



**HAYWARDS HEATH
TOWN COUNCIL**

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11th January 2022

To all Councillors on the Policy and Finance Committee and others for information

Dear Councillor,

You are hereby requested to attend a meeting of the **Policy and Finance Committee** to be held on **17th January 2022** at **7.30pm** in the **Council Chamber**, 40 Boltro Road, when the following business will be transacted.

Yours sincerely
Steven Trice
Town Clerk

AGENDA

1. To receive apologies for absence.
2. To confirm the minutes of the meeting of the Policy and Finance Committee held on Monday 17th November 2021. (Pages 2 – 4)
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To consider Town Council Members Allowance and Staff/Members expenses. (Pages 5 – 7)
6. To consider the Council's draft budget for 2022 - 2023. (Pages 8 – 12)
7. To consider applications for Town Council Grants. (Pages 13 – 17)
8. To consider a review regarding the rent review for the lease of the Town Hall. (Pages 18 – 19)
9. To review the delegated authority of Town Clerk. (Pages 20 – 21)
10. To consider any items that the Chairman agrees to take as urgent business.

Committee Members: Policy & Finance Committee: J. Knight (Chairman), C. Ash-Edwards (Vice Chairman), R. Bates, R. Cromie, C. Evans, C. Laband, R. Nicholson, M. Pulfer.

*'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 Muddin

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

Minutes: **Policy and Finance Committee** held on Monday 15th November 2021.

Present Cllrs:

J Knight (Chairman)
C Ash-Edwards (Vice Chairman) **
R Bates
R Cromie
C Evans
C Laband
R Nicholson
M Pulfer

Apologies ** Absent *

Also present: Steven Trice (Town Clerk), Andrew Sturgeon (RFO).

Before the meeting commenced, in the absence of the Vice Chairman, Cllr M. Pulfer was nominated and duly seconded to be Vice Chairman for the evening.

29. Apologies

Cllr C. Ash-Edwards – Ill Health.

30. Minutes

The minutes of the Policy and Finance Committee held on 13th September 2021 were taken as read, confirmed as a true record and duly signed by the Chairman.

31. Substitutes

None

32. Declarations of Interest

Cllr R. Cromie declared a personal interest in relation to the grant application for Sussex Clubs for Young People due to her involvement at the community cafe in Bentswood from where the organisation operates.

33. Payments and receipts and income and expenditure reports for the period 1st July 2021 – 30th September 2021.

Members had before them the list of payments and receipts and income and expenditure reports for the period 1st July 2021 – 30th September 2021. The RFO welcomed questions. With this the following point was raised;

- The position of the Council's Ward Budgets was raised in terms of what had been spent. It was stated that Councillors in each Ward should be administering their own budget and should be ultimately aware of what was left to be spent. Expenditure was noted in the Frankland's Ward only and Members were encouraged to complete requests as soon as possible for administration purposes and were reminded, on question, that no money could be held over to the following year. It was noted that the deadline for forms to be submitted would be circulated. With this,

Members then **RESOLVED** to;

Recommend to Full Council the list of payments and receipts, and income and expenditure for the period 1st July 2021 – 30th September 2021.

34. Bank Balances and Bank Reconciliations to 30th September 2021.

The bank balance and reconciliations were presented by the RFO, noted and approved by Members. It was stated that the addition of the agenda item was excellent and increased the openness and transparency of the Town Council. This was welcome by the RFO who reminded Members that Councillors and indeed residents have always been and always will be welcome to view the accounts with appropriate notice whenever they wished, with this,

Members **RESOLVED** to approve and note the bank balances and the bank reconciliation statements as of the 30th September 2021.

35. External Auditor for the year ended 31st March 2021.

Without comment and in noting that the report of External Auditor had brought up no matter of concern,

Members **RESOLVED** to; note and formally minute the report of the External Auditor for the year ended 31st March 2021.

36. Grants

Members had three applications presented and made the following comments when considering each application. Members commended the work of Sussex Clubs for Younger People and the efforts of UK Harvest who both supported the residents with food, and in the case of the former activities for young people in areas of the Town where residents need such forms of support. The benefits of the essence of the work being undertaken by Mid Sussex Active was also welcomed, with this with all three applications having been considered;

Members **RESOLVED** to;

- a) award a grant of £500 to Mid Sussex Active towards to employment of sport leaders to hold sessions to improve the physical and mental wellbeing of children due to the impact of Covid 19.
- b) award a grant of £750 to Sussex Clubs for Young People to fund a freezer outside the foodbank and lighting work to the patio area for the community café in Bentswood.
- c) award a grant of £250 to UK Harvest towards running costs.

37. Committee Timetable

Members noted the timetable and then,

Members **RESOLVED** to adopt the Committee timetable for the Council year 2022/2023.

38. Town Hall, Allotment and Burial Charges 2022/2023

The Town Clerk presented the report, which suggested a 5% broad brush rise across all services and a £25 increase in wedding fees. It was unanimously agreed to raise the fees for Allotments and Burials as there was naturally going to be a rise in the services from third parties, for utilities bills and generally for the Town Council to provide it's groundstaff services. However, it was suggested that Town hall rents be

frozen to enable group to re-start their activities when they felt safe to do so, but after debate this move was not pursued then;

Members RESOLVED that as the 1st April 2022 to,

(a) Increase the hire costs for the Town Hall, by 5% for community hirers and 5% for commercial hirers.

(b) Increase the annual percentage rise to Cemetery fees by 5%.

(c) Increase the annual percentage increase in allotment rental fees by 5%.

(d) To rise Wedding fees from £360 to £385.

39. Urgent Business

None

Meeting closed at 7.54pm

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 17th January 2022

Subject: Members Allowances and Members /Staff Expenses 2022/2023

Purpose of Report

- 1) The following report presents the allowances and expenses that can be paid to Councillors and staff of Haywards Heath Town Council during the 2022/2023 financial year.

Summary:

- 2) The Council has a number of budget headings to cover the cost of travel, attendance at courses and conferences and for training courses that can be claimed by both staff and Councillors. In addition, there is also a basic allowance paid to each Member of the Council along with a Mayor's Allowance and the suggestion of allowing a payment to be made to enable the Town Mayor to visit the Town's twin towns. The following report reviews (annually) in one policy the range of payments and where possible the level of re-imbusement for the 2022/2023 financial year.

Recommendations;

Members are asked to consider and agree the expenses and allowances payable to Members and staff for the financial year 2022/2023 as presented in the tables (a) and (b) under point 4 of this report, which show no change (5% rise where stated) to the rates payable during 2022/2023.

Background:

- 3) Members will find below the range of allowances and payments that can be received by both Members and staff. The payments are held under designated headings some of which are fixed and some of which are variable due to the differing costs for travel and training.
- 4) Table (a) and (b) lay out the allowances and expenses that can be paid by the Council to Members and staff as of the 1st April 2022, for Member's agreement with a suggested rise in Members allowances in table (a) and generally in (b) apart from mileage claims as this is set by the National Joint Council Green Book;

Table (a): Members Allowances.

Members Allowances	Rate for 21/22 against 2022/2023 suggest at 5% rise.	Budget Heading
Basic Allowance	£1063 (22/23 = £1,116)	4242 – Members' Allowances.
Town Mayor's Allowance	£1015 (22/23 = £1,066)	4240 – Mayor's Allowances.
The purchase of one economy (non-refundable) flight/train/ferry trip, intermediates travelling costs and bed and breakfast hotel accommodation to the maximum of 3 nights at £100 per night for the Mayor, to either/or of the Town's Twin Towns (Bondues or Traunstein) per annum. <i>NB – the Mayor will be required to take out independent insurance as the Town Council does not cover extraneous costs.</i>	N/A – travel price fluctuation and no change to accommodation value.	Budget 4005 – Travelling Expenses.

Table (b): General Expenses. Please note that the general and subsistence suggested rates are in line with those recommended and agreed by Mid Sussex District Council and the National Joint Council in line with annual pay scales reviews.

General	Rate for 21/22 against 2022/2023 suggest at 5% rise if applicable.	Budget Heading
Car Mileage	45p per mile (NA)	Budget 4005 – Travelling Expenses.
Additional Mileage Rate	3p per mile for 1 passenger 5p per mile for 2 or more passengers (NA)	Budget 4005 – as above.
Cycling Allowance	20p per mile (NA)	Budget 4005 – as above.
Full Train/Bus Fare between Haywards Heath and destination of Course or Conference.	N/A (Cost set by travel provider)	Budget 4005 – as above.
Subsistence - rate for 21/22 against 2022/2023 suggest at 5% rise and round up nearest 50p/£1.		
Breakfast	£7.00 Overnight (22/23 = £7.50)	Budget 4027 – Courses Conferences and Training.
Lunch	£10.00 Overnight (22/23 = £10.50)	Budget 4027 – as above.
Tea	£4.00 Overnight (22/23 = £4.50)	Budget 4027 – as above.
Evening Meal	£12.00 Overnight (22/23 = £13.00)	Budget 4027 – as above.
Out of Pocket Expenses per night	£6.00 Overnight (22/23 = £6.50)	Budget 4027 – as above
Other Expenses that can be claimed.		
Training Courses - Staff	N/A (Cost set by provider)	Budget 4009 – Staff Training.
Conference Costs - Staff	N/A (Cost set by provider)	Budget 4027 – Courses Conferences and Training.
Training Courses Conference Costs - Cllrs	N/A (Cost set by provider)	Budget 4027 – Courses Conferences and Training.

N/A: donates variable costs due to distance and method of travel and/or cost of courses/conference.

**Every payment must be redeemed by receipt given to the Responsible Financial Officer.*

Financial Implications

- 5) The financial implication of this policy will be dealt with within the budget setting report to be considered by this committee under item 6.

Town Clerk

Committee Meeting: Policy and Finance

Report of: Town Clerk/RFO
Date: 17th January 2022
Subject: Budget 2022 – 2023

Purpose of Report:

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

Summary:

2. As a starting point for Haywards Heath Town Council's 2022–2023 budget setting process, the Environment and General Purposes Committee considered its draft budget on 20th December 2021. Following on from this meeting, the Environment and General Purposes Committee's comments have been fed into the full draft budget as outlined in Appendix 1 of this report for Members consideration. Please note the draft budget as attached is based on officers projections for Council expenditure for 2022–2023, which includes suggested new purchases/initiatives/improvements to facilities and services and has been developed through the Chairman's Working Group, which has met twice to reach the recommended budget.

Recommendation(s):

Members are asked to RESOLVE;

- a) to recommend to Full Council, the draft budget for the 2022–2023 financial year as attached at Appendix 1, with a 4% rise in Council Tax and 5.3% increase in the precept (which includes a tax base rise), representing the average Band D cost of £58.09 per annum.
- b) the recommendations made by the Responsible Financial Officer to top up the following reserves (as per note 7 in Appendix 1);
 - a. Capital Reserve - £10,000
 - b. Western Road Cemetery - £5,000.
 - c. Muster Green - £5,000.

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.
5. 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.
6. The proposed budget, its background and the implications included in each budget heading are outlined in Appendix 1 of this report. The draft budget 2022–2023 heading breakdown show the figures that have been prepared for the next financial year's budget, together with columns for the current year's budget and the forecasted expenditure to 31st March 2022.
7. As directed thus far by the Chairman's Working Group with input from the Town Clerk and RFO, the budget shows a **4% rise in Council tax**, which equates to a precept of £717,463 for 2022/2023 from £681,486 for 2021/2022 (the 22/23 precept figure includes a 1.3% rise in the tax base as advised by MSDC in early December).

2022 – 2023 Budget

8. **It is recommended that the Town Council considers increasing its precept to £714,463 from £681,486. This represents an 5.3% increase in the precept with the amount payable by Council Tax payers for a typical Band D household in 2022–2023 being £58.09 per annum (Band D in 2021–2022 is £55.86). This also represents a change in the amount payable by Council Tax Payers (4% rise) and shows a balanced revenue budget for the 2022–23 year.**
9. To put the rise into context the precept rise per Band D property from the for 2022/2023 will be 9p per month or 4p per week.
10. Members may wish to recommend a revised/amended budget to Full Council

Use of projected 2021/2022 underspent monies.

11. As members will note the Responsible Financial Officer has forecasted a surplus of £32,279 for the current financial year 2021/2022 in the report presented in Appendix 1 under notes. It would be simple to sweep all monies away to the unrestricted reserve, but it is suggested that the following reserves are increased **Capital - £10,000, Western Road Cemetery - £5,000 and Muster Green - £5,000.**

Financial Implications

12. Covered in Appendix 1 of the report.

Town Clerk/RFO

**HAYWARDS HEATH TOWN COUNCIL
POLICY & FINANCE COMMITTEE – MONDAY, 17 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		<u>(5,000.00)</u>
		<u>207,619.80</u>

Town Clerk/RFO

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 17th January 2022

Subject: Grant Applications

Purpose of Report:

13. The purpose of this report is to present for consideration grant applications made by third party organisations.

Summary:

14. Members will find attached two grant applications as laid out in Appendix 1 of this report.

Recommendation(s):

Members are asked to consider the recommendation for one grant application, the summary of which is attached as Appendix 1 and 2 of this report and decide on the level of funding to allocate.

Background:

15. The Town Council allocates monies on an annual basis to enable the award of grants to third party organisations that endeavour to enhance the well-being of the local community.
16. The ethos of the grants provided by this Council is for 'pump priming' in the context of enabling the applicants to lever in monies from other organisations, grant-giving charities and national schemes.
17. The grant criteria provides for grants to be made for one off purchases and in some instances running costs. There is also funding for capital costs and new initiatives.
18. It is asked that Members note that grants are made using the free resource (S.137 Local Government Act 1972) which talks about benefitting the area or groups of individuals – not an individual. Therefore, there is no power to grant to an individual. The Clerk has noted that this has happened in the past and would suggest until another mechanism is found the Council do not grant to an individual in the future.

Financial Implications

19. The budget for Grants and Subsidies for the financial year 2021/2022 is £8,500, of which £2709, has been allocated or spent, leaving a balance of £5,791 to be allocated.

Legal Implications

20. Further to the section 137 legislation, the Town Council can make a grant under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 13th May 2019 under minute 17.

Town Clerk

Grant Application

Organisation: 4sight Vison Support

Total Project Cost: £3528.00

Grant Requested: £250.00 running costs

Objective: To make a positive difference for people living with sight loss in West Sussex and to ensure that a diagnosis of sight loss is not a one-way road to loss of independence and isolation.

Purpose of Grant: An outreach project to provide trained face to face contact for people living with sight loss and act in a proactive way to support each individual.

Breakdown of costs:

Item or activity	Cost	Amount requested
Outreach worker	£33.32	
On cost	£4.70	
Management	£3.32	
Room hire	£2.94	
Travel	£1.87	
communication	£1.04	
Total	£49 pp (per year) X 72 members £3,528	£250 running costs

Comments: The organisation was formed in 1921. There are 1791 adult members and 11 under 16's. 4% of clients live in Haywards Heath. (72 members)

This vital service helps to alleviate isolation and loneliness, reducing risk of mental health issues, provide skills and advice to continue living a fulfilling and independent life and remain active in the community. The service benefits the people of Haywards Heath who are living with this condition, currently 72 people. The service is open to anyone who needs it.

£49 provides the Outreach Service for a year for an individual. A £250 grant would help to make a positive difference for up to 5 individuals, making a significant change for their lives.

The organisation have an active fundraising community programme and apply to several trusts and foundations. They have received some funding from selected geographical areas. The active fundraising team apply to trusts and foundations, hold community events. Individual supporters and volunteer committees around the county support by raising funds for all their services across West Sussex.

Grants Awarded since 2014/15 Financial Year:

Year of Application	Grant Awarded	Purpose of Grant
None	N/A	N/A

Recommendation: 4sight Vision Support have explained the reason for the application and why this service is vital to some residents of Haywards Heath. This service has been established a long time, proved to work well and is very much needed, with this in mind, members are recommended to award a grant of £250 towards running costs to 4sigth Vision support. A grant award of this value would be in line with the council's grant guidance notes and criteria.

Please note that the full application, which is a substantial document, is available on request from the Town Hall and will be available for inspection on the evening of the relevant Policy and Finance meeting.

Please also note that the Grant Database records continue to be maintained, providing details of grants awarded since 2014/15 Financial Year. Full details are available on request.

Grant Application

Organisation: Albermarle Centre (Mid Sussex open Duke of Edinburgh Centre)

Total Project Cost: £7993.00

Grant Requested: £250.00 Running costs

Objective: Their goal is to make the Duke of Edinburgh (D of E) Award more accessible to young people (aged 14-24) living in and around the Mid Sussex area.

Purpose of Grant: funds to cover costs necessary or safe provision of activities including insurance and volunteers training

Breakdown of costs:

Item or activity	Cost	Amount requested
Insurance	£465.56	
Volunteer Training	£1325	
Other expenditures	£6,203.56	
Total	£7993	£250

Comments: Mid Sussex D of E Centre was formed in August 2018. They are based in Haywards Heath at the Albermarle Centre and is run by volunteers. The centre is non-profit organisation and not aligned to any school or group. They operate under the D of E licence held by West Sussex County Council. They are just one of three open groups in West Sussex.

This activity can be of direct benefit to young residents of Haywards Heath, offering them opportunities to develop skills and confidence for future study and employment. The Award has a compulsory period (3 months, 6 months or 12 months, depending on the level of the Award) of volunteering, and so local charities benefit from the young people volunteering in the community. In the period 1st October 2020, up to 30th September 2021, they have 68 bronze, 43 silver and 11 gold level active participants and each of these is giving a minimum of one hour per week volunteering in the community or with a charity for between three and eighteen months and many become so enthused they continue after finishing their award.

Youth organisation, for any young person in and around Mid Sussex from the age of 14 to 24 years old, who wants to complete their Duke of Edinburgh Award. The Award scheme started in 1956 nationally, and now consists of 4 sections: Volunteering, physical, skill and expedition, plus a residential for the gold award. It is a voluntary non-competitive programme available at 3 levels: Bronze, Silver and Gold. As an Open Centre run entirely by volunteers they are not aligned to any school or group. They operate under the DofE licence held by West Sussex County Council. The Award aims to help young people gain

essential skills, experience, confidence and resilience to successfully navigate adult life.

Participants fund their own registration and expedition costs and the volunteers give their time and expertise for free, but they do have ongoing costs necessary for the safe provision of activities including insurance and volunteers training, which your running costs grant will help with. They have a team of 14 leaders, all Volunteers, helping the young people achieve their awards, but they have supported them with necessary training for expeditions such as first aid certification, and 3 have completed their Lowland Expedition Leader Award. £1325 was on training last year. Insurance cost £495.46. They are seeking assistance with the necessary training and insurance costs.

Success and progress is monitored according to the national award scheme. The quality of the Centre's work must fulfil the terms of the West Sussex Licence. The Award is a well-established youth development scheme and demand exists in Mid Sussex for open award centres. There are currently 20 young people currently registered for the award at this centre.

They will be applying for funds to suitable sources throughout the year. Last year the Centre spent £495.46 on insurance, and £1325 on training adult volunteers, so the council's £250 will assist with these costs in 2021/22. They have not applied for funding elsewhere and do have remaining balance should the full amount not be agreed. Last year they raised £31.39 from Easy Fundraiser. Participants pay their own registration and expedition costs

Grants Awarded since 2014/15 Financial Year:

Year of Application	Grant Awarded	Purpose of Grant
Yes	2019	Start up grant

Recommendation: The organisation has outlined their exact requirements and how this can benefit the lives of our young people here in Haywards Heath and our local community. Given that they have shown that there is still a need and desire for this scheme, how popular and recognised it is, members are recommended to award a grant of £250 to the Mid Sussex D od E Award Centre. A grant award of this value would be in line with the council's grant guidance notes and criteria.

Please note that the full application, which is a substantial document, is available on request from the Town Hall and will be available for inspection on the evening of the relevant Policy and Finance meeting.

Please also note that the Grant Database records continue to be maintained, providing details of grants awarded since 2014/15 Financial Year. Full details are available on request.

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 17th January 2022
Subject: Lease of Land Boltro Road – Rent Review

Purpose of Report:

1. The purpose of this report is to inform Members of a property issue.

Summary:

2. The following report outlines the outcome and implications of a rent review undertaken by Mid Sussex District Council on the lease for the Town Hall located at Boltro Road.

Recommendation(s):

- a) **That Members note the increase in the lease rent for the land at Boltro Road on which the Town Hall sits from £1,150 per annum to £2,507 per annum.**
- b) **That Members authorise the over expenditure of the Town Council's Accommodation rent budget by £1,357 to meet the cost outlined.**

Background:

3. As Members are aware Haywards Heath Town Hall, which is owned by the Town Council, sits on land owned by Mid Sussex District Council.
4. The Town Clerk received a rent review at the end of December, which was long overdue. This review has increased the rent from £1,150 to £2,507. This may seem like a huge increase on the rent of over 100%, but the landowner had not undertaken a review for many years. To this end, the Town Council has now come into line with all of the land owner's customers, so it must be accepted that the rent is to rise substantially.
5. It must also be noted that the land owner also asked for a back payment of £4,410.25, but the Town Clerk has challenged this on the basis that it was not the Town Council's fault that a rent review had not been undertaken for a number of years.

Financial Implications

6. The main implication to the rent review is that the 2021/2022 budget was set at £1,150 based on the best information known at the time of the current year's budget being set. The overspend of this budget, to meet the revised rent, is outside of the Town Clerk's delegated authority to allow budgets to be overspent by £1,000. To this end, the budget will be exceeded by £1,357. Therefore, Member's authorisation is requested.
7. Moving forward the budget has been set at £2,507.

Legal Implications

8. The Town Clerk will execute the legal paperwork for the continued leasing of the land under his delegated authority.

Town Clerk

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 17th January 2022
Subject: Scheme of Delegation to the Town Clerk

Purpose of Report:

9. The purpose of this report is to review a statutory policy document.

Summary:

10. The following report asks for Members to consider amendments/additions to the Scheme of Delegation to the Town Clerk, which is contained as an appendix in the Town Council's Standing Orders and Financial Regulations.

Recommendation(s):

Recommend to Full Council the adoption of the revised Scheme of Delegation to the Town Clerk as presented in Appendix 1 of this report and amend Standing Orders and Financial regulation to reflect the changes.

Background:

11. Members will be aware that the Town Council has had to change its way of working by giving an enhanced amount of delegation to the Town Clerk during the Covid 19 Pandemic as allowed under Section 101 of the Local Government Act 1972, especially when remote meetings ceased to be legal on May 6th 2021.
12. The existing Scheme of Delegation was considered by Full Council during the annual review of Standing Orders and Financial Regulations, which can be found in Appendix 5 of the document, on the 5th May 2021, on which no recommendations nor comments were made as a specific time constrained delegation policy was resolved for a set period of time under a separate report.
13. Discussions regarding delegation have continued nationally through the National Association of Local Councils (NALC) and locally most recently at a West Sussex Association of Local Councils (WSALC) updated when Hedleys Solicitors, on question by the Chair of WSALC, recommended that robust delegations and ability to delegate without having to go through the formal Council processes time and time again should be in place.
14. To this end, the following report outlines some simple suggestions to help the Town Council, and indeed the Town Clerk to operate on day-to-day basis through a review of the Scheme of Delegation. Additional wording and amendments to make the delegation clearer and transparent has been suggested. These changes are not a power grab, but are suggested to avoid any challenge in the future and additions that clarify matters. The additions and suggestion will be in marked in bold and underlined against the existing scheme.

15. The suggested Scheme of Delegation as presented in Appendix 1 also includes the resolution made by Policy and Finance 18/1/21 minute 44 as follows; *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.* This clause has been inserted into Standing Orders, but also should be within the Scheme of Delegation to the Town Clerk.
16. The change to Standing Orders and Financial Regulation can only be formally signed off by Full Council therefore, it is requested only to recommend the Scheme of Delegation to Full Council. Amendments/additions, which are legal, are welcomed from the Committee as the matter moves forward.

Financial Implications

17. None.
44

Legal Implications

18. Section 101 of the Local Government Act 1972 allows for delegation, other than that cant be by law, to officers and Committees.

Town Clerk

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 Members 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 & 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
Cemeteries	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