



**HAYWARDS HEATH
TOWN COUNCIL**

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19th January 2021

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 25th January 2021** via Zoom Video Conferencing at **7.30pm** when the following business will be transacted. Please use the following Zoom link.

<https://us02web.zoom.us/j/88267410156?pwd=dG5WZ2hOeHVzVmpySHpEdkdPdUw0UT09>

Yours sincerely
Steve Trice
Town Clerk

Before the meeting commences Mid Sussex Neighbourhood Policing Team's Inspector Darren Taylor and Sergeant Antony Bethan will address the Town Council on local Policing in Haywards Heath and across Mid Sussex.

A G E N D A

1. Town Council Prayer
2. To note any apologies for absence.
3. Public Forum - *Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. Notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.*
4. To confirm the Minutes of the Meeting of the Council held on 23rd November 2020.
(pages 3-6)
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To dispose of any business outstanding from the last meeting
7. To note the Mayoral Engagements and any announcements.
8. To receive and consider and adopt the Resolutions of the following Committees.
(pages 7-9)
 - a) Planning Committee held on the 30th November 2020
MINS. 75 – 82

- b) Planning Committee held on the 15th December 2020
MINS. 83 – 89
 - c) Planning Committee held on the 21st December 2020
MINS. 90 – 97
 - d) Planning Committee held on the 11th January 2021
MINS. 98 – 104
 - e) Environment and General Purposes Committee held on the 14th December 2020.
MINS. 29 – 37
 - f) Policy and Finance Committee 18th January 2021
MINS. 35 – 47
9. To consider and approve the Council's 2020/21 budget. **(pages 10-17)**
10. To consider Membership of West Sussex Association of Local Councils and the National Association of Local Councils for the 2021/2022 Council year. **(pages 18-19)**
11. To consider any urgent items the Mayor has received.
12. To consider exclusion of Public and Press.

This meeting is being held under the provisions made on the 4 April 2020, when the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely.

*'During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.*

Town Mayor Cllr Alastair McPherson

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

MEETING OF HAYWARDS HEATH TOWN COUNCIL

Minutes of the meeting held on 23rd November 2020, which was held virtually by Zoom under the provisions of the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

Councillors: Christopher Ash-Edwards

**Richard Bates
Clare Cheney
Rachel Cromie
Sandy Ellis
Christopher Evans
Howard Muddin
Stephanie Inglesfield
Matthew Jeffers
James Knight
Clive Laband
Jack Langley **
Alastair McPherson
Richard Nicholson
Mike Pulfer
Sujan Wickremaratchi**

Apologies Absent*
Also, present: Town Clerk**

Before the meeting commenced the Town Mayor asked for each Member to confirm that they were present, which is reflected above.

55. Council Prayer

The Town Council prayer, which was read by the Town Mayor Alastair McPherson.

56. Apologies

Jack Langley – Work Commitments.

57. Public Forum

None

58. Declarations of Interest

None.

59. Minutes

The Minutes of the Council Meeting held on 21st September 2020 were taken as read, confirmed as a true record and duly signed by the Mayor.

60. Mayor's Engagements and Announcements.

The Town Mayor made mention of the visit of HRH Princess Royal to the Town Hall to meet him, the Town Clerk and representatives of the organisations who had helped with the Covid 19 response in the Town during lockdown, including Haywards Heath Mutual Aid Group who had helped the Town Council's Leave No One Behind campaign

and the emergency Food Hub. It was noted the Princess Royal stayed for around 45 minutes and was in great form, creating a relaxed atmosphere where she questioned those in attendance, thus demonstrating that she was well versed on the group's endeavours over the last nine months. The Town Clerk was thanked for an outstanding effort in organising the visit, which was complex and included meetings and liaison with security services/police, West Sussex Lieutenancy Office and Buckingham Palace directly.

The Town Mayor then thanked the Deputy Mayor for substituting for him at the War Memorial on the 11th November and stated that he had attended on Remembrance Sunday, which was a very different service this year. The service was even more different this year without Reverend Ray Smith, who had retired. The Town Mayor was pleased to announce that he had been able to attend St Wilfrid's Church and make a presentation to Reverend Smith before his departure.

The Town Mayor was pleased to advise that he had been to all of the Town's Care Homes to deliver biscuits and treats to celebrate Silver Sunday. This was well received and thanks was conveyed to the Events and Community Officer for organising. It was also noted that a Black Lives Matters (Diversity) Forum had been held with a follow up planned in the New Year. The Town Mayor's Christmas appeal was to be heard later in the agenda, which was being supported by an extension to the Leave No One Behind project where 60 volunteers had volunteered to phone elderly and vulnerable people over the Christmas period. Thanks, were again conveyed to the Events and Community Officer and Mayor's Secretary for the support for these projects. The Mayor asked that it be noted that he was undertaking a Covid secure Orchards Christmas Lights switch on. In addition, he reminded all that there were still a large number of bottle tops to sort and bags could be collected from the Town Hall. In closing, the Town Mayor thanked all staff for their efforts in keeping the Council operational during difficult times and praised the co-ordination undertaken by the Town Clerk and comprehensive work being undertaken by all office staff, and indeed the Groundstaff.

61. To receive and consider the adoption of the Minutes of Council standing committees.

(i) Planning Committee - MINS. 49 - 74

The reception and adoption of the resolutions of the Planning Committees, dated 28th September 2020 **Mins 49 – 57**, 19th October 2020 **Mins 58 – 66** and 9th November 2020 - **Mins 67 – 74** were moved, seconded and agreed by Council.

(ii) Environment & General Purposes Committee - MINS. 19 - 28

The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 26th October 2020 **Mins 19 - 28** were moved, seconded and agreed by Council.

(iii) Policy & Finance Committee - MINS. 22 - 34

The reception and adoption of the resolutions of the Policy and Finance Committee dated 16th November 2020 **Mins 22 - 34** were moved, seconded and agreed by Council.

Resolution 29 (a) was questioned by Cllr Bates. Clarification was sought on the lack of reference to his objection to the resolution and subsequent abstention from the vote. Cllr Bates was reminded the resolution was only being considered and the minutes will be agreed by the Committee at the next meeting as record of how the decision and resolution was made.

62. West Sussex Association of Local Council 'Value for Money Review'.

The Town Clerk introduced the report and the background to the West Sussex Association of Local Council (WSALC) 'Value for Money Review' of Sussex and Surrey Association of Local Councils (SSALC). Whilst doing so the Town Clerk declared that he undertook ad-hoc work for SSALC in training new clerks in his own time. Members noted that the report related to the actions to date of the WSALC Board and arrangements for Town Council's attendance at the WSALC AGM to be held on the 2nd December 2020, and that the Town Council's future membership of the WSALC and the coupled membership of National Association of Local Council (NALC) would need to be considered in the new year. Members supported the report of the Town Clerk and it was felt that the whole matter demonstrated poor governance of WSALC. It was unanimously felt that the Town Council should make representation on the matter to the relevant bodies and that the Town Council vote for the special motions as tabled for the pending AGM. Finally, it was asked that the Town Clerk report back on matters including the AGM, with this,

Member RESOLVED to;

- a) note that Cllr Matthew Jeffers holds a vote for the Town Council at the West Sussex Association of Local Councils Annual General Meeting on Wednesday 2nd December 2020 as appointed by Annual Full Council.**
- b) authorise Cllr Michael Pulfer to use the Town Council's second vote at the West Sussex Association of Local Councils Annual General Meeting on Wednesday 2nd December 2020.**
- c) resolve the Town Council, using the votes under A and B, to support the special resolution motions A – D as laid out in point of 13 of this report that will be heard at the West Sussex Association of Local Councils Annual General Meeting on Wednesday 2nd December 2020.**
- d) note the questionnaire that has been circulated by West Sussex Association of Local Councils in relation to the 'Value for Money Project' and give delegated authority to the Town Clerk to complete the questionnaire on behalf of the Town Council.**

63. National Association Local Councils – Standards in Public Service.

With only one response being made, to the consultation previously circulated to all Members, the Town Clerk suggested that no representation be made as there was not a collective position. At this point the Member who had responded stated that he wished for his response to be considered by the Town Council as its response. On this basis the Town Clerk was happy for such to happen so the mover of the motion stated his position, which was seconded, which was as follows,

'If a member of the public, and officer or another Councillor asks a question of a Councillor and they cannot truthfully answer the question then there is something ethically wrong.'

It was contested that it may not be an appropriate response to the consultation and would be ignored by the National Association Local Councils and on that basis, there would be an abstention from the votes. This was supported by two other Members. The Town Clerk stated that the response could be made individually, but the Town Council could adopt the approach as a motion as it had been seconded. It was then Member's feeling that more time was needed to consider a response. In response it was suggested that some Members had not read the document, so could it be deferred to the next meeting of the Council? The Town Clerk responded by saying that the deadline would be missed if left until January. It was felt that the paperwork had been sent out in good time and that Member should have prepared for the meeting

accordingly. The Town Clerk then interjected and stated that , notwithstanding what had been said, there was a motion tabled, with a seconder, so a vote should be taken. The Chairman then moved to a vote and the Town Clerk took the vote of each Councillor with 12 for and 3 abstentions, with this the motion was resolved and;

Members **RESOLVED** to;

Make the following representation to National Association Local Councils on the Standards in Public Service consultation.

'If a member of the public, and officer or another Councillor asked a question of a Councillor and they cannot truthfully answer the question then there is something ethically wrong.

64. Mayor's Christmas Appeal

The Deputy Mayor stated his full support to the appeal and with no further comment;

Members **RESOLVED** to **support the Town Mayor's Christmas Appeal and allocate a maximum of £1,500 from unrestricted reserves to meet the overarching project costs.**

65. Urgent Items

Three matters were tabled as urgent items.

a) the Town Mayor read the following statement, which was to be considered at an extraordinary Planning Committee via the Planning Working Group in relation to a proposed position of the Town Council on the future of Clair Hall, 'In line with HHTC adopted policy in the Haywards Heath Neighbourhood Plan and Destination Haywards Heath, any successor to Clair Hall should be built on the existing site, providing a modern multipurpose flexible facility. Furthermore, Mid Sussex District Council should be left to come up with a design in consultation with HHTC to ensure that resident's needs and requirements are catered for by providing a viable multifunctional space'.

b) The Town Clerk reported that the External Audit report had been received, albeit later than normal due to CV19, with clean bill of health. The report would be presented for adoption by the Town Council in January 2021. The Leader of the Council commended the report and congratulated officers.

c) For noting, the Town Clerk was engaging with the NHS regarding the possibility of the Town Hall being used as a CV19 mass vaccination centre. The Town Clerk was not sure on requirements of the NHS, but a meeting with the them was pending later that week.

Meeting Closed at 8.16pm

Committee Meeting: Full Council

Report of: Town Clerk

Date: 25th January 2021

Subject: Minutes of Committee Meetings

Purpose of Report:

1. The purpose of this report is for Members to receive and adopt the resolutions of the Council's Planning Committee, Policy and Finance Committee and Environment and General Purposes Committee.

Summary:

2. The Committee Chairmen will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committees held on the 30th November 2020 - **Minutes 75 – 82**, 15th December 2020 - **Minutes 83 – 89**, 21st December 2020 – **Minutes 90 – 97** and 11th January 2021 – **Minutes 98 – 104**, Environment & General Purposes Committee – 14th December 2020 – **Minutes 29 - 37** and Policy and Finance Committee 18th January 2021 – **Minutes 35 - 47**.

Members are recommended to;

(a) Adopt the resolutions of the Council's standing Committees as laid out under points 3, 4, 5, 6 and 7 of this report

3. Planning Committee, 30th November 2020 - **Minutes 75 – 82 resolutions;**
Nothing to report other than the planning application comments.
4. Extraordinary Planning Committee, 15th December 2020 - **Minutes 83 – 89 resolutions;**

MIN. 87 – To RESOLVE the following representation, Haywards Heath Town Centre Masterplan SPD - Consultation Response.

Councillors welcome the opportunity to provide its formal response to the MSDC Masterplan for Haywards Heath which was considered by the Council's Planning Committee on the 15th of December 2020. Haywards Heath Town Council (HHTC) largely welcomes the Masterplan which provides a basis to improve the Town Centre and make it a more attractive place to visit, live, work and play. We note the Masterplan refers to the Haywards Heath Neighbourhood Plan (HHNP) and Destination Haywards Heath (DHH) policies, together with some of the of the West Sussex County Council (WSCC) Atkins Report aspirations. HHTC anticipates involvement in the detailed development of the Masterplan as individual projects are promoted for delivery, not simply as a consultee after the plan is drawn up. We aim to co-operate and support MSDC so that we can champion the best solutions to improve the town for its residents. We also seek assurance that projects will be environmentally friendly and compliant with HHTC environment policies within its adopted Environment Framework. We mostly support the overarching objectives of the Masterplan and note the intended policy protection of the Perrymount Road office space, together with the implementation of a 20 mph zones, and the provision of shared pedestrian space, cycle lanes and parking. This provides an improved gateway towards the Town Centre with more visual appeal to encourage inward investment and businesses into the town. The Town Council believes that Haywards Heath will suffer increasing impact upon its existing/inadequate road transport infrastructure due to the planned increase of housing in and around the Town, surrounding villages and the proximity of the Northern Arc development. It is fundamental that any Masterplan must address the increased pressures on the Station Quarter and Town Centre and further protect the town corridor from through traffic which inflicts unnecessary pollution and congestion. This amendment will support retail and commercial sectors, attract businesses to locate in the Town and stimulate increased footfall into a more attractive Town Centre. Taking the above into account, HHTC has strong, ongoing concerns about the wider transport network and would like to make it clear that the road network outside of the designated Masterplan

boundary must also be included for consideration, otherwise the Masterplan will fail, as without significant change, traffic will not be able to flow in/out and around the Town Centre. There must be an intelligent solution that reduces congestion and pollution across the whole Town. The introduction of raised medians in the road raises additional concern relating to pollution and traffic flow. HHTC has major concerns relating to the proposal for The Broadway gyratory system and does not support the proposals for shared space/pedestrianisation of the area to the south of The Broadway around the Star Public House. This proposal was considered and objected to by HHTC during the development of the Atkins Report. It moreover conflicts with our subsequent adopted policy, Destination Haywards Heath document which details our preferred delivery for a one-way gyratory system based upon known desire lines and traffic flows. For clarity, HHTC requests that the heritage aspiration to close the southern end of The Broadway is removed from the Masterplan. Its delivery would increase crossing traffic congestion, pollution and reduce the opportunity to introduce wider delivery of local cycle lanes which would benefit the environment and the health and well-being of residents. DHH details a more constructive approach to providing the required cycle network infrastructure which is absent from the Masterplan framework. Masterplan aside, HHTC supports the improvement and vision for Victoria Park and looks forward to the delivery progression of the Victoria Park Masterplan, following our earlier representations. Haywards Heath Town Council will submit a separate representation on the future of Clair Hall; however, concerns remain that the Masterplan does not sufficiently protect the site for the redevelopment and provision of a new, much needed community facility for Haywards Heath. Where the HHNP is referred to in the Masterplan at many junctures policy L1 is ignored specifically. For clarity, HHTC requires that Clair Hall must be re-provided on the existing site in line with its HHNP policy on the matter.

MIN. 88 – To RESOLVE the following representation,

'In line with HHTC adopted policy in the HHNP and DHH any successor to Clair Hall should be built on the existing site, providing a modern multipurpose flexible facility. Furthermore, MSDC should be left to come up with a design in consultation with HHTC to ensure that resident's needs and requirements are catered for by providing a viable multifunctional space'.

5. Planning Committee, 21st December 2020 – **Minutes 90 – 97 resolutions;**
Nothing to report other than the planning application comments.
6. Planning Committee, 11th January 2021 – **Minutes 98 – 104;**
Nothing to report other than the planning application comments.
7. Environment & General Purposes Committee 14th December 2020 - Minutes 29 – 37 resolutions;

MIN. 33 – To RESOLVE the recommendations to,

- a) resolve the financial implications (£25,000 budget), as laid out under points 7-10, in advance of agreeing the 2021/2022 budget.
- b) specifically resolve the position of and planned expenditure of earmarked reserves under point 8 of this report.

MIN. 34 – To RESOLVE the recommendations that,

- a) the Council continues to support the annual events (marked as ANNUAL and IN PARTNERSHIP in points (3.1 – 3.14)
- b) the council be aware that Covid- 19 will still play a part with regards to events happening during 2021.
- c) officers recommend that time is taken to discuss whether or not events will take place as soon as possible and the dates for the events.

MIN. 35 – To RESOLVE the recommendation to recommend the draft Environment and General Purposes Committee Budget, to the Policy and Finance Committee for inclusion in the 2021/2022 budget.

8. Policy & Finance Committee 18th January 2021 - **Minutes 35 – 47 resolutions;**

MIN. 39 - to RESOLVE the recommendation to recommend to Full Council for approval, the list of payments and receipts, and income and expenditure for the period 1st October 2020 – 30th November 2020.

MIN. 40 – To RESOLVE the recommendation to agree the expenses and allowances payable to Members and staff for the financial year 2021/2022 as presented in the tables (a) and (b) under point 4 of this report, which show no change (0% rise) to the rates payable during 2020/2021.

MIN. 41 – see item 8 of this agenda.

MIN. 42 – To RESOLVE the recommendation to note and formally minute the report of the External Auditor for the year ended 31st March 2020.

MIN. 43 – To RESOLVE the recommendation to consider and adopt the Mid-Year Report of the Internal Auditor, and any recommendation made within the report, as presented by Mulberry and Co.

MIN. 44 – To RESOLVE the recommendation that.

- a) the Town Clerk be given authority to authorise budget overspend to a maximum of £1,000 in writing to the RFO with the Committee Chairman copied in, with all authorisations being reported to the next meeting of the Policy and Finance Committee.
- b) Financial Regulations of the Town Council be amended to reflect the changes resolved under a).

MIN. 45 – To RESOLVE the recommendation to

- a) award a grant of £250 to Dame Vera Lynn Children’s Charity towards running costs.
- b) award a grant of £500 to Grove Garden towards the purchase of a shed.
- c) award a grant of £750 to Haywards Heath Tennis Club towards the costs of a new clubhouse on the following basis with conditions.
That a grant be awarded in ‘principle’ to demonstrate local support and help attract other funders. Give the Tennis Club one year to secure funding and another year to develop the facilities. Monies held until full funding is demonstrated and Town Clerk, under delegated authority in liaison with the Chairman, agree a level of funding if the full project does not come to fruition.

MIN. 46 – To RESOLVE the recommendation to re-adopt the Town Council’s Equality and Diversity Policy and Equal Opportunities Statement after review.

Town Clerk

Committee Meeting: Full Council

Report of: Town Clerk
Date: 25th January 2021
Subject: Council Budget 2021 - 2022

Purpose of Report:

1. The purpose of this report is for Members to agree the Town Council's budget for the next financial year.

Summary:

2. On advice of the Chairman's Working Groups, the Policy and Finance Committee (18th January 2021) and the Environment and General Purposes Committee (14th December 2020) have considered, and have agreed their draft budgets for the 2021 - 2022 financial year. As a result, the attached budget heading breakdown lays out the recommended budget for the 2021 - 2022 financial year, which Full Council is being asked to ratify. In addition, Members are asked to ratify the allocation of forecasted underspend for the 2020/2021 financial year.

Recommendation(s):

Members are recommended to ratify the recommendations of the Policy and Finance Committee dated 18th January 2021 and,

- (a) approve the 2021 - 2022 budget as presented in Appendix 1, with a 1.6% increase in Council Tax and a 1.8% increase in the precept (which includes a tax base rise of 0.2%). This equates to a precept of £681,486. This will represent an average Band D Council Tax of £55.86 p.a.**
- (b) approve the earmarking of a proportion of the projected 2020/2021 underspend to the Western Road Cemetery at £4,000.**

Background:

Dispensation for setting the budget.

3. Please note that in previous years the Monitoring Officer at Mid Sussex District Council issued a dispensation for all Members to discuss and vote on allowances, the budget and fixing the precept. However, under paragraph 10 of the Members Code of Conduct these particular interests are said to be personal only (at 10 (2) C iv and vi) and not prejudicial and these are not in the list of disclosable pecuniary interests. The dispensation granted by the Monitoring Officer, as agreed by the Town Council on the 19th November 2012, was taken under advice from the National Association of Local Councils and the Society of Local Council Clerks, to ensure the Council is totally covered from any legal challenge on the Council's budget setting process.
4. However, the latest advice from the Monitoring Officer is as follows; *there is advice from the MHCLG that no dispensation is required to set the precept and allowances.'*

5. However, Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992. In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).
6. For information, Members will find attached a breakdown of the budget headings for the proposed 2021 – 2022 budget in Appendix 1 of this report. Appendix 2 is a breakdown of the Council's earmarked reserves which is in addition to the general reserves currently £161,022.76 which are forecasted to be £171,180.76 in 2021/2022. Appendix 3 are the details and examples of differing tax base rises.
7. Matters to note as presented in Appendix 1

① Precept increased from £669,569 (2020/21) to £681,486 (2021/22), based on a tax base of 12,199.9 (up from 12,176.2 in 2020/21). This represents a **1.6% increase** in the amount payable by Council Tax payers, i.e. £55.86 p.a. for a typical Band D household (up from £54.99 in 2020/21).

② Given the current situation with the pandemic and the uncertainty about the future in the short term, the budget has been set at an arbitrary rate of £100 per week. If this target was not met, the adverse impact on the overall budget would be relatively minor. Any income over and above the budget would be regarded as 'windfall'.

③ Sources of other income are broken down as follows:

	£
MSDC (environmental services Agreement) (net)	5,890
Lindfield Parish Council	1,707
	7,597

④ Both budgets assume that there will be **no** 'cost of living' pay rise in 2021/22.

⑤ This budget heading was introduced under procedures for the reopening of the Town Hall after the first lockdown (Minute 35d, Full Council 20/7/2020 refers).

Financial Implications for the Council

8. For further information the following points should be noted:
 - The budget considered by Policy and Finance recommends a precept of **£681,486** which will mean a **1.6% rise in Council Tax**, leaving the average Band D Council at **£55.86 p.a. in 2021/2022**. This equates to a £0.87p rise per annum or 7p per month.
 - In terms of the precept itself, this will **increase in line with the Tax Base and Council Tax rise** from **£669,659 this year to, £681,486 in 2021/2022, representing an increase of 1.8%**.

9. The budget in line with the rise in precept and forecasts for income to the Council, shows a small positive revenue budget and would leave current earmarked reserves intact with an underspend forecasted on the 2020/2021 budget.

Town Clerk

**HAYWARDS HEATH TOWN COUNCIL - ITEM 9 Appendix 1
FULL COUNCIL – MONDAY, 25 JANUARY 2021
DRAFT BUDGET 2021/22**

REVENUE

	Budget '20/21	Forecast to 31/03/2021	Draft Budget '21/22	Notes
	£	£	£	
Precept	669,569	669,569	681,486	①
Cemetery	27,500	24,217	27,500	
Lettings	42,087	2,001	5,200	②
Interest Earned	1,100	235	235	
Allotment Rents	3,575	3,439	3,649	
Roundabouts (WSCC)/Flower Bed Sponsorship	8,000	8,000	7,250	
Other Income	8,725	8,067	7,597	③
	760,556	715,528	732,917	

EXPENDITURE

	Budget '20/21	Forecast to 31/03/2021	Draft Budget '21/22	
	£	£	£	
Environment & General Purposes				
Allotments	6,000	5,910	6,180	
Cemetery	5,085	5,499	5,665	
External Contract for Cemetery	10,300	9,833	10,300	
Hanging Baskets, Goblet Baskets & Tiered Planters	3,100	2,277	2,895	
Muster Green, Roundabouts & Other Flower Beds	15,475	14,467	15,250	
Public Clock (St Wilfrid's)	200	200	200	
Street Lighting — Power & Maintenance	18,670	12,854	13,900	
Street Lighting — Improvement/New Schemes	2,500	2,500	2,500	
Severe Weather Contingency	300	300	300	
General Maintenance/Repairs	3,175	3,175	3,205	
Town Initiatives	1,000	1,000	3,857	
South Road Trees	2,000	2,000	2,000	
Land off Hurstwood Lane — Management Costs	5,500	5,500	25,000	
Environmental Projects	6,000	5,000	6,000	
Speed Indicator Device (SID)	2,500	2,500	—	
Highways Improvement/Maintenance Works	6,000	0	—	
	87,805	73,015	97,252	
Leisure & Amenities				
Best Kept Garden/Allotment Competitions	925	0	925	
Christmas Lights	14,610	14,348	14,610	
Christmas Lights — Maintenance Reserve	500	500	500	
Haywards Heath/South & South East in Bloom	1,025	0	1,025	
Town Council Events	11,000	11,000	0	
	28,060	25,848	17,060	
Grounds Maintenance				
Salaries & National Insurance	114,050	112,055	115,535	④
Pension	29,407	29,187	29,797	
Clothing & Footwear	975	975	1,000	
Depot Rent	9,583	9,583	10,500	
Depot Rates	4,400	4,391	4,391	
Other Depot Expenses	1,391	1,793	1,600	
Vehicle Expenses	6,750	6,167	6,750	
Fuel	3,867	3,387	3,867	

Equipment Expenses	4,875	4,875	4,924
Mobile Telephones	519	523	550
Contingencies & Sundries	325	219	325
	176,142	173,155	179,239
EXPENDITURE (cont.)			
Accommodation			
Rent	1,150	1,150	1,150
Rates, Water & Sewerage	32,593	32,232	32,593
Cleaning	4,651	4,618	4,802
Caretaking	13,253	5,067	12,868
Maintenance Building & Grounds	5,750	4,410	5,750
Electricity	2,650	1,573	2,650
Gas	1,950	1,004	1,950
Telephone, Fax & Internet	2,137	2,040	2,130
Reserve for Cyclical Redecoration	13,250	13,250	1,250
COVID-19 Contingency	10,000	4,312	3,000
	87,384	69,656	68,143
Office & Customer Service			
Salaries & National Insurance	182,500	176,727	178,200
Pension	48,429	31,753	47,172
Travelling Expenses	1,000	1,190	1,000
Printing & Stationery	3,345	2,079	3,345
Postage	725	688	725
Advertising	2,000	750	2,000
Office Equipment Maintenance	5,120	4,953	5,150
Insurances	7,304	7,304	8,400
Courses, Conferences & Publications	1,300	275	1,300
Subscriptions	8,589	8,854	9,329
Audit Fee	2,200	1,805	2,200
Staff Training	3,500	3,500	0
Reserve for Replacement of Fixtures & Fittings	3,750	3,750	3,750
	269,762	243,628	262,571
Other Expenditure			
Hospitality & Staff Recognition	1,000	419	1,000
Grants & Subsidies	8,500	5,337	8,500
Newsletters	4,500	3,820	4,500
Reserve for Election Expenses	8,000	8,000	3,000
Contingencies & Sundries	825	550	825
Bank Charges	875	769	875
Mayor's Allowance	1,015	1,015	1,015
Members' Allowances	17,008	17,008	17,008
Reserve for Community Facilities	3,059	3,059	1,780
Loan Capital Repayment	6,000	6,000	6,000
Loan Interest	3,822	3,822	3,510
Advisers' Fees	6,925	6,925	8,750
Community Warden	21,500	21,500	21,500
New Website	3,000	2,707	0
Visual Aids/Equipment (TV)	5,000	5,000	0
COVID-19 / Haywards Heath Emergency Food Hub	10,000	10,137	0
	101,029	96,068	78,263
CAPITAL	20,000	20,000	20,000

Ward Budgets

Ashenground	0	0	2,000
Bentswood	0	0	2,000
Franklands	0	0	2,000
Heath	0	0	2,000
Lucastes	0	0	2,000
	<u>0</u>	<u>0</u>	<u>10,000</u>

Total Revenue Expenditure 770,182 701,370 732,528

Revenue Surplus/(Deficit) (9,626) 14,158 389

Notes

① Precept increased from £669,569 (2020/21) to £681,486 (2021/22), based on a tax base of 12,199.9 (up from 12,176.2 in 2020/21). This represents a **1.6% increase** in the amount payable by Council Tax payers, i.e. £55.86 p.a. for a typical Band D household (up from £54.99 in 2020/21).

② Given the current situation with the pandemic and the uncertainty about the future in the short term, the budget has been set at an arbitrary rate of £100 per week. If this target was not met, the adverse impact on the overall budget would be relatively minor. Any income over and above the budget would be regarded as 'windfall'.

③ Sources of other income are broken down as follows:

	£
MSDC (environmental services Agreement) (net)	5,890
Lindfield Parish Council	<u>1,707</u>
	7,597

④ Both budgets assume that there will be **no** 'cost of living' pay rise in 2021/22.

⑤ This budget heading was introduced under procedures for the reopening of the Town Hall after the first lockdown (Minute 35d, Full Council 20/7/2020 refers).

Forecast General Reserve @ 31/3/21 is as follows:	b.f. 1/4/20	161,022.76
add: Revenue Surplus		14,158.00
less the following recommended end of year transfer from the General Reserve:		
To 'top up' Reserve for (Western Road) Cemetery		<u>(4,000.00)</u>
		<u>171,180.76</u>

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Haywards Heath Town Council

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Detailed Income & Expenditure by Budget Heading, year to date 30 NOVEMBER 2020

Month No: 8

ITEM 5: Policy & Finance Committee – Monday, 18 January 2021

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
900 Reserve Movements						
9002 Cemetery	(770)	36,006	36,776		36,776	(2.1%)
9004 Street Lighting Schemes	(65)	2,756	2,821		2,821	(2.4%)
9006 New Burial Ground	0	70,920	70,920		70,920	0.0%
9010 Christmas Lights - Maintenance	0	3,644	3,644		3,644	0.0%
9013 Town Council Events	0	3,698	3,698		3,698	0.0%
9016 Cyclical Redecoration	0	3,954	3,954		3,954	0.0%
9017 Insurances	0	965	965		965	0.0%
9018 Staff Training	(90)	2,875	2,965		2,965	(3.1%)
9019 Replacement Fixtures/Fittings	0	12,056	12,056		12,056	0.0%
9022 Election Expenses	0	17,363	17,363		17,363	0.0%
9026 CAPITAL	0	26,221	26,221		26,221	0.0%
9028 Advisers' Fees	0	4,397	4,397		4,397	0.0%
9029 Graffiti/Street Scene Works	0	5,632	5,632		5,632	0.0%
9030 Severe Weather Contingency	0	3,472	3,472		3,472	0.0%
9032 Town Initiatives	3,121	11,759	8,638		8,638	26.5%
9034 Muster Green	0	5,160	5,160		5,160	0.0%
9036 Haywards Heath Town CIC	(3,119)	11,838	14,957		14,957	(26.3%)
9037 Community Warden	12,284	5,000	(7,284)		(7,284)	245.7%
9038 Roundabout Liabilities	0	2,250	2,250		2,250	0.0%
9039 Maintenance Building & Grounds	0	13,472	13,472		13,472	0.0%
9041 Town Development	0	5,649	5,649		5,649	0.0%
9042 CCTV	0	11,894	11,894		11,894	0.0%
9043 Fox Hill Village Sign	0	1,000	1,000		1,000	0.0%
9055 South Road Trees	0	1,831	1,831		1,831	0.0%
Reserve Movements :- Indirect Expenditure	11,362	263,812	252,450	0	252,450	4.3%
Net Expenditure	(11,362)	(263,812)	(252,450)			
Grand Totals:- Income	705,130	760,556	55,426			92.7%
Expenditure	392,856	1,033,994	641,138	0	641,138	38.0%
Net Income over Expenditure	312,273	(273,438)	(585,711)			
Movement to/(from) Gen Reserve	312,273					

	2016/17	11,270.1	493,968		29.22	34.09	38.96	43.83	53.57	63.31	73.05	87.66
Overall Yr on Yr % increase (excluding Tax Base) →			4.9%		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
	2017/18	11,545.8	526,257		30.39	35.45	40.52	45.58	55.71	65.84	75.97	91.16
Overall Yr on Yr % increase (excluding Tax Base) →			6.5%		4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
	2018/19	11,759.8	584,220		33.12	38.64	44.16	49.68	60.72	71.76	82.80	99.38
Overall Yr on Yr % increase (excluding Tax Base) →			11.0%		9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%
	2019/20	11,943.8	608,025		33.95	39.60	45.26	50.92	62.94	73.55	84.87	101.84
Overall Yr on Yr % increase (excluding Tax Base) →			4.1%		2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
CURRENT YEAR →	2020/21	12,176.2	669,569		36.66	42.77	48.89	54.99	67.21	79.43	91.85	109.98
Overall Yr on Yr % increase (excluding Tax Base) →			10.1%		8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%
Tax Base NO Credit/CDP	2021/22	12,176.2	669,569		36.66	42.77	48.88	54.99	67.21	79.43	91.85	109.98
Overall Yr on Yr % increase (excluding Tax Base) →			0.0%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	2021/22	12,176.2	676,144		37.02	43.19	49.36	55.53	67.87	80.21	92.55	111.06
Overall Yr on Yr % increase (excluding Tax Base) →			1.0%		1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
	2021/22	12,176.2	682,841		37.39	43.62	49.85	56.08	68.54	81.00	93.47	112.16
Overall Yr on Yr % increase (excluding Tax Base) →			2.0%		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
	2021/22	12,176.2	689,538		37.75	44.06	50.34	56.63	69.21	81.80	94.38	113.26
Overall Yr on Yr % increase (excluding Tax Base) →			3.0%		3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
	2021/22	12,176.2	696,235		38.12	44.47	50.83	57.18	69.89	82.59	95.30	114.30
Overall Yr on Yr % increase (excluding Tax Base) →			4.0%		4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
	2021/22	12,176.2	702,932		38.49	44.90	51.32	57.73	70.56	83.39	96.22	115.46
Overall Yr on Yr % increase (excluding Tax Base) →			5.0%		5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
	2021/22	12,176.2	709,628		38.85	45.33	51.80	58.28	71.23	84.18	97.13	116.56
Overall Yr on Yr % increase (excluding Tax Base) →			6.0%		6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
	2021/22	12,176.2	716,325		39.22	45.76	52.29	58.83	71.90	84.98	98.05	117.66
Overall Yr on Yr % increase (excluding Tax Base) →			7.0%		7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%
	2021/22	12,176.2	723,022		39.59	46.18	52.78	59.38	72.58	85.77	98.97	118.76
Overall Yr on Yr % increase (excluding Tax Base) →			8.0%		8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%
	2021/22	12,176.2	729,719		39.95	46.61	53.27	59.93	73.25	86.57	99.88	119.86
Overall Yr on Yr % increase (excluding Tax Base) →			9.0%		9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%
	2021/22	12,176.2	736,416		40.32	47.04	53.76	60.48	73.92	87.36	100.80	120.96
Overall Yr on Yr % increase (excluding Tax Base) →			10.0%		10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%

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Committee Meeting: Full Council

Report of: Town Clerk

Date: 25th January 2021

Subject: Membership of West Sussex Association of Local Councils

Purpose of Report:

1. The purpose of this report is for Members to consider membership of a third-party organisation.

Summary:

2. The following report presents a recommendation in relation to the Town Council's future membership of West Sussex Association of Local Councils (WSALC) and National Association of Local Councils (NALC) and subsequently Sussex and Surrey Association of Local Councils (SSALC).

Recommendation(s)

- a) **That the Town Council submits its intention to leave WSALC/SSALC/NALC on three months' notice, but reserves the right to withdraw this if the service offered at the end of the 'value for money review' is deemed to be suitable.**
- b) **Delegated authority be given to the Town Clerk, in liaison with the Town Mayor, to withdraw the resignation if required.**

Background:

3. The Town Council formally considers membership of WSALC/SSALC/NALC on an annual basis. Normally this would be a straightforward matter with full support of the Town Clerk, but unfortunately due to the actions, as Members are aware, of the WSALC Board to date the process to renew has been rather complicated this year.
4. Members were advised of the 'value for money review' of SSALC being undertaken by WSALC at the last meeting of Full Council dated 23rd November 2020 (and previously circulated background information from both WSALC and SSALC), the associated issues relating to the review and were informed of the actions of the WSALC. This background information can be found in item 9 of that agenda. The report and subsequent resolutions also dealt with arrangements and voting on special motions for the WSALC AGM (at that time to be held 02/12/20).
5. Since the meeting of Council, the WSALC AGM was cancelled on the 2nd December due to WSALC claiming legal irregularities, on taking advice from Hampshire County Council, with the agenda as issued by SSALC. SSALC rejected the advice given but did not wish to get into what would have been an internal legal dispute. The legal advice has been requested for publication, but to date the WSALC Board, whose information it is, have not released such. As a result, there is a Freedom of Information request pending with Hampshire County Council made by Bersted Parish Council. The deadline for which is the 22nd January 2021 so should be available before this meeting unless Hampshire County Council give good reason. It must be noted that this is highly

embarrassing on the grounds that a Parish Council in membership of WSALC has had to ask for the legal advice through an FOI from WSALC that was paid for, it is expected, using membership subscriptions.

6. The AGM is now programmed in for the 25th February 2021, which means the findings of the 'value for money review' will be received by the WSALC Board. It must be noted that no recommendations will be made in the report so it will be for WSALC to decide and make recommendations and an EGM called.
7. Members received their SSALC newsletter on the 19th January 2021 and the content of such was most worrying in relation to the statement on the review, which suggests whatever the outcome of the review, the motions at the AGM tabled and any EGM, that WSALC will look elsewhere for the services provided by SSALC. Members may take what they wish from this, but it does seem somewhat pre-determined. Extract from SSALC newsletter.

At the Meeting of the SSALC Board held on 18th January the Chairman of the WSALC Board reported that he expected to receive the report of Professor Copus to discuss at the next WSALC Board meeting on 29th January. Hampshire Association's offer to provide services would be recommended to the parishes in West Sussex in February and if 25 member councils sought an Extraordinary General Meeting one would be called after 6 weeks at which Special Resolutions, properly notified to the Company Secretary could be raised. Our understanding is that if the Hampshire proposal is rejected by West Sussex Parish Councils WSALC would still be looking at alternative providers to SSALC Ltd.

8. It must be noted that if the Town Council does resign from WSALC it will mean, with current arrangements that it will leave NALC. This is very worrying as the Town Council will be out of the Council family and will need to find a way to obtain advice and services. This will be something to consider as the review concludes and WSALC takes its chosen course for providing support and advice.
9. Finally, please note that Cllr Jeffers will be attending a Mid Sussex meeting of Town/Parish Councils on the evening of the 26th January 2021 supported by the Town Clerk and there will be a SSALC Clerks network meeting on the 8th February 2021 where the matter will be discussed. Also, during that time, the report should be published on the 'value for money review' and the agenda issued for the AGM and probably an EGM pending. Update from each will be circulated.

Financial Implications

10. In 2021/22 The Town Council subscription to NALC/WSALC and SSALC is to be £3445.84 (£1750 to WSALC and £1695.84 to NALC). This decision would also give the Council flexibility/problem of how and where it can get its legal advice and training from if SSALC is broken up and closed down.

Legal Implications

11. None.

Town Clerk