Hailsham Town Council
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Town Clerk: John Harrison

HAILSHAM TOWN COUNCIL
STRATEGY COMMITTEE

MINUTES

of the meeting of the Strategy Committee,
held at the Fleur-De-Lys Meeting Room, Market Street, Hailsham
On Monday 27th July 2026 at 7.00 p.m.

StC/26/01/1 **Public Forum**
None presented

2 **Present:** Cllrs; C. Bryant (Chair), D. Chapman, M. Laxton, C. Mitchell, K. Nicholls, A. M. Ricketts, G. White

Officers Present: K. Giddings (Corporate Services Manager)

3 **Apologies For Absence:** received and accepted from P. Holbrook, B. Carpenter and J. Harrison

4 **Declarations of Interest:**
None given

5 **Confirmation of Minutes**
RESOLVED unanimously to accept the Minutes of the meeting of the Strategy Committee held on Monday the 20th April 2026 as a correct record and that they are signed by the Chairman.

6 **Communications Report**

Members noted the Communications Report

C. Mitchell advised the Council is currently hitting between 35 and 40 % of its potential audience

Members suggested the Communications Officer share across platforms rather than relying on Councillors to pass information on.

It was noted the Communications Officer will be approaching the Youth Service in relation to Tick Tok videos.

Members requested the Communications Officer links to Sussex Incidents on the Town Council website, listing road works and other relevant information and therefore cross sharing community issues.

7 **Progress against the Town Council's Strategic Plan**

The Committee made the following observations:

- Each bullet point needs to be numbered
- "ongoing" is not to be accepted, dates are required

CS1

CS1 Point 2
Members noted the budget process had not started yet

CS1 Point 3
Members asked whether this figure could be provided by the Finance Department

CS1 Point 4

- The Committee queried whether the £500 grant for the Railway Club had been received
- The two amounts of £5000 for Wealden Councillors needs to be removed
- Members asked for clarification as to whether the £12,000 appointed for the Youth Service for Wealden Community Grants Scheme was a total figure of £12,000, or £12,000 per year for three years, totalling £36,000

N.B – it was clarified that this figure is £36,000 (£12,000 per year, for three years)

CS2 Point 14
It was suggested a note could be kept of major resolutions to measure feedback from stakeholders

CS2 Point 16
It was noted this will be monitored by the new HR system

CS2 Point 24
The Committee advised that no members had been offered training

CS2

- It was noted that the Terms of Reference are due to be reviewed
- This section can be streamlined and some paragraphs removed as there are some duplications

CS3

No changes made

CS4

- The comments in relation to the lease for the Banking Hub to be changed to red
- The points in relation to post office staffing matters should be in red

The Committee asked whether the Service Level Agreement for the Post Office had been implemented?

Youth Service

The Committee made the following comments:

- There is a lack of hard data, attendance figures are required

- Comparative data is required to measure performance
- A budget line of income and expenditure is required for the last two years, for the Manse

Members advised they could not find records of the Youth Service CIC meetings and the accounts were overdue

Assets and Facilities Management

Members made the following comments:

- The Committee raised the idea of taking on a work government apprentice
- Members advised that where it is listed as "not started", these items need to be started, as laid out in the Strategic Plan
- Members noted that plastic needs to be reduced
- Any points that have been noted as "ongoing" require dates, such as summer 2027, spring 2027

AF Point 2
A strategic overview of the 5 year maintenance plan is required. Members noted the software being used now should do this

AF Point 1
A report is required against what the Conditioned survey items were, what the items are now, where the Council is with maintaining the portfolio of Town Council buildings

AF Point 4
Targets need to be looked at with the Operations Manager and Responsible Finance Officer

AF Point 5
Compliance needs to be looked at, COSCH, fire extinguishers - compliance review is needed, possibly a compliance audit?

AF Point 19
Need documentation to show if the tests are being passed

AF Point 16
A visionary plan is needed for the James West - how the James West can pay for itself and provide an income, once a manager is in place for the Centre

AF Point 17
Once performance reviews have taken place in October, more details will be required, in relation to the efficiency of the works team

AF Point 21
Members noted this will come out of the CAFM report

AF Point 24
Details need to be collected now to show the reduction. Members noted that a reduction cannot be shown if the figures are not available

Events, Communities and Partnership working

Members noted the following:

- Efforts are being made to organise a MASHH meeting
- Reporting back by Councillors attending external meetings does not take place

frequently enough. It would be helpful to have a schedule of external meetings

- It would be helpful if Councillors could report every quarter on external meetings, at Full Council

Burials, environment and Planning

Members asked for “evidence available from Wealden District Council “ to be taken out

There being no other business, the meeting closed at 9.30 pm