a map covering commoners, statutory bodies, user groups, adjacent landowners, and environmental/heritage groups.
 - Planning & Urban Protection: Ensuring the plan reflects the Tye's three levels of protection (Common Land status, Town Council ownership, and National Park inclusion). The plan must align with the landscape-led South Downs Local Plan (Policies SD4–SD8) to insulate the Tye from urban sprawl and safeguard coastal views and dark skies.
 - Development Resistance: Maintaining the Tye as an open recreational sanctuary, noting that recent Land Availability Assessments have rejected development on adjoining farmland to preserve the chalk downland.
 - Drafting Objectives: Working with the consultant to identify ecological opportunities and realistic five-year objectives.
 - Public Consultation: Defining the boundary for consultation, analysing feedback and considering a second consultation if required.
 - Final Adoption: Presenting the final Management Plan to the P&R Committee for agreement before passing it to the Full Council for adoption and publication.

3. RECOMMENDATION

It is recommended to:-

- a) Begin the formal process of updating the Management Plan for Telscombe Tye, recognising its importance as common land, a valued community space, and a key ecological link to the South Downs National Park.
- b) Get quotes from ecologists to undertake a comprehensive baseline assessment of Telscombe Tye as detailed in number 1 above, to be brought back to a future meeting for consideration.
- c) The working group meet to progress the tasks under item 2.

4. FINANCIAL IMPLICATIONS

There will be financial implications to some aspects of the plan, firstly in obtaining an Ecologist's report.

5. ENVIRONMENTAL IMPACT

A management plan will ensure protection and enhancement of biodiversity, prevention of habitat degradation, improve habitat connectivity and help control of invasive non-native species.

AGENDA ITEM	14
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	8 th July 2026
SUBJECT	Update on Tye hedge planting scheme and agree way forward

1. INTRODUCTION

It was agreed at the committee meeting on 12th November 2025 to apply for a grant from the International Tree Foundation (ITF) for hedge planting along the fence line of the Tye adjacent to the South Coast Road which was done. The grant was approved and the funds received.

2. INFORMATION

At the Committee meeting held on 14th January, it was noted that consent from the Planning Inspectorate was not required for the planting and the SDNPA Ranger did not support the proposed hedgerow due to the open downland character of the Tye, challenging ground conditions (shallow chalk soils, sea winds and salt spray) and concerns regarding establishment and aftercare.

Following a working group meeting, it was agreed to amend proposed plants and to use more coastal-tolerant species which was approved by The International Tree Foundation (ITF). This resulted in a cost saving of £824.27 which was returned to the ITF. Volunteers were invited to participate and planting which took place over the weekend of 14th and 15th March.

As part of the grant conditions, a further amount of £115 was to be paid in year 1 towards maintenance and a further £115 in year 2 (2027). We have now received the first £115 and as part of that, I had to submit a project update report which consisted of multiple questions. One of the questions was regarding the tree survival rate and whether it was over 85% which I could not answer as an evaluation has not been undertaken.

3. RECOMMENDATION

It is recommended to note the update and decide who will carry out an aftercare programme for the plants, who will undertake an evaluation of the survival rate and how the £115 will be spent so we can update the ITF.

4. FINANCIAL IMPLICATIONS

The £115 has been credited to miscellaneous income, budget line 1010-101.

5. ENVIRONMENTAL IMPACT

Hedges provide shelter, nesting sites and food for a variety of wildlife including birds, insects, small mammals and pollinators. A diverse mix of native plants can attract species that may not otherwise have suitable habitats in the area. They also act as wildlife corridors, linking fragmented habitats and allowing species to move safely between them and can absorb carbon dioxide from the atmosphere and store it in plant tissues. This helps mitigate climate change by reducing greenhouse gas concentrations in the air.

AGENDA ITEM	15
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	8 th July 2026
SUBJECT	To consider a Mayor's Cadet for 2026/27 and future years

1. INTRODUCTION

After Cllr Watts attended the Royal Navy Parade in Newhaven in June last year, we were approached by the Unit Chairman of the Newhaven & Seaford Sea Cadet Corps to see if we would be interested in having a Mayor's Cadet from the Newhaven & Seaford Sea Cadet unit. This was discussed at a committee meeting in September last year and agreed for the 2026/27 year. We have now been approached regarding having a Mayor's Cadet again this year. A Mayor's Cadet is a young person who is appointed to assist the local Mayor at civic and ceremonial events. This role is seen as an honour and a way for cadets to engage with the community and gain valuable experience.

2. INFORMATION

The duties of a Mayor's Cadet are:-

- To attend civic events – Mayors' Cadets attend various events with the Mayor, including:
 - Mayor-making ceremonies
 - Civic services
 - Remembrance Sunday parades and services
 - Other occasions as requested by the Mayor
- To represent the youth of the community - Mayors' Cadets can be seen as a visible representation of the youth of the town or city
- To assist with ceremonial duties - They may be asked to carry the Mayor's wreath, participate in parades, or perform other ceremonial tasks.
- To promote the cadet organisation - Their presence at civic events can help promote the cadet organisation and its activities to the wider community.

The responsibilities for the employment of Mayors Cadets when supporting Mayoral events are a key factor in all related safeguarding matters. Once appointed, the Mayor's office is encouraged to liaise directly with the Cadet Unit, to confirm and arrange all of the administration, via the process outlined below:-

- a. Bookings of cadets to attend planned events
- b. Confirming transportation arrangements (via parents/guardian/CFAV escort)
- c. Escorts (CFAV) to cadets if parents/guardians cannot be available (for cadet personal security and safeguarding)

The selection process is as follows:-

- Nomination - Mayors' Cadets are typically nominated by their respective cadet organisations.
- Review and Selection - The nominations are then reviewed by the Mayor or a selection panel, who may interview the candidates.
- Appointment - The chosen cadet is then officially appointed as the Mayor's Cadet, usually at the mayor making ceremony, or at Unit Official Parade. i.e. RNP.

The cadet unit have been actively working on developing their Mayor's Cadet guidance and procedures following their first year of experience. The documentation is still in draft and they are continuing to refine the process, but it shows the structure they are hoping to put in place – see appendix 7 attached.

Our Mayor, Cllr Gallagher, would like to introduce the new cadet at the summer fayre on 11th July and can also present a certificate of appreciation to last year's Cadet.

3. RECOMMENDATION

It is recommended to:-

- Agree to appointing a Mayor's Cadet from the Newhaven & Seaford Sea Cadet Corps for this year and future years, as long as this is approved by the Cadet Unit.
- Introduce the new Cadet at the summer fayre
- The Mayor presents last year's Cadet with a certificate of appreciation.

4. FINANCIAL IMPLICATIONS

None

5. ENVIRONMENTAL IMPACT

N/A

MAYORS CADET - TOWN COUNCIL AGREEMENT / SIGN-OFF

Mayor's Cadet Safeguarding & Operational Agreement Version 1.0 Draft May 2026

Council Representative Name: _____

Role: _____

Date: _____

Mayor's Cadets are young people undertaking a ceremonial and representative role. Care should be taken to ensure cadets are not placed in situations where they may feel pressured to comment on political, controversial, operational, or sensitive matters. Where discussions arise that may be inappropriate or uncomfortable for cadets, accompanying adults should discreetly redirect the conversation or excuse the cadet where necessary. Any engagement with press or media should be appropriately supervised and should remain age-appropriate and non-contentious.

Cadets should not be presented as official spokespersons for the Sea Cadet Corps, Royal Navy, charity, or council.

Purpose

This agreement confirms that _____ Town Council understands and agrees to the safeguarding and operational requirements for the involvement of a Sea Cadet acting as Mayor's Cadet.

Council Responsibilities

The Council agrees to:

- Ensure all events are:
 - Appropriately planned
 - Risk assessed
 - Supported with first aid provision
- Provide advance information including:
 - Date, time, and location
 - Duration and end time
 - Nature of event
 - Role of cadet
 - Uniform requirements
 - Named point of contact

Supervision

The Council agrees that:

- The cadet will not be left unsupervised
- The cadet will not be placed in one-to-one situations with adults
- Supervision arrangements will be:
 - Clearly defined
 - Communicated in advance
- Parent/carer presence is required unless otherwise agreed

Accompanying Adults

The Council will clearly communicate:

- Whether:
 - One accompanying adult is included
 - Additional attendees are permitted
- Any ticketing or access limitations

Communication

The Council agrees that:

- Cadets will not be contacted directly
- All communication will include:
 - Parent/carer and/or Sea Cadet representative
- Cadets will not be expected to:
 - Manage communication
 - Respond to enquiries

Safeguarding Acknowledgement

The Council acknowledges that:

- No DBS checks are undertaken by the Council

Therefore:

- Clear safeguarding boundaries must be maintained
- Responsibility must not be informally transferred

Agreement

The Council agrees to adhere to this guidance to ensure the safety and wellbeing of the cadet.

Council Representative Signature: _____

Date: _____

AGENDA ITEM	16
REPORT TO	Policy & Resources Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	20 th March 2023
SUBJECT	To consider renewal of phone system at the Civic Centre

1. INTRODUCTION

Due to the telephone network upgrade and the switch off of analogue and ISDN, we got prices for a new Voice Over Internet Protocol (VOIP) system which uses the internet. The analogue line which served as our internet connection would be replaced with a single order generic ethernet access (SoGEA) line. The quotes were considered at a meeting in March 2023 and it was agreed to proceed with a local company, Cloud Voice Data for a 3 year contract. However, they subsequently sold the business to the Focus Group and the contract is now coming to an end. We have therefore got new prices.

2. INFORMATION

The SoGEA line price which is the internet access, also covers phone calls (phone calls to 0800, 01, 02 & 07 included) plus there is a separate licence for each telephone (2 static and one cordless) and a cost for the phone handset rental or purchase.

Current monthly prices with Focus as follows:-

SoGEA line £38.82
Phone licence £6.99 x 3
Phone handset rental £50
Total monthly cost £109.79

New monthly price with Focus as follows (60 month term):-

SoGEA line part fibre 90/20 £25
Phone licence *£7.99 x 3
Horizon phone licence +£11.99 x 3
They have advised we can purchase our current handsets for £100 each - £300
Total monthly cost either *£48.97 or +£60.97 depending on the phone licence choice
Overall term cost *£3,238.20 inc phone purchase or +£3,958.20 inc phone purchase

(Horizon is Gamma's branded hosted VoIP system, where as a normal cloud phone licence is from a different platform with different features and management tools).

Start Communications (60 month term):-

SoGEA line £40.00
Maintenance £8.85
Horizon phone licence to include phone handset rental £60.00
Total monthly cost £108.85
Overall term cost £6,531.00

Fastnet (24 month term):-

SoGEA line full fibre (new router needed £159 & new phones) £69.00

Phone licence £12.50 x 3

3 phones to purchase £179 x 3

Total monthly cost £106.50 plus initial cost for phones and router £696.00

Overall term cost £3,252.00

3. RECOMMENDATION

The quote from Focus would appear to be the best option and it is a case of whether we opt for a standard cloud licence, which we have now and seems perfectly adequate, or upgrade it to a Horizon licence.

4. ENVIRONMENTAL IMPACT

n/a

5. FINANCIAL IMPLICATIONS

The budget set for telephones for 2026/27 is £1,100 and for IT services, which includes internet, our domain renewal, cloud storage email hosting etc it is £4,400. If we agree to proceed with Focus and purchase the phone handsets at a cost of £300, we will thereafter make a monthly saving of £50.