



**HAYWARDS HEATH
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West
Sussex, RH16 1BA
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25th January 2022

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 31st January 2022** at the Town Hall in the Council Chamber. 40 Boltro Road commencing at **7.30pm** when the following business will be transacted.

Yours sincerely
Steve Trice
Town Clerk

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 29th November 2021.
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,
 - a) Planning Committee held on the 13th December 2021
MINS. 83 – 90
 - b) Planning Committee held on the 4th January 2022
MINS. 91 – 99
 - c) Planning Committee held on the 24th January 2022
MINS. 100 – 106

- d) Environment and General Purposes Committee on the 20th December 2021

MINS. 20 – 29

- e) Policy and Finance Committee on the 17th January 2022

MINS. 41 – 50

9. To consider and approve the Council's 2022/23 budget.
10. To review the delegated authority of Town Clerk.
11. To consider an updated Operation London Bridge Policy for Haywards Heath Town Council.
12. To consider any urgent items the Mayor has received.

*'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 Howard Munday

Town Clerk Mr Steven Trice

**HAYWARDS HEATH TOWN COUNCIL
EXTRAORDINARY MEETING OF HAYWARDS HEATH TOWN COUNCIL
Minutes of the meeting held on Monday 29th November 2021**

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

Apologies Absent***

Also present, Mr A Carter and Mr S Smith

Before the meeting commenced Mr Carter and Mr Smith from West Sussex Fire & Rescue Service presented a public consultation around the services proposals for its Community Risk Management Plan 2022 – 2026. The plan set out the direction of the service over the next four years, and as part of the consultation they presented six proposals that they would be seeking responses on from the community up until the 21st January 2022, which included.

- *Enhancing our retained (on-call) operating model,*
- *Weekend protection, prevention and response improvements,*
- *Improving protection, prevention and response performance in rural areas,*
- *How WSFRS should deal with false alarms from automatic fire systems,*
- *When we should review our Emergency Response Standards,*
- *How WSFRS proposes to undertake a review of our specialist appliance requirements to consider current and future risks to firefighter and public safety.*

It was noted that consultation was a key opportunity for the community and all partners to have their say on the proposals, and the West Sussex Fire & Rescue Service would assess all of the responses and use the feedback to inform the Community Risk Management Plan which was intended to be published in Spring 2022. The Town Mayor thanked Mr Carter and Mr Smith and then opened the meeting formally.

41. Council Prayer

Members stood for the Town Council prayer, which was read by Town Mayor, Cllr Howard Mundin.

42. Apologies

Cllr C. Evans – Covid19 implications.
Cllr C. Laband – Ill Health.
Cllr M. Jeffers – Work Commitments.

Cllr J. Langley – Work Commitments.

43. Minutes

The Minutes of the meeting held on 27th September 2021, without comment, were taken as read, confirmed as true record and were duly signed by the Town Mayor.

44. Declarations of Interest

None

45. Public Forum

None

46. To Dispose of any Business Outstanding from the Last Meeting.

It was noted that the Events and Community Officer was working with Mid Sussex District Council Officers to spend the allocation of money from the Welcome Back to the High Street Fund.

47. Mayor's Engagements and Announcements.

The Town Mayor, presented his list of engagements making special note of his attendance at the ceremony, hosted at the Town Hall, to award Mr David Collins (Hayward Heath Royal British Legion) his British Empire Medal. Which was presented by Mrs Susan Pyper (Lord-Lieutenant for West Sussex). The Town Mayor also mentioned attendance at the Best Kept Garden and Allotments Tea Party, which was hosted by Cllr Ellis as Haywards Heath in Bloom Chair and paid tribute to those who received awards. In addition, it was noted that Town Mayor had attended Haywards Heath Football Club, with the Town Clerk, when they played Brighton and Hove Albion U23 and was pleased to meet the players and officials and enjoy the game albeit not the result they hoped for.

Finally, the Town Mayor announced his Charity for his Mayoral year, which was funding for the Sussex Rehabilitation Centre (SRC) at the Princess Royal Hospital. It was noted that the SRC has an outstanding record in treatment that is recognised nationally, working with each patient to assess and create treatment plans to maximise their recovery.

48. To receive and consider adoption of the Notes or Resolutions of the following Committees:

(i) Planning Committee - **MINS. 59 - 82**

The reception and adoption of the resolutions of the Planning Committee, dated 11th October 2021 **59 – 66**, 1st November 2021 **67 – 74** and 22nd November 2021 **75 – 82** were moved, seconded and agreed by Council.

It was claimed during the moving of the meeting that members of public were unable to attend the meeting of the 22nd November 2021 to make representation on an application in Triangle Road. The Town Clerk responded that he did not believe this to be the case as he was aware of discussions with residents in the Town Hall, but he would check with the Planning Committee Clerk.

(ii) Environment and General Purposes Committee **MINS 10 – 19**

The reception and adoption of the resolutions of the Environment and General Purposes Committee, dated 25th October 2021 **10 – 19** were moved, seconded and agreed by Council.

(iii) **Policy & Finance Committee - MINS. 29 - 39**

The reception and adoption of the resolutions of the Policy and Finance Committees dated 15th November **Mins 29 – 39** were moved, seconded and agreed by Council.

49. Internal Audit Mid-Year Review 2021/2022.

Members welcome the report of the Internal Auditor and were pleased to see that no substantive matters had been raised and thanked the Responsible Finance Officer for his efforts. Members were also pleased to see the robustness of the report and the detailed analysis undertaken by Mulberry and Co, which was far more in-depth than the Town Council had been used to with the previous auditor. Furthermore, it was more commendable that a clean bill of health was reported in light of a more forensic examination of the Town Council processes and financial management.

Members **RESOLVED** to adopt the **Mid-Year Report of the Internal Auditor.**

50. Complaints Procedure

Members noted and agreed the proposed revise complaints procedure with the following additions being suggested. Firstly, under clause 3.5 it should read Mayor and/or Deputy Mayor, to ensure that the designated panel is able to meet in the absence of the Mayor. Secondly, that the last paragraph be removed as it served no purpose in terms of the procedure. Finally, under clause 5 vexatious and repeated complaints should be reported to the panel as the Policy and Finance Committee, With this,

Members **RESOLVED** to adopt the **Complaints Procedure.**

51. Urgent Items

One urgent item was heard. Cllr McPherson drew to Members attention his attendance at a preliminary meeting, hosted by consultants Nexus Planning, on behalf of Mid Sussex District Council to look at the retail offer in Mid Sussex and what would be a consultation and review of such matters in the new year. This meeting was a scene setting meeting and Cllr McPherson along with the Town Clerk would update and signpost to any documentation and consultation material when it becomes available.

Meeting Closed at 8.44pm

Mayor's Engagements

From 26 November 2021 – 25 January 2022

On Saturday 27th November, the Mayor and consort performed the official Christmas Lights Switch on for Haywards Heath and attended the Christmas Festival at the Orchards Shopping Centre.

On Saturday 27th November, the Mayor and consort also attended the annual HHTC Christmas Fireworks in Victoria Park.

On Sunday 28th November, the Mayor and consort attended the First Sunday of Advent Service at Arundel Cathedral, also attended by the High Sheriffs of East and West Sussex and Surrey.

On 1st December, the Mayor and PA attended the VIP Official Opening Night for the newly rebranded Rouge in Haywards Heath.

On Saturday 4th December, the Mayor and consort attended the annual Mewes Vets Christmas Party in Haywards Heath and announced the winner of the Mewes Vets Calendar Competition.

On 9th December, the Mayor and consort attended the 20th year anniversary Christmas celebration of the Dame Vera Lynn Children's Charity in Cuckfield.

On Saturday 11th December, the Mayor and consort attended the annual Festive Litter pick in Victoria Park.

On Sunday 19th December, the Mayor and consort attended the East Grinstead Mayor's Christmas Carols at Meridian Hall.

On 22nd December, the Mayor and consort visited the Santa's Grotto at the Bentswood Community Hub to hear more about the amazing work at the hub.

On 24th January, the Mayor attended the Induction of Fr Raglan Hay-Will as Parish Priest of St Paul's by the Bishop of Arundel & Brighton, the Right Reverend Richard Moth at St Paul's RC Church.

Ends

Committee Meeting: Full Council

Report of: Town Clerk

Date: 31st January 2022

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 standing committees.

Summary:

2. The Committee Chairmen will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committee held on the 13th December 2021 - **Minutes 83 - 90**, Planning Committee held on the 4th January 2022 - **Minutes 91 – 99** and Planning Committee held on the 24th January 2021 - **Minutes 100 – 106**. Environment and General Purposes Committee held on 20th December 2021 - **Minutes 20 – 29**. Policy and Finance Committees held on 17th January 2022 - **Minutes 40 – 50**.

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, 13th December 2021 – **Minutes 83 – 90 resolutions;**
Nothing to report other than the planning application comments.
4. Planning Committee, 4th January 2022 – **Minutes 91 – 99 resolutions;**

MIN. 98 – To RESOLVE the recommendation that the Town Clerk be given delegated authority to make a representation on the Mid Sussex District Plan - Site Allocations DPD Modification Consultation

Thank you for the opportunity to comment upon the Mid Sussex District Plan - Site Allocations DPD Modification Consultation, which was considered by the Town Council's Planning Committee on the 4th January 2022.

In respect of the Inspector's amendments, which were consulted upon, the Committee made no comment on the changes recommended to the policies for housing allocation outside of Haywards Heath.

However, the following comments are made on the following Inspector's recommendations to overarching policies for the Town Centre and Highways.

MM12 Proposed modifications to Policy SA34 do not go far enough to protect the Central Business District areas in our three main towns.

Specifically in Haywards Heath, Perrymount Road employment space has been decimated by poorly conceived legislation, recently amended to provide permitted conversion development rights from Class MA/E to Residential. Vital employment space required to provide and support local employment has been lost. Office space environment is needed even more so now that the return-to-work initiative moves our

community back towards a new normal. Towns losing these employment spaces which provide ancillary and critically customers for local services and retail, will provide less incentive for strategic inward investment as towns seek to regenerate their local economies. These comments support the following policies in the Haywards Heath Neighbourhood Plan.

Policy B2: Planning permission will be granted for development or change of use that will encourage a diverse range of uses in the Town Centre including new office, leisure, community, hotel, retail and residential which can be shown to support the core retail offer and generate vitality and add viability to the Town Centre whilst avoiding harm to existing businesses and residential properties. Schemes that result in the loss of residential accommodation in the town centre will only be granted • in cases of upper floor accommodation where an independent access does not exist and cannot be provided, • in cases where there are insurmountable environmental factors which mitigate against continued residential use, • where an employment or retail use is proposed, providing that use would enhance the vitality and viability of the town centre. • where additional residential accommodation is being provided

Policy B3: The modernisation/redevelopment of existing commercial sites to create an improved commercial offer in the Town and proposals which seek to improve existing employment areas, including a possible small business park will be granted planning permission provided that: • there would be no adverse impacts on the amenities of surrounding uses • the improvements maintain or enhance pedestrian and cycle access • the improvements maintain or enhance access to bus stops • adequate servicing and parking provision is made • there is no increased risk of local flooding. • The Council would be supportive of an innovative design approach to such properties.

MM13 Safeguarding land for and Delivery of Strategic Highway Improvements. This process should be applied to all major site development over 150 dwelling units, to protect existing and future users of the road network, with the specific objective to deter unnecessary thru traffic through our communities. There should be leveraging and support for the West Sussex County Council to-not-thru strategy. A clear audit trail to ensure compliance, should be included in any application before approval to meet such.

These topics have been discussed often and in detail at Town Council planning meetings, and carry the support of the Town Council.

5. Planning Committee, 24th January 2022 – **Minutes 100 – 106 resolutions;**
Nothing to report other than the planning application comments.

6. Environment and General Purposes Committee 20th December 2021 – **Minutes 20 – 29**

MIN. 14 – To RESOLVE the recommendation to support the 2022/2023 events programme as presented in the report under Appendix 4, including the Queen’s Platinum Jubilee celebrations. Also, to recognise the Holocaust Memorial Day as a Civic event and supporting the Day with infrastructure support.

MIN. 15 – To RESOLVE the recommendation to recommend the Environment and General Purposes Committee’s budget to the Policy and Finance Committee for inclusion on the 2022/2023 budget.

MIN. 16 – To RESOLVE the recommendation of the Environment Working Group dated 13/12/21 and authorise the Town Clerk to manage a campaign to promote plant-

based diets and signpost to the opportunities for such from January onwards. Furthermore, revisit the placement of Solar Panels, review the use of air pollution monitors, move forward with plans with Parish Council partners and continue liaison with a potential consultant to assist with delivering Town Council priorities.

7. Policy & Finance Committee 17th January 2022 - Minutes 40 – 50 resolutions;

MIN. 45 — To RESOLVE the recommendation to agree the expenses and allowances payable to Members and staff for the financial year 2022/2023 with a 5% rise in Member Allowances and Town Mayor's allowances and a 5% rise for subsistence allowances.

MIN. 46 – Budget 2022/2023 – please see item 9 of this Full Council agenda.

MIN. 47 – TO RESOLVE, to award;

a) A grant of £250 to 4sight Vision Support towards running costs.

b) A grant of £250 to Albemarle Centre towards running costs relating to the Mid Sussex Duke of Edinburgh Centre.

MIN. 48 – Delegation to the Town Clerk – please see item 10 of this Full Council agenda.

Town Clerk

Committee Meeting: Full Council

Report of: Town Clerk
Date: 31st January 2022
Subject: Council Budget 2022 - 2023

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 (17th January 2022) and the Environment and General Purposes Committee (20th December 2021) have considered, and agreed their draft budgets for the 2022 - 2023 financial year. As a result, the attached budget heading breakdown lays out the recommended budget for the 2022 - 2023 financial year, which Full Council is being asked to ratify. In addition, Members are asked to ratify the allocation of forecasted underspend for the 2021/2022 financial year.

Recommendation(s):

Members are recommended to ratify the recommendations of the Policy and Finance Committee dated 17th January 2022 and,

- (a) approve the 2022 - 2023 budget as presented in Appendix 1, with a 4% increase in Council Tax and a 5.3% increase in the precept (which includes a tax base rise of 1.24%). This equates to a precept of £717,463. This will represent an average Band D Council Tax of £58.09 p.a.**
- (b) approve the earmarking of a proportion of the projected 2021/2022 underspend to**
 - a. Capital Budget at £10,000.**
 - b. Western Road Cemetery at £5,000.**
 - c. Muster Green at £5,00.**
- (c) note the forecasted overspend on the staffing budget with the current financial year 2021/2022 as reported in point 7 – 11.**

Background:

Dispensation for setting the budget.

3. Advice from the DCLG (now MHCLG) is that no dispensation is required to set the precept and allowances. 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).

4. Please note that in previous years the Monitoring Officer at Mid Sussex District Council advises a dispensation for all Members to discuss and vote on allowances, the budget and fixing the precept. Where dispensation is not required Section 13 of the Council's Standing Orders, which sets out the dispensation process and is administered by the Town Clerk, as the Proper Officer to the Council, a policy exists, which dates back to the 19th November 2012 to give certainty in the budget process annually. So, it can be proved that dispensation was given, if challenged even though none is required generally. This decision 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.
5. For information, Members will find attached a breakdown of the budget headings for the proposed 2022 – 2023 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 £195,340 which are forecasted to be £207,619 in 2022/2023.

Additional information relating to those matters to note as presented in Appendix 1

6. As reported to the Policy and Finance Committee, under note 4 in Appendix 1, relating to Grounds Maintenance and Office and Customer Services there are overspends for staffing costs within year 2021/2022 budgets. Both forecasts assume an arbitrary 'cost of living' pay rises of 1.75% for 2021/22 (backdated to 1/4/21)
7. For the avoidance of doubt at the variance will be small for the Groundstaff (with £1,000) and greater for the Office and Customer Service and Customer Service heading than within the flexibility delegated to the Town Clerk in Standing Orders to authorise.
8. The overspend relates to the on-going negotiations represented by the aforementioned 1.75% cost of living negotiations, which in April 2021 were stated to be frozen (but the negotiations with Unions kicked on regardless) and the change of salaries to Members of staff during the year through appraisals.
9. Members are asked to note and agree the overspend, which is forecasted at Grounds Maintenance forecasted at £115,716 against £115,535 and more notably Office and customer services £180,760 against a budget £178,200 as reported. For noting this variance may rise by another £1,000 due to staff appraisals and/or the potential for an increased offer for the cost-of-living rise so a forecast of £182,000 maybe more realistic but this remains an unknown at the present time. This still only an overspend of £3,800 at worst case scenario with the £1.75% resulting to be £3,118.50. So negligible in term of changes outside of the cost of living rise due to prudent budgeting.

Financial Implications for the Council

10. For further information the following points should be noted:
 - The budget considered by Policy and Finance recommends a precept, which will mean a **4% rise in Council Tax**, leaving the average Band D Council at **£58.09 p.a. in 2022/2023**. This equates to a £2.23p rise per annum or 19p per month.

- In terms of the precept itself, this will ***increase in line with the Tax Base at 1.24% and Council Tax rise of 4%*** from **£681,486 this year to, £717,463 in 2022/2023, representing an increase of 5.3%.**

11. 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 2021/2022 budget.

Town Clerk

HAYWARDS HEATH TOWN COUNCIL
FULL COUNCIL – MONDAY, 31 JANUARY 2022
DRAFT BUDGET 2022/23

REVENUE

	Budget '21/22	Forecast to 31/03/2022	Draft Budget '22/23	Notes
	£	£	£	
Precept	681,486	681,486	717,463	①
Cemetery	27,500	23,533	29,000	
Lettings	5,200	12,396	13,200	②
Interest Earned	235	74	75	
Allotment Rents	3,649	3,903	3,965	
Roundabouts (WSCC)/Flower Bed Sponsorship	7,250	7,250	7,250	
Other Income	7,597	7,597	7,388	③
	732,917	736,239	778,341	

EXPENDITURE

	Budget '21/22	Forecast to 31/03/2022	Draft Budget '22/23	
	£	£	£	
Environment & General Purposes				
Allotments	6,180	6,044	11,275	
Cemetery	5,665	6,566	7,050	
External Contract for Cemetery	10,300	10,321	10,734	
Hanging Baskets, Goblet Baskets & Tiered Planters	2,895	2,870	3,101	
Muster Green, Roundabouts & Other Flower Beds	15,250	15,152	16,730	
Public Clock (St Wilfrid's)	200	200	200	
Street Lighting — Power & Maintenance	13,900	13,227	14,900	
Street Lighting — Improvement/New Schemes	2,500	2,500	2,500	
Severe Weather Contingency	300	300	300	
General Maintenance/Repairs	3,205	4,433	4,600	
Town Initiatives	3,857	3,857	3,246	
South Road Trees	2,000	2,000	2,000	
Land off Hurstwood Lane — Management Costs	25,000	25,000	0	
Environmental Projects	6,000	5,000	6,000	
	97,252	97,470	82,636	
Leisure & Amenities				
Best Kept Garden/Allotment Competitions	925	581	925	
Christmas Lights	14,610	13,349	15,000	
Christmas Lights — Maintenance Reserve	500	500	750	
Haywards Heath/South & South East in Bloom	1,025	566	1,025	
Town Council Events	0	0	25,000	
	17,060	14,996	42,700	
Grounds Maintenance				
Salaries & National Insurance	115,535	115,716	122,790	④
Pension	29,797	29,753	31,298	
Clothing & Footwear	1,000	1,000	1,050	
Depot Rent	10,500	10,544	11,028	
Depot Rates	4,391	4,391	4,391	

Other Depot Expenses	1,600	1,718	9,300	⑤
Vehicle Expenses	6,750	6,750	10,900	⑥
Fuel	3,867	4,066	4,200	
Equipment Expenses	4,924	4,692	4,924	
Mobile Telephones	550	315	550	
Contingencies & Sundries	325	316	325	
	179,239	179,261	200,756	
EXPENDITURE (cont.)				
Accommodation				
Rent	1,150	5,560	2,507	
Rates, Water & Sewerage	32,593	32,232	32,593	
Cleaning	4,802	4,740	5,035	
Caretaking	12,868	2,045	12,868	
Maintenance Building & Grounds	5,750	4,772	5,750	
Electricity	2,650	1,538	2,650	
Gas	1,950	1,999	3,000	
Telephone, Fax & Internet	2,130	2,208	2,289	
Reserve for Cyclical Redecoration	1,250	1,250	1,250	
COVID-19 Contingency	3,000	1,875	2,000	
	68,143	58,219	69,942	
Office & Customer Service				
Salaries & National Insurance	178,200	180,760	192,000	④
Pension	47,172	35,368	49,657	
Travelling Expenses	1,000	224	1,000	
Printing & Stationery	3,345	2,339	3,365	
Postage	725	260	525	
Advertising	2,000	1,075	2,000	
Office Equipment Maintenance	5,150	5,202	5,346	
Insurances	8,400	8,780	11,325	⑦
Courses, Conferences & Publications	1,300	1,039	1,300	
Subscriptions	9,329	9,058	9,576	
Audit Fee	2,200	1,553	2,200	
Staff Training	0	0	1,000	
Reserve for Replacement of Fixtures & Fittings	3,750	3,750	3,750	
	262,571	249,408	283,044	
Other Expenditure				
Hospitality & Staff Recognition	1,000	813	1,000	
Grants & Subsidies	8,500	5,235	8,500	
Newsletters	4,500	3,882	4,500	
Reserve for Election Expenses	3,000	3,000	3,000	
Contingencies & Sundries	825	1,257	825	
Bank Charges	875	856	1,045	
Mayor's Allowance	1,015	1,015	1,066	
Members' Allowances	17,008	17,008	17,856	
Reserve for Community Facilities	1,780	1,780	1,780	
Loan Capital Repayment	6,000	6,000	6,000	
Loan Interest	3,510	3,510	3,198	
Advisers' Fees	8,750	8,750	8,750	
Community Warden	21,500	21,500	21,500	
	78,263	74,606	79,020	
CAPITAL	20,000	20,000	10,000	

Ward Budgets

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

Total Revenue Expenditure **732,528** **703,960** **778,098**

Revenue Surplus/(Deficit) **389** **32,279** **243**

Notes

① Precept increased from £681,486 (2021/22) to £717,463 (2022/23), based on a tax base of 12,350.9 (up from 12,199.9 in 2021/22). This represents a **4.0% increase** in the amount payable by Council Tax payers, i.e. £58.09 p.a. for a typical Band D household (up from £55.86 in 2021/22).

② Given the ongoing situation with the pandemic and the degree of uncertainty about the future, the budget has been set at an arbitrary rate of £1,100 per month. If this target were 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', as will be the case for the current financial year (i.e. budget £5,200 vs forecast £12,396).

③ Sources of other income are broken down as follows:

	£
MSDC (environmental services Agreement) (net)	5,640
Lindfield Parish Council	<u>1,748</u>
	7,388

④ Both forecasts/draft budgets assume arbitrary 'cost of living' pay rises of 1.75% for 2021/22 (backdated to 1/4/21) and 3.5% for 2022/23. Should Members wish to change either of these assumptions, the figures will obviously have to be recalculated.

⑤ Budget increased to allow for one-off alterations to the depot staffroom, as requested by the grounds maintenance team. The changes are intended to enhance social distancing and thus make the facility more 'COVID-secure'. The budget will revert to normal for 2023/24.

⑥ Budget increased to allow for the cost of running the electric van alongside the two existing vehicles (for the time being). The oldest vehicle – the Renault Trafic van – will be disposed of part way through the year.

⑦ Budget increased to allow for the cost of insuring the electric van.

Forecast General Reserve @ 31/3/22 is as follows:	b.f. 1/4/21	195,340.80
add: Revenue Surplus		32,279.00
less: the following recommended end of year transfers from the General Reserve:		
to Capital Reserve		(10,000.00)
to 'top up' Reserve for (Western Road) Cemetery		(5,000.00)
to 'top up' Reserve for Muster Green		(5,000.00)
		<u><u>207,619.80</u></u>

Ends

Item 9 Reserves - Budget Report 31/01/2022 - Appendix 2

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<div style="display: flex; justify-content: space-between;"> 25/01/2022 Haywards Heath Town Council Page 1 </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 16:01 Detailed Income & Expenditure by Budget Heading (Reserve Movements), year to date 30 NOVEMBER 2021 </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Month No: 8 Meeting of the Council - Monday, 31 January 2022 </div>						
900 Reserve Movements						
9002 Cemetry	6,529	41,139	34,610		34,610	15.9%
9004 Street Lighting Schemes	0	3,283	3,283		3,283	0.0%
9006 New Burial Ground	0	70,920	70,920		70,920	0.0%
9010 Christmas Lights - Maintenance	1,190	4,144	2,954		2,954	28.7%
9013 Town Council Events	0	14,232	14,232		14,232	0.0%
9016 Cyclical Redecoration	6,690	12,324	5,634		5,634	54.3%
9017 Insurances	50	237	187		187	21.1%
9018 Staff Training	345	5,940	5,595		5,595	5.8%
9019 Replacement Fixtures/Fittings	0	15,806	15,806		15,806	0.0%
9022 Election Expenses	0	25,116	25,116		25,116	0.0%
9023 Community Facilities	0	1,851	1,851		1,851	0.0%
9026 CAPITAL	0	42,984	42,984		42,984	0.0%
9028 Advisers' Fees	0	9,852	9,852		9,852	0.0%
9029 Graffiti/Street Scene Works	(500)	5,688	6,188		6,188	(8.8%)
9030 Severe Weather Contingency	1,456	3,772	2,316		2,316	38.6%
9032 Town Initiatives	0	9,009	9,009		9,009	0.0%
9034 Muster Green	1,858	5,160	3,302		3,302	36.0%
9036 Haywards Heath Town CIC	2,245	13,673	11,428		11,428	16.4%
9037 Community Warden	9,216	9,216	0		0	100.0%
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%
9046 Visual Aids/Equipment (TV)	2,917	5,000	2,083		2,083	58.3%
9055 South Road Trees	0	3,351	3,351		3,351	0.0%
9058 Land Hurstwood Ln - Management	0	5,500	5,500		5,500	0.0%
9059 Speed Indicator Device (SID)	0	2,500	2,500		2,500	0.0%
Reserve Movements :- Indirect Expenditure	31,996	344,962	312,966	0	312,966	9.3%
Net Expenditure	(31,996)	(344,962)	(312,966)			
Grand Totals:- Income	0	0	0			0.0%
Expenditure	31,996	344,962	312,966	0	312,966	9.3%
Net Income over Expenditure	(31,996)	(344,962)	(312,966)			
Movement to/(from) Gen Reserve	(31,996)					

Meeting: Full Council
Report of: Town Clerk
Date: 31st January 2022
Subject: Scheme of Delegation to the Town Clerk

Purpose of Report:

1. The purpose of this report is for Members to consider the development of a policy.

Summary:

2. The following reports proposes an update to the Town Clerk's Scheme of Delegation, which is contained within the Town Council Standing Orders and Financial Regulations

Recommendation(s):

To RESOLVE the recommendation of the Policy and Finance Committee and adopt the revised Scheme of Delegation to the Town Clerk as presented in Appendix 1 and agree to the amendment of Standing Orders to allow the amended scheme.

Background:

3. Please see item 9 of the Policy and Finance Agenda dated 17th January 2022.

Financial Implications

4. None.

Legal Implications

5. Policy document. Contained within Appendix 1.

Town Clerk

Appendix 1 SCHEME OF DELEGATION TO THE TOWN CLERK

Legal Context: (included to assist residents)

Section 101 of the Local Government Act 1972 provides:

- a. That a Council may delegate its powers (except those incapable of delegation) to a committee; or an officer.
- b. A Committee may delegate its powers to an officer.
- c. The delegating body may exercise powers that have been delegated.

Proper Officer:

The Town Clerk is designated and authorised to act as Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

Any delegation to the Proper Officer by Full Council or a Committee of the Council shall be exercised in compliance with the Council's Standing Orders and Financial Regulations, polices or any conditions imposed by the Council and within law.

Where statute, regulation or order confers functions or duties on the Proper Officer of the Council in the following cases, she/he shall be the Town Clerk: The Town Clerk, in consultation with the Chairman and Vice Chairman of the appropriate Committees, may also take action deemed desirable on any matters which the Committee concerned has delegated powers but which require urgent action. This will then be reported the Committee at the earliest opportunity.

Process Matters and Legal Requirements

- a) To receive declarations of acceptance of office from newly elected/co-opted Members of the Council.
- b) To receive and record notices of Member's Declarations of Interests.
- c) To receive and retain plans and documents.
- d) To sign notices or other documents on behalf of the Council including Burial Deeds and Allotment Holder Tenancy Agreements.
- e) To sign summonses requiring attendance at meetings of the Council or Committees.
- f) To obtain and execute licences for use of land owned by principal authorities to improve and place street furniture, adopt and/or maintain open spaces, roundabouts and grass verges.
- g) To negotiate and execute contracts for the devolvement or providing of services for principal authorities.
- h) To represent or delegate representation of the Town Council at third party working groups and meetings.
- i) Via the Deputy Town Clerk inform the Planning Authority of Planning Comments, as advised by the Planning Committee within the set timescales set by the Planning Authority.
- j) Institute and appear in any legal proceedings authorised by the Council.
- k) Appear or make representation to any tribunal or public inquiry into any matter which the Council has an interest.
- l) As required, alter the date or time of a committee meeting, but before doing so, shall consult the Chairman of the committee concerned about the need for the change and about alternative dates and times.

m) To provide the opportunity of remote meeting for Working Groups and Council/Committee if legally allowed.

Operational Matters

The Town Clerk shall have full day to day authority to deal with the business of the Council, within the agreed policies and budgets of the Council, subject to the adherence with Financial Regulations/Standing Orders. This is specifically defined as follows:

1. Purchase of goods and services within the confines of the approved budget,
2. To implement decisions of the Council and its Standing committees, subject to the adherence of Financial Regulations/Standing Orders,
3. 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

Staffing and Human Resources

1. Appointment & dismissal of staff.
2. The monitoring and management of staff performance.
3. The management of discipline and grievance matters up to and including final written warning in line with council policy.
4. Authorisation of leave and carry-over leave.
5. The awarding of increments in accordance with National Conditions of Service.
6. To consider and decide upon requests for flexible working taking into account the operational implications for the Town Council.
7. The authorisation of compassionate leave up to seven days a year.
8. Authorisation of overtime working.
9. Approval of staff training courses.
10. Urgent action to ensure or safeguard staff welfare.
11. Payment of salaries, wages, pensions and taxes of staff employed by the Council or retired from service (through the Responsible Finance Officer).

Generally

1. Arranging official courtesy receptions/entertainment of guests of, or advisers to, the Council.
2. Letting of Council facilities at Haywards Heath Town Hall and on open spaces.
3. Negotiations of insurance agreements and utilities services for Council property and services.
4. To co-ordinate and direct the publication of the Town Council Newsletter and Town Guide.
5. To deal with the Management provision and maintenance of within spending allowances; Allotments, Notice Boards, Cemetery. Street & footway lighting, Litter Bins, Muster Green, Public Seats, Christmas Lights, Bus & Public Shelters, War memorial.
6. The management and maintenance of grounds maintenance contracts.
7. Co-ordinating all operational issues and partnership agreements that affect the Town Council.
8. Dealing with the local media on all press releases and/or Council promotions
9. Co-ordinate any youth development issues or initiatives.
10. Co-ordinate and direct the Council's involvement in any annual Town events.
11. Co-ordinate the Council's agreed civic role on Town Twinning.
12. To manage the Council's office premises including all operational issues/budgets.

Ends

Meeting: Full Council
Report of: Town Clerk – Marketing and Mayor Secretary
Date: 31st January 2022
Subject: Operation London Bridge

Purpose of Report:

- 1) The purpose of this report is for Members to consider a Town Council Policy document.

Summary:

- 2) The following reports presents an updated version of the London Bridge Protocol for the death of HM the Queen.

Recommendation(s):

To adopt the London Bridge Protocol as presented in Appendix 1.

Background:

- 3) The Operation London Bridge Protocol, as presented was put together to provide a single source of information for the steps that need to be taken for Operation London Bridge in the event of the death of HM the Queen. This single source document is customised for the use by Hayward Heath Town Council only.
- 4) A policy has already been adopted back in 2020, but a meeting between Mayor's P.A.'s in West Sussex was held to discuss and share relevant plans and points for use in the Operation London Bridge protocol and enabled the update document as presented.

Financial Implications

- 5) None.

Legal Implications

- 6) Policy document. Contained within Appendix 1.

Town Clerk

HAYWARDS HEATH TOWN COUNCIL
PROTOCOL IN THE EVENT OF THE
DEATH OF HM THE QUEEN
Operation London Bridge

Version 1.0 – 31/01/2022

Owned by Maria Horne – Marketing & Civic Officer

Security Classification

This Protocol has been given the following security classification: OFFICIAL SENSITIVE

Security classifications indicate the sensitivity of information (in terms of the likely impact resulting from compromise, loss or misuse) and the need to defend against a broad profile of applicable threats.

Security classifications ensure that sensitive information receives a uniform level of protection and treatment across government, according to its degree of sensitivity.

To view the information within this document an individual must have:

- A need to know (access is authorised to individuals for legitimate business reasons)
- The appropriate level of security clearance.

Organisations and individuals in receipt of this document must ensure the following when handling this document.

Proportionate good practice precautions against accidental or opportunistic compromise:

- That the document is not left unattended during working hours when staff are away from their desks and are unable to lock the office / room
- When moving the document by hand it should be protected by a single cover and precautions should be taken against overlooking whilst in transit.

Removable media:

- The use of removable media will be minimised and other approved information exchange mechanisms should be used, where available, in preference
- Any information moved to or transferred by removable media must be minimised to the extent required to support the business requirement.

Controlled access to sensitive assets through local business processes:

- The document may be shared with external partners subject to Haywards Heath Town Council's policies in line with this guidance
- The document must be stored in lockable furniture.

Disposal with care using approved commercial disposal products to make reconstitution unlikely:

- This document should be disposed of appropriately when no longer required (e.g. shredded or placed within a confidential waste bin).

Each recipient of this document has a responsibility to adhere to the security classification. Further information on Cabinet Office government security classifications can be found at: <https://www.gov.uk/government/publications/government-security-classifications>
The security classification for this document will be reviewed regularly to ensure its appropriateness.

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Contact details (including out of hours)

Name	Title	Email	Tel number	Day/out of hours
Steven Trice	Town Clerk	steven.trice@haywardsheath.gov.uk	01444 455694	
<i>Out of hours:</i>				
Cllr Howard Munding	Mayor	x		
		howard.munding@haywardsheath.gov.uk		
Cllr Al McPherson	Deputy Mayor	x		
		alastair.mcpherson@haywardsheath.gov.uk		
<i>Out of hours:</i>				
		x		
Helen Hewett	Assistant to the Clerk	helen.hewett@haywardsheath.gov.uk	01444 455694	
<i>Out of hours:</i>				
		x		
Andrew Sturgeon	Deputy Town Clerk	andrew.sturgeon@haywardsheath.gov.uk	01444 455694	
<i>Out of hours:</i>				
		x		
Maria Horne	Marketing & Civic Officer	maria.horne@haywardsheath.gov.uk	01444 455694	
<i>Out of hours:</i>				
		x		

Document control

This Protocol will be reviewed and revalidated every six months and is owned by the Marketing & Civic Officer.

V2.0 – approved by Maria Horne on 25 January 2022

Exercising of Protocol

This Protocol will be exercised on a biennial basis commencing January 2022

Protocol in the event of the death HM The Queen

The aim of this document is to ensure a swift, co-ordinated response in the event of the death of the Sovereign, describes the activities to be carried out and roles and responsibilities in facilitating a grieving and ceremonial process for Haywards Heath and the Town Council in the event of an announcement.

This protocol will be implemented on the formal announcement of the death of HM The Queen. Implementation of the protocol will be automatic and a Haywards Heath Town Council Gold Op London Bridge meeting will be convened (face to face or by other means) by the Town Mayor or Town Clerk.

Detailed national plans are in place for the death HM Queen and the following 'Operations' are particularly relevant to this Protocol:

- Operation London Bridge – Death of the Sovereign HM the Queen
- Operation Spring Tide – Accession visits for the new Sovereign

Activation of Protocol

This Protocol should be implemented only when a formal announcement has been made. Treat with caution statements such as "reports are coming in of the death of". If possible, wait for a more definite announcement (perhaps along the lines that "it has been announced by Buckingham Palace / Downing Street that").

This Protocol may be activated by any of the following: Mayor, Town Clerk, Deputy Town Clerk or the Assistant to the Town Clerk. The Town Clerk is contactable at any time via his email steve.trice@haywardsheath.gov.uk. The Mayor is contactable at any time via mobile 07966 057664.

Whoever activates this Protocol should inform all the people, or their deputies, identified in this Protocol as soon as possible so that action can be taken, especially in relation to D Day and D+1 activities.

It is responsibility of the CLT On Call colleague, when contacted, to co-ordinate the implementation of this Protocol until a formal Haywards Heath Town Council Gold op London Bridge meeting has been set up and a Chair agreed.

Media interviews – **lead spokespeople will be the Mayor and Leader of the Council.** Briefing notes to be drawn up for them to ensure that the key messages of condolence and support are maintained throughout.

Timing

It is difficult to give definitive information on timings. This document uses the terms, D Day (Day of Death of HM The Queen), D+1, to follow the Earl Marshal's London Bridge planning format.

For Royal funerals, planning largely assumes that when a death occurs it will be on an ordinary day of the week and the funeral will follow a given number of days later.

However, it is almost impossible to anticipate every conceivable set of circumstances. Easter, Christmas and Remembrance Sunday all throw up possible problems.

Also, there remains a possibility that if death occurs late in the day, arrangements for the Principal Proclamation on D+1 could not be put in place swiftly enough and may have to slip slightly.

For planning purposes at local level it makes sense to remain flexible and ensure that, in the case of the Monarch's death, the subsequent Proclamation readings by High Sheriffs take place at 12.30 or later on the same day as the readings in Belfast, Edinburgh and Cardiff, with readings by Mayors and Council Chairmen following on later in the day.

It is only when a formal announcement of a death come through that it will be possible to take a view on whether it is a "straightforward" time of the year, which gives a clear run, or whether other elements like Easter or Christmas are likely to complicate matters.

When the announcement is made of the first reading of the Proclamation at St.

James's Palace, it will be possible to establish (probably via television coverage) when the Proclamations are being read in the three other capital cities. Local timings can then be taken from that.

A Royal funeral will not take place on a Sunday. There is a degree of flexibility in the date of the funeral; for instance, it will be on D+11 if D+10 is a Sunday.

Should Remembrance Sunday fall between D and the day of the funeral it is likely that the National commemorations would go ahead in some form, but again the lead on local ceremonies should be taken from indications on television and in the media of plans for the Cenotaph.

If the funeral takes place in the week, then it will be a Bank Holiday. However, if the funeral is on a Saturday, it will not be a Bank Holiday and no day in lieu will be created.

Latest guidance and information

On a daily basis, check the Buckingham Palace website (www.royal.gov.uk) website and the National Association of Civic Officers' website (www.naco.uk.com) for any further or up to date guidance.

Mourning Guidance

It is expected that official Mourning Guidance will be issued but this, at time of writing, is yet to be received.

It is important that the following Protocol should be read in conjunction with any official Mourning Guidance received. This may be available via Resilience Direct.

Preparations to be made prior to D Day

(Day of Death of HM The Queen)

(Arrangements you should have already made)

- Items to be held in the Town Clerk's Office – Lead Person – **Town Clerk (ST)**
 - Black Ties/Scarves for Mayor, Deputy Mayor, Councillors
 - Black rosettes
 - Black armbands
 - Sufficient Condolence books
 - Sufficient framed photographs
 - Sufficient suitable pens
 - Short form of word for Mayor if asked for reaction to HM The Queen's death
- 'Ghost' page for Council website created and clear accountability as to how it is to be made live — Lead Person – **Marketing Communications Officer (MH)**
- 'Ghost' e-condolence book page to be created and clear accountability as to who, when and how it is to be made live - Lead Person – **Town Clerk (ST)**
- Process for 'moderating', if necessary, comments on the e-condolence book – **Town Clerk (ST)**
- Draft invitations/letters to be created and made easily accessible for other appropriate colleagues – Lead Person – **Marketing Communications Officer (MH)**
- Pre-identify churches for bell tolling purposes **Town Clerk (MH)**
- Agree with Political Leadership whether 'Parallel events' are to be held – Lead Person – **Town Clerk (ST)**

D Day (Day of Death)

'Command and Control' – CLT On Call colleague initially

- Inform all people/sections identified in this Protocol – see Contact list on page 4
- Inform Leader, Deputy Leader and Leader of Opposition that Operation London Bridge has been activated
- Be responsible for initial co-ordination of actions until first meeting is convened or until Chief Executive decides otherwise.
- Be responsible for keeping Councillors periodically informed

Flags – Lead person – Town Clerk (ST)

- On the formal announcement of Death, **all flags on Council owned buildings are to be lowered to half-mast until 0800hrs. on the morning following the Funeral.** (But see exceptions on D1+2)
- Any 'warning flags' to continue to be flown at full mast

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. When a flag is to be flown at half-mast, it should first be raised all the way to the top of the mast, allowed to remain there for a second and then be lowered to the half-mast position. When it is being lowered from half-mast, it should again be raised to the top of the mast for a second before being fully lowered.

In marking a death, it is right to lower to half-mast the Union Flag and the flags of the Nations of the United Kingdom, and the Council's own flag.

Authoritative information on flag flying can be found on the website of the Department for Culture, Media and Sport <https://www.gov.uk/guidance/designated-days-for-union-flag-flying>

Information is also carried on the website of the Flag Institute (www.flaginstitute.org) but bear in mind that the Institute is not an official body and whilst its guidance can assist it does not carry the same weight as information from the Government.

Flying flags on angled flag poles

Flags should not be flown at half-mast on poles that are more than 45° from the vertical, but a mourning cravat can be used instead (see the Flag Institute's website for further details).

However, if there is a danger that this may not be readily understood by the wider public or if a cravat is not readily available, alternative arrangements may be necessary. If the flag pole is long enough to show clear space at the top and bottom of the pole so it is obvious the flag has not just slipped a little, it may be more in keeping with the public mood to fly the flag at half-mast, even on an angled pole.

Flag-flying Days

Should it happen that between the day of death and the funeral there is a period when local authorities are scheduled to fly other flags, such as the Commonwealth flag, the Merchant Navy flag or the Armed Forces flag, Haywards Heath Town Council will let those days pass un-marked, deciding instead to continue to fly the Union flag at half-mast as a symbol of National mourning.

Dress Code – Lead person – Town Clerk (ST)

- Civic Lead officer to inform appropriate civics and councillors of suggested dress code below and availability of ties/rosettes etc.

Whilst flags are at half mast, **black ties, scarves or rosettes** will be worn by Civic Leaders and senior officers when undertaking civic duties or in connection with Operation London Bridge. An adequate supply of black ties and black rosettes will be available in the Civic Office.

Civic should wear black armbands

The **head of the mace will have a black bow tied around the shaft**. This should apply both when the mace is in use and when it is on public display (for example, in a glass display cabinet).

On the day of the death and the day of the funeral, and on days between when public mourning is observed the **badges on the civic chains will be covered by a black ‘purse’**.

If a Council meeting takes place during the period of mourning for the Sovereign, Councillors may consider wearing a black armband as well as tie/scarf.

Media messages – Lead person – Marketing Communications Officer (MH)

The **Lord Mayor and Leader of the Council will issue a joint message**, expressing sorrow at the news of the death. This should be widely distributed via traditional and social media platforms.

- The statement should begin with a suitable expression of the sadness of the Authority on hearing the announcement.
- It should state that flags will be flown at half-mast.
- It will also give information on when and where the Books of Condolence will be opened, and the URL of the online Council’s and Royal website’s Condolence books.
- It should also encourage that, if flowers are to be lain in tribute, they should be placed at adjacent to the War Memorial and that the Mayor will lay flowers at this site on **XX** date at **XX** time.
- When a decision has been taken on the Mayor’s programme of events and engagements, it might be stated that events are being cancelled as a mark of respect or that they will begin with a period of silence.

- Other Council Social Media platforms should NOT be used to express opinions about the death of HM The Queen until the Council's official statement has been released

A separate message re flowers could include:

- It will specify that flowers will be removed the day after the funeral and be composted
- Flowers should not be wrapped in paper/plastic
- Flowers not placed in designated area may be moved to official area
- Gift cards and other items will not be kept
- Consideration should be given to making a donation to a suitable charity of the individual's choice rather than purchasing flowers

A further message could be issued separately re Proclamation Day if details are known.

If in doubt, do not rush out a statement which commits the Authority to action before that action has been discussed and has the necessary agreement from the political leadership and the Executive.

Council's website – Lead Person – Marketing Communications Officer (MH)

- A pre-prepared 'ghost holding page', containing an image of HM Queen with dates of birth and death will be made live, and will include a statement from the Mayor noting, on behalf of the citizens of Haywards Heath, the great sadness on the death of HM Queen.
- This web page can also include links to anything else that is relevant i.e. press releases, message from the Mayor, where flowers can be laid, details of the Proclamation Day etc.

Ceremonies and Oaths of Allegiance – Lead Person – Town Clerk (ST)

- On the death of the Monarch it will be necessary for the oath to be amended immediately so that allegiance is sworn to His Majesty The King.
- Until such time as a picture of The King is available, ceremonies may take place without a photograph of the Monarch at the centre of the setting. It would be inappropriate to include a picture of the late Monarch as a feature of the ceremony.
- If the ceremony takes place in a room where a picture of The Queen usually hangs, but the picture is not a feature of the ceremony, then that picture does not need to be removed.
- See below for ways in which pictures can reflect the passing HM The Queen by using black ribbons.

Matters such as the length of time pictures should be draped in ribbons, and if or when the pictures should be moved to a new position are entirely for local decision.

Lighting of Council House – Lead Person – Town Clerk (ST) – to consider

- If time allows, and the colour filters can be changed easily and inexpensively, the Town Hall could be lit during the period between the day of death and the day of the funeral by deep purple filters to, signify mourning.

Cancellation of Existing Planned Civic Events – Town Clerk (ST)

Marketing Communications Officer (MH)

- Check the Mayor’s diaries and agree which engagements can go ahead and which need to be cancelled
- Make allowance for additional events connected with public mourning in the above decision

From the day of death until the day after the funeral, careful thought should be given to the types of events and activities which the the Mayor should host or attend. Lunches, Dinners, Receptions and so on may not fit with the mood of the nation and as a mark of respect may need to be cancelled or postponed. This will be a local decision taken by the Town Clerk in consultation with the Mayor, and one which needs to be reached with great sensitivity.

It is impossible to create hard and fast rules around cancelling long-planned events which fall in the period between a death and the funeral.

Hard as it may be, it is perhaps best to forget about the cost and the inconvenience of cancelling and be guided by the public mood. It is hard to envisage an event (whether it be a reception, charity fund-raiser, Dinners or Lunches) that should carry on in the period between a death and the funeral. Perhaps, when the time comes, the question to ask is not “do we cancel?” but rather “why is it really necessary and appropriate for this event to go ahead?”

Use of Resilience Direct – Lead Person – Town Clerk (ST)

The Emergency Planning Officer On Call should check to see if any National or Local Resilience Forum pages have been created and if any new guidance or information is available. Any information available should be passed to the CLT Lead.

- If so, this information to be passed to the CLT lead
- The EPO On Call will be responsible for local reporting up to Government via RD, if informed by the Mid Sussex District Council Gold Group
- Daily reporting will be required throughout the public mourning period by LRFs to MHCLG Resilience and Emergencies Division

Local Authorities will use the Emergency Planning portal Resilience Direct to coordinate activity and share information with Central Government.

‘Bank Holiday’ implications – Lead Person – Town Clerk (ST)

- If D+10 is to be a Bank Holiday, arrangements will need to be made as to the continuation/suspension of council services on that day and colleagues and citizens advised accordingly.

It is expected that D+10 (the day of the funeral) will be made a Public Holiday, unless that day falls on a Saturday.



The Council has a number of photographs or paintings of Her Majesty.

On her death it will be appropriate to mark that in some way.



A black ribbon across the corner of the picture (shown left) is one means of doing that.

A black ribbon draped across the top of the picture is an alternative.

There will come a point, after the funeral, when it will be appropriate to replace or reposition these pictures. In the case of Her Majesty, this is likely to be before the Coronation of The King.

However, decisions on pictures and where they hang is not something that needs to be rushed and it can be determined taking into account both the public mood and the availability of new pictures.

Cancellation of council-wide events – Town Clerk (ST)

- Town Clerk to consider planned events and, in discussion with the Mayor and Leader of the Council, formulate a coherent position on the cancellation of events
- Town Clerk to liaise with neighbouring councils and County Council on this decision
- Decision above to be communicated via Town Clerk or Marketing Communications Officer

There will, inevitably, be events that the Council has organised that fall within the public mourning period (from Day of Death to day after the funeral). Great sensitivity will be required in deciding which events can continue and which should be cancelled. Clearly, the ‘mood of the nation’ will need to be considered, and if the event is to continue, ways of marking the death. This may include silence at the start of events, change of programme etc. It is important that there is co-ordination between neighbouring councils as to this decision as bad publicity may ensue if one council cancels an event but the neighbouring one continues with a similar event.

Tolling of Bells – Lead person – Town Clerk (ST)

- Town Clerk to inform pre-identified churches of opportunity to toll bells on D+1
- Town Clerk to encourage further participation in this event

Some churches already have in place plans to toll a bell at noon on the day of death (if the announcement is made before noon) or on the day following if death is after noon. The Town Clerk may have a list of local churches and contact details, so that when the need arises a message can be sent to encourage the tolling of bells.

The suggestion is that the bell should toll once for every year of The Queen’s life.

Laying of Flowers – Lead person – Town Clerk (ST)

- The decision has been made to lay the flowers adjacent to the War Memorial at Muster Green. The Town Clerk to organise a cordoned off area for these.
- This decision should be conveyed to the public as soon as possible
- Suitable signage, and, if necessary, queueing system to be created
- Arrange with the Town Clerk/Marketing Communications Officer for the Mayor to lay flowers as soon as possible, preferably with media coverage
- Arrange with the Town Clerk for security/assistance to the public in laying flowers
- Provide additional bins for flower wrappers
- Information to the public about the designated area should include:
 - No paper or plastic wrappers please
 - Bins will be provided for any paper/ plastic wrappers
 - Flowers will be removed and composted the day after the funeral
 - Flowers left in other areas may be removed and placed in the designated area if they impede normal business
 - No candles should be left to be re-lit
 - It is not expected that gifts, cards, labels or other documents will be kept
 - Consider a donation to a charity in lieu of flowers/gifts
- The Town Clerk to manage the movement of flowers sensitively, if necessary
- A ‘back up area’ to be considered if necessary

An area as identified above will be designated for the laying of flowers. This decision should take into consideration any logistic and security issues.

The Mayor should lay flowers as quickly as possible in the chosen designated place. The public should be advised of the designated place as soon as possible via Marketing Communications Officer. If items are left in other locations, it may be necessary for them to be sensitively relocated to the official designated area. The Town Clerk could 'lead the way' in effecting this.

Condolence Books – Lead Person – Town Clerk (ST)

- Decide locations of Condolence books and distribute books, photos, table cloths, pens accordingly for D+1 implementation
- Include instruction, opening/closing times etc.
- Arrange monitoring of books
- Suitable signage and queuing system to be created
- Books to be available 9am to 5pm Monday to Friday and will remain open until 5pm on the day following the funeral (see exception at D+1).
- Photo of HM Queen to be sourced and framed prior to D Day
- Ensure that for the 'ghost' condolence page is ready to be made live on D+1 and the holding page is put on the Council's front webpage on D Day
- Arrange, if possible, for Lord Mayor to sign book at the Town Hall on D+1, preferably as first 'name' and with media coverage
- Arrange Leader to sign also on first day, possibly after Lord Mayor

Condolence books will be opened on D+1 but preparations should commence on D Day. The table will be covered with a cloth and a framed. **See D+1 for more details.**

It is assumed that the Council's main condolence book will be at the Town Hall – either in the Council Chamber or in the Mayor's Office.

The official images of The Queen come from Michael O'Keefe. mike@royalimages.co.uk

Mike is Custodian of the Official Royal Image Library. If you are contacting Mike O'Keefe, mention NACO as NACO members can get a discount on images

Preparation for Local Proclamation – Lead Person – Town Clerk (ST)

- The venue of Haywards Heath Town Council's Proclamation will be from Balcony of the Town Hall
- 'Event' arrangements to be made – barriers/stewarding/loud speakers etc. **Town Clerk**
- Invitations and event content – **Town Clerk or Marketing Communications Officer** (see D+2 for suggestions)
- Ensure availability of **Mayor** and senior officials (**Mayor** be robed)
- Inform Media of place and time
- Liaise with Haywards Heath Police regarding venue and arrangements for Town Council's Proclamation

The Local Proclamation will be made on D+2, but it is essential that preparations start to be made for this on D Day.

Organisation of local events during the period of Mourning Town Clerk (ST)

-
- An early decision needs to be taken as to whether any additional events will be held locally to mark the Death and Funeral of HM Queen (e.g. Open-Air service, showing of funeral on large screens etc?)
- Consult Chief Executive/Leader/Portfolio Holder(s)

On the death of the Sovereign large numbers of people will wish to pay their respects and to take part in events that mark not just a sad passing, but a moment in history.

As part of their planning Civic Offices are asked to ensure that their local authorities are developing plans locally for events which provide opportunities for people to come together.

D+1 (Principal Proclamation Day in London)

Proclamation Day is the day following the death of the Sovereign (Day of Death + 1). The first Proclamation will be made at St James' Palace at 11.00am (or 2.00pm if it's a Sunday – to be confirmed) by the Garter King of Arms. The Proclamation is then “cascaded”.

At noon on Proclamation Day it will also be read at the Royal Exchange in the City of London.

Following the first Proclamation, heralds travel to Belfast, Edinburgh and Cardiff and make formal Proclamation on the second day after the death (Day of Death +2). At 12.30pm in Edinburgh there will be a second reading of the Proclamation to the people of Edinburgh.

Once those Proclamations have been made it is appropriate for the Proclamation to be read at City, County, Borough & Parish level on D+2.

Flags – Lead person – Town Clerk (ST)

- Raise flags to full mast from 1100hrs on D+1 (Proclamation Day) to coincide with the Reading of the Principal Proclamation and continue to fly at full-mast until 1300hrs the following day, i.e., D+2 (but see exception at XX)

Opening Of Books of Condolences - Lead Person- Town Clerk (ST)

- Books of Condolences to be opened, with preferably the **Mayor's** 'signing' first with media coverage. Also see Leader of Council suggestion at D day)
- If possible, there should be some light 'supervision' of the books and of the queuing process, which at certain times might be significant
- Ensure new books or loose-leaf paper is available at all Condolence book places
- Ensure daily maintenance of the tables, books, pens, flowers etc.
- Web team to replace holding page of D Day with details of the Council's e-condolence book or direct to the www.royal.gov.uk website condolence page
- Web team to put public information re the Council's London Bridge arrangements, press releases etc. on the website.

Books of Condolence should be opened on the first working day after the day of death (but follow the Palace's lead as to when D day is – see Timing section on **page XX**).

It is expected that there will be a high demand from the public to sign these books so an adequate supply should be available beforehand. The main condolence book will be at the Town Hall but other places, (e.g. main libraries, other Council offices) including the neighbourhoods should be considered as a matter of urgency.

The books should be placed in an easily accessible place, but quiet enough to enable those signing the books a moment of privacy and quiet reflection whilst doing so.

The books should be placed on a good-sized table, covered with a suitable cloth, a chair, a clean blotter, a supply of pens and a desk lamp if necessary. A suitable framed photograph of HM The Queen should be made available and/or or a small flower arrangement.

The books will be available for signing from 9am to 5pm Monday to Thursday and 9am to 4pm on Friday, although public opinion may suggest that a dynamic reassessment of these times and days may be necessary. They will remain open until 5pm on the day following the funeral (unless that falls on a Sunday in which case, they will remain open until 5pm the following Monday).

Paper with a black border and wide left-hand margin, hole-punched to fit in a loose-leaf binder is recommended.

Loose leaf ring binders allow for the pages to be re-ordered, so that if the Mayor, Council Leader and others cannot be the first to sign the book, their signatures can nevertheless be on the first page of the bound book. A loose-leaf folder also offers an opportunity to take action if the book is defaced or offensive comments included. Pages including any questionable comments should be quietly removed until such time as a decision can be taken at senior level on whether or not they should be permanently excluded.

Prior to D day, the Council should decide whether it wishes to open its own on-line Book of Condolence or whether it is adequate to include on the Council's website a link to the Buckingham Palace e-Book of Condolence (www.royal.uk).

Civic Service – Lead Person – Town Clerk (ST)

- Cathedral/Minster may hold a Service at 6.00pm on D+9 (eve of funeral) to which all County-wide civics and dignitaries will be invited. The Place Council will need to consider if it wishes to hold its own local Service before D+10

Letter of condolence – Lead Person – Town Clerk (ST)

- As soon as practical, draft a letter of condolence in the name of the Mayor (but to be signed jointly by Mayor and the Council Leader and circulate it to both for agreement
- Letter to be sent to the new sovereign's Private secretary as soon as possible
- Reference the archiving of the local books, locally – see D+11 for details

The Mayor should send a Letter of Condolence to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign. In each case, other than exceptional local circumstances, only one letter of condolence should be sent.

D+2 (Local Proclamation Day)

At noon on D+2 the Proclamation will be read:

- In Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle;
- In Cardiff by Wales Herald Extraordinary at Cardiff Castle;
- In Belfast by Norroy and Ulster King of Arms

Once those Proclamations have been made it is appropriate for the Proclamation to be read at County, City, Borough, Town and Parish level.

High Sheriffs will cause the Proclamation to be read at County level and it is likely that Lord-Lieutenants will be alongside them. The Proclamation will then be 'cascaded' to City, Borough and District Councils and then, if desired, Town and Parish Councils.

Flags – Lead person – Town Clerk (ST)

- At 13.00 All flags to be returned to half-mast
- Flags in the immediate vicinity of the Local Proclamation made after 13.00, may be raised to full mast for the duration of the local ceremony and then returned to half-mast.

City Proclamation – Lead Person – Town Clerk (ST)

- All staging/equipment of Proclamation to be prepared
- **Mayor** to attend the High Sheriff's Proclamation
- Invited guests assembled at Haywards Heath Town Council Proclamation venue
- Robing of **Mayor** and Deputy Mayor
- Wording for **Mayor** intro and wording of Proclamation – practised reading aloud
- Suitable publicity for the Haywards Heath Town Council Proclamation
- Consideration to be given as to whether it is appropriate to capture the proclamation on video/pictorially for posterity and use for future reporting/display

Proclamation by The High Sheriff of West Sussex – Under Sheriff and County Council to organise

It is proposed that the High Sheriff of West Sussex will read the Proclamation at County Hall at 12.30.

Suggested words for High Sheriff Reading the Proclamation at County level

The High Sheriff (or in his / her absence the Under Sheriff / the immediate past High Sheriff) to say:

“We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-reigning Monarch.

But the basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today’s ceremony marks the formal Proclamation to the people of the County of West Sussex of the beginning of our new King’s reign.

Yesterday the Accession Council met at St. James’s Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen’s death were raised briefly to their full height to mark the start of His Majesty’s reign.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. It is that task which as High Sheriff of West Sussex and with my humble duty I will in a few moments discharge here today.

The proclamation of the new Sovereign is a very old tradition which can be traced back over many centuries.

The ceremony does not create a new King. It is simply an announcement of the accession which took place immediately on the death of the reigning monarch.

In an age where modern methods of communication convey news around the globe in an instant, the proclamation is no longer the means by which people learn for the first time that they have a new Monarch. Today, however, is one of the first occasions when communities have an opportunity to come together and reflect on the moment in our nation’s history when the reign of our longest-serving Monarch came to an end and our new Sovereign succeeded.

When I have read the Proclamation I will present copies to the Lord Mayor and Mayors and Chairmen of Boroughs and Districts within this County so that they in turn may return to read the Proclamation in their own communities.

Ladies and Gentlemen. The Proclamation of the Accession.”

READS THE PROCLAMATION

At the end of the Proclamation the

High Sheriff will say: God Save The King

Official Guests repeat: God save The King

All present join in saying: God save The King

The Band (if one is present) will play one verse of the National Anthem

Finally, the High Sheriff will call for three cheers for His Majesty The King.

As the High Sheriff leaves the dais he / she will pass along a line of the **Town Mayors**, Borough Mayors and District Council Chairmen and hand each a copy of the Proclamation to

read in their own communities. The **Mayors and Chairmen** will then follow the High Sheriff in Procession as the principal guests depart.

The wording of the Proclamation will be easily available via the Buckingham Palace website (www.royal.uk) and the Privy Council website (www.privacy-council.org.uk). The High Sheriff will also have a copy of the Proclamation.

Proclamation by the Mayor – Lead Person – Town Clerk (ST)

A second reading of the Proclamation will take place from County Hall at 2.00pm

At 3.00pm Civic Heads of District and Borough Councils will make the Proclamation.

At 3.30pm Parish and Town Councils may make their Proclamations.

The Council 'Platform Party' will consist of:

The Mayor

The Leader of the Council

The High Sheriff (if available)

The Lord Lieutenant (or nominated V-LL or DL)

The Chief Constable

The Mayor's Chaplain

(The above may need to be shortened depending on circumstances)

In attendance with the Platform Party could be:

Members of the Council

Honorary Freemen of the Haywards Heath

Honorary Aldermen and members of the Shrievalty

Members of CLT

Past Mayors

HM Coroner

Honorary Recorder

MPs/MEPs

Representatives from Haywards Heath's Interfaith Council

Representatives from local HM Armed Forces

(This list is not exhaustive but neither should it be taken as the minimum number to be invited)

The Police will be notified, as will other agencies to ensure the public can attend the Proclamation ceremony in safety.

Suggested words for Mayor before Reading the Proclamation

The Mayor (or in his / her absence the **Deputy Mayor**) to say:

“We come together this afternoon following the passing of our late Sovereign, Queen Elizabeth the Second. Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest- reigning Monarch.

But the basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession. Today’s ceremony marks the formal Proclamation to the people of Haywards Heath of the beginning of our new King’s reign.

Yesterday the Accession Council met at St. James’s Palace to proclaim our new Sovereign. The flags which had flown at half-mast since The Queen’s death were raised briefly to their full height to mark the start of His Majesty’s reign.

The Accession Council also made an Order requiring High Sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. The High Sheriff of West Sussex discharged that duty earlier today and now, with my humble duty, I bring the words of the Proclamation to the citizens of the Haywards Heath.

The proclamation of the new Sovereign is a very old tradition which can be traced back over many centuries.

The ceremony does not create a new King. It is simply an announcement of the accession which took place immediately on the death of the reigning monarch.

In an age where modern methods of communication convey news around the globe in an instant, the proclamation is no longer the means by which people learn for the first time that they have a new Monarch. Today, however, is one of the first occasions when communities have an opportunity to come together and reflect on the moment in our nation’s history when the reign of our longest-serving Monarch came to an end and our new Sovereign succeeded.

Ladies and Gentlemen. The Proclamation of the Accession.”

READS THE PROCLAMATION

The Lord Mayor will say: God Save The King

Official Guests repeat: God save The King

All present join in saying: God save The King

The Band (if one is present) will play one verse of the National Anthem.

Finally, the Mayor will call for three cheers for His Majesty The King.

Dispersal

D+3

(Operation “Spring Tide” begins (the new Sovereign visits all four countries in the United Kingdom). His Majesty The King attends Westminster Hall to receive the condolences of Parliament, and then travels to Edinburgh to attend the Scottish Parliament and a service of reflection.)

Lord Mayor in civic leadership role – Lead Person – Town Clerk (ST)

- Consideration/visiting Care homes and schools by the Mayor
- Any other public leadership role activities

On the quieter days, when the Proclamation ceremony has taken place and the Mayor’s diary has been cut back, consideration should be given to taking the opportunity to contact local care homes and/or schools to ask if they would like a visit from the Mayor which would give their residents an opportunity to sign Condolence Book pages and also to talk about their memories and to reflect on all that is happening nationally and locally at the time.

Two minutes silence – Lead Person – Town Clerk (ST)

- Decision on whether to publicly mark the Two minutes Silence on D+10

D+4

(His Majesty The King travels to Belfast and attends the Northern Ireland Assembly to receive a message of condolence, and attends a service of reflection.)

Royal Train route – for information only

If Her Majesty dies whilst in Scotland, then having left Edinburgh at **Time**, the Royal train should pass through **Place** at approx. **Time** arriving in **Place** at approx. **Time** (for an overnight stop). There will be a security train travelling in front of the Royal Train. The train will slow down to 10mph when going through the station alongside platform **X**. The coffin will be in the middle of the train and will be visible (partial glass carriage.) Only District and Borough Civics & VIPs will attend this part of the proceedings.

D+5

(The Lying-in-State begins at the Palace of Westminster.)

D+6

(Rehearsals and briefings nationally occur.)

D+7

(His Majesty The King travels to Cardiff and attends the Welsh Assembly to receive a message of condolence, and attends a service of reflection.)

D+8

(Fallow day – No action required)

D+9

(His Majesty The King attends an audience with the Prime Minister and attends a reception for visiting Heads of State, Governor Generals and other official guests.)

Church Services – Lead Person – Town Clerk (ST)

The Lead for this event will depend whether it is to be at St Wilfrid's or an other church.

Church Services and services in the places of worship of other faiths can also provide a setting for people to come together and collectively express sadness. Civic attendance at such services will add to the sense of the community coming together in a unified expression of grief. It will be important to ensure that such services bring together other denominations and other faiths and that they speak to those with no personal beliefs, so as to bring together the whole community.

D+10 (day of funeral)

(The Lying-in-State concludes and the funeral procession leaves Westminster Hall for Westminster Abbey. There will be a Two-minute national silence, followed by the State Funeral and a private burial at St George's Chapel, Windsor.)

Two minutes silence – Lead Person – Town Clerk (ST)

- (If a decision has been made earlier that the Council will organise a two minutes silence)
- The **Mayor** to lead a public marking of the Two minutes silence
- Arrangements to be similar to that of Remembrance Day
- Consideration be given to the Civic making a short introductory speech before the Two minutes silence

On the death of the Sovereign there will be a Two Minute Silence at 11.00 a.m. on the day of the funeral (D+10).

Following the death of The Sovereign it is likely that many people will watch the funeral service on television or on big screens where they are available locally. That may seriously limit the number of people wishing to gather in a public place simply to mark the Silence.

D+11

Flags – Lead Person – Town Clerk (ST)

Return flags to full mast at 08.00

Condolence books – Lead Person – Town Clerk (ST)

To be closed at 17.00.

Such Books of Condolence are essentially a local record of the sentiments expressed by local people on the death of Her Majesty. As such, they should form part of the Council's archive, so that future generations are able easily to gain access to them and find out the way in which national events were marked in the area. It is simply not feasible for every Book to form part of the Royal Archives. However, in any letter of condolence from the **Mayor** reference should be made to the Book of Condolence and its existence in the local archives, which then ensures that when that letter goes in to the Royal Archives it acts as an effective cross reference.

Pictures of HM Queen – Lead Person – Town Clerk (ST)

- Decision as to when the pictures/painting/photographs of HM Queen will be replaced with pictures of His Majesty The King

Condolence box – Lead Person – Town Clerk (ST)

- Start the process of collecting mourning items (ties/rosettes/armbands etc.) and re-stock condolence books