TELSCOMBE TOWN COUNCIL

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

Telscombe Civic Centre
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28th October 2026

You are summoned to attend a meeting of the **Policy & Resources Committee** which will be held on **Wednesday 4th November 2026** at 7.30pm in Room 1 at Telscombe Civic Centre.

Stella Newman
Town Clerk

AGENDA

1. Public question time - Members of the public are welcome to attend and may ask questions relevant to the Committee at the commencement of the meeting for a total period of fifteen minutes
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To approve & sign minutes of the Policy & Resources meeting held on 2nd September 2026 – *attached*
5. To approve & sign minutes of the Grants Sub-Committee meeting held on 2nd September 2026 – *attached*
6. To note actions carried out or required from previous meetings and agree any further measures required – *see attached*
7. Business plan update/review – *see attached*
8. To note income and expenditure figures to 30th September 2026 – *see attached*
9. To approve bank reconciliation to 30th September 2026 – *see attached*
10. To review the Investment Policy – *see attached*
11. To review the Honorary Freedom of Town Policy – *see attached*
12. To review the Disciplinary Policy – *see attached*
13. To review the Grievance Policy – *see attached*
14. To review the Data Protection Policy – *see attached*
15. To review the Document Retention Policy – *see attached*
16. To review the Wildflower Policy – *see attached*
17. To review the Governance Framework between Telscombe Town Council and the Telscombe Greenspace Volunteers CIO – *see attached*
18. Update on restricted activities on Telscombe Tye including flying of model aircraft and drones and to consider a Tye Use Policy – *see attached*
19. To note driving on the Tye update – *see attached*
20. Update on request to fly birds of prey on Telscombe Tye and agree action to take – *see attached*
21. To consider Southern Water's request to improve track across Tye 'D' piece – *see attached*
22. To consider signing up to Weald to Waves – *see attached*
23. Update on Tye hedge and agree way forward – *see attached*
24. To note East Sussex Pensions Fund investment strategy statement consultation & consider responding – *see attached*
25. Urgent matters at the discretion of the Chairman for noting or inclusion on a future agenda

TELSCOMBE TOWN COUNCIL

26. Exclusion of Press and Public – to consider whether to exclude the Press and Public from the meeting during consideration of the following items pursuant to section 1 (2) of the Public Bodies (Admission 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.
27. To approve & sign minutes of the Employment Sub-Committee meeting held on 6th October 2026.

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 – 13th January 2027

TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the Policy & Resources Committee held in Room 1 at Telscombe Civic Centre on Wednesday 2nd September 2026 at 7.30 pm.

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

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

2041. PUBLIC QUESTION TIME

There were no public present.

2042. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr Judd due to another commitment and this reason for absence was accepted.

2043. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

None.

2044. TO APPROVE & SIGN MINUTES OF THE POLICY & RESOURCES MEETING HELD ON 8th JULY 2026

It was proposed by Cllr Lawrie, seconded by Cllr O'Connor and unanimously **RESOLVED** that the minutes of the meeting held on 8th July 2026 were a true record of the proceedings and were signed as correct by the Chair, Cllr Clarkson.

2045. TO NOTE ACTIONS CARRIED OUT OR REQUIRED FROM PREVIOUS MEETINGS AND AGREE ANY FURTHER MEASURES REQUIRED

The action list below was noted:-

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
12.11.25	Min 1960, p 4465 – To consider draft proposals for Tye access improvements from LDC funded via a SDNPA grant	SN	LDC were informed we agreed with the proposals for the gates and MOT surfacing. *Works are complete but a complaint was received re the new gates. LDC are investigating to try and find a suitable solution.* *No response from resident following Council contact. Suggest removing from action list – agreed.*	Complete

2045. To note actions carried out or required from previous meetings and agree any further measures required (Contde)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
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. *Wording received and plaque requested to be sited on new bench seat near goal posts. July - plaque now installed.*	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. *Put on hold.* 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. *Work done.*	Complete Complete Complete
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. *No revised date for meeting received so suggest removal from action list.*	Complete
8.7.26	Min 2032, p 4629 – Review & agree Co-option Policy	SN	Revised Co-option Policy taken to full Council on 22.7.26 and adopted.	Complete
8.7.26	Min 2033, p 4629 – To consider estimates for Tye grass cut	SN	Agreed Ace Landscapes estimate & for cut to take place last week of August.	See new agenda item
8.7.26	Min 2035, p 4629 – To consider increased cost of bin emptying on Telscombe Tye	SN	Ace Landscapes notified that price accepted & start on 3rd August and LDC notified of cancellation for them emptying bins from 31st July.	Complete
8.7.26	Min 2036, p 4629 – To review renewal of Tye Management Plan	SN	All agreed actions still to be carried out.	Nov '26

2045. 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
8.7.26	Min 2037, p 4630 – Update on Tye hedge planting scheme & agree way forward	SN	Cllrs Clarkson & O'Connor have carried out survival rate inspection. Cllr Clarkson to draw up an after-care plan for consideration at a future meeting.	See new agenda item Nov '26
8.7.26	Min 2038, p 4630 – To consider a Mayor's Cade for 2026/27 & future years	SN	New cadet has been appointed as agreed. Draft Mayor's Cadet Policy has been drawn up for consideration.	Complete See new agenda item
8.7.26	Min 2039, p 4630 – To consider renewal of phone system at the Civic Centre	SN	New contract with Focus for a 60 month term has been signed to include purchase of existing handsets.	Complete
8.7.26	Min 2040, p 4630 – Urgent Matters – flying of model aeroplanes on Telscombe Tye	SN	Article to be put in next newsletter re flying of model aeroplanes not allowed.	See new agenda item

2046. TO NOTE INCOME AND EXPENDITURE FIGURES TO 31st JULY 2026

The detailed lists printed from the accounting package showing budget and actual spend figures were noted, along with the Town Clerk's report which detailed any significant differences between budget and actual spend figures to date. Total income to 31st July was £171,144 and expenditure £67,846.

2047. TO AGREE PRICE INCREASE FOR OFFICE 365 AND DEFENDER

It was proposed by Cllr O'Connor, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to agree the increased prices as follows:- x15 Microsoft office 365 business basic at £7.67, x1 Microsoft Office 365 business standard at £14.58 and x16 Microsoft Office Defender at £3.25, representing an overall monthly increase of £27.77.

2048. BUSINESS PLAN REVIEW

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

2049. TO NOTE COMPLAINTS RELATING TO THIS COMMITTEE

The complaints were **noted** and Cllrs Lawrie and O'Connor advised that they had witnessed motorbikes riding on the Tye.

2050. TO CONSIDER ADDING A MAYOR'S PAGE TO THE WEBSITE AND CREATING ONE ON FACEBOOK

Following discussion, it was proposed by Cllr Lawrie, seconded by Cllr Watts and unanimously **RECOMMENDED** to have a new page on the Council's website for the Mayor and to create a new Facebook profile for the Mayor, both to be updated by Council Officers.

2051. TO REVIEW THE SINGLE USE PLASTICS POLICY

The Policy was considered and it was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** that no amendments were required and the Single Use Plastics Policy should be taken to full Council for adoption.

2052. TO CONSIDER NEW DRAFT MAYOR'S CADET POLICY

At the last Committee meeting on 8th July, it was agreed to draw up a Mayor's Cadet Policy which had been done. It was discussed in detail and felt that the Policy covered safeguarding issues and formalised the position. It was therefore proposed by Cllr Watts, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to agree the draft Mayor's Cadet Policy and that it be taken to full Council for adoption.

2053. UPDATE ON TYE HEDGE PLANTING AND AGREE ANY FURTHER ACTIONS

Cllrs Clarkson and O'Connor had carried out separate surveys of the new plants. At one inspection it was felt there was an approximate 13% loss, but at a second survey, it was felt that the loss rate was a lot higher. It was unfortunate that we had been exposed to four heatwaves and an extremely dry spell over the summer. Following discussion it was proposed by Cllr O'Connor, seconded by Cllr Gallagher and unanimously **RECOMMENDED** to use the £115 grant maintenance money received in June to purchase top-up plants of 60-90cm of the same type being Blackthorn, Dog Rose and Sea Buckthorn to be planted in October by the volunteers.

2054. TO NOTE LATEST TYE INSPECTION REPORTS AND TO CONSIDER WHAT ACTION TO TAKE REGARDING FLY TIPPING OF GARDEN WASTE AND DETERIORATION OF GATE 8

The June and July inspection reports were considered by the Committee and the following updates were noted and/or agreed:-

Gate 4 off Ashurst Avenue – the inspection report stated that the hook and eye were missing and a piece of wood had subsequently been broken off the top of the gate. A new hook and eye, as well as a new piece of wood have now been fitted. It was also reported to the Town Clerk that the handrail on the steps leading up to the gate had broken and a post was rotting. In view of the health and safety aspect, the Town Clerk had arranged for a replacement post and rail, as well as an additional post to aid securing of the new rails to be installed for the sum of £338 plus VAT and this action was noted and **agreed.**

Gate 8 – the inspection report stated that the box fencing on the Tye around the gate had broken and fallen over causing a potential hazard and the gate does still open but not particularly well. It was noted that the closure was missing and replacements are no longer fitted as they are frequently removed.

2054. To note latest Tye inspection reports and to consider what action to take regarding fly tipping of garden waste and deterioration of gate 8

It was therefore proposed by Cllr Clarkson, seconded by Cllr Watts and unanimously **RECOMMENDED** to have the box fencing removed and if the gate poses a safety issue, that it is also removed.

Section of fencing north of gate 10 – this was previously considered at the May committee meeting and it was agreed not to undertaken repairs.

Flytipping on the Tye at rear of a property in Lewes Close –The report highlighted that an Elder tree which is just outside the border of a property and a Cyprus tree next to it that is within a property boundary had both been cut back and the branches fly tipped on the Tye and that previously Buddleia from the same property had also been fly tipped on the Tye. Committee members were advised that a resident's daughter had contacted the Council a few weeks ago regarding the trees with concerns as they were leaning. Following discussion as to the condition of the trees as they were leaning and how to progress, it was proposed by Cllr Gallagher, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to monitor the Elder tree and to contact the resident's daughter advising that if they intend on cutting any encroaching tree branches, to make contact with the Council first so that we can arrange for their removal and that they are not fly tipped on the Tye which poses a potential hazard and fire risk.

2055. TO CONSIDER REQUEST TO FLY BIRDS OF PREY ON TELSCOMBE TYE

There were extensive deliberations regarding the request to fly birds of prey (a Harris Hawk and Gyr/Saker Falcon) on Telscombe Tye and also to hunt rabbits with the birds. Concerns were raised regarding certain aspects and it was proposed by Cllr Gallagher, seconded by Cllr O'Connor and **RECOMMENDED** to agree the recommendation in the report not to allow the flying of birds of prey on the Tye. However, this recommendation was not supported and did not proceed. It was subsequently proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** not to allow the hunting of rabbits on Telscombe Tye with the birds of prey and to request more information regarding general flying so that an informed decision can be made at a future meeting.

2056. TO DECIDE WHAT ACTION TO TAKE REGARDING USE OF TELSCOMBE TYE BY UNAUTHORISED USERS

There was lengthy discussion regarding the use of Telscombe Tye by unauthorised vehicles including motor bikes, as well as the flying of large model aeroplanes from the Tye and the complaints received. It was noted that signs had previously been approved by the Committee regarding driving on the Tye without permission being a criminal offence and that these were due to be installed imminently. It was proposed by Cllr Lawrie, seconded by Cllr Watts and unanimously **RECOMMENDED** to:-

i. Ask residents to report instances of driving on the Tye to 101 and that reports made to or witnessed by the Council will also be reported
ii. The PCSO has been updated and should continue to be advised of instances when they occur
iii. To place an article in the next edition of the Council newsletter regarding unauthorised activities
iv. That it will be reported by Councillors at the Joint Action Group meeting with the Police the following day

2056. To decide what action to take regarding use of Telscombe Tye by unauthorised users (Contd)

v. Not to progress with a possible PSPO or byelaw at the present time given the potential enforcement difficulties. However, the Council agrees that the flying of large model aeroplanes and drones on the Tye presents a risk to other users and should be prohibited. A prominent sign should therefore be erected stating that the flying of large model aeroplanes and drones is prohibited on the Tye.

vi. To contact the member of the public who had been witnessed parked on the Tye with model aeroplanes advising that this is not an activity approved by the Council

vii. To respond to the complainants accordingly and to advise the complainant that had provided photographs which appeared to be taken from a vehicle, that driving on the Tye without permission is a criminal offence and occurrences will be reported to the Police.

2057. TO RATIFY TELSCOMBE TYE FIRE BREAK CUT BEING UNDERTAKEN EARLY

It was proposed by Cllr Robinson, seconded by Cllr Lawrie and unanimously **RECOMMENDED** to ratify having the Tye firebreak cut undertaken early due to the exceptionally dry conditions and concerns for public safety.

2058. URGENT MATTERS AT THE DISCRETION OF THE CHAIR FOR NOTING OR INCLUSION ON A FUTURE AGENDA

There were no urgent matters and no further business and the meeting was therefore closed at 8.45pm.

Signed .....
Chair

Date for next meeting of the Committee – Wednesday 4th November 2026

TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the GRANTS COMMITTEE (sub-committee of P&R) held at Telscombe Civic Centre on Wednesday 2nd September 2026 at 6.30pm.

Committee Members Present:- Cllrs C Clarkson, C Gallagher *Mayor & Deputy Chair*, B Page *Chair*, C Robinson & N Watts *Deputy Mayor*

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

163. TO APPOINT A CHAIR AND VICE CHAIR

It was proposed by Cllr Gallagher, seconded by Cllr Watts and unanimously **RECOMMENDED** to appoint Cllr Page as Chair.

It was proposed by Cllr Watts, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to appoint Cllr Gallagher as Vice-Chair.

164. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies were received from Cllr O'Connor as he was attending another meeting and this reason for absence was accepted.

165. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST

Cllr Watts declared an interest in the application from the Peacehaven & Telscombe Scout Group

166. TO AGREE GRANT APPLICATIONS FROM THE FOLLOWING ORGANISATIONS:-

Each application was discussed in detail and the reason for the request, as well as the financial position of each applicant and how they benefit the local community were taken into account. It was proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that grants be awarded as follows:-

ABC Fund - £152.50 for 5 pantomime tickets at £28 and 5 selection boxes at £2.50 each.

Air Ambulance Charity Kent Surrey Sussex - £200 as a contribution to the operating costs of HEMS – helicopters, rapid response vehicles, medical equipment, fuel, highly trained crews.

CTLA - £230.40 towards advertising in the Peacehaven Directory for 6 months.

Friends of Bishopstone Station - £100 to produce updated printed publicity material.

Kempton House Day Centre - £100 to help fund a special Christmas dinner for people in the local community. The amount reflected the small membership from Telscombe. Also, Councillors noted that the accounts were unsigned and slightly confusing.

Peacehaven & Telscombe Bowls Club - £257.40 to renew one end of rink numbers and markers.

Peacehaven & Telscombe Scout Group - £273.80 towards 1 replacement bench at £118.80 and 1 camping stove set at £155.00. Cllr Watts did not vote on this application having declared an interest.

166. **To agree grant applications from the following organisations:-**

South Coast Sussex Gull Advice/Resource Network – As no certified accounts had been supplied with the application which was therefore in breach of one of the Grant Policy Conditions, it was **agreed** to invite the applicant to submit another application accompanied by a certified set of accounts for consideration at the meeting in January 2027.

The recommended payments will be made subject to the money being spent on the specific reason claimed for and agreed by the Committee. Recipients will be asked to provide evidence or a report confirming that expenditure was made for the purpose as detailed above.

The total of the grants awarded amounted to £1,314.10 leaving a balance of the budget of £1,685.90 for any further applications received which will be considered at the meeting in January 2027.

167. **URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**

None.

There being no further business the Chairman closed the meeting at 7.20 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 4th November 2026

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
8.7.26	Min 2036, p 4629 – To review renewal of Tye Management Plan	SN	Working group meeting to be arranged.	March '27
8.7.26	Min 2037, p 4630 – Update on Tye hedge planting scheme & agree way forward	SN	Cllr Clarkson to draw up an after-care plan for consideration at a future meeting.	Nov '26
2.9.26	Min 2050, p 4678 – To consider adding a Mayor's page to the website & creating a FB page	SN	A price from our website designers is awaited re adding a Mayor's page. The Admin Assistant has been asked to set up a Mayor's FB page.	Dec '26 Dec '26
2.9.26	Min 2053, p 4678 – Update on Tye hedge planting and agree any further actions	SN	60-90cm bare root plants of Blackthorn, Dog Rose & Sea Buckthorn mix to be purchased & planted by the volunteers	See new agenda item
2.9.26	Min 2054, p 4678 – Note Tye Inspection Reports & consider action to take re fly tipping & deterioration of gate 8	SN	Agreed actions carried out.	Complete
2.9.26	Min 2055, p 4679 – To consider request to fly birds of prey on Telscombe Tye	SN	As agreed the resident was contacted & advised Council do not allow hunting of rabbits & further info requested regarding possible flying on the Tye	See new agenda item
2.9.26	Min 2056, p 4679 – To decide what action to take re use of Telscombe Tye by unauthorised users	SN	· Article put in next newsletter · Reported by Cllrs at JAG meeting · Member of public contacted who was seen with model aircraft on the Tye (no response received) · Complainant contacted & advised driving on Tye without permission is not allowed	All Complete

AGENDA ITEM	7
REPORT TO	Policy & Resources Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	Business Plan Review/Update

1. INTRODUCTION

Our business plan covers May 2023 to May 2027.

2. INFORMATION

No amendments were considered necessary at the last Committee meeting.

Section II of the latest version 3.1 of the plan dated 7th October 2026 relating to the P&R Committee is attached, Appendix 1.

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.

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

			April '26 - Gate upgrades/ repairs have been under-taken. Gate & fence inspections undertaken monthly. BUDGET IMPLICATIONS				
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	8
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	4th November 2026
SUBJECT	To note income & expenditure figures to 30th September 2026

1. INTRODUCTION

The Committee Income & Expenditure figures to 30th September 2026 are attached, Appendix 2, along with the Earmarked Reserves for information. The figures show the actual year to date spend compared with the current annual budget for all budget lines. The total income is £342,516 and expenditure £104,917.

2. INFORMATION

Explanations for significant variances are as follows:-

Income

1010-101 income miscellaneous – the income of £300 was compensation received from Nat West bank by way of an apology for an error they made regarding emailing details about a non-Council bank account.

1176-101 precept received – the precept is paid in two instalments, both having been made

1014-106 Income miscellaneous, Tye – the £115 received was the hedge maintenance grant for this year. One more £115 grant is due next year.

Expenditure

4017-100 Civic expenses – the payment of £1,294 was for new past Mayor's badges.

4012-101 Councillors basic allowance – Cllr allowances are paid in March.

4019-101 Mayors allowance 2 – this is the balance of the previous Mayor's allowance and will transfer to general reserves at year end.

4023-101 subscriptions – a payment of £2,418 was for the ESALC & NALC annual subscriptions for the year which is the main outgoing from this budget, as well as the SLCC Town Clerk's subscription of £502. Other minor subscriptions have also been paid.

4025-101 Insurance – the insurance renewal is in February next year.

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. A payment of £875 has also been made for VAT advice regarding the café project which was not anticipated and has therefore taken us over budget.

4075-102 Grants – the first meeting for the 2026/27 financial year has taken place and grants of £1,314 were made, leaving £1,686 for possible allocation at the final meeting in January 2027.

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

4063-106 Telscombe Tye – the monthly inspections of £80 come from this budget line. Other larger expenditure in September was £337 for supply and fitting of new posts and handrails leading up to gate number 4 and £379 for supply and fitting of posts on the Tye for driving signs.

4064-106 Tye joint litter/dog bin empty – this has now been taken over by Ace from August, but we have not yet received an invoice from LewesDC covering the first quarter April to June.

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 11th November 2026 for agreement.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

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

Appendix 2

09/10/2026
12:49

Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Policy and Resources								
100	Civic Items							
4016	Mayor's allowance 1	0	152	1,500	1,348		1,348	10.1%
4017	Civic expenses	1,294	1,399	1,500	101		101	93.3%
	Civic Items :- Indirect Expenditure	**1,294**	**1,552**	**3,000**	**1,448**	**0**	**1,448**	**51.7%**
	Net Expenditure	**(1,294)**	**(1,552)**	**(3,000)**	**(1,448)**			
101	General Administration							
1010	Income miscellaneous	0	300	25	(275)			1200.0%
1031	Income Wayleaves	0	16	16	(0)			100.6%
1040	Income Newsletter	0	360	400	40			90.0%
1176	Precept Received	168,820	337,641	337,641	0			100.0%
1190	Interest Received	340	4,084	5,000	916			81.7%
	General Administration :- Income	**169,160**	**342,401**	**343,082**	**681**			**99.8%**
4001	Salary inc TAX/NI/Pen Emp'ee	11,055	64,473	140,000	75,527		75,527	46.1%
4002	NI contributions Employer	1,301	6,213	16,500	10,287		10,287	37.7%
4003	Pension contributions Employer	1,671	10,020	27,500	17,480		17,480	36.4%
4005	Staff expenses	0	19	300	281		281	6.3%
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	344	1,249	905		905	27.6%
4020	Miscellaneous expenses	0	11	100	89		89	10.9%
4021	Stationery, copier etc	72	855	2,700	1,845		1,845	31.7%
4022	Telephone	0	653	1,100	447		447	59.3%
4023	Subscriptions	0	3,122	3,465	343		343	90.1%
4024	Postage	0	23	400	377		377	5.8%
4025	Insurance	0	0	4,450	4,450		4,450	0.0%
4027	IT services	311	2,128	4,400	2,272		2,272	48.4%
4030	Newsletter & publicity	210	1,550	3,650	2,100		2,100	42.5%
4040	Computer equipment	0	0	750	750		750	0.0%
4041	Computer maintenance	270	1,620	3,400	1,780		1,780	47.6%
4042	Bank charges	39	313	700	387		387	44.8%
4043	Website	25	150	400	250		250	37.5%
4050	Legal fees	0	0	1,000	1,000		1,000	0.0%
4056	Professional fees	0	2,224	2,000	(224)		(224)	111.2%
4057	Audit fees	0	1,100	1,650	550		550	66.7%

Continued over page

Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6 **Committee Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4058	Payroll services	89	533	1,050	517		517	50.8%
4059	Elections	0	0	1,000	1,000		1,000	0.0%
General Administration :- Indirect Expenditure		**15,042**	**95,710**	**223,014**	**127,304**	**0**	**127,304**	**42.9%**
	Net Income over Expenditure	**154,117**	**246,692**	**120,068**	**(126,624)**			
102	Grants							
4075	Grants	1,314	1,314	3,000	1,686		1,686	43.8%
4081	Citizens Advice contribution	0	4,585	4,585	0		0	100.0%
	Grants :- Indirect Expenditure	**1,314**	**5,899**	**7,585**	**1,686**	**0**	**1,686**	**77.8%**
	Net Expenditure	**(1,314)**	**(5,899)**	**(7,585)**	**(1,686)**			
106	Telscombe Tye							
1014	Income miscellaneous - Tye	0	115	0	(115)			0.0%
	Telscombe Tye :- Income	**0**	**115**	**0**	**(115)**			
4063	Telscombe Tye	801	1,518	2,500	982		982	60.7%
4064	Tye joint litter/dog bin empty	113	239	1,450	1,211		1,211	16.5%
	Telscombe Tye :- Indirect Expenditure	**913**	**1,757**	**3,950**	**2,193**	**0**	**2,193**	**44.5%**
	Net Income over Expenditure	**(913)**	**(1,642)**	**(3,950)**	**(2,308)**			
	Policy and Resources :- Income	**169,160**	**342,516**	**343,082**	**566**			**99.8%**
	Expenditure	**18,563**	**104,917**	**237,549**	**132,632**	**0**	**132,632**	**44.2%**
	Movement to/(from) Gen Reserve	**150,596**	**237,599**	**105,533**	**(132,066)**			

Continued over page

Telscombe Town Council

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

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	3,360	3,360	21,070	17,710		17,710	15.9%
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	210	375	1,810	1,435		1,435	20.7%
9033	Telephones	0	0	2,750	2,750		2,750	0.0%
9035	Grounds maintenance	0	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	Clifftop fencing	0	0	7,500	7,500		7,500	0.0%
9040	Community cafe	0	3,863	35,501	31,638		31,638	10.9%
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		**3,570**	**15,711**	**379,006**	**363,295**	**0**	**363,295**	**4.1%**
	Net Expenditure	**(3,570)**	**(15,711)**	**(379,006)**	**(363,295)**			
	Earmarked Reserves :- Income	**0**	**0**	**0**	**0**			**0.0%**
	Expenditure	**3,570**	**15,711**	**379,006**	**363,295**	**0**	**363,295**	**4.1%**
	Movement to/(from) Gen Reserve	**(3,570)**	**(15,711)**	**(379,006)**	**(363,295)**			

AGENDA ITEM	9
REPORT TO	Policy & Resources Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	To approve bank reconciliation for the second quarter to 30th September 2026

1. INTRODUCTION

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

2. INFORMATION

The bank reconciliations covering July to September 2026 and all associated paperwork were checked by Cllr Gallagher on 21st October 2026. Everything was in order and she signed all the documentation.

A copy of the bank reconciliation, Appendix 3, and bank statements etc for September 2026, Appendices 4 to 7, are attached. The total bank and cash balances at 30th September 2026 were £731,081.01. The paperwork for July and August is available to view in the office if required.

3. RECOMMENDATION

It is recommended to approve the bank reconciliation at 30th September 2026.

4. FINANCIAL IMPLICATIONS

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

5. ENVIRONMENTAL IMPACT

None.

Appendix 3

Telscombe Town Council

Bank - Cash and Investment Reconciliation as at 30 September 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

1	30/09/2026	Current account	5,928.14	
1	30/09/2026	Reserve A/c No 1	65,141.81	
2	30/09/2026	Petty cash	11.06	
3	30/09/2026	Treasury Reserve 1	660,000.00	
				731,081.01

Receipts not on Bank Statement

0	31/08/2026	All Receipts Cleared	0.00	
				0.00

Closing Balance 731,081.01

All Cash & Bank Accounts

1	Combined Bank Accounts	71,069.95
2	Petty Cash	11.06
3	Treasury Reserve 1	660,000.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	731,081.01

Signatory 1:

Name Cathy Gallagher Signed [signature] Date 21/10/2026

Signatory 2:

Name Stella Newman Signed [signature] Date 9.10.26

Appendix 4

Account Name	Account No	Sort Code	Page No
TELSCOMBE TOWN COUNCIL V	57304602	60-16-41	2 of 3

NatWest

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
	BROUGHT FORWARD			8,305.21
	OnLine Transaction Kempton Hse Centre TTC GRANT VIA ONLINE - PYMTB FP 30/09/26 10 07145423560045000N		100.00 ✓	8,205.21
	Direct Debit TELSCOMBE TC BACS		2,244.45 ✓	5,960.76
	Direct Debit GOCARDLESS CKOFFICESOLU-GAWVG		32.62 ✓	5,928.14
01 OCT	Automated Credit N.HAVEN& P.HAVEN U 26/8802 FP 01/10/26 1306 52130647065461000N 26/8802	129.50		6,057.64
	Direct Debit COMPUTER EYEZ SOUT EYEZ2002242		30.00	6,027.64
	Direct Debit LEWES DISTRICT COU 101225302		1,280.00	4,747.64
	Direct Debit SCREWFIX DIRECT LT 6331640015183486		104.05	4,643.59
02 OCT	Automated Credit U3A THE FIVE DNS 20260930 26/8801 FP 01/10/26 2156 RP4679967960050100	9.80		4,653.39
	Automated Credit MRS N H MURRAY-SMI LL PILATES-NICOLA FP 02/10/26 1111 000000000409672721	84.00		4,737.39

CHECKED 21.10.26 CG

Appendix 5

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

4.66

NatWest

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

Business Reserve Account

Summary	
Statement Date	01 OCT 2026
Period Covered	25 SEP 2026 to 01 OCT 2026
Previous Balance	£75,066.85
Paid In	£74.96
Withdrawn	£10,000.00
New Balance	£65,141.81
BIC	NWBKGB2L
IBAN	GB16NWBK60164113624377

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at **www.natwest.com**
If you have changed your address or telephone number please let us know.
Interest rate: 0.85% Gross / 0.85% AER

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
25 SEP 2026	BROUGHT FORWARD			75,066.85
29 SEP	OnLine Transaction To A/C 57304602 TELSCOMBE T.C ZZ8 Via Online Xfer		✗ 10,000.00	65,066.85
30 SEP	Interest 30SEP GRS 13624377	✓ 74.96		65,141.81

31.10.26
CG
CHECKED

National Westminster Bank Plc. Registered in England and Wales No. 929027. Registered Office: 250 Bishopsgate, London EC2M 4AA. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Firm Reference Number 121878.

Appendix 6

Telscombe Town Council Petty Cash Log

September 2026

Date	Receipt No	Description	Cashed cheque amount	Amount Withdrawn	Balance	Code	Committee
1.9.26		*Balance b/f*			*£11.06*		
		No transactions					
		Totals			**£11.06**		

CHECKED CG 21·10·26

Appendix 7

NatWest

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

Deposit Dealing Desk
250 Bishopsgate
London
EC2M 4AA

Telephone: 0345 300 0329
TypeTalk: 18001 0845 300 0329

depositdealingdesk@natwest.com

000120 A

900500012000010003

03 September 2026

Your Ref: [redacted]/462

Treasury Reserve Deposit Confirmation Letter

21·10·26 CG 30·9·26 £660K.

Telscombe Town Council

We confirm the following deposit:

Start Date: 03 September 2026	**Term:**	**Interest Rate % pa:**	**Initial Deposit Amount:**	**Account:**
Maturity Date: 03 November 2026	2 Month Fixed	1.75% Gross	GBP 660,000.00	XXXXX377

Gross rate: this means the interest rate you're paid without the deduction of UK tax.

p.a. per annum.

What you need to know

All deposits will have interest paid gross, regardless of the tax status of the ultimate beneficiary of the interest. It is your responsibility to disclose any interest paid to you on your annual Tax Return.

You must hold either a Business Current account, Business Reserve or Corporate Cash Manager Plus account with the Bank until the Maturity Date.

The Interest Rate % pa is fixed until the Maturity Date. Interest will be paid according to the below Interest Payment Schedule (except in the event of early termination).

Interest Payment Schedule:

Interest Payment Date	**Interest Payment Amount**
03 November 2026	GBP 1,930.27

We may be prepared to allow you to break this deposit until the Maturity Date, or the Bank may do so if it considers there are exceptional circumstances, but if so, Break Costs may be payable. Further details of when Break Costs are payable, and how these are calculated, can be found overleaf.

On the Maturity Date, or early termination, the Initial Deposit Amount and any payable interest, after deducting any Break Costs, will be credited to the Account.

National Westminster Bank Plc. Registered in England and Wales No. 929027.
Registered Office: 250 Bishopsgate, London EC2M 4AA.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Financial Services Firm Reference Number 121878.

AGENDA ITEM	10
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk
MEETING DATE	4h November 2026
SUBJECT	To review the Investment Strategy

1. INTRODUCTION

The Investment Strategy is due its annual review.

2. INFORMATION

Our current strategy is based on the Statutory Guidance on Local Government Investments. I have redefined the wording slightly in the second paragraph under the introduction without altering the meaning.

Under number 4, Annual Activity, I have added the word 'main' (highlighted in red italics) to clarify that our main investments are held with Nat West Treasury Reserve, following the decision at the last Full Council meeting to open a new current account and investment account with Unity Trust Bank.

3. RECOMMENDATION

It is recommended that the draft Investment Strategy, Appendix 8, is approved and taken to full Council for adoption.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

To have regard to current interest rates and incorporate the estimated interest income into our budget setting process.

Appendix 8

TELSCOMBE TOWN COUNCIL

INVESTMENT STRATEGY

1. INTRODUCTION

Telscombe Town Council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community which are not immediately required to meet expenditure.

This strategy provides a framework for the secure investment of those monies and has been prepared having regard to the relevant statutory guidance issued by the Government under Section 15(1)(a) of the Local Government Act 2003, including the Statutory Guidance on Local Government Investments.

2. OBJECTIVES

The Council invests monies for treasury management purposes and its priorities are:-

Security – to protect the capital sum invested from loss.
Liquidity – ensuring the funds invested are available for expenditure when needed.
Yield – to consider what yield can be obtained.

Investment opportunities are assessed in terms of these objectives and the Council will aim to obtain the best possible return commensurate with proper levels of security and liquidity.

3. INVESTMENTS

The Council will not invest in non-financial assets such as commercial property. The Council will only place funds in specified investments, as defined by the Secretary of State, which offer high security and liquidity. The following should apply to investments made in the Council's name:-

i. The investment is denominated in Sterling and any payments or repayments are payable only in Sterling

ii. Have a maturity of no more than one year

iii. The investment is made with a body or in an investment scheme described as high quality as follows:-

- HM Government and its agencies
- Local Authorities
- UK Banks or Building Societies
- CCLA Public Sector Deposit Fund

TELSCOMBE TOWN COUNCIL

4. ANNUAL ACTIVITY

The Town Council maintains its *main* investments via the Nat West Treasury Reserve. It will regularly review its 3 objectives to ensure they are being met and may make change during the year with approval of full Council and spread funds across several bodies.

The Town Council will retain not less than one month's average working capital requirement of £30,000 in the current and reserve bank accounts which give immediate access.

The RFO will prepare a report on investment activity at the end of the financial year.

5. REVIEW

This strategy will be reviewed annually by the Policy & Resources Committee and subsequently submitted to full Council for approval.

draft

Policy	Investment Strategy
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	November 2025
Previous Adoption Dates	November 2021, November 2022, November 2023, November 2024
Responsibility	Policy & Resources Committee and then adoption by Full Council

AGENDA ITEM	11
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	To review the Honorary Freedom of the Town Policy

1. INTRODUCTION

The Honorary Freedom of the Town Policy is due its three year review.

2. INFORMATION

As part of the review, I am suggesting a number of amendments, the purpose of which are to improve the clarity and transparency of the policy, particularly in relation to the nomination process, decision-making arrangements and the circumstances in which the honorary designation may be withdrawn, while maintaining the significance and integrity of the honour.

The amendments do not seek to change the purpose of the award, but rather to strengthen the Policy by providing greater clarity for Councillors, nominees and members of the public. The policy continues to reflect the relevant legislative requirements. Number 4 is a specific requirement, however, as item 3 has been amended, the final sentence of number 4, which is not set in legislation, has been removed. The titles 'Honorary Freemen' and 'Honorary Freewomen' are also contained in the legislation.

The current Policy under the 'statement' advises that *'At any one time, a maximum of four persons, unless otherwise decided by the Council, may hold the title Honorary Freeman or Freewoman of Telscombe.'* I am not sure if you want to leave this in, reduce the number or take it out completely.

For ease of reference, proposed deletions are shown as strikethrough text and proposed additions are highlighted in red italics in the attached draft, Appendix 9.

3. RECOMMENDATION

It is recommended that the draft Honorary Freedom of the Town Policy be agreed and taken to full Council for adoption.

4. FINANCIAL IMPLICATIONS

There will be a minimal cost involved for presentation of a framed certificate and a small reception following a presentation.

Appendix 9

TELSCOMBE TOWN COUNCIL

Honorary Freedom of the Town Policy

Background

With effect from 12th January 2010, local Councils were given powers to confer honorary titles in accordance with Section 249 (5 & 6) of the Local Government Act 1972, to (a) persons of distinction and (b) those who in the Council's opinion have rendered eminent service to the Council's area.

Policy Statement

The Town Council wishes to recognise the efforts of members of the community who demonstrate outstanding commitment to the well-being of Telscombe Town. For the purposes of this policy, 'town' refers to the Parish of Telscombe which includes Telscombe Cliffs, Telscombe Village and East Saltdean. The Council will do this, in special circumstances that meet the criteria of this policy, by awarding to an individual the title of Honorary Freeman or Freewoman of Telscombe. This honour will be awarded only on rare and exceptional occasions. At any one time, a maximum of four persons, unless otherwise decided by the Council, may hold the title Honorary Freeman or Freewoman of Telscombe.

Granting the Freedom of the Town is the highest honour that the Town Council can bestow. Although it carries no powers, rights or privileges, those who receive the honour are able to use the title of 'Freeman' or 'Freewomen'. As this is the highest honour that the Town Council can grant, it should be used sparingly in order to preserve its status and value.

Nomination Criteria

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman or Freewoman of Telscombe Town:

1. Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected for their occupation.
2. All nominees should have carried out their largely voluntary roles for at least 20 years.
3. Nominees need not necessarily be resident within the Telscombe Town Council area.
4. Any nominated Town Councillor should have retired from the post.
5. The contribution to the community should involve one or more of the following:

a. A significant allocation of the person's time in serving members of the community for the improvement of their well-being;

b. The promotion, achievement and/or delivery of community services in which a real personal contribution has been made;

c. A contribution which is seen to stand above the contributions of most others;

TELSCOMBE TOWN COUNCIL

Nomination Procedure

1. Nominations should be made in the strictest confidence **without** the nominee's knowledge. Any resident or elector of Telscombe Cliffs, Telscombe Village or East Saltdean may make a nomination, but it must be sponsored *and seconded* by a Town Councillor.

2. Nominations must be made on the attached Nomination Form and sent to the Town Clerk and supported by evidence of the voluntary service provided by the individual to the community and any other examples of service which justifies the honour.

3. ~~On receipt of a nomination, an acknowledgement will be sent and it will be circulated to all Councillors for confidential consideration to ensure that at least two thirds of Councillors (10) are in agreement. The Council may request further information from the proposer if required.~~

   The nomination for the Honorary title will be considered at the next Ordinary Meeting of the Council. The agenda item will be discussed in private, and the public and press will be excluded. The name(s) of the individual(s) must not appear in the agenda or minutes of the meeting. The following procedure shall be adopted:

   - *The Chair shall open the agenda item and remind the Members of this Policy Document giving guidance on those criteria for suitable nominations.*
   - *The Chair shall invite the Member(s) (the sponsor) to present the application for nomination. The Member(s) of the Council making a nomination for the Honorary title should be able to demonstrate to the Council that the criteria listed above have been met.*
   - *The Chair shall invite all Members to discuss and debate the merits of the nomination.*
   - *The Chair shall then invite the Council to pass a resolution in support of convening a meeting especially for the purpose of passing a motion relating to the granting of the award.*
   - *The Proper Officer of the Council shall, prior to the issuing of the meeting calling notice for the purpose of passing a motion relating to the granting of the award, informally enquire with the proposed individual as to:*
     - *whether or not they are prepared to accept such an award.*
     - *whether they are aware of any reason that their acceptance of the award may, or could be considered by a reasonable third-party, to bring the Town or the Town Council into disrepute.*

4. If Councillors are in agreement that the nominee should be made an Honorary Freeman or Freewoman of Telscombe Town, (a) a resolution must be passed at a meeting which is specially convened for the purpose and where notice of the object of the meeting has been given and (b) by not less than two thirds of the members of the relevant authority who vote on it. ~~The formal vote should be in confidence.~~

5. The decisions of the Council on all nominations are final. Once agreement has been made, the nominee will be invited to accept the honour at a special meeting.

~~6. Awards will be presented annually and this will normally be at an extra-ordinary meeting of the Council in June, followed by a small reception.~~

Entitlement

Any person declared may designate himself/herself Honorary Freeman or Freewoman of Telscombe for life.

A certificate will be presented to the recipient.

Withdrawal

~~Any person nominated who is deemed by the Council to have brought the office into disrepute may have the designation withdrawn. No fewer than two-thirds of the Council, at a formal vote, must agree the withdrawal.~~

The Council may withdraw the honorary designation if the recipient is considered to have brought the office into disrepute or is otherwise deemed no longer to be a fit and proper person to hold the honour. Any decision to withdraw the designation must be approved by a formal vote of at least two-thirds of the Council.

DRAFT

Policy	Honorary Freedom of the Town
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	November 2026
Previous Adoption Dates	November 2023, November 2020, November 2017, November 2014
Responsibility	Policy & Resources Committee and then adoption by Full Council

TELSCOMBE TOWN COUNCIL

FREEDOM OF THE TOWN NOMINATION FORM

Nominator's Details - Name: .....

Address: .....

.....

Tel: ..... Email: .....

Date: .....

Councillor Sponsor: .....

Councillor Seconder: .....

SECTION A - NOMINATION OF AN INDIVIDUAL AS HONORARY FREEMAN / WOMAN OF THE TOWN

Name & Address of individual .....

.....

In what category are you nominating them (charity/voluntary/former councillor, other)

Please state category and dates when they served: .....

.....

Are you related to the person you are nominating? .....

In what capacity are you nominating them? .....

.....

How long have you known the individual? .....

SECTION B - This section must be completed with a much detail as possible

Please explain (200 words) why you are making your nomination (please continue on a separate piece of paper if required.)

.....

.....

.....

.....

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.

Adopted by Council on xx

Review due November 2029

DRAFT

AGENDA ITEM	12
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	4th November 2026
SUBJECT	To review the Disciplinary Policy

1. INTRODUCTION

Our current Disciplinary Policy was last reviewed in March 2024, at which time it was agreed to review it again in November 2026, so that it aligned with the review date of the Grievance Policy

2. INFORMATION

Having checked the National Association of Local Councils (NALC) website, they have provided a template policy that was updated in December 2025 and was issued by their employment law, HR and health & safety services partner, WorkNest. It is an example of an employment policy designed for a small Council. It adheres to statutory minimum requirements, and does not constitute legal advice. They advise that as with all policies, it should be consistent with our terms and conditions of employment.

The document was commissioned by NALC for the purpose of its members. Every effort has been made to ensure that the contents of this document are correct at the time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

The draft policy is attached, Appendix 10.

3. RECOMMENDATION

It is recommended that the attached new Draft Disciplinary Policy is agreed and taken to the next Council meeting for adoption.

4. FINANCIAL IMPLICATIONS

None.

Appendix 10

TELSCOMBE TOWN COUNCIL

DISCIPLINARY POLICY

Introduction

This policy is based on and complies with the 2015 ACAS Code of Practice.

It also takes into account the ACAS guide on discipline and grievances at work.

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their jobs. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

1. This policy confirms:

- Informal coaching and supervision will be considered, where appropriate, to improve conduct and/or attendance.
- The Council will fully investigate the facts of each case.
- The Council recognises that misconduct and unsatisfactory work performance are different issues. The Disciplinary Policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the Disciplinary Policy will only be used when performance management proves ineffective. For more information, see ACAS Performance Management.
- Employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case.
- Employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.
- Employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
- The Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions.
- If the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within seven calendar days of the original meeting date, unless it is unreasonable not to propose a later date.
- Any changes to specified time limits in the Council's procedure must be agreed to by the employee and the Council.
- Information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).

- Audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.
- Employees have the right to appeal against any disciplinary decision. The appeal decision is final.
- If an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure.
- Disciplinary action taken by the Council can include a written warning, a final written warning or dismissal.
- This procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- Except for gross misconduct, when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- If an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.
- The Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example, where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

Examples of misconduct

2. Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct (the list is not exhaustive):

- Unauthorised absence.
- Poor timekeeping.
- Misuse of the Council's resources and facilities, including telephone, email and internet.
- Inappropriate behaviour.
- Refusal to follow reasonable instructions.
- Breach of health and safety rules.

Examples of gross misconduct

3. Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct (the list is not exhaustive):

- Bullying, discrimination and harassment.
- Incapacity at work because of alcohol or drugs.
- Violent behaviour.
- Fraud or theft.
- Gross negligence.
- Gross insubordination.
- Serious breaches of Council policies and procedures, e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology.
- Serious and deliberate damage to property.

- Use of the internet or email to access pornographic, obscene or offensive material.
- Disclosure of confidential information.

Suspension

8. If allegations of gross misconduct or serious misconduct are made, the Council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

9. While on suspension, the employee is required to be available during normal hours of work in the event that the Council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or discuss this matter with any other employee or Councillor.

10. The employee must not attend work. The Council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

11. The following list contains some examples of unsatisfactory work performance (the list is not exhaustive):

- Inadequate application of management instructions/office procedures.
- Inadequate IT skills.
- Unsatisfactory management of staff.
- Unsatisfactory communication skills.

The procedure is set out on the next pages.

TELSCOMBE TOWN COUNCIL

The procedure

STAGE 1 → If appropriate → **STAGE 2** → If appropriate → **STAGE 3**

Investigation letter, will detail:
- The allegations
- The Investigator's name, job title and contact details
- Any suspension or restrictions

Investigation
- You will be asked for your perspective/version of events either in an investigation meeting or via a written statement
- All other relevant witness statements and/or documentation will be gathered
- A report will be compiled and forwarded to the committee to decide whether a hearing is necessary

Committee role

Once the investigator has completed their investigation, the findings will be passed to the committee for review. The committee will carefully consider the information provided and determine the appropriate nest steps. These may include:

- No further action
- A decision to reset expectations, or
- Proceeding to a formal hearing

Invite to hearing letter, will explain/confirm:-
- The allegations
- The date, time and location of the hearing
- Who will be present
- The right to be accompanied at the hearing by a fellow employee or a trade union representative
- Any additional arrangements
- The potential outcome
- Copies of the investigator's report and all documents that will be referred to in the hearing will be attached to this letter

The Hearing

- An appropriate level of management will conduct the disciplinary hearing ('the Chair'), and there may also be a note-taker present. In some cases, a Human Resources Partner will also be present
- The Chair will explain the role of all those in attendance, the allegations and go through the evidence that has been gathered
- You will be given the opportunity to respond in full. This will include time to ask questions and present evidence. If you intend to call any witnesses, you must give us advance written notice that you intend to do this
- The Chair will adjourn at the end to consider their decision
- Where possible, the outcome will be given the same day. Where this is not possible, because for example, the Chair requires further time to consider their decision or complete further investigation, you will be informed
- You will be informed of the outcome verbally (either in person or by phone) and then in writing

Potential outcome: First Written warning

Potential outcome: Final Written warning

Potential outcome: Dismissal (with or without notice/pay in lieu of notice)

Outcome letter will advise:

- The nature of the misconduct that has led to the outcome (including any prior warnings that have been taken into account, if appropriate)
- The action or improvement required
- The timescale for implementing such action (if relevant)
- That this is a first/final written warning and that the next stage may be final written warning/dismissal if there is no sustained improvement or change
- That the warning will remain live for 12 months
- That whilst the warning will not remain active after this time in relation to future disciplinary matters, a record of what has occurred will be kept and may be referred to if relevant
- The right of appeal

Outcome letter will advise:

- The reasons for dismissal
- Any prior warnings that have been taken into account, if appropriate
- The date on which employment will end
- The right of appeal

12. Preliminary enquiries. The Council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

13. If the employee's manager believes there may be a disciplinary case to answer, the Council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

14. Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

15. A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

16. If a formal disciplinary investigation is required, the Council's Employment Sub-Committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a Councillor. If the staffing committee considers that there are no Councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Employment Sub-Committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- The allegations or events that the investigation is required to examine.
- Whether a recommendation is required
- How the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report.
- Who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

17. The Investigator will be asked to submit their findings, usually within 35 calendar days of appointment, where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

18. The Employment Sub-Committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have a reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when they meet with the Investigator, they will have the opportunity to comment on the allegations of misconduct.

19. Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

20. If there are other persons (e.g. employees, Councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

21. The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Employment Sub-Committee whether or not disciplinary action should be considered under the policy.

22. The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:

- The employee has no case to answer, and there should be no further action under the Council's disciplinary procedure.
- The matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally.
- The employee has a case to answer, and a formal hearing should be convened under the Council's disciplinary procedure.

23. The Investigator will submit the report to the Employment Sub-Committee, which will decide whether there is no case to answer; the matter should be considered informally, or a formal Disciplinary Hearing should be convened. If the Investigator is a member of the Committee making the decision, they should recuse themselves from any formal votes or decision-making regarding their findings as to whether there is a case to answer at a Disciplinary Hearing.

24. If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

25. If the Employment Sub-Committee decides that there is a case to answer, it will appoint a staffing sub-committee of three Councillors to formally hear the allegations. The staffing sub-committee will appoint a Chair from one of its members. The Investigator shall not sit on the sub-committee. The staffing sub-committee will be given the delegated authority to make a decision in relation to the Disciplinary.

26. No Councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub–committee's letter will confirm the following:

- The names of its chair and the other two members.
- Details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting.
- A copy of the information provided to the sub-committee, which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure.
- The time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it.

- Whether witnesses may attend on the employee's and the Council's behalf, and if they may, both parties should inform each other of their witnesses' names at least two working days before the meeting.
- The employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

27. The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- The chair will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing.
- The chair will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation).
- The chair will invite the employee to present their account.
- The employee (or the companion) will set out their case and present evidence (including any witnesses and/or witness statements).
- Any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness.
- The employee (or companion) will have the opportunity to sum up.

28. The chair will provide the employee with the sub-committee's decision with reasons, in writing, within 7 calendar days of the meeting. The chair will also notify the employee of the right to appeal the decision in the event that formal action is taken.

29. The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

30. If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning:

31. If the employee's conduct has fallen below acceptable standards, a first written warning will be issued. A first written warning will set out:

- The reason for the written warning, the improvement required (if appropriate) and the time period for improvement.
- That further misconduct/failure to improve will result in more serious disciplinary action.
- The employee's right of appeal.
- That a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning:

32. If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- The reason for the final written warning, the improvement required (if appropriate) and the time period for improvement.

- That further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal.
- The employee's right of appeal.
- That a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal:

33. The Council may dismiss:

- For gross misconduct.
- If there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning.
- If another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

34. The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal:

35. An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within seven calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

36. The grounds for appeal include:

- A failure by the Council to follow its disciplinary policy.
- The sub-committee did not support the sub-committee's disciplinary decision.
- The disciplinary action was too severe in the circumstances of the case.
- New evidence has come to light since the disciplinary meeting.

37. Where possible, the appeal will be heard by a panel of 3 members of the Employment Sub-Committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Employment Sub-Committee who have not previously been involved. If so, the appeal panel will be a committee of 3 members of the Council who may include members of the Policy & Resources Committee. The appeal panel will appoint a chair from one of its members.

38. The employee will be notified, in writing, within 14 calendar days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

39. At the appeal meeting, the chair will:

- Introduce the panel members to the employee.

- Explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision.
- Explain the action that the appeal panel may take.

40. The employee (or companion) will be asked to explain the grounds for appeal.

41. The chair will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

42. The appeal panel may decide to uphold the disciplinary decision of the Employment Sub-Committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained in the employee's personnel file.

43. If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

44. The appeal panel's decision is final.

Policy	Disciplinary
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	20th March 2024
Previous Adoption Dates	January 2018, November 2021
Responsibility	Policy & Resources Committee and then adoption by Full Council

AGENDA ITEM	13
REPORT TO	Policy & Resources Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	4th November 2026
SUBJECT	To review the Grievance Policy

1. INTRODUCTION

The Grievance Policy due its 3-year review.

2. INFORMATION

Having checked the National Association of Local Councils (NALC) website, they have provided a template policy that was updated in August 2024 and was issued by their employment law, HR and health & safety services partner, WorkNest. It is an example of an employment policy designed for a small Council. It adheres to statutory minimum requirements, and does not constitute legal advice. They advise that as with all policies, it should be consistent with our terms and conditions of employment.

The document was commissioned by NALC for the purpose of its members. Every effort has been made to ensure that the contents of this document are correct at the time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

The draft policy is attached, Appendix 11.

3. RECOMMENDATION

It is recommended that the Grievance Policy is agreed and taken to full Council on 11th November for adoption.

Appendix II

TELSCOMBE TOWN COUNCIL

GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice.

2. It also takes account of the ACAS guide on discipline and grievances at work.

3. It also takes into account relevant law affecting Councils.

4. It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

5. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

6. This policy confirms:
   - Employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for their grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case.
   - The Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
   - Any changes to specified time limits must be agreed by the employee and the Council
   - an employee has the right to appeal against the decision about their grievance. The appeal decision is final.
   - Information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
   - Audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition.

- If an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- If a grievance is not upheld, no disciplinary action will be taken against an employee if they raised the grievance in good faith
- The Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- Employees can only use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a Councillor. Employees can use the informal stage of the Council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a Councillor. Employees cannot use the formal stages of the Council's grievance procedure for a code of conduct complaint about a Councillor. If the complaint about the Councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Lewes District Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the Council's grievance procedure (see paragraph 5)
- The Council may engage external investigators, grievance or appeal panels for the purposes of the process.
- If the grievance is a code of conduct complaint against a Councillor, the employee cannot proceed with it beyond the informal stage of the Council's grievance procedure. However, whatever the complaint, the Council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and Councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- If an employee considers that the grievance concerns their safety within the working environment, whether or not it also concerns a complaint against a Councillor, the employee should raise these safety concerns with their line manager at the informal stage of the grievance procedure. The Council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime.

Informal grievance procedure

7. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with their manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with their manager (for example, because it concerns the manager), the employee should contact the Chair of the Employment Sub-Committee or, if appropriate, another member of the Employment Sub-Committee. If the employee's complaint is about a Councillor, it may be appropriate to involve that Councillor at the informal stage. This will require both the employee's and the Councillor's consent.

TELSCOMBE TOWN COUNCIL

Formal grievance procedure

8. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chair of the Employment Sub-Committee.

9. The Employment Sub-Committee will appoint a sub-committee of 3 members to hear the grievance in the event that the grievance is raised by or relates to the Clerk. Where the grievance is not raised by or relates to the Clerk, the Employment Sub-Committee may appoint the Clerk to hear the Grievance. The sub-committee will appoint a Chair from one of its members. No Councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

10. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigator may be an appropriate employee, Councillor or external party. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, Councillors or members of the public).

11. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

12. Within 14 calendar days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:

- the names of its Chair and other members
- the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 35 calendar days of when the Council received the grievance
- the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- a copy of the Council's grievance policy
- confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of their witnesses as soon as possible before the meeting
- confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice
- findings of the investigation if there has been an investigation
- an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

13. At the grievance meeting:

- the Chair will introduce the members of the sub-committee to the employee

- the employee (or companion) will set out the grievance and present the evidence
- the Chair will ask the employee questions about the information presented and will want to understand what action does they wants the Council to take
- any member of the sub-committee and the employee (or the companion) may question any witness
- the employee (or companion) will have the opportunity to sum up the case
- a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

14. The Chairman will provide the employee with the sub-committee's decision, in writing, usually within 7 calendar days of the meeting though may be longer e.g. where further investigations are required. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

15. If an employee decides that their grievance has not been satisfactorily resolved by the sub-committee, they may submit a written appeal to the Employment Sub-Committee. An appeal must be received by the Council within 7 calendar days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

16. Appeals may be raised on a number of grounds, e.g:-
- a failure by the Council to follow its Grievance Policy
- the decision was not supported by the evidence
- the action proposed by the sub-committee was inadequate/inappropriate
- new evidence has come to light since the grievance meeting.

17. The appeal will be heard by a panel of 3 members of the Employment Sub-Committee who have not previously been involved in the case. There may be insufficient members of the Employment Sub-Committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the Policy & Resources Committee. The Council may engage external parties if there are insufficient Councillors to form the panel. The appeal panel will appoint a Chair from one of its members.

18. The employee will be notified, in writing, usually within 14 calendar days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 35 calendar days of the Council's receipt of the appeal. The employee will be advised that they may be accompanied by a workplace colleague, a trade union representative or a trade union official.

19. At the appeal meeting, the Chair will:
- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee
- explain the action that the appeal panel may take.

20. The employee (or companion) will be asked to explain the grounds of appeal.

21. The Chair will inform the employee that they will receive the decision and the panel's reasons, in writing, and when they are likely to receive the letter. This may be within 14 calendar days of the appeal meeting however will be longer where further investigations are required.

22. The appeal panel may decide to uphold the decision of the Employment Sub-Committee or substitute its own decision.

23. The decision of the appeal panel is final.

Policy	Grievance
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	15th November 2023
Previous Adoption Dates	January 2021
Responsibility	Policy & Resources Committee and then adoption by Full Council

AGENDA ITEM	14
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	To review the Data Protection Policy

1. INTRODUCTION

The Data Protection Policy is due its three year review.

2. INFORMATION

Some minor amendments have been made to reflect amendments to data protection law, including the Data (Use and Access) Act 2025, relevant provisions of which came into effect on the 5th February this year. The most important change is that we must have a process for handling complaints from people who believe their personal information has been handled improperly to include:-

- Make it easy for individuals to raise a data protection complaint.
- Acknowledge complaints within 30 days.
- Investigate and respond without undue delay.
- Inform the complainant of the outcome.

A new item for 'Complaints Handling' has been added, number 7.

For ease of reference, proposed deletions are shown as strikethrough text and proposed additions are highlighted in red italics. See attached draft, Appendix 12.

3. RECOMMENDATION

It is recommended that the draft Data Protection policy be agreed and taken to full Council for adoption.

4. FINANCIAL IMPLICATIONS

None.

Appendix B

TELSCOMBE TOWN COUNCIL

DATA PROTECTION POLICY

1. Introduction

1.1 Telscombe Town Council ('The Council') holds and processes information about employees, Councillors, residents and customers and other data subjects for administrative and commercial purposes.

This policy applies to the collection and processing of all personal data held by the Council in any format, including paper, electronic, audio and visual.

1.2 ~~When handling such information the Council and all staff or others who process or use the information, seeks to ensure compliance with the Data Protection principles as set out in the Data Protection Act 2018 (the Act) and in line with the General Data Protection Regulations (GDPR).~~

The Council supports the objectives of the UK General Data Protection Regulation (GDPR), Data Protection Act 2018 and Data (Use and Access) Act 2025 and seeks to ensure compliance with this data protection legislation.

2. Data protection principles

2.1 This Policy is based on the core principles of the Act as follows:

- be processed fairly and lawfully
- be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose
- be adequate, relevant and not excessive for the purpose
- be accurate and up-to-date
- not be kept for longer than necessary for the purpose
- be processed in accordance with the Data Subject's rights
- be kept safe from unauthorised processing, and accidental loss, damage or destruction
- not be transferred to a country outside the European Economic Area, unless that country has the equivalent levels of protection for personal data, except in specified circumstances

3. Responsibilities

3.1 Telscombe Town Council is the Data Controller and must ensure that any processing of personal data for which they are responsible complies with the Act.
The Council is registered with the ICO and its registration reference is Z2745795. The Council will maintain its registration and will keep its entry on the ICO register accurate and current.

3.2 *The Council is not required to appoint a statutory Data Protection Officer. Parish and town councils are excluded from the mandatory appointment requirement at Article 37(1)(a) UK General Data Protection Regulation by virtue of the definition of 'public authority' at section 7 of the Data Protection Act 2018.*

All Councillors and employees are responsible for collecting, storing and processing personal data in accordance with this policy, and for informing the Council of changes to their own personal data.

The Clerk and Proper Officer has day-to-day responsibility for ensuring that the Council complies with its data protection obligations and acts as the representative of the Data Controller. ~~The Clerk is the person who acts on behalf of the Council and is~~ *They are* responsible for data protection compliance as follows:

- fully observing conditions regarding the fair collection and use of information
- meeting the Council's legal obligations to specify the purposes for which information is used
- collecting and processing relevant information, only to the extent that is required to fulfil operational needs/to comply with legal requirements
- ensuring the quality of information used
- applying strict checks to determine the length of time that information is held
- ensuring that the rights of the people whom information is held are able to be fully exercised under the Act
- taking appropriate technical and organisational security measures to safeguard personal information
- ensuring that personal information is not transferred abroad without suitable safeguards
- ensuring that everyone managing and handling personal information
    - fully understands that they are contractually responsible for following good practice in terms of protection
    - is adequately trained to do so
    - are appropriately supervised
    - The Councillors signature block will contain a link to the Council's website which will guide people to the GDPR Policy.

4. Storage and retention

4.1 Personal data is kept in paper-based systems and/or on a password-protected computer system.

4.2 The Council will keep different types of information for differing lengths of time, depending on legal and operational requirements in accordance with Council's Document Retention Scheme.

4.3 Good records management plays a vital role in ensuring that the Council is able to meet its obligations to provide information and to retain it in a timely and effective manner in order to meet the requirements of the data protection legislation. Data must only be used for the purpose it was gathered for and should be deleted when it is no longer needed for that purpose.

5. Access to information

5.1 Any employees, Councillors, residents, customers and other data subjects have a right to:

- ask what personal information the Council holds
- ask what this information is used for
- be provided with a copy of the information
- be given details of the purposes for which the Council uses the information and any other persons organisations to whom it is disclosed
- ask that any incorrect data held is corrected

5.2 If it is felt by the data subject that any personal information held is incorrect the individual may request that it be amended. The Council must advise the individual within 21 days whether or not the amendment has been made.

6. Breach of Policy

6.1 Compliance with the Act is the responsibility of all Councillors, residents, customers and members of staff. Any deliberate or reckless breach of the policy may lead to disciplinary action and where appropriate, legal proceedings.

6.2 Any individual who believes that the Council has breached any of the requirements of the Data Protection Act 2018 should raise the matter with the Clerk. Alternatively, a complaint can be made to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

7. Complaints Handling

The Council is committed to handling personal data lawfully, fairly and transparently. Any individual who has concerns about how the Council collects, uses, stores or otherwise processes their personal information may submit a data protection complaint to the Council's Data Protection Officer or designated data protection contact to the following email address:-

stella.newman@telscombetowncouncil.gov.uk

The Council will acknowledge receipt of the complaint within 30 days and investigate and respond without undue delay, keeping the complainant informed as appropriate.

The Council will consider each complaint carefully and take any necessary corrective action. Individuals who remain dissatisfied may raise their concerns with the Information Commissioner's Office (ICO).

TELSCOMBE TOWN COUNCIL

Appendix - Guidelines for Staff Members and Councillors

During the course of your duties with Telscombe Town Council, you will be dealing with information such as names/addresses/phone numbers/email addresses of members of the public. You may be told or overhear sensitive information while working for the Town Council.

The Data Protection Act 2018 gives specific guidance on how this information should be dealt with by organisations such as Telscombe Town Council. In short, to comply with the law, personal information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

To help you meet the terms of the Data Protection Act while working for Telscombe Town Council, the following guidelines have been drawn up. Please read them carefully and ask the Data Protection Officer (Town Clerk) if you are in any doubt about any of them.

Sharing members'/clients' personal information

"Personal information" includes details such as addresses/phone numbers and health details supplied by members of the public.

Such information may be shared between staff and Councillors at Telscombe Town Council to carry out work responsibilities only and should not be given to anyone outside the Council without explicit consent from the member/client.

It is the responsibility of all staff and councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

If such a situation arises, please ask your line manager or the Town Clerk for advice.

Unlawful disclosure of personal information

Under the Data Protection Act you are committing a criminal offence if you disclose personal information 'knowingly or recklessly' to anyone you are not supposed to, so please be careful.

Give consideration to any conversations you are having containing personal or sensitive information that could possibly be overheard by people who should not have access to such information.

Use of files, books and other paper records

In order to prevent unauthorised access and accidental loss or damage to personal information held on paper, please take good care of the files, books and other paper records you use while on duty, and ensure that they are stored securely before you leave the building.

Use of email

Be sure before sending emails that they contain no personal or sensitive information that the recipients should not have access to. This is a particular risk when forwarding emails or adding in new recipients to an email chain. Any emails received to your Council domain address cannot be forwarded to anyone outside the Council's domain without prior consent of the email originator. Similarly, any emails received to a personal or alternative email domain address cannot be forwarded to a Council domain address without prior consent of the email originator.

Disposal of scrap paper

Be aware that names/addresses/phone numbers and other information written on scrap paper are also considered to be confidential. Such notes must be shredded.

DRAFT

TELSCOMBE TOWN COUNCIL

Policy	Data Protection
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	November 2023
Previous Adoption Dates	November 2017, November 2020
Responsibility	Policy & Resources Committee and then adoption by Full Council

DRAFT

AGENDA ITEM	15
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	To review the Document Retention Policy

1. INTRODUCTION

The Document Retention Policy is due its three year review.

2. INFORMATION

Having regard to the recommendations in NALC's Legal Topic Note number 40 on Local Council Documents and Records which was updated in April this year, some minor amendments have been made.

Anything to be removed has been struck through and any additions are in red italics on the attached Appendix 13.

3. RECOMMENDATION

It is recommended that the Document Retention policy be agreed and taken to full Council for adoption.

4. FINANCIAL IMPLICATIONS

None.

Appendix 13

TELSCOMBE TOWN COUNCIL

DOCUMENT RETENTION POLICY

1. Introduction

1.1 Certain documents should be retained for audit purposes, staff management, tax liabilities and the eventuality of legal disputes and proceedings.

1.2 In agreeing a document retention scheme, the Council has addressed the need and taken into account its obligations. If in doubt, document(s) should be retained until legal advice has been received. Where the policy refers to 'documents' this includes both paper and electronic copies.

2. Retention of Documents for Legal Purposes

2.1 Most legal proceedings are governed by the Limitation Act 1980 (as amended). This Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim.

Category	Limitation Period
Negligence (and other torts)	6 Years
Defamation	1 Year
Contract	6 Years
Leases	12 Years
Sums recoverable by statute	6 Years
Personal Injury	3 Years
To recover land	12 years
Rent	6 Years
Breach of Trust	None

2.2 Some types of legal proceedings may fall into two or more categories. In these circumstances the documentation should be kept for the longest of the differing limitation periods.

2.3 As there is no limitation period in respect of trusts, the Council will never destroy trust deeds and schemes and other similar documentation.

2.4 Some limitation periods can be extended. Examples include:

- ~~where individuals first become aware of damage caused at a later date (e.g. in the case of personal injury).~~
- ~~where damage is latent (e.g. to a building);~~
- ~~where a person suffers from a mental incapacity;~~
- ~~where there has been a mistake or where one party has defrauded another or concealed relevant facts.~~

- *Where individuals do not become aware of damage until a later date (e.g. in the case of disease).*
- *Where damage is hidden (e.g. to a building).*
- *Where a person is a child or suffers from a mental incapacity.*
- *Where there has been a mistake by both parties or*
- *Where one party has defrauded another or concealed facts.*

2.5 In such circumstances, the Council will weigh up (i) the costs of storing relevant documents and the (ii) risks of:

- claims being made;
- the value of the claims; and
- the inability to defend any claims made should relevant documentation be destroyed.

3. Document Retention Schedule

3.1 The Council has agreed a minimum document retention schedule based on its obligations under the relevant Acts, Codes, Orders and Regulations.

Document	Minimum Retention	Reason
Minute book	Indefinite	Archive
Scale of fees and Charges	6 Years	Management
Receipt/Payment Accounts	Indefinite	Archive
All receipt books	6 Years	VAT/Audit
All Bank Statements including savings/deposit accounts	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations and tenders	6 years after completion of contract	Limitation Act 1980 (as amended)
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years *generally but 20 years for VAT on rents*	VAT, tax
Petty cash, postage and telephone books	6 years	VAT, tax, Limitation Act 1980 (as amended)
Timesheets	*3 years or* last completed audit year	Audit (*requirement) and personal injury (best practice)*
Wages books	12 years	Superannuation
Insurance policies	~~While valid~~ *As long as a claim can be made under it*	Management & legal proceedings
Certificate for insurance against liability for employees	Indefinitely	Future claims
Investments	Indefinite	Audit, Management
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Members Allowance Register	6 Years	Tax, Limitation Act 1980 (as amended)
Personnel records	6 years after employment terminates	Recommended Practice
Recruitment paperwork	1 year for all except successful candidate	Recommended Practice
Accident books/reports	3 years or if a young person until they reach the age of 21.	Reporting of injuries, diseases & Dangerous Occurrences Act 2013, RIDDOR (SI.1995/3163)

Correspondence and emails	1 year	Limitation Act 1980 (as amended)
Annual accounts and asset registers	Indefinite	Archive
Formal Complaints made under the Council's complaint procedure.	6 years	Management
Freedom of Information Requests Received	6 years	Management
Previous versions of policies, standing orders, schemes of delegation	3 years	Data Protection Act 2018
Room/venue hire:- Booking forms Letting diary Copies of bills/invoices to hirers	6 Years	VAT
For allotments (if applicable) Register and plans	Indefinite	Audit, Management

3.2 The need to retain any documents not included in the above schedule should be considered on an individual basis. As a guide, and in the absence of any prevailing Act, Code, Oder or Regulation to the contrary, documents may be destroyed if they are no longer of use or relevant. If in doubt advice should be sought from the Town Clerk.

4. Disposal

4.1 As per the Council's Data Protection Policy and the Data Protection Act 2018, any document which contains data on an individual(s) or personal data will be disposed of confidentially via shredding in the Council offices.

4.2 Any Councillors wishing to dispose of paper copies of confidential Council documentation will do so via shredding in the Council offices.

Policy	Document Retention
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	November 2023
Previous Adoption Dates	November 2020, November 2017
Responsibility	Policy & Resources Committee and then adoption by Full Council

AGENDA ITEM	16
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	To review the Wildflower Policy

1. INTRODUCTION

The Wildflower Policy is due its three year review.

2. INFORMATION

Having read through it, I would not propose making any changes. The draft document, appendix 14, is attached.

3. RECOMMENDATION

It is recommended that the Wildflower policy be agreed and taken to full Council for adoption.

4. FINANCIAL IMPLICATIONS

None.

Appendix 14

TELSCOMBE TOWN COUNCIL

WILDFLOWER POLICY

Introduction

East Sussex County Council are responsible for the grass verges in our area and welcome requests for wildflower or meadow verges in suitable locations. This encourages bees, butterflies and other important insects to the area through interconnected wildlife corridors. The grass is cut once in October by East Sussex County Council with the grass either being collected (for wildflower verges) or left (for meadow verges).

Inspections

For a wildflower or meadow verge to be considered, East Sussex County Council will require through their application process, a list of plants, flowers and wildlife on the verges, including photographic evidence and dates the species were recorded. They also require evidence that we are in agreement to the request.

If a request for a wildflower verge is made direct to us, this will be considered at a Planning & Highways Committee meeting. Similarly, if a resident applies directly to East Sussex County Council and they in turn notify us, the application will be considered at a Planning & Highways Committee meeting.

If we are in agreement to an application, we will need to agree with the applicant whether they undertake surveys approximately every 6 weeks in the spring and summer months to ascertain what is growing, or whether it is undertaken by ourselves.

Applications to East Sussex County Council

The East Sussex County Council Highways team accept applications between 1st June and 31st August, to provide the best time frame to identify flowering species. They do not accept applications without details of any species. The process including application form, can be found online at:
https://live.eastsussexhighways.com/services/services-wildlife-verges

During the winter following the application, a County Ecologist will assess the area and a decision will be made on whether to designate the site as a wildflower verge, meadow verge or if it is to remain a standard urban verge.

Once the County Council have made a decision, they will inform us and the applicant. We in turn will inform the grass cutting contractor if the verge is to be designated as a wildflower or meadow verge, so they can amend their grass cutting regime accordingly.

Policy	Wildflower
Review Cycle	Every 3 years, or earlier in the event of legislative changes
Date Last Adopted	December 2023
Previous Adoption Dates	n/a
Responsibility	Policy & Resources Committee and then adoption by Full Council

AGENDA ITEM	17
REPORT TO	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	To review Governance Framework between Telscombe Town Council and the Telscombe Green Space Volunteers CIO Policy

1. INTRODUCTION

At the full Council meeting on 17th September 2025, it was agreed to set up a working group to draw up a governance policy between the Council and the Telscombe Green Space Volunteers CIO.

2. INFORMATION

The draft document was taken to the Full Council meeting on 10th December 2025 and adopted. The policy was recommended for review after 12 months, rather than the usual three-year review cycle, to assess its effectiveness and identify any amendments needed following its implementation.

3. RECOMMENDATION

Having reviewed the policy and considered its implementation with volunteers over the past year, I am satisfied that it remains fit for purpose and do not propose any amendments at this time – see appendix 15 attached.

I also recommend that the policy returns to the Council's standard three-year review cycle going forward.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

None expected.

Appendix 15

TELSCOMBE TOWN COUNCIL

Governance Framework between Telscombe Town Council and the Telscombe Greenspace Volunteers CIO

1. Purpose

This Framework sets out the governance arrangements between Telscombe Town Council ('the Council') and the Telscombe Greenspace Volunteers CIO ('the CIO'). Its purpose is to ensure that activities undertaken by the CIO on Council-owned land are transparent, properly authorised, safe, and align with the Council's strategic priorities.

2. Basis of the Relationship

This document:

- Supplements the original terms and intent under which the CIO was established.
- Clarifies responsibilities, processes, and expectations for both parties.
- Will be reviewed annually to ensure it remains fit for purpose.

3. Roles and Responsibilities

3.1 The Council

- Retains ownership, control, and final decision-making authority over all Council-owned land.
- May delegate specified functions to the CIO only where appropriate and where adequate controls, risk assessments, and reporting mechanisms are in place.
- Must ensure that all activities undertaken on Council-owned land comply with the Council's policies, procedures, statutory obligations, and insurance requirements.

3.2 The CIO

- Operates as an independent charitable organisation with its own governance structure and public liability insurance cover of £2m.
- Must ensure its activities align with the purpose for which it was established and comply with charity law.
- Must comply with the requirements of this Framework when undertaking any activity on Council-owned land.

4. Approval to Undertake Activities on Council-Owned Land

- The CIO is required to obtain prior Council approval for all works, events, habitat management activities, volunteering sessions, and contractor-led operations undertaken on Council land as follows:
    - Notification must be provided to the Town Clerk at the initiation of any proposal, upon which the Town Clerk will seek majority approval from members of the Amenities & Civic Centre Committee, excluding those who also serve as Trustees of the CIO.

- Approval may be granted via email (subject to subsequent ratification at Committee) or at a scheduled Committee meeting, dependent upon the scope and timing of the proposal. The Town Clerk will formally communicate the outcome to the CIO.

- Requests must include:
  - Activity description, dates, and location
  - Expected volunteers/contractors
  - Purpose and outcomes
  - Any land management or environmental implications

The Council may approve, request changes, or decline.

4.1 Use of Contractors

Where contractors, consultants, or external specialists are to be engaged by the CIO for work on Council-owned land, the CIO must provide the Council with:

- Evidence of public liability and employer's liability insurance
- Relevant qualifications, competencies, and certifications
- A full Risk Assessment and Method Statement (RAMS)
- Any relevant licences or permits

Approval **must** be obtained before any contractor begins work.

5. Grant Funding

The CIO must inform the Council at the earliest opportunity when potential grant funding is identified and before submitting any expression of interest, providing full project details (as set out in Section 4) so that prior approval can be obtained from the Council.

6. Health, Safety, and Risk Management

- The CIO must ensure that all activities comply with relevant health and safety legislation, including risk assessments for volunteering tasks and maintain appropriate insurance, providing evidence yearly on request.
- All incidents or near-misses on Council land must be reported to the Council within 48 hours.

7. Policies and Procedures

All CIO activities on Council-owned land must comply with relevant Council policies. Where the CIO has its own policies, they must be consistent with those of the Council.

8. Lewes District Council Notification

The Council must notify Lewes District Council of any proposals that would alter the park's landscaping and obtain confirmation that the works may proceed, including clarification on whether planning permission is required.

9. Communication and Reporting

- The Council and CIO will meet at least annually to discuss activities, risks, and future plans.
- Each year the CIO will provide the Council with:
    - An annual summary of activities carried out on Council land
    - Any governance updates

10. Conflicts of Interest

- Both parties must ensure that conflicts of interest are declared, managed, and recorded, and that decisions are made in the best interests of the community and the protection of Council assets.
- The declaration should be managed in accordance with Standing Order 13 C and the requirements of the Council's Code of Conduct.

11. Review and Withdrawal of Permission

- The Council may amend this Framework at any time.
- The Council may suspend or withdraw the CIO's permission to operate on Council-owned land if requirements are not met or if risks become unacceptable.

Policy	Governance Framework between TTC and the Telscombe Greenspace Volunteers CIO
Review Cycle	Annually
Date Last Adopted	10.12.2025
Previous Adoption Dates	n/a
Responsibility	Policy & Resources Committee and then adoption by Full Council

AGENDA ITEM	18
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	Update on restricted activities on Telscombe Tye including flying of model aircraft and drones and to consider a Tye Use Policy

1. INTRODUCTION

At the last committee meeting, members considered what action to take regarding use of Telscombe Tye by unauthorised users such as motorbikes and flying of model aircraft. Amongst other things, it was agreed that a sign be put up regarding flying of model aircraft being prohibited and not to pursue the possibility of introducing a Public Spaces Protection Order or by-law regarding this due to enforcement issues.

2. INFORMATION

I have since received a detailed enquiry from a member of the public regarding the reasoning for the decision to prohibit the flying of model aircraft or drones on Telscombe Tye. The enquiry raised several questions, including whether a risk assessment had been undertaken, whether legal advice had been sought, how the wording of the signage had been agreed and the extent of the restriction. The enquirer also requested a copy of the formal Order referred to on the sign, asked whether less restrictive alternatives had been considered, and queried whether individuals or organisations could apply for permission to operate a drone from or in connection with Telscombe Tye.

A response was provided to the enquirer, clarifying that the restriction had been imposed by the Council in its capacity as landowner and did not relate to a separate statutory Order. It was also confirmed that no specific legal advice or formal risk assessment had been undertaken in relation to the restriction, and that the Council had consulted with the Civil Aviation Authority (CAA).

Following consideration of the issues raised, further clarification is required regarding the wording and scope of the restriction, whether exceptions should be permitted and the need for a wider policy governing the use of Telscombe Tye. These matters have therefore been brought back to Committee for consideration as follows:-

Signage wording

The Council's intention is to restrict the taking off and landing of drones and model aircraft from Telscombe Tye. As advised by the CAA, the Council cannot regulate or prohibit the use of airspace above the Tye where an aircraft has taken off elsewhere and its flight is otherwise lawful.

The existing sign refers to the activity being 'Prohibited by Order of Telscombe Town Council'.

As the restriction was imposed by the Council in its capacity as landowner rather than through a separate statutory Order, the wording should be reviewed to ensure that it accurately reflects the restriction and avoids ambiguity. It is also proposed that the reference to fire risk be removed, as the recent hot, dry conditions have now passed.

The following alternative wording is suggested for consideration:

Telscombe Town Council

The taking off and landing of remote-controlled aircraft and drones from Telscombe Tye is not permitted. This restriction applies at all times.

- Grazing sheep may be present and could be frightened or injured by aerial devices.
- Flying aircraft and drones may pose a risk to members of the public.

Please respect this restriction and help keep the land safe for everyone.

Extent of prohibition

The Committee is asked to consider whether the restriction should apply in all circumstances or whether individuals or organisations should be able to request permission to take off and land model aircraft or drones from Telscombe Tye.

If exceptions are to be considered, the Council will need to establish a consistent process for dealing with requests. This could include the criteria against which applications would be assessed, who would be authorised to make decisions, and whether requests should be submitted by email or through a formal application process.

Tye Use Policy

The Council receives enquiries regarding the activities that may be undertaken on Telscombe Tye. Developing a Tye Use Policy would provide a clear and consistent framework for managing activities on the land and responding to enquiries from members of the public.

The Committee is asked to consider whether a formal policy should be developed, setting out activities that are permitted, restricted or prohibited, together with any applicable conditions and arrangements for requesting permission.

3. RECOMMENDATION

It is recommended to:

1. Consider and agree the wording for signage relating to restrictions on the taking off and landing of model aircraft and drones from Telscombe Tye.
2. Decide whether the restriction should apply in all circumstances or whether requests for permission may be considered.
3. If requests for permission are to be considered, agree in principle how these should be submitted, assessed and determined.
4. Consider whether a Telscombe Tye Use Policy should be developed to clarify the activities permitted, restricted or prohibited on the land.

4. FINANCIAL IMPLICATIONS

None.

5. ENVIRONMENTAL IMPACT

Restricting certain activities on common land may help protect local wildlife, habitats and grazing animals, while minimising disturbance to the natural environment.

AGENDA ITEM	19
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	To note instances of driving on the Tye and decide on any action necessary

1. INTRODUCTION

We recently received a report from a member of the public regarding the driving of a vehicle on Telscombe Tye and a subsequent altercation with the driver. Cllr Clarkson as Committee Chair has asked for this agenda item so it can be minuted that the event occurred and consideration be given as to a way forward.

2. INFORMATION

The resident reported witnessing a vehicle being driven down to the southern end of the Tye to drop off a passenger to catch a bus. The resident approached the driver and an altercation reportedly followed. The incident was reported to the Police, who have advised the resident that they intend to deal with the matter through a community resolution process. The Council has also previously received reports of motorbikes riding across the Tye.

The Council has previously considered concerns regarding vehicles being driven across Telscombe Tye. Given the potential limitations on Police assistance and the Council's lack of staff resources to patrol the area, it was agreed that signage would be installed advising that driving on the common is not permitted and encouraging residents to report incidents directly to the Police.

However, in view of these reports, it is appropriate for the Council to review the current position, consider whether the existing measures remain appropriate and determine whether any further action is required.

3. RECOMMENDATION

It is recommended to:-

- Note the reported incident and other concerns regarding vehicle use and anti-social behaviour on Telscombe Tye.
- Acknowledge the measures already implemented, including signage and advice to residents to report incidents directly to the police.
- Consider whether any further action is required in response to the reported incidents.
- Agree any additional actions considered appropriate.

4. FINANCIAL IMPLICATIONS

N/A

5. ENVIRONMENTAL IMPACT

Vehicles driving on common land can damage vegetation, compact soil, disturb wildlife and grazing animals, and contribute to erosion and pollution.

AGENDA ITEM	20
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	Update on request to fly birds of prey on Telscombe Tye and agree action to take

1. INTRODUCTION

A request from a local resident to fly their female Harris Hawk and a female Gyr/Saker Falcon on Telscombe Tye so they were able to (a) train and fly their birds to the glove and (b) to be able to hunt rabbits was considered at the last committee meeting.

They advised that they:-

- Do not need a license for the Harris hawk, but the Falcon has an A10 certificate which shows its legitimacy of being able to be kept in the UK as it's captive bred, which is the only licensing needed for it.
- They are part of the 'British Falconry Club' in which they have a ten-million-pound public liability insurance for their birds.
- The birds are very friendly and social with people and dogs (they've worked alongside dogs for years) and would never try messing with the sheep etc.

2. INFORMATION

At the last meeting, my recommendation was to deny permission for the following reasons:-

- The Tye is heavily used by dog walkers and there is a risk of a pet, resident or the bird itself being injured.
- Their presence could panic the grazing sheep which could cause them to injure themselves, escape onto the road, or miscarry their lambs.
- Because houses border several areas of the Tye, the birds could easily spot a resident's pet cat, rabbit, or small dog in a nearby garden and attack it.
- If the birds were to fly across adjacent roads it could cause a motorist to swerve and cause an accident.
- By granting permission, we could be held legally responsible if an incident were to happen.
- Visitors to the Tye may feel intimidated.

This was only supported by two Councillors and it was subsequently recommended not to allow the hunting of rabbits and that more information was requested regarding flying the birds of prey so that an informed decision could be made at a future meeting.

The owner has now confirmed the following:-

- They have flying and hunting permissions for farmland adjoining the Tye.
- They could just fly their falcon over the Tye as she doesn't hunt ground quarry and wouldn't even try to get a rabbit.
- The flying sessions would usually be an hour in the morning 8-9am or when they finish work around 5/6pm (winter time when it's dark early it will usually be the mornings).
- They would want to fly every day or every other day and on a Sunday, but not usually on Saturdays.
- They would always fly the birds separately as they're completely different birds so they fly and hunt different.

3. RECOMMENDATION

The previous recommendation not to permit the flying of either bird remains unchanged for the reasons outlined at the last meeting. This position is further supported by the requirement for the birds to be flown daily or every other day. As both are birds of prey with natural hunting instinct and are flown for hunting purposes on neighbouring farmland, there are greater concerns as to how it could be ensured that they would not also hunt wildlife on the Tye.

4. FINANCIAL IMPLICATIONS

None.

5. ENVIRONMENTAL IMPACT

Allowing birds of prey on the Tye could disrupt the local ecosystem by scaring away native wild birds and preying on small local wildlife.

AGENDA ITEM	21
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	To consider Southern Water's request to improve track through Tye 'D' piece area of land

1. INTRODUCTION

I recently received a request from Southern Water to undertake improvements to a track leading to one of their sites – see letter and map attached, appendix 16 and 17. They advised the track is heavily rutted and they would like to scrape the road level and re compact with a roller, thus helping site access for their vans and small deliveries.

2. INFORMATION

Having checked our Parish Online mapping system it would appear that the end part of the track goes through the 'D' piece area of Telscombe Tye – see appendix 18. The full length of the track from Gorham's Lane is shown in green and the area through the 'D' piece (marked with a pink cross) is highlighted in pink. Southern Water have confirmed they have contacted other land owners that the track goes through requesting permission also.

As this area is part of the Tye and registered common land, I have checked whether this would need consent. Laying concrete, tarmac, asphalt, roadstone, or similar solid/impermeable surfaces that change the natural character of the land would need consent but basic grading, clearing, or non-sealed surface upkeep that does not impede access or introduce hard tarmac/concrete are exempt works and can be carried out. It would therefore appear that Southern Water could carry out the works without needing consent from the Secretary of State.

3. RECOMMENDATION

To decide if the Council grants permission for Southern Water to carry out the work.

4. FINANCIAL IMPLICATIONS

None.

5. ENVIRONMENTAL IMPACT

None.

Appendix 16

from Southern Water

16 OCT 2026

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

Your ref

Our ref
CR/AK/101594

Date
14 October 2026

Contact
Commercial.property@southernwater.co.uk

Dear Telscombe Town Council

Longridge Telscombe WSR – SW Catalogue No. 101594

We are writing to let you know that we would like to undertake some works on the access road to the above site.

The access road is small and heavily rutted; we would like to scrape the road level and re compact with a roller which will hopefully help for site access for our vans and small deliveries. We are therefore writing to you to seek permission to conduct the works. Below is an extract from our deeds in relation to the track:-

2. In consideration of the grant hereinbefore contained the Grantee hereby covenants with the Official Custodian the Trustees as follows:-

(i) The Grantee shall maintain the cattle grid and associated side fences at the entrance to the track at the position shown by the mark 'D' on the said plan

PROVIDED AND IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES HERETO that the cost of such maintenance shall be equally shared between the Grantee and the Trustees

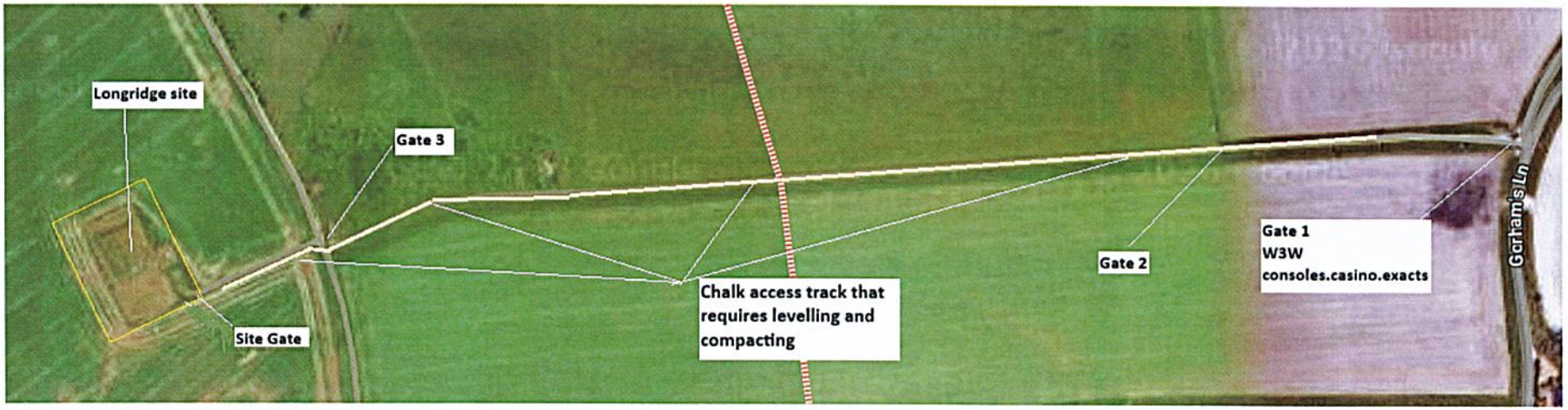
(ii) To contribute to the cost of the whole of the track the subject of this Deed on a user basis **PROVIDED HOWEVER** that should the Grantee wish to improve the track it may so do at its own expense with the consent of the Trustees such consent shall not be unreasonably withheld

We will of course take care to minimise any disruption and appreciate your understanding while the works are undertaken. Please can you confirm your acceptance to commercial.property@southernwater.co.uk

Yours faithfully

Chris Rowley
Senior Estates Manager

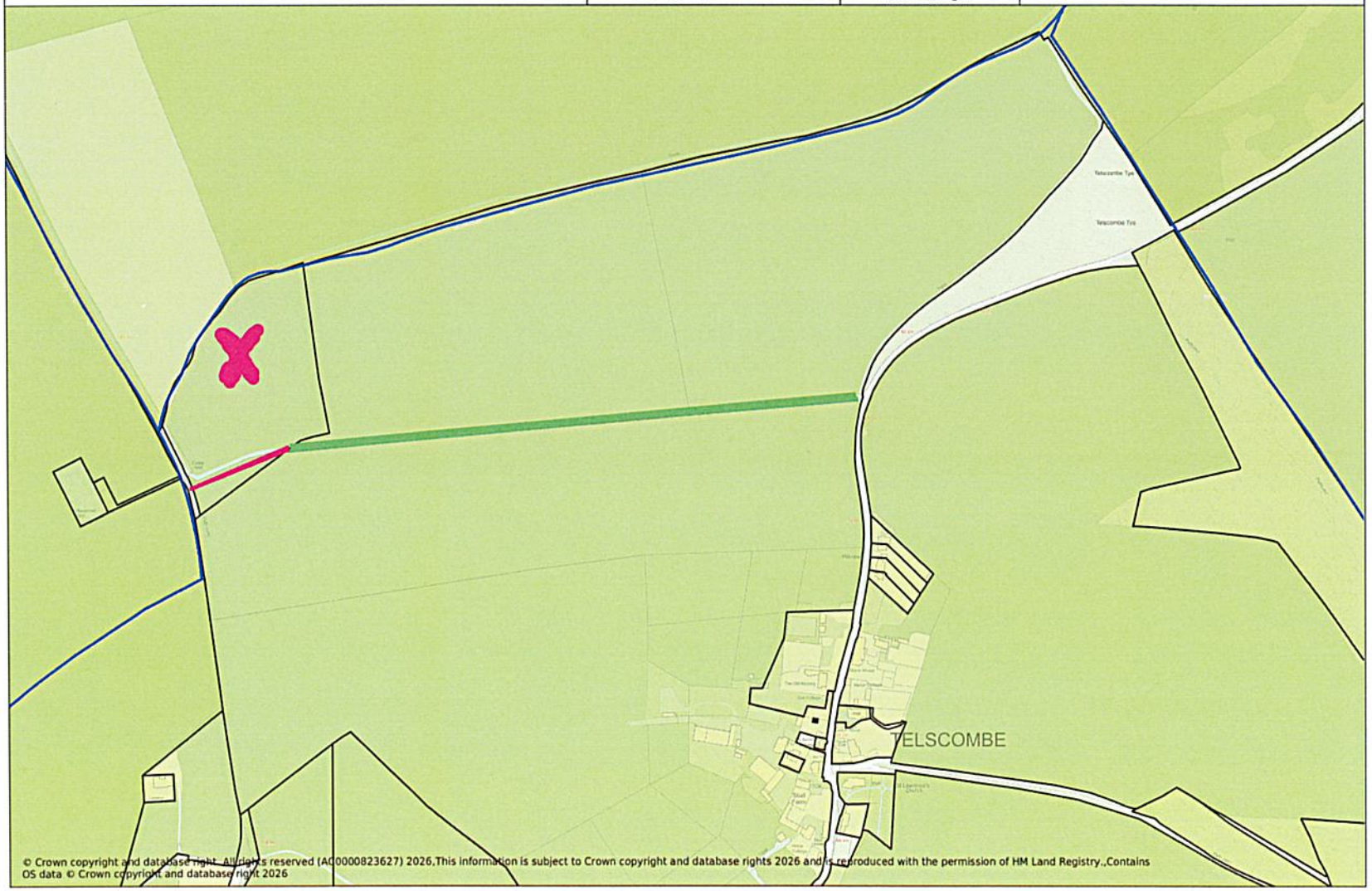
Appendix 17


Longridge site
Gate 3
Site Gate
Chalk access track that requires levelling and compacting
Gate 2
Gate 1
W3W
consoles.casino.exacts
Gorham's Ln

Appendix 18

Telscombe Tye 'D' Piece	Telscombe	
	Author:	0 20 40 60 80m
	Date: 23/10/2026	**Scale:** 1:5000 @ A4

PARISH ONLINE



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AGENDA ITEM	22
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	To consider signing up to Weald to Waves

1. INTRODUCTION

Cllr Clarkson has asked for this item to be placed on the agenda. Weald to Waves is a network of farmers, land managers, councils, researchers, wildlife charities, schools, gardeners and community groups who are establishing a nature recovery corridor from the High Weald to the Sussex coast and revived seas, encompassing over 20,000 hectares of contiguous habitat.

2. INFORMATION

The project was set up in 2022 with the first seven landowners meeting and signing a memorandum of understanding in 2022. These original landowners formed the first core areas for nature recovery. The corridor started to grow, joining up these landowners with other nature recovery partnerships and stakeholders.

There are now 3 three membership types, Farmers & Land Managers; Gardens & Greenspaces and 100 Mile Classroom. We fall into the first two categories for the Tye and Chatsworth Park and it is also therefore being taken to the next Amenities & Civic Centre Committee regarding signing up Chatsworth Park under the Gardens and Greenspaces category.

The Weald and Waves website says that:- *'By joining the corridor, you will be pledging to put nature at the forefront of your decision-making. This does not result in any designation or legal agreement, but is a commitment that unifies our community.*

If you are within Sussex, you can sign up as a member. We target our support to those within the corridor, but we recognise the incredible work already happening and want to build a network that stretches far beyond the corridor.

For landholdings within the corridor, we encourage and support members to pledge and habitat map their land, through our partnership with LandApp. This informs the advice we can offer you, while contributing to our understanding of habitat connectivity across the landscape.

Everybody's journey of nature recovery is unique. We don't ask that you meet targets or conform to any single approach. Instead, we ask that you share our commitment for nature recovery, from habitat creation to regenerative food production, to create a more sustainable, resilient landscape.'

They advise that the route of the corridor runs from Ashdown Forest in the High Weald through the Low Weald and via the chalklands of the South Downs National Park, and along major rivers to the Sussex coast where there are significant efforts being made to restore the kelp forests on the sea floor. This route connects the Weald to the waves.

3. RECOMMENDATION

It is recommended to consider whether to sign up the Tye under the Farmers and Land Managers category.

4. FINANCIAL IMPLICATIONS

n/a

5. ENVIRONMENTAL IMPACT

TBA

AGENDA ITEM	23
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	Update on Tye hedge and agree way forward

1. INTRODUCTION

A grant from the International Tree Foundation (ITF) for hedge planting along the fence line of the Tye was applied for and granted. Planting took place over the weekend of 14th and 15th March 2026. In June 2026 the ITF requested a Project Update Report to be completed and a further £115 grant for maintenance was received.

2. INFORMATION

As part of the update report, the survival rate was requested and inspections were carried out by Cllrs Clarkson and O'Connor. This was reported to the last Committee meeting and the best survival rate was amongst the Dog Rose bushes with the Sea Buckthorn being the next best and the Blackthorn almost all appearing to have grown a little then died.

It was therefore agreed at the last Committee meeting to purchase new bare root 60-90cm plants with the same variety as previously purchased to top up the planting area with the £115 grant maintenance payment. It was also agreed that the plants would be planted by the Telscombe Greenspace Volunteer group.

Previously the Council purchased coastal bundles containing 40% Blackthorn, 20% Dog Rose, 20% Sea Buckthorn and 20% Beech. Having checked the website where we purchased the previous plants, the equivalent variety bundles are not on sale. Also, all plants are only on pre-order and not available until November.

The available options are as follows:-

Edible hedging bare root pack 60-90cm – 100 plants £98.99
40% Blackthorn, 20% Dog Rose, 20% Sea Buckthorn, 20% Hazel

Native Blackthorn based 60-90cm bare root pack – 100 plants £95.99
50% Blackthorn, 30% Hawthorn, 20% Beech

Alternatively individual plant varieties can be purchased as follows:-

Blackthorn 60-90cm bare root pack x 100 £82.99
Blackthorn 60-90cm bare root plants at £1.19 each
Blackthorn 90-120cm bare root plants at £1.69
Blackthorn 120-150cm bare root plants at £3.19 each

Dog Rose 60-90cm bare root plants at £1.39 each
Dog Rose 90-120 cm bare root plants at £1.79 each

Sea Buckthorn 60-90cm bare root plants at £1.99 each

Beech 60-90cm bare root plants at £1.49 each
Beech 90-120cm bare root plants at £2.29 each

All prices are inclusive of VAT.

3. RECOMMENDATION

It is recommended to consider what plants to purchase and when the TGSV's will be able to undertake the planting to ensure that the plants are not purchased too early.

4. FINANCIAL IMPLICATIONS

The cost will be covered by the £115 grant payment received.

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	24
COMMITTEE	Policy & Resources
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	4th November 2026
SUBJECT	To note East Sussex Pensions Fund Investment Strategy Statement consultation and consider responding

1. INTRODUCTION

The East Sussex Pension Fund is seeking the views of members, employers and other key stakeholders on their new Investment Strategy Statement (ISS).

The updated ISS has been developed with their independent investment and risk advisers and pooling partner. The ISS was approved for consultation by their Pensions Committee on the 1st October 2026 and the consultation closing date is 20th November.

2. INFORMATION

An ISS is a policy that details how the Fund's assets are invested. This includes:

- Setting out what their investment objectives and beliefs are,
- how they allocate money to different types of assets, and
- how environmental, social and governance (ESG) factors are considered.

It also explains how decisions are governed, how performance is monitored, and how implementation is overseen, including pooling arrangements with their pooling partner, Border to Coast Pensions Partnership.

In June 2026, the Government published new guidance on preparing and maintaining an Investment Strategy Statement. The revised framework introduced new requirements relating to investment objectives, risk management, stewardship, ESG considerations, and local investment priorities. The updated guidance also places greater emphasis on the relationship between LGPS funds and their Pools.

To reflect these changes, East Sussex Pension Fund has reviewed and updated its ISS, to ensure that it continues to support the long-term interests of the Funds members and employers. The new draft ISS is attached, appendix 19.

This is our opportunity to review the Fund's investment strategy and tell them what we think before the document is finalised.

Following the conclusion of the consultation period, they will analyse feedback. Where appropriate, this will be reflected in the final published document, which will be provided to their Pensions Committee on the 18th February 2027.

3. RECOMMENDATION

It is recommended to consider if we would like to comment.

4. FINANCIAL IMPLICATIONS

n/a

5. ENVIRONMENTAL IMPACT

n/a

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Introduction

This document sets out the Investment Strategy of the East Sussex Pension Fund (the Fund).

The Fund is administered by East Sussex County Council (the Administering Authority or AA). The AA delegates its responsibility for administering the Fund to the East Sussex Pension Committee (the Committee), which is the formal decision-making body. The Fund is part of the Local Government Pension Scheme (LGPS) in England and Wales.

The purpose of the Investment Strategy Statement (ISS) is to set out how the Fund invests its assets the level of risk it takes, and how decisions are made. In accordance with the requirements contained in regulation 11 of the Local Government Pension Scheme (Pooling, Management and Investment of Funds) Regulations 2026 and guidance issued under 10(2)(b)

The Pension Committee (the Committee) prepares and approves this document after receiving proper advice. Whilst it acknowledges that the regulatory framework is new and the way the Fund complies with it continues to evolve. The Committee therefore considers this Investment Strategy Statement to be drafted on a best endeavours basis using the information currently available and acknowledges that updates may be required as the position develops and further work is undertaken

The ISS is consistent with the Funding Strategy Statement (FSS) dated 2026 which was approved on 26 February 2026, following a consultation. A copy of that can be found here: https://eastsussexpensionfund.org/forms-and-publications/.

The ISS is subject to regular evaluation and will be reviewed at least annually and within 18 months of each Fund valuation date, and without delay following any significant change in the Fund's funding position or investment conditions.

The implementation of the Committee's Investment Strategy is delivered by its LGPS Asset Pool Border to Coast Pensions Partnership Ltd ("the Pool"). The Pool is authorised and regulated by the Financial Conduct Authority (FRN 800511) and is owned equally by all 18 administering authorities that participate in the pool.

Governance

The Pension Committee is responsible for setting the investment strategy of the Pension Fund to achieve the long-term returns required to pay pensions when they are due, overseeing how this is implemented and the monitoring of investment management activities. The implementation of the strategy and the day-to-day management of the Fund's investments is delegated to its LGPS Asset Pool.

The Fund produces a Governance and Compliance Statement which sets out the Governance arrangements for the Fund, copy of that can be found here: https://eastsussexpensionfund.org/forms-and-publications/.

Additionally, the LGPS Asset Pool has its governance charter setting out the governance arrangements for the Pool which can be found here: https://www.bordertocoast.org.uk/about-us/.

The roles of the Fund and the LGPS asset pool

The Pension Committee

The Pension Committee is responsible for overseeing and managing the East Sussex Pension Fund on behalf of the administering authority. Its main role is to ensure that the Fund is run properly, complies with pension regulations, and serves the interests of scheme members and employers. The Pension Committee has responsibility for:

- setting the Fund's investment strategy, including investment objectives;
- to approve the ISS ensuring the ISS complies with regulations and guidance;
- overseeing participation in investment pooling arrangements and to hold the Pool board accountable for delivery, ensuring that the Pool is properly resourced to deliver the strategy;
- commissioning actuarial valuations and asset-liability studies
- to scrutinise any advice given to the Committee, whether from the pool or any other organisation or individual;
- to scrutinise the implementation performance of the LGPS Asset Pool, including administrative performance and the Pool's implementation of investment strategy and performance;

LGPS Senior Officer

The LGPS Senior Officer has a senior responsibility across all pension functions of the authority in respect of all matters relating to the Scheme (such as administration, investment and governance), in accordance with guidance issued by the Secretary of State.

Key responsibilities of the LGPS Senior Officer include, but are not limited to:

- to provide advice, guidance and assurance to the Pension Committee ("the Committee") and Local Pension Board in relation to the Fund;
- to ensure LGPS functions are well resourced and structured;
- to draw up the Fund's budget and agreeing it with the Committee;
- ensuring that draft strategies such as the Investment Strategy Statement, Funding Strategy Statement and Administration Strategy, are prepared in accordance with legislation and guidance.
- to hold the Pool to account for performance and monitor performance of the Pool through regular data and reports on performance from the pool, and report to the Committee;
- alongside the Section 151 Officer, to oversee the preparation and approval of the Fund's annual accounts, ensuring they present a true and fair view of the financial position;

The LGPS Senior Officer, in discharging these responsibilities, is supported by a wider team of Officers.

Independent Person

The Independent Person is fully independent and is not employed by any company that provides other paid pensions advice to the Administering Authority.

The LGPS Senior Officer and the Independent Person are responsible for managing any conflicts of interest that may arise from other roles, if performed by the independent person.

The key responsibilities of the Independent Person are, but are not limited to:

- to support the LGPS Senior Officer and Pensions Committee;
- support and contribute to the development of the ISS, including interpreting or considering advice;
- to scrutinise the Pool's implementation of the Fund's Investment Strategy;
- to contribute to the Committee by providing additional independent and professional expertise and to scrutinise and challenge the advice given to them across investment strategy, governance and the role of the AA as a shareholder of the Pool; and
- monitor whether the collective pool oversight process is meeting the requirements of the AA.

The LGPS Asset Pool

The Fund participates along with a number of other administering authorities to pool its investment assets through its LGPS Asset Pool, Border to Coast Pensions Partnership (the Pool). The Fund is a shareholder of the Pool and it is the responsibility of the AA to work with the Pool's Board to ensure that the Pool is adequately resourced.

Regulation requires that the Fund's assets for which the AA is responsible are held and managed by the Pool and that the AA must not invest or manage pension fund investments outside the Pool, with the exception of the management of operational cash.

Border to Coast is authorised and regulated by the Financial Conduct Authority (FRN 800511) to manage the Fund's assets and is owned equally by all the administering authorities that participate in the Pool.

Guidance sets out that all investment management decisions that support the implementation of the investment strategy must be made by the Pool. The Pool is responsible for the following:

- Views on: selection of asset managers, individual asset managers, and how asset managers are combined within an asset class;
- Views on geographical zones of investment or exposure targets.
- Investment decisions on individual holdings;
- Style of investment management, such as active and passive management;

An overview is outlined in the table on page 7.

The roles of administering authorities and asset pool companies in managing investments

Task	Definition	AA Role	Pool Role
Strategy			
Investment Objectives	Objectives, priorities and preferences on risk and return, local investment, and responsible investment in accordance with the Investment Strategy Statement Guidance 2026.	Decide	Advise
Strategic Asset Allocation	Long-term, stable allocation based on overall investment objectives and risk tolerance, set in accordance with the Investment Strategy Statement Guidance 2026	Decide	Advise
Implementation			
Tactical Asset Allocation	Adjustments to the asset mix, such as in respect of geographic allocation, consistent with the asset allocation strategy.	Monitor	Decide
Investment Manager Selection	Appointment of external (or in-house) managers of specific investment mandates	Monitor	Decide
Stock Selection	Choosing individual investment opportunities based on detailed analysis of the opportunity	Monitor	Decide
Investment Stewardship	Engagement with the invested companies in line with Investment Objectives.	Monitor	Decide
Investment Cashflow Management	Management of the disinvestment (or investment of contributions) in collaboration with administrators and Fund Actuary	Monitor	Decide

The Pool must take all reasonable steps to implement the investment strategy set by the Fund. The Fund recognises that full alignment by the Pool may not always be possible and that attempts to ensure full alignment might run counter to the fundamental aims of pooling.

Should this situation occur, the following mediation routes are available, noting that Pools and their partner funds should always seek to resolve issues through dialogue:

- the Pool should explain the elements of the investment strategy (including the Responsible Investment Policy) it is not able to implement and the reasons for this.
- the Pool should support the Fund to understand how the investment strategy could be adjusted to make it deliverable, while maintaining fiduciary duty to members and employers.
- the Fund will also consider engaging with the Pool and other Partner Funds with the aim of increasing the scalability of a chosen Investment Strategy;

It is for the Pool, as the entity undertaking investment activity, to implement appropriate risk management frameworks, controls, and reporting processes.

The Pool is the primary source of investment strategy advice to the Fund. As per guidance, the Fund does not routinely test the Pool's advice against that of other advisors but where exceptional circumstances apply, the Fund may also take secondary investment strategy advice.

It is the responsibility of the Fund(s) to hold the Pool accountable for delivery. To assess this, the Fund:

- meets regularly with the Pool. The Senior Officer, Head of Investment and Accounting and other Officers regularly meet with the Pool to discuss the Pool's investment approach and performance
- The Fund has member representation of the Joint Committee of the Pool with the key aim of assessing the investment performance of the Pool. Joint Committee representative report back to Pension Committee with regard to Pool performance
- Participates with other members Funds in oversight of the Pool via the appropriate working groups.

Fund Actuary

The Fund has an appointed Barnett Waddingham as the Scheme Actuary (the Actuary) who is responsible for formulating the Funding Strategy Statement ("FSS"). The purpose of the FSS is:

- to establish a clear and transparent fund-specific strategy which will identify how employers' pension liabilities are best met going forward;
- to establish contributions at a level to "secure the solvency" of the pension fund and the "long term cost efficiency"; and

- to have regard to the desirability of maintaining a stable and predictable primary contribution rate.

The Fund's high-level financial objectives must be consistent with the Funding Strategy Statement as set out in the FSS.

The aims and objectives of the FSS are to:

- Enable our Fund Actuary to undertake appropriate funding calculations for the Fund, whether as part of a triennial actuarial valuation exercise or otherwise, which also meet the requirements of the LGPS Regulations and guidance and their professional obligations;
- Establish a clear and transparent fund-specific strategy that will identify how our employers' pension liabilities are best met going forward;
- Support the desirability of maintaining as nearly constant a primary contribution rate as possible, as defined in Regulation 62(6) of the Regulations;
- Ensure that the regulatory requirements to set employer contributions to ensure the solvency and long-term cost efficiency of the Fund are met in the context of fiduciary duty;
- Explain how we seek to balance the interests of different employers; and
- Explain how we deal with conflicts of interest and references other policies/strategies.

They have been set in the context of fiduciary duty and requirement to pay pension benefits according to the LGPS and wider regulations.

Our aims in relation to long-term funding are to:

- Achieve solvency by managing employers' liabilities effectively and ensuring that sufficient resources are available to meet all benefit payments as they arise;
- Achieve long-term cost efficiency by ensuring that employer contribution rates are not set at a level that gives rise to additional costs;
- Enable primary contribution rates to be kept as nearly constant as possible and (subject to not taking undue risks) at reasonable cost to our employers; and
- Seek returns on investment within reasonable risk parameters.

Investment Objectives

The primary objective of the Fund is to provide pension and lump sum benefits for members on their retirement and/or benefits on death, before or after retirement, for their dependents, on a defined benefits basis.

The Pension Committee aims to manage the Fund in such a manner that, in normal market conditions, all accrued benefits are fully covered by the value of the Fund's assets and that an appropriate level of contributions are agreed by the Fund's employers to meet the cost of future benefits accruing. This funding position will be reviewed at each triennial actuarial valuation, or more frequently as required.

For employee members, benefits will be based on service completed but will take account of future salary and/or inflation increases in line with the relevant LGPS scheme rules.

In addition, the Pension Committee monitors investment strategy on an ongoing basis, focusing on factors including, but not limited to:

- Suitability given the Fund's level of funding and liability profile
- The level of expected risk
- Environmental Social and Governance factors

Investment Beliefs

1. The purpose of the Fund is to pay pensions in full when they fall due, and to do so by targeting a level of risk and long-term real return that finds the correct balance of contribution affordability and stability for employers.

2. Cash flow is an important consideration in the Fund's investment strategy and the Fund requires a clear and efficient process in place to manage this. Alongside this, the Fund believes that rebalancing is important and can add value over the long term, and can be used to efficiently meet cashflow needs.

3. That Fund's money must be invested in a wide variety of investments utilising a mixture of investment and management types in order to achieve ample diversification. This includes using active and index-tracking approaches, and public and private markets.

4. The focus needs to be on value for money and net-of-fees returns over outright cost minimisation.

5. Responsible Investment practices, including those considering climate change, can add value through higher returns and improved risk management over the long term. These should be implemented where they are expected to achieve financial benefits, viewing environmental, social and governance considerations as financial risks and opportunities.

6. Proper stewardship of the Fund's assets is important, and the Fund expects its pool to actively engage with investee companies and investment managers to achieve positive outcomes, escalating appropriately where progress is insufficient.

High Level Investment Objectives

The Fund's overall investment objective is to ensure that the Fund has appropriate assets so that all benefit payments are paid in full when they are due. That the assets are managed in such a manner that, in normal market conditions, all accrued benefits are fully covered by the value of the Fund's assets and that an appropriate level of contributions are agreed by the Fund employers to meet the cost of future benefits accruing. To achieve the overall objective, the Fund has set the following objectives:

Area	Objective
Investment Return	7.8%* p.a. The return represents the best estimate annualised return over 20 years, based on the Strategic Asset Allocation.
Risk	9.3%*. This figure represents the 1 year expected dispersion around the investment return number.
Cash Flow	To manage the cashflow position of the Fund in the most efficient manner taking into account the size and timing of cash inflow and outflow. The Fund will work with the Pool to manage the operational delivery and investment of cashflow in a timely manner. The Fund is estimated to be in a cashflow negative position of between £50-70m p.a. which takes into account the contribution income, expected benefit outflow, expenses and other expected cashflows excluding manager fees. The Pool will manage in an efficient manner investment cashflow requirements from investment income, distributions and drawdowns within the asset portfolio, distributing this to the Fund to cover the operating cashflow deficit.
Liquidity	Seek to limit investment in illiquid assets to 30% of total assets. Where illiquid assets are defined as those that can't be ordinally liquidated within six months.
Local	To target investment of 0-5% of the Fund's portfolio in local Investments. More detail on the Fund's local investment objective and preferences is set out in within the Local Investment section of the ISS.

*The risk and return objectives represent the expected average annualised portfolio return over a 20 year period, and 1-year expected dispersion of returns around that average, respectively, based on the Fund's Strategic Asset Allocation and Hymans Robertsons expected returns, risk, covariance and skew, as at 31 July 2026

Link to Funding Requirements and Overall Approach to Risk

The high-level investment objectives have regard to the funding strategy as set out in the Funding Strategy Statement.

The primary risk to the Fund is that its assets are insufficient to meet its liabilities, as determined by the Funding Strategy Statement. The main risk to the employers is the volatility of the contribution rates and affordability. Given the long-term nature of the Fund's liabilities, the Committee recognises the need to take investment risk in a controlled manner in order to achieve the Fund's funding objectives and maintain contribution rates at sustainable levels.

The Committee acknowledges that there is a balance to be struck between generating sufficient investment returns and limiting funding level volatility. While taking investment risk is necessary to support long-term funding outcomes, excessive risk could lead to significant fluctuations in asset values and contribution requirements. Conversely, taking insufficient risk may result in investment returns failing to keep pace with the growth in liabilities, which could also place upward pressure on employer contributions.

The Committee therefore seeks to maintain an investment strategy that is aligned with the Fund's long-term funding objectives, taking only those risks that are considered necessary and appropriately rewarded, while managing the potential impact on employer contribution rates and funding level volatility.

Funding risks

When setting its Funding Strategy Statement the Fund considers its risks in the below terms:

- Financial mismatch – The risk that Fund assets fail to grow in line with the developing cost of meeting the liabilities.
- Changing demographics – The risk that longevity improves and other demographic factors change, increasing the cost of Fund benefits.
- Systemic risk - The possibility of an interlinked and simultaneous failure of several asset classes and/or investment managers, possibly compounded by financial 'contagion', resulting in an increase in the cost of meeting the Fund's liabilities.

The Fund measures and manages financial mismatch in two ways. As indicated above, the Pension Committee has set a strategic asset allocation benchmark for the Fund, which is reviewed on at least an annual basis. This benchmark was set taking into account asset liability modelling which focused on probability of success and level of downside risk.
The results from the 2025 valuation highlighted that the Fund is fully funded and has a good chance of retaining this fully funded position in future without adopting an over prudent approach towards its investment strategy. The Pension Committee assesses risk relative to the strategic benchmark by monitoring the Fund's asset allocation and investment returns quarterly. The Pension Committee also assesses risk relative to liabilities by monitoring the funding position regularly.

The Pension Committee reviews the demographic assumptions of the Fund every three years as part of its triennial valuation, to mitigate the risk that changes to longevity and other factors would have on the Fund. In addition, Fund officers meet regularly with the Fund Actuary to ensure any major swings in longevity assumptions due to environmental or medical changes can be identified early.

The Pension Committee seeks to mitigate systemic risk through a diversified portfolio and considers correlation of risk and return across different asset classes in construction of the investment strategy. It is not possible to make specific provision for all possible eventualities that may arise under this heading.

Evaluation of risks

Evaluation of risks that may impact the investment strategy and expected future returns is crucial in determining the appropriate measures to mitigate those risks. The key investment risks affecting the Fund that influence our Investment Objectives and we ask the Pool to consider when providing Investment Strategy advice are:

- Concentration - The risk that a significant allocation to any single asset category and its underperformance relative to expectation would result in difficulties in achieving funding objectives.
- Inflation - The Fund's liabilities are impacted by inflation both explicitly and implicitly. The Fund will seek to invest in a range of assets that target returns in excess of inflation and in some cases provide an inflation-linked income, subject to a tolerable level of volatility.
- Illiquidity - The risk that the Fund cannot meet its immediate liabilities because it has insufficient liquid assets.
- Currency risk – The risk that the currency of the Fund's assets underperforms relative to Sterling (i.e. the currency of the liabilities).

- Environmental, social and governance ("ESG") – The risk that ESG related factors reduce the Fund's ability to generate the long-term returns. The Fund believes that climate change poses material risks to the Fund but that it also presents positive investment opportunities.
- Climate Risk – The risk to asset values and liabilities in response to climate change from physical or transition risk including regulatory changes.
- Implementation underperformance - The failure by the LGPS investment pool to achieve the rate of investment return assumed in the strategy from the implementation decisions it makes.
- Pooling risk – The risk that the LGPS investment pool is unable to offer suitable investment advice, implementation activities, liquidity and investment opportunities.
- Custodian risk – The risk of financial loss or operational failure arising from weaknesses in the custody of pension fund assets, including the safeguarding of assets, settlement of transactions, maintenance of ownership records, and collection of investment income.

The operational responsibility for managing the above risks is delegated to the Pool.

Strategic Asset Allocation

The Committee may invest in a range of investments, including listed equity, UK government bonds and credit, private equity and private debt, infrastructure and property. The actual type and balance of investments (the asset allocation) is developed following each actuarial valuation and is designed to deliver the appropriate long-term returns required, at an acceptable level of risk.

The Committee has also considered credible, relevant, and distinctive scenarios for how different investment outcomes could affect the Pension Fund's assets. Taking this analysis into account - alongside the Fund's return requirements, risk considerations, and cashflow objectives - the Committee has agreed a long-term strategic asset mix.

The Committee characterise the Pension Fund's investments as "growth", "income" and "protection":

- "Growth" assets expected to generate higher returns over the long term and are a key driver to help keep contributions affordable. Short-to-medium term returns may be more volatile and hinder the setting of stable contribution rates.
- "Income" assets expected generate a reliable income stream providing cash flows to pay for benefits without having to divest from assets.
- "Protection" assets that are expected to change value in line with the funds liabilities and protect against inflation expectations, which is a key risk when setting the funding strategy.

In setting the strategic asset allocation, the Committee has also considered the advantages of being a long-term investor, including the ability to capture risk premiums available from non-government debt, publicly traded equities, property, and other private market assets.

The Strategic Asset Allocation set out below has been determined by the Fund, with certain elements, where delegated, derived by the Pool in accordance with the Fund's agreed objectives and governance arrangements.

Table 1: Fund allocation

Role within the strategy	Asset Class	Asset Allocation %	Tolerance Range +/-
Growth	Listed equity	40.0	7.0
	Private equity	5.5	3.0
	Total Growth	**45.5**	**10.0**
Income	Private credit	5.0	2.0
	Property / Real estate	7.0	2.0
	Infrastructure	11.0	3.0
	Other alternatives[1]	14.0	5.0
	Credit[2]	10.5	3.0
	Total Income	**47.5**	**10.0**
Protection	UK Government bonds	7.0	5.0
	Cash[3]	0.0	2.0
	Total Protection	**7.0**	**7.0**
	Total	**100.0**	

[1] Other alternatives are investments which do not fit into the other asset classes.
[2] Including credit instruments of investment grade quality, including (but not limited to) corporate bonds and non-UK government bonds.
[3]Refers to cash held by the pool as part of the SAA. AAs would still be expected to hold cash for the purpose of paying benefits outside the pool.

Tolerance Ranges

To enable to the Pool to implement the investment strategy and move flexibly in response to risk and opportunities, the Fund has a tolerance range of acceptable positions in each asset class and strategic area. By monitoring the actual allocation on a regular basis the Fund can ensure that the Pool's implementation does not deviate significantly from the target allocation.

Connected Entities

In line with the Regulations, the Authority's investment strategy does not permit more than 5% of the total value of all investments of Fund money to be invested in entities which are connected with the Authority within the meaning of section 212 of the Local Government and Public Involvement in Health Act 2007.

Responsible Investment

Responsible Investment (RI) is an approach that incorporates environmental, social and governance (ESG) factors into investment decision-making and ownership practices, including stewardship and voting activities.

The Fund believe that RI supports the purpose of the Local Government Pension Scheme (LGPS) by helping to secure the long-term returns required to provide retirement benefits for scheme members. That appropriate consideration of RI can reduce the risk associated with the invested assets that the Fund owns, allowing it to pay pensions when they are due. RI is therefore a significant factor driving returns alongside other investment considerations.

The Fund has set out its Statement of Responsible Investment Principles (SRIP) available here https://eastsussexpensionfund.org/media/4ggk5x5j/statement-of-responsible-investment-principles.pdf which complements the Fund's Investment Strategy Statement (ISS). The SRIP explains the Funds approach to the oversight and monitoring of the Fund's investment activities from an RI and Stewardship perspective. The SRIP clearly defines the approach adopted by the Fund in relation to these issues. Within this statement it is recognised that ESG factors can influence long term investment performance and the ability to achieve long term sustainable returns.

The Fund's RI Principles are:

- apply **long-term thinking** to deliver **long-term sustainable returns**.
- seek **sustainable returns** from **well-governed assets**.
- use an **evidence-based** long term investment appraisal to inform **decision-making** in the implementation of RI principles and consider the costs of RI decisions consistent with our fiduciary duties.
- evaluate and manage **carbon exposure in order to mitigate risks to the Fund from climate change**. be **active stewards** of our assets to ensure **value to our beneficiaries**

- achieve ESG improvements through **collaborative engagement**
- be **transparent** in our RI reporting

The Fund expects those managing money on its behalf to reflect these beliefs throughout their investment process and, where specific risks or concerns are identified, to engage with companies and asset managers in order to ensure that these characteristics are met.

The Fund believes in active stewardship to support the Fund's primary investment objective. Active stewardship will:

- Have clear and specific objectives.
- Be time limited.
- Where unsuccessful, link to clear consequences reflecting the degree to which the investment thesis for the asset has been undermined by non-compliance.

The Fund expects the Pool to facilitate and deliver these principles of active stewardship.

The exercise of rights (including voting rights) attaching to investments

Voting rights

The Fund is responsible for setting high-level expectations for how voting rights should be exercised. The implementation of voting activity held within pooled arrangements is delegated to the Pool.

The Pool and managers exercise voting rights on behalf of Partner Funds in line with its Corporate Governance & Voting Guidelines, which set out the principles applied when assessing governance arrangements, board effectiveness, transparency, remuneration practices, shareholder rights and other material issues.

The Fund expects voting activity undertaken on its behalf to:

- be consistent with the Pool's published policies and guidelines;
- support high standards of governance and accountability;
- align with the stewardship priorities agreed across Partner Funds; and
- be reported to the Fund on a regular basis.

Where the Fund wishes to diverge from the Pool's voting guidelines, the Pool has an established mechanism for considering Fund-specific voting instructions.

The Fund's Pool are also expected to file or co-file shareholder resolutions on important issues at the investee companies in the interests of agitating for better governance.

Stewardship

The Fund understands that stewardship aims to promote the long term success of companies through monitoring and engaging with companies on matters such as strategy, performance, risk, capital structure and corporate governance, including culture and remuneration and alignment with the law, climate and nature. In such a way that the ultimate providers of capital also prosper.

The Committee consider stewardship to be the responsible allocation, management and oversight of capital to create long-term value for clients and beneficiaries leading to sustainable benefits for the economy, the environment and society. Stewardship and management of ESG risks form an important part of the Fund's approach to Responsible Investment.

As the Fund's Pool will be undertaking stewardship activities on behalf of its Partner Funds, including engagement, voting and monitoring in relation to investee companies and assets. The Fund will engage with the Pool around its Responsible Investment policy, Corporate Governance & Voting Guidelines and priority engagement setting. As well as overseeing the Pools activity to ensure it aligns with this, and how it is being undertaken. The Pool's approach is set out in its Responsible Investment Policy and Corporate Governance & Voting Guidelines, developed in consultation with Partner Funds, and available on its website.

The Fund expects stewardship activities are undertaken on its behalf and to be aligned with the Pool's policies.

This includes:

- engaging with companies on financially material issues in line with the Pool's stewardship and engagement framework;
- seeking constructive dialogue with companies to promote long-term, sustainable business practices;
- escalating engagement where progress is insufficient or where material risks remain unmanaged; and
- publishing regular and transparent reporting on stewardship activity and outcomes.

The Fund has formally agreed to adhere to the Stewardship Code as published by the Financial Reporting Council, and was approved as a signatory under 2020 Stewardship code requirements in February 2023. The Stewardship Code sets high stewardship standards for those investing money on behalf of UK savers and pensioners, and those that support them. A copy of the Funds Stewardship Report can be found on the Funds website https://www.eastsussexpensionfund.org/forms-and-publications/ The Fund seeks to retain status every year.

In addition to its own commitment to the Stewardship code the Fund expects its Pool and their appointed investment managers to also be signatories or comply with the Stewardship Code.

The Fund acknowledges that the Pool must apply stewardship approaches consistently across Partner Funds and may not always be able to act on individual preferences where these are not practical. The Fund will ensure its views around this topic are expressed to the Pool and will engage with the Pool through its governance arrangements to ensure that all options to deliver the Funds expectations are considered robustly. This could be advocating for multiple approaches on RI being taken forward where practicable.

Where there is a divergence between authorities within the Pool, this will be resolved through discussion in the first instance. Where a divergence of views would result in a Pool having to represent contradictory opinions which cannot be reconciled, it will ultimately be the Pool's responsibility to decide the stewardship priorities based on fiduciary responsibility and the law.

In addition to the Fund's views on the Stewardship Code, the Fund believes in collective engagement to collectively exercise a voice across a number of ESG principles including climate change benefiting from the scale of investment compared to engaging alone. The Fund believes that Collaboration with other asset owners and Investment Managers is an effective way to help improve the effectiveness when exercising their rights and responsibilities on engagement with the invested companies.

The Fund encourages its Pool and its appointed Investment Managers to be active in collaborations with other LGPS Asset Pools and institutional investors and to demonstrate effective stewardship.

Local Investment

Regulations made under the Pension Schemes Act 2026 require the Fund to determine a target for local investment, to be delivered by Border to Coast.

Having considered the potential range of opportunities available the Committee has agreed an allocation in the range of 0-5%. Local investment is not an allocation in itself and will represent a portion of main asset class allocations such as Real Estate and Private Equity.

For this purpose local is defined as the boundary of the Sussex and Brighton Strategic Authority (SBSA) or the area covered by the Border to Coast Pension Partnership, recognising that some types of investment mandate are best delivered on a wider geographic basis.

The aim of the Fund in investing locally is to create a diversified pool of investments that will assist in meeting the Fund's liabilities and cashflow requirements while also having a positive local benefit.

Further work is required to implement this allocation over the life of this Investment Strategy Statement (and longer). In particular the Committee and the Fund's officers will work with the SBSA and other Funds within the SBSA boundary to identify the types of investment likely to both generate the returns required by the Fund together with impacts which will positively assist the delivery of local growth plans.

This means that the Committee has yet to consider a range of questions which it will be required to answer before implementation of a local investment allocation can begin. These include:

- The return target to be achieved and whether a slightly lower level of return might be traded for forms of impact.
- The local priorities which are suitable for investment by a pension fund.
- The impacts which will be measured.
- The tolerance for and arrangements for managing the specific types of risk which arise in investments of this type.

The Committee and Fund Officers will be working with the Pool and the SBSA and other Fund's within the boundary of the SBSA with a view to answering these questions and implementing a local investment allocation over the life of this Investment Strategy Statement.

The responsibility for implementing Local Investment lies with the Pool. In implementing the Fund's high-level objective specified in regulation 11(1)(f), the relevant asset pool company must give proper consideration to local investment opportunities [and projects], including those identified and developed in accordance with regulation 17(1).

It is for the Pool to make the decision on whether to invest in particular projects in order to best implement the target range in line with the Fund's objectives for Local Investment and overall investment strategy.

The ability of the Pool to fully implement our Local Investment Target and Preferences is subject to the Pool being able to accommodate these without running counter to the fundamental aims of pooling and will be dependent on the investment opportunities available. If there are insufficient opportunities to deliver our Local Investment objectives this may mean the target cannot be achieved. Guidance states the Pool should never invest in unsuitable assets purely to meet our target.

Approval and Review

In formulating this Investment Strategy Statement, we have consulted:

- those Scheme employers, or members of the Scheme, in respect of which the authority is the appropriate administering authority under Part 2 of Schedule 3 to the 2013 Regulations(a),
- the relevant strategic authority
- any person specified in guidance issued by the Secretary of State from time to time
- and any person that the authority considers that it ought to consult as to the proposed contents of its investment strategy

The views of the local pension board, and other parties who it considers may have an interest, have been taken into account when drafting the ISS.

This DRAFT Investment Strategy Statement was approved for consultation on 1 October 2026 by the Pension Fund Committee.

The ISS will be reviewed at least annually and within 18 months of each valuation date. When the Fund carries out a review of its investment strategy and, if necessary, revises the strategy it will undertake a consultation and publish its statement of the strategy as revised.