



**HAYWARDS HEATH
TOWN COUNCIL**

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Sussex, RH16 1BA
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Website: www.haywardsheath.gov.uk
Email: town.clerk@haywardsheath.gov.uk

7th March 2023

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 **13th March 2023** 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 16th January 2023. (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
6. To receive and consider the lists of payments and receipts, and income and expenditure reports for the period 1st September 2022 – 31st December 2022. (Page 5 and associated documents)
7. To confirm bank balances and the bank reconciliation statements as of the 31st December 2022. (Pages 6 - 9)
8. To consider applications for Town Council Grants. (Pages 10 – 16)
9. To review the Town Council's Health and Safety Policies. (Pages 17 – 18)
10. To review the Town Council's General Data Protection Policies. (Pages 19 – 20)
11. 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 Mundin

Town Clerk Mr Steven Trice

**HAYWARDS HEATH TOWN COUNCIL
POLICY AND FINANCE COMMITTEE**

Minutes of the meeting held on Monday, 16th January 2023

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

* Absent ** Apologies

Also present: Town Clerk, RFO

37. Apologies

R. Nicholson – work commitments.
C. Evans – personal commitment.

38. Minutes

The minutes of the meeting held on Monday 14th November 2022 were taken as read, confirmed as a true record and duly signed by the Chairman.

39. Substitutes

None.

40. Members' Declarations of Interest

There were none.

41. Members Allowance and Staff/Member Expenses Policy.

The matter of Members Allowances was raised as there was a concern regarding a forecasted uplifted of 5% in the budget for the next Council year. It was questioned whether such was acceptable in the current economic climate. This concern was countered by assertion that Members Allowances were in place to ensure that anyone of any circumstance could consider being a Councillor without financial constraints being a consideration. It was also noted that any Councillor could decline to take the allowance and/or donate it to a third pay group or organisation. There were no matters raised in relation to any other of the expenses, but it was noted and agreed that the allowance for an evening meal had not kept pace with rising costs so this allowance was raised to £16 as suggested. The other allowances, it was agreed, were still manageable at the current time. On the basis that there was a Member of the committee opposed to the rise in Members Allowances, with the expenses policy seconded for resolution, a vote was taken with five for and one against.

Members RESOLVED to agree the expenses and allowances payable to Members and staff for the financial year 2023/2024 with a 5% rise in Members' Allowances and Town Mayor's allowances and a 10% rise for subsistence allowances with a specific rise to £16.00 for evening meals.

42. **Budget 2023 - 2024.**

The 2023 – 2024 budget was presented by the RFO with the following questions being raised.

- It was suggested that both the forecast for cemetery income and Town Hall lettings income was very conservative. The RFO explained that both incomes streams could have large variances within this financial year and indeed the next. These variances could be incurred due to the uncertainty about the number of interments during the year and as the Town Hall was not seeing a full return to pre-Covid and relies heavily on specific hirers this loss of any established hirers. This was demonstrated recently due to the loss of the Harlequin Bridge Club, which was one of the Town Hall's regular hirers. However, it was noted that the Town Hall was getting busier, but it had been a slow process. Members were satisfied with the response,
- It was noted that the level of the subscriptions budget had increased considerably. It was explained that the Council's subscription to Parish Online had been discounted in partnership with other local Councils through West Sussex Association of Local Councils. This had come to an end and would not be renewed so the Town Council has to pay full fees, for what is a very useful and well used application for both staff and Councillor queries.
- The huge rise in the gas and electric budget was noted. The RFO added that the forecast had been made using recent bills to get the best forecast possible, but felt that there would be a need to adjust the budget in such uncertain times.
- It was noted that Ward Budgets May 2023 onwards would need to be reviewed due to the changes in Ward set up for the Town. The Town Clerk confirmed that a report will be forthcoming for the new Council to consider.

It was then moved by a Member of the committee that the budget needed to be reviewed line by line as was not prudent and good value for the tax payer. This was dismissed by the other Members of the Committee an alternative budget was not forthcoming when the Member was asked to provide one. At the end of the debate the Budget as presented was moved for resolution, on the grounds that it was a balanced budget that allowed for much needed topping up reserves especially in light of £20,000 of works needing to be completed in the current financial year. This was also available within year budgets after the Council had granted to the Ukraine appeal and helped the Bentswood Hub. It also shored up reserves after unrestricted reserves were made available to help organisations with the cost-of-living crisis grants. On the basis that there was a Member of the committee opposed to the budget, with the Budget seconded for resolution, a vote was taken with five for and one against. Then a second vote was taken regarding the movement of reserves (i) to (v) as recommended, which was agreed with five for and one abstention. In closing, the Chairman moved thanks to the RFO for his work and diligence in preparing the budget. These sentiments were echoed by all Members of the Committee.

Members **RESOLVED** to recommend to Full Council,

- (a) the 2023–2024 budget as presented in Appendix 1, with a 6% rise in Council Tax and 7% increase in the precept (including 1% in the tax base), representing the average Band D cost of £61.57 per annum. (In monetary terms a £3.48 per annum rise from the band D cost for 2022/2023 (£58.09) or 29p per month 6p a week or a 1p a day).**

- (b) the recommendations made by the Responsible Financial Officer to top up the following reserves (as per note 5 in Appendix 1);
- i. Capital Reserve - £10,000
 - ii. Western Road Cemetery - £10,000.
 - iii. Muster Green - £5,000.
 - iv. Maintenance of Buildings and Grounds - £5,000

43. Grants

Members had before them three grant applications. Members were content that all of the applications met the Council's grant criteria so were happy to make the following awards.

Members **RESOLVED** to;

- a) a grant of £750 to Hope towards start-up costs for a Haywards Heath Sparkle Group.
- b) a grant of £500 to Northlands Wood Primary School towards Physical Education equipment and storage.
- c) grant of £250 to Sussex Association for Spina Bifida and Hydrocephalus towards running costs.

44. 2023 – 2024 Committee Timetable

Members agreed the Committee Timetable as presented without making any comment or amendments to the dates suggested. Discussions then turned to the start time of the meetings with varying thoughts about 7pm commencements or in some cases earlier. It was suggested that the new council, at its first meeting in May, would be better placed to decide on timings as it would their timetable. This coupled with the fact that there was going to be a large number of new Councillors who may have different personal circumstances. To this end, it was agreed to leave any consideration until the Annual meeting of the Town Council

Members **RESOLVED** to adopt the 2023/2024 Committee timetable.

45. 2023 Financial Risk Assessment

Without comment noting the raised risk for Allotment provision because of the ever-increasing waiting list and the Cemetery due to the delay in being able to obtain the land for the proposed new cemetery off Hurstwood Lane, with this,

Members **RESOLVED** to adopt the 2023 Financial Risk Assessment.

36. Items Agreed as Urgent by the Chairman

None

The meeting closed at 8:26pm.

ITEM 5

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 13th March 2023

Subject: Lists of payments and receipts, and income and expenditure reports for the period 1st September 2022 – 31st December 2022.

Please see associated document entitled;

ITEM 5 - P and F 16/03/23 - FINANCIAL REPORTS PACK – 01SEPT22 TO 31DEC22

Town Clerk/RFO

ITEM 6

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 13th March 2023

Subject: To Confirm Bank Balances and the Bank Reconciliation Statements as of the 31st December 2022.

ITEM 6 - P and F 16/03/23 - TO CONFIRM BANK BALANCES AND THE BANK RECONCILIATION STATEMENTS AS OF THE 31st DECEMBER 2022. **See next 3 pages.**

Town Clerk/RFO

Date: 06/02/2023

Haywards Heath Town Council

Page 1

Time: 16:24

Bank Reconciliation Statement as at 31/12/2022
for Cashbook 1 - Current/Reserve Account

User: BRENDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/12/2022		2,500.00
Reserve Account	31/12/2022		796,858.26
			<hr/> 799,358.26
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			799,358.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			799,358.26
		Balance per Cash Book is :-	799,358.26
		Difference is :-	0.00



Transactions from 30-DEC-2022 to 31-DEC-2022

Account name or alias HAYHTH Account number [REDACTED] Sort code [REDACTED] Account currency GBP
TWN CNCLZZ7

Debit or credit Current cleared balance
Any [REDACTED]

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

The interest rate is 0.80% gross 0.80% AER.
This is based on the balance of 31st of December 2022.

Date	Type	Transaction details	Debit	Credit	Balance
		Opening balance			810,835.13
30-Dec-2022	INT	30DEC GRS [REDACTED]		556.87	811,392.00
30-Dec-2022	TO	[REDACTED]	-14,533.74		796,858.26
		Closing balance			796,858.26
		Totals	-14,533.74	556.87	



Transactions from 30-DEC-2022 to 31-DEC-2022

Account name or alias HAYHTH Account number [REDACTED] Sort code [REDACTED] Account currency GBP
TWN CNCLZZ7

Debit or credit Current cleared balance [REDACTED]
Any

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		Opening balance			2,500.00
30-Dec-2022	BAC	DICKENS MERYEM, TLATES, FP 30/12/22 1320, FP22364016913933		313.50	2,813.50
30-Dec-2022	BAC	DICKENS MERYEM, TLATES, FP 30/12/22 1321, FP22364016915229		198.00	3,011.50
30-Dec-2022		FROM [REDACTED]		14,533.74	17,545.24
30-Dec-2022	CHG	02DEC A/C [REDACTED]	-17.15		17,528.09
30-Dec-2022	EBP	WSCC PENSION FUND, [REDACTED], FP 30/12/22 40, 42024018689465000N	-5,930.60		11,597.49
30-Dec-2022	EBP	RNS CLARKE WILL, [REDACTED], FP 30/12/22 40, 11024018597970000N	-1,132.33		10,465.16
30-Dec-2022	EBP	HMRC CUMBERNAULD, [REDACTED], FP 30/12/22 40, 45024018737721000N	-6,884.99		3,580.17
30-Dec-2022	D/D	GOCARDLESS, SEBSIT-7N7QG8Z5E2	-620.40		2,959.77
30-Dec-2022	D/D	DULUX DECORATOR CE, 1702524	-459.77		2,500.00
		Closing balance			2,500.00
		Totals	-15,045.24	15,045.24	

Committee Meeting: Policy and Finance

Report of: Events and Community Officer

Date: 13th March 2023

Subject: Grant Applications

Purpose of Report:

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

Summary:

2. Members will find attached five grant applications as laid out in Appendix 1-5 of this report.

Recommendation(s):

Members are asked to consider the recommendation for three grant applications, the summary of which is attached as Appendix 1- 5 of this report and decide on the level of funding to allocate.

Background:

3. The Town Council allocates monies on an annual basis to enable the award of grants to third party organisations that endeavor to enhance the well-being of the local community.
4. 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.
5. 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.
6. 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

7. The budget for Grants and Subsidies for the financial year 2022/23 is £8,500, of which £6,218.60, has been allocated or spent, leaving a balance of £2,271.40 to be allocated.

Legal Implications

8. 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.

Grant Applications

Organisation	Grant Requested	Amount	Reason
Bentswood Mental Wellbeing	£750		To fund new specific Mental Health Workshops
Haywards Heath Lions Club	£250		Running Costs
Mid Downs Hospital Radio	£250		Running Costs
Mid Sussex Duke of Edinburgh Award Centre	£500		Purchase of new tents and trangias
Sussex Chorus	£250		Running Costs

Events and Community Officer

Appendix 1

Organisation: Bentswood Mental Wellbeing

Total Project Cost: £750

Funding Category: Start Up Costs

Grant Requested: £750

Purpose of Grant: To fund new Mental Health Workshops with specialist subjects

Breakdown of costs:

Item	Total cost	Amount requested
Room Hire Costs	£120	
Stationary	£100	
Insurance	£300	
Trainers Cost	£230	
Total	£750	£750 Start Up Costs

Information:

Bentswood Mental Wellbeing is part of the Bentswood Community Partnership. They run courses for the residents and friends of Bentswood to aid with their Mental Health Wellbeing Issues. The group has been formed for 2/3 years.

Currently, BMW run weekly drop-in sessions on Thursdays from 10am-12pm at The Bentswood Hub.

BMW is looking to hold more Mental Health courses in the area. They are looking for the funding for the course, an external trainer and the rental of space to hold the courses. The project will help the resident's health support both now and in the future. The project will be open to adults over the age of 25. All of their members reside in Haywards Heath.

The application is to fund new workshops on specific areas, these will be Bi Polar, Autism, PTSD and OCD.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
N/A	N/A	N/A

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application**Appendix 2****Organisation:** Haywards Heath Lions Club**Total Project Cost:** £1600**Funding Category:** Revenue**Grant Requested:** £250**Purpose of Grant:** To help towards funding this year's 'Swimathon'**Breakdown of costs:**

Item	Total cost	Amount requested
Pool Hire	£750	
Medals and Certificates	£300	
Promotional Materials	£250	
Local Giving	£300	
Total	£1600	£250 Start Up Costs

Information:

Haywards Heath Lions Club is a service and fundraising organisation based in Haywards Heath. They are a registered charity and were formed in 1962.

The 'Swimathon' event runs on Good Friday every year at The Dolphin Leisure Centre, this year will be their 31st event. The staging of the event incurs costs which ultimately detracts from the funds available to the beneficiaries.

Teams from local organisations, schools, friendship groups, families etc, swim for 55 minutes in a relay format. They are sponsored and the funds raised are then split between the teams chosen charities/ good causes and the beneficiary chosen by the Lions Club. This year, the Lions Club has chosen the local branch of 'MIND'.

The HH Lions Club have arrived at their breakdown of costs based on previous years events. They have approached Orchards Shopping Centre for sponsorship.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
N/A	N/A	N/A

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application**Appendix 3****Organisation:** Mid Downs Hospital Radio**Total Project Cost:** £5,679.51**Funding Category:** Revenue**Grant Requested:** £250**Purpose of Grant:** To provide support with revenue costs for running the radio**Breakdown of costs:**

Item	Total cost	Amount requested
Insurance	£1,147.68	
PSquared (Myriad)	£806	
BT Telephone/ Broadband	£845	
PRS/ PPL Licence	£1027.20	
Internet Streaming Service (Sharpstream)	£576	
Ofcom RSL (1350am)	£375	
News Service (IRN)	£390.65	
Website (WIX)	£365.98	
Bank Charges	£96	
HBA Membership	£50	
Total	£5,679.51	£250 Revenue Costs

Information:

Mid Downs Hospital Radio provides music and entertainment to patients, staff and visitors of the Princess Royal Hospital. They also provide information about NHS/ hospital services, health advice and information about supporting community voluntary services. The service operated 24/7 all year round and is run entirely by volunteers. They also offer an internet streaming service, available across the Haywards Heath Community. They are a registered charity and the organisation was formed in 1976.

Mid Downs Radio received a grant to the value of £800 in October 2022 from Burgess Hill Town Council. They also fundraise through membership fees, donations, grants, members fund raising projects (e.g. HH Lions Swimathon, other marathons ect). They also raise funds through outside events, where Mid Downs Radio provides a good value PA and Music service for local events in the area.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2020	£480	Special plug to rewire speakers to hear around hospital

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application**Appendix 4****Organisation:** Mid Sussex Open Duke of Edinburgh Award Centre (MSODEC)**Total Project Cost:** £10522**Funding Category:** One off costs**Grant Requested:** £500**Purpose of Grant:** To help fund the purchase of 3 new 2 person tents and 3 Trangias.**Breakdown of costs:**

Item	Total cost	Amount requested
3 x 2 Person Tent (£175 each)	£525	
3x Trangias (£71 each)	£213	
Total	£738	£500 One Off Costs

Information:

Mid Sussex Open Duke of Edinburgh Award Centre was formed in 2018. They are a 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. They are not aligned to any school or group and operate under the DofE licence held by West Sussex County Council. Participants fund their own registration and expedition costs and the volunteers give their expertise for free. They provide equipment to young people who would otherwise struggle to fund kit, which the grant application would assist with. The grant would assist with the purchase of two person tents and Trangias for low income participants. With a total membership of 167 (32 adults and 135 juniors), 70% of members reside in Haywards Heath.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2020	£500	Running Costs of award
2022	£250	Safety of activities including insurance and volunteer training

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application**Appendix 5****Organisation:** Sussex Chorus**Total Project Cost:** £7874**Funding Category:** Revenue**Grant Requested:** £250**Purpose of Grant:** To help towards funding their Mozart Concert**Breakdown of costs:**

Item	Total cost	Amount requested
Venue Hire and Staging	£579	
Conductor	£450	
Soloists	£1700	
Orchestra	£4160	
Music Hire/ Purchase	£100	
Marketing Costs	£885	
Total	£7874	£250 Start Up Costs

Information:

Sussex Chorus is a 70 strong mixed choir singing a range of old and modern classical music in four-part harmony. They perform 4 concerts a year in Mid Sussex, with at least 3 of which include professional orchestras and soloists. They formed in 1921 and have 70 members, with 25% living in Haywards Heath. They are a registered charity.

On Saturday 24th June 2023, they are performing an all Mozart concert at St Andrews Church in Burgess Hill. The concert offers the opportunity for Haywards Heath Residents and those in Mid Sussex to enjoy London standard music in their local area.

With the combination of ticket sales and their own fund raising (table top sales, with matched funding from Barclays Bank), they have £6,250 raised. They have also applied to Burgess Hill for funding of £1000 and to P&S Gallagher for a further £500.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
N/A	N/A	N/A

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 13th March 2023
Subject: Health and Safety Policies

Purpose of Report

Purpose of Report

- 1) The purpose of this report is for Members to consider Town Council policy documents.

Summary:

- 2) The following report presents a review of Haywards Heath Town Council's Health and Safety policy documentation, which was produced in conjunction with consultants Complete Health and Safety Ltd.

Recommendations;

Members are recommended to;

- a) **Note and comment upon on the Health and Safety documents as attached.**

Background

- 3) As required by the Internal Auditor's Members will find attached copies of the Town Council's following Health and Safety documentation for consideration, comment and sign off, *(these reports are attached to the Members summons email and available on request by residents as they is a considerable amount of paperwork.)*
 1. Health and Safety Policy
 2. General Risk Assessment
 3. Fire Risk Assessment
 4. Fire Safety Policy
 5. Groundstaff Risk Assessment
- 4) All of the above was reviewed last year by Complete Health and Safety Ltd.
- 5) Members will also note that the Health and Safety documentation forms part of the Town Council's staff handbook and all staff must sign to say they have read the document as the handbook links to staff contracts of employment resulting in any deliberate breach of Health and Safety being a disciplinary matter.

Financial Implications

- 6) There will be financial implications resulting from the recommendations outlined in the Fire Risk assessment, which will be met from existing budgets. If it transpires that works need to be procured, they will be dealt with through the Council's Standing Orders and Financial regulations.

Legal Implications

- 7) None.

Town Clerk