



## HAYWARDS HEATH TOWN COUNCIL

---

Town Hall, 40 Boltro Road, Haywards Heath, West Sussex, RH16 1BA

Tel 01444 455694 Fax 01444 455075

Web [www.haywardsheath.gov.uk](http://www.haywardsheath.gov.uk) E-mail [town.clerk@haywardsheath.gov.uk](mailto:town.clerk@haywardsheath.gov.uk)

21<sup>st</sup> January 2020

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on Monday 27<sup>th</sup> January 2020 in the **Council Chamber**, 40 Boltro Road, Haywards Heath at 7.30pm when the following business will be transacted.

Yours sincerely  
**Steve Trice**  
Town Clerk

**Before the meeting commences Inspector Pete Dommett will update the Town Council on local policing matters.**

### A G E N D A

1. Council Prayer.
2. 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.*
3. To note any apologies for absence.
4. To make Declarations of Interest.
5. To confirm the Minutes of the Meeting of the Town Council held on 25<sup>th</sup> November 2019.
6. To note the Mayor's List of Engagements and any announcements.
7. To receive and consider adoption of the Resolutions of the following Committees.
  - a) Planning Committee held on the 9<sup>th</sup> December 2019  
**MINS. 89 - 96**
  - b) Planning Committee held on the 2nd January 2020  
**MINS. 97 - 104**
  - c) Planning Committee held on the 20<sup>th</sup> January 2020  
**MINS. 105 - 111**

d) Environment & General Purposes Committee held on the 16<sup>th</sup> December 2019  
**MINS. 38 - 48**

e) Policy & Finance Committee held on the 13<sup>th</sup> January 2020  
**MINS. 36 - 46**

8. To consider and approve the Council's 2020/2021 budget.
9. To consider the use of Muster Green for the Haywards Heath Town CIC 2020 event.
10. To consider arrangement for the future use of Parish On Line by the Town Council.
11. To receive a report on the Town Council adopting a Safe Places Scheme.
12. To consider any urgent items the Mayor has received under S.O 11.
13. To consider the exclusion of Public and Press.
14. To consider and note the annual appraisal of the Town Clerk.

*'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.'*

**HAYWARDS HEATH TOWN COUNCIL  
MEETING OF HAYWARDS HEATH TOWN COUNCIL**

**Minutes of the meeting held on Monday 25<sup>th</sup> November 2019**

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

**Apologies\*\* Absent\***

**Also, present: Town Clerk**

Before the meeting commenced the Town Mayor welcomed Cllr Muddin to his first Full Council meeting since his re-election to the Town Council on the 17<sup>th</sup> October 2019.

**50. Council Prayer**

Members stood for the Council prayer, which was read by the Town Mayor.  
At this point Cllr Bates and Cllr Nicholson left the room and returned at the end of the Prayer.

**51. Public Forum**

None

**52. Apologies**

C. Evans – work commitments.

**53. Declarations of Interest**

None.

**54. Minutes**

The Minutes of the Council Meeting held on 30<sup>th</sup> September 2019 were taken as read, confirmed as a true record and duly signed by the Mayor.

**55. Mayor's Engagements and Announcements.**

The Town Mayor updated Council on his recent activities. The Mayor opened by stating it had been a very busy period and thanked the Deputy Mayor for his support. Following on from this the Mayor mentioned a few highlights since the meeting of the Council in September, including Remembrance Sunday which was again excellently organised and a very fitting commemoration with thanks given to Reverend Ray Smith and the Assistant to the Town Clerk, the Town Council organised fireworks as part of the Christmas Festival organised in Partnership with The Orchards Shopping Centre where the Mayor also

participated in the procession and turned on the Christmas lights. Mention was also made of the Greater Haywards Heath Bike and further thanks to the Deputy Mayor for attending the Orchards Shopping Centre Christmas Card Competition.

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

- (i) **Planning Committee - MINS. 61 - 88**  
The reception and adoption of the resolutions of the Planning Committees, dated 7<sup>th</sup> October 2019 **Mins 61 - 68**, 28<sup>th</sup> October 2019 - **Mins 69 – 78** and 18<sup>th</sup> November 2019 – **Mins 79 - 88** were moved, seconded and agreed by Council.
- (ii) **Environment & General Purposes Committee - MINS. 29 - 37**  
The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 21<sup>st</sup> October 2019 **Mins 29 - 37** were moved, seconded and agreed by Council.
- (iii) **Policy & Finance Committee - MINS. 21 - 34**  
The reception and adoption of the resolutions of the Policy and Finance Committee dated 4<sup>th</sup> November 2019 Mins **21 - 34** were moved, seconded and agreed by Council.

**57. Appointment of Member(s) to Committees and Working Groups**

Due to his re-election to the Town Council it was resolved without debate that Cllr Mundin would replace Cllr Wickremaratchi on the Planning Committee so Cllr Mundin had a standing committee to serve on,

Members **RESOLVED** that;

**(a) Cllr Howard Mundin replaces Cllr Sujan Wickremaratchi on the Town Council's Planning Committee.**

**58. To consider any urgent items, the Mayor has received under S.O 11.**

The Town Mayor allowed for one urgent item, which was raised without prior notice, it was noted that this was not in good order as normal procedures stated that no decision could be made. The matter related to issues that had come to the Town Council's attention over the weekend regarding the placement of bins by local restaurants in The Broadway and South Road area. It had been deemed that some bins had been placed without due regard and were in some instances causing environmental health issues. It was noted that Mid Sussex District as the regulatory body had been notified and the issue of bin storage for business and restaurants in the Town Centre needed to be reviewed especially in light of pending planning applications.

**59. Members RESOLVED to exclude the public and the press.**

**60. Exempt Minutes**

The exempt Minutes of the Council Meeting held on 30<sup>th</sup> September 2019 were taken as read, confirmed as a true record and duly signed by the Mayor.

**61. Policy & Finance Committee - MIN. 35**

The reception and adoption of the exempt resolution of the Policy and Finance Committee dated 4<sup>th</sup> November 2019 Min 35 was moved, seconded and agreed by Council.

Meeting Closed at 7.52pm

**Mayor's Engagements**

**27<sup>th</sup> September – 25<sup>th</sup> November 2019**

On Saturday 23<sup>rd</sup> November, the Mayor attended the Christmas Festival at the Orchards, taking part in the Christmas parade and switching on the Town's Christmas Lights.

Additionally, on Saturday 23<sup>rd</sup> November, the Mayor attended the Haywards Heath Town Council Christmas Fireworks in Victoria Park.

On 27<sup>th</sup> November, the Mayor attended the HHBA Business Networking Meeting at Lindfield Golf Club

On 29<sup>th</sup> November, the Mayor attended the Royal Sussex Regimental Association Dinner at St Francis Social Club.

On Saturday 30<sup>th</sup> November, the Mayor and his family attended the Musicals of Broadway charity performance at Clair Hall.

On 3<sup>rd</sup> December, the Mayor took part in the annual Haywards Heath Lions Charity Christmas collection around the Town.

On Saturday 7<sup>th</sup> December, the Mayor attended the Mewes Vets Christmas Party.

On Saturday 7<sup>th</sup> December, the Mayor attended the Guides Christmas Carol Service at St Richards Church.

On Saturday 7<sup>th</sup> December, the Deputy Mayor attended the Dementia Friendly Carol Service at St Richards Church.

On Saturday 7<sup>th</sup> December, the Deputy Mayor attended the MSDC Chairman's Civic Service at Holy Trinity in Hustpierpoint.

On Sunday 15<sup>th</sup> December, the Mayor attended the Bentswood Community Partnership Family Christmas Party

Additionally, on Sunday 15<sup>th</sup> December, the Mayor attended the Ashenground Community Carol Service at the Ascension Church.

On Sunday 22<sup>nd</sup> December, the Mayor attended the Carols at Kings service at The Kings Centre, Burgess Hill

On Saturday 11<sup>th</sup> January, the Mayor, the Mayor officially opened the refurbished SpecSavers in HH.

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 27<sup>th</sup> January 2020

**Subject:** Minutes of Committee Meetings

---

**Purpose of Report:**

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

**Summary:**

2. The Committee Chairmen will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committees held on the 9<sup>th</sup> December 2019 - **Minutes 89 – 96**, 2<sup>nd</sup> January 2020 - **Minutes 97 – 104**, and 20<sup>th</sup> January 2020 - **Minutes 105 - 111**, Environment and General Purposes Committee held on the 16<sup>th</sup> December 2019 - **Minutes 38 - 48** and Policy & Finance Committee held on the 13<sup>th</sup> January 2020 - **Minutes 36 - 46**.

**Recommendation(s):**

**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, 9<sup>th</sup> December 2019 - **Minutes 89 – 96 resolutions;**  
Nothing to report other than the planning application comments.
4. Planning Committee, 2<sup>nd</sup> January 2020 - **Minutes 97 – 104 resolutions;**  
Nothing to report other than the planning application comments.
5. Planning Committee, 20<sup>th</sup> January 2020 - **Minutes 105 - 111 resolutions;**  
Nothing to report other than the planning application comments.
6. Environment & General Purposes Committee, 16<sup>th</sup> December 2019 - **Minutes 38 - 48 resolutions;**  
  
MIN. 42 – To RESOLVE the recommendation to support the Council's events programme with a budget of £11,450 to support the following events;
  - Spring Festival (£800)
  - 2 x Play Days (£400)
  - Town Day (£5,500)
  - Christmas Festival (£2,000)
  - Remembrance Sunday (£350)
  - Mid Sussex Marathon (£500)

- VE Day Commemorations (£1,500)
- HH Demnetia Alliance (£200)
- Sundries (£200)

MIN. 43 – To RESOLVE the recommendation to recommend the draft Environment and General Purposes Committee Budget to the Policy and Finance Committee for inclusion in the 2020/2021 budget.

MIN. 46 – To RESOLVE the amended recommendation to purchase two air quality monitors from the Town Fund with the maximum expenditure of £1,000 with the purchase of such being delegated to the Town Clerk and the Chairman.

7. Policy and Finance Committee, Policy & Finance Committee held on the 13<sup>th</sup> January 2020 - **Minutes 36 – 46 resolutions;**

MIN. 40 – To RESOLVE the recommendation to adopt the expenses and allowances payable to Councillors and staff for the financial year 2020/21. With the addition of wording to table (a) to limit the accommodation of a Town Mayor to three nights per annual visit to one of the Town's twinned towns.

MIN. 41 – To RESOLVE the recommendation to Full Council reference the 2020/2021 budget. Please see item 9 of this agenda.

MIN. 42 – To RESOLVE the recommendation to,

- a) Award a grant of £500 to St Peter and St James Hospice to purchase equipment and materials for art therapy courses.

MIN. 43 – To RESOLVE the recommendation to adopt the Town Council's Lone Working Policy.

Town Clerk



**Committee Meeting: Full Council**

**Report of:** Town Clerk  
**Date:** 27<sup>th</sup> January 2020  
**Subject:** Council Budget 2020 - 2021

---

**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 (13<sup>th</sup> January 2020) and the Environment and General Purposes Committee (16<sup>th</sup> December 2019) have considered, and have agreed their draft budgets for the 2020 - 2021 financial year. As a result, the attached budget heading breakdown lays out the recommended budget for the 2020 - 2021 financial year, which Full Council is being asked to ratify. In addition, Members are asked to ratify the allocation of forecasted underspend for the 2019/2020 financial year.

**Recommendation(s):**

**Members are recommended to ratify the recommendations of the Policy and Finance Committee dated 13<sup>th</sup> January 2020 and,**

- (a) **approve the 2020 - 2021 budget as presented in Appendix 1, with a 8% increase in Council Tax and a 10.1% increase in the precept (which includes a tax base rise of 1.97%). This equates to a precept of £669,569. This will represent an average Band D Council Tax of £54.99 p.a.**
- (b) **approve the earmarking of the projected 2019/2020 underspend to the following reserve headings;**
  - a. **Western Road Cemetery - £5,000**
  - b. **Muster Green (Trees) - £3,500**
  - c. **Maintenance of Buildings and Grounds - £1,000**
  - d. **General Reserve - circa £9,800**

**Background:**

**Dispensation for setting the budget.**

3. Please note that in previous years the Monitoring Officer at Mid Sussex District Council issued a dispensation for all Members to discuss and vote on allowances, the budget and fixing the precept. However, under paragraph 10 of the Members Code of Conduct these particular interests are said to be personal only (at 10 (2) C iv and vi) and not prejudicial and these are not in the list of disclosable pecuniary interests. The dispensation granted by the Monitoring Officer, as agreed by the Town Council on the 19<sup>th</sup> November 2012, was taken under advice from the National Association of Local Councils and the Society

of Local Council Clerks, to ensure the Council is totally covered from any legal challenge on the Council's budget setting process.

4. However, the latest advice from the Monitoring Officer is as follows; *there is advice from the MHCLG that no dispensation is required to set the precept and allowances.*
5. However, Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992. In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).
6. For information, Members will find attached a breakdown of the budget headings for the proposed 2020 – 2021 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 £141,683.54 which are forecasted to be £151,517.54 in 2020/2021. Appendix 3 are the details and examples of differing tax base rises.
7. Matters to note as numbered in Appendix 1
  - ① *Precept increased from £608,025 (2019/2020) to £669,569 (2020/2021) based on a tax base of 12,176.2 (up from 11,940.8 in 2019/20). This represents a 8% increase in the amount payable by Council Tax payers, i.e. £54.99 p.a. for a typical Band D household.*
  - ② *2020/2021 budget represents a 3% increase on 2019/2020 forecast, less a 7.5% contingency.*
  - ③ *Sources of other income are broken down as follows:*
    - *Mid Sussex District Council - £7,500*
    - *Lindfield Parish Council - £1,725*

## **Financial Implications for the Council**

8. For further information the following points should be noted:
  - The budget considered by Policy and Finance recommends a precept of **£669,569**, which will mean a **8% rise in Council Tax**, leaving the average Band D Council at **£54.99 p.a. in 2020/2021**. This equates to a £4.07 rise per annum or 34p per month or 8p per week.
  - In terms of the precept itself, this will ***increase in line with the Tax Base and Council Tax rise*** from **£608,025 this year to, £669,569 in 2020/2021, representing an increase of 10.1%.**
9. The budget in line with the rise in precept and forecasts for income to the Council, shows a small positive revenue budget and would leave current earmarked reserves intact with an underspend forecasted on the 2019/2020 budget.

Town Clerk

**HAYWARDS HEATH TOWN COUNCIL**  
**FULL COUNCIL – MONDAY, 27 JANUARY 2020**  
**RECOMMENDED DRAFT BUDGET 2020/21**

**REVENUE**

	Budget '19/20	Forecast to 31/03/2020	Draft Budget '20/21	Notes
	£	£	£	
Precept	608,025	608,025	669,569	①
Cemetery	28,250	25,037	27,500	
Lettings	39,587	44,174	42,087	②
Interest Earned	725	1,074	1,100	
Allotment Rents	3,184	3,507	3,575	
Roundabouts/Flower Beds	4,250	7,000	8,000	
Other Income	9,202	8,836	8,725	③
	<b>693,223</b>	<b>697,653</b>	<b>760,556</b>	

**EXPENDITURE**

	Budget '19/20	Forecast to 31/03/2020	Draft Budget '20/21
	£	£	£
<b>Environment &amp; General Purposes</b>			
Allotments	3,100	5,427	6,000
Cemetery	4,905	4,895	5,085
External Contract for Cemetery	10,000	9,674	10,300
Hanging Baskets, Goblet Baskets & Tiered Planters	3,075	3,001	3,100
Muster Green, Roundabouts & Other Flower Beds	15,250	15,025	15,475
Public Clock (St Wilfrid's)	200	200	200
Street Lighting — Power & Maintenance	18,450	17,768	18,670
Street Lighting — Improvement/New Schemes	1,550	1,550	2,500
Severe Weather Contingency	300	300	300
General Maintenance/Repairs	3,000	3,000	3,175
Town Initiatives (for '19/20, includes £4,000 for Business Improvement District)	5,500	5,500	1,000
South Road Trees	2,000	2,000	2,000
Land off Hurstwood Lane — Management Costs	—	—	5,500
Environmental Projects	—	—	6,000
Speed Indicator Device (SID)	—	—	2,500
Highways Improvement/Maintenance Works	—	—	6,000
Business Improvement District	0	0	—
	<b>67,330</b>	<b>68,340</b>	<b>87,805</b>
<b>Leisure &amp; Amenities</b>			
Best Kept Garden/Allotment Competitions	750	916	925
Christmas Lights	15,000	11,688	14,610
Christmas Lights — Maintenance Reserve	500	500	500
Haywards Heath/South & South East in Bloom	1,200	559	1,025
Town Council Events	5,135	5,135	11,000
	<b>22,585</b>	<b>18,798</b>	<b>28,060</b>
<b>Grounds Maintenance</b>			
Salaries & National Insurance	114,500	111,653	114,050
Pension	25,096	26,496	29,407
Clothing & Footwear	930	1,414	975
Depot Rent	6,000	8,125	9,583
Depot Rates	4,154	4,134	4,400
Other Depot Expenses	1,350	1,929	1,391
Vehicle Expenses	4,100	5,648	6,750
Fuel	3,810	3,242	3,867
Equipment Expenses	4,875	3,948	4,875
Mobile Telephones	486	497	519
Contingencies & Sundries	325	175	325
	<b>165,626</b>	<b>167,261</b>	<b>176,142</b>

**EXPENDITURE (cont.)**

**Accommodation**

Rent	1,150	1,150	1,150
Rates, Water & Sewerage	32,227	31,744	32,593
Cleaning	4,520	4,426	4,651
Caretaking	7,353	8,611	13,253
Maintenance Building & Grounds	4,975	5,640	5,750
Electricity	2,850	2,409	2,650
Gas	1,950	1,367	1,950
Telephone, Fax & Internet	1,991	2,041	2,137
Reserve for Cyclical Redecoration	1,250	1,250	13,250
	<b>58,266</b>	<b>58,638</b>	<b>77,384</b>

**Office & Customer Service**

Salaries & National Insurance	175,750	176,775	182,500
Pension	48,422	33,495	48,429
Travelling Expenses	1,000	952	1,000
Advertising, Stationery, Postage & Printing	5,950	5,666	6,070
Office Equipment Maintenance	5,020	4,870	5,120
Insurances	6,900	6,600	6,600
Courses, Conferences & Publications	1,250	1,309	1,300
Subscriptions	8,320	8,251	8,589
Audit Fee	1,700	1,656	2,200
Staff Training	3,500	3,500	3,500
Reserve for Replacement of Fixtures & Fittings	3,750	3,750	3,750
	<b>261,562</b>	<b>246,824</b>	<b>269,058</b>

**Other Expenditure**

Hospitality & Staff Recognition	800	593	1,000
Grants & Subsidies	8,500	8,500	8,500
Newsletters	6,000	2,790	4,500
Reserve for Election Expenses	10,000	15,500	8,000
Contingencies & Sundries	795	758	825
Bank Charges	905	827	875
Mayor's Allowance	985	985	1,015
Members' Allowances	16,512	16,038	17,008
Reserve for Community Facilities	2,075	2,548	3,059
Loan Capital Repayment	6,000	6,000	6,000
Loan Interest	4,134	4,134	3,822
Advisers' Fees	8,300	8,300	6,925
Community Warden	21,500	21,500	21,500
New Website	—	—	3,000
Visual Aids/Equipment (TV)	—	—	5,000
	<b>86,506</b>	<b>88,473</b>	<b>91,029</b>

**CAPITAL**

	20,000	20,000	20,000
--	--------	--------	--------

**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
	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>

**Total Revenue Expenditure**

	<b>691,875</b>	<b>678,334</b>	<b>759,478</b>
--	----------------	----------------	----------------

**Revenue Surplus/(Deficit)**

	<b>1,348</b>	<b>19,319</b>	<b>1,078</b>
--	--------------	---------------	--------------

**Notes**

- ① Precept increased from £608,025 (2019/20) to £669,569 (2020/21), based on a tax base of 12,176.2 (up from 11,940.8 in 2019/20). This represents an 8% increase in the amount payable by Council Tax payers, i.e. £54.99 p.a. for a typical Band D household.
- ② 2020/21 budget represents a 3% increase on 2019/20 forecast, less a 7.5% contingency.
- ③ Sources of other income are broken down as follows:

	£
Mid Sussex District Council	7,000
Lindfield Parish Council	1,725
	<b>8,725</b>

Forecast General Reserve @ 31/3/20 is as follows:	b.f. 1/4/19	141,683.54
<b>add:</b> Revenue Surplus		19,319.00
<b>less the following recommended end of year transfers from the General Reserve:</b>		
To 'top up' Reserve for (Western Road) Cemetery		(5,000.00)
To 'top up' Reserve for Muster Green (trees)		(3,500.00)
To 'top up' Reserve for Maintenance of Building & Grounds		(1,000.00)
		<b>151,502.54</b>

HAYWARDS HEATH TOWN COUNCIL

MEETING OF THE COUNCIL — MONDAY, 27 JANUARY 2020  
 FORECAST STATUS OF BUDGET HEADINGS WITH ASSOCIATED RESERVES

Budget Heading	Reserve b/f 01-Apr-19 (£)	Add Budget '19/20 (£)	Forecast Net Income/(Expenditure) 01-Apr-19 to 31-Mar-20 (£)	Forecast Reserve c/f 31-Mar-20 (£)
Cemetery (Western Road)	61,399.90		(24,828.25)	36,571.65
Muster Green	3,610.42		1,550.00	5,160.42
Street Lighting Schemes	18,207.81	1,550	(11,445.00)	8,312.81
Town Initiatives	7,201.59	5,500	(200.00)	12,501.59
New Burial Ground	71,935.00		(1,015.00)	70,920.00
Christmas Lights Maintenance	3,143.96	500		3,643.96
Town Council Events	6,971.32	5,135	(8,003.36)	4,102.96
Cyclical Redecoration	2,703.76	1,250		3,953.76
Insurances	514.43	6,900	(6,599.87)	814.56
Staff Training	2,565.13	3,500	(2,870.00)	3,195.13
Replacement of Fixtures & Fittings	9,893.20	3,750	(772.67)	12,870.53
Election Expenses	20,589.05	10,000	(13,226.38)	17,362.67
Advisers' Fees	3,484.53	8,300	(6,854.00)	4,930.53
Graffiti/Street Scene Works	5,750.70		(119.00)	5,631.70
Severe Weather Contingency	3,537.18	300	(364.82)	3,472.36
Haywards Heath Town CIC	11,323.78		(11,323.78)	0.00
Community Warden	5,000.00	21,500	(21,500.00)	5,000.00
Roundabout Liabilities	2,250.00			2,250.00
Maintenance Building & Grounds	14,417.07		(945.00)	13,472.07
CAPITAL	18,318.84	20,000	(12,097.93)	26,220.91
Town Development	5,649.15			5,649.15
CCTV	11,893.85			11,893.85
Fox Hill Village Sign	1,000.00			1,000.00
South Road Trees	0.00	2,000	(168.61)	1,831.39
	<b>291,360.67</b>			<b>260,762.00</b>

General Reserve	b/f 01-Apr-19 (£)	Add Forecast Surplus '19/20 (£)	Less (Expenditure)/(Transfers) 01-Apr-19 to 31-Mar-20 (£)	c/f 31-Mar-20 (£)
	141,683.54	19,319.00	(5,000.00)	Cemetery (Western Road)
			(3,500.00)	Muster Green
			(1,000.00)	Maint. Building & Grounds
				<b>151,502.54</b>

NB These transfers are already included in the table on page 1 ↗

# HAYWARDS HEATH TOWN COUNCIL: REVIEW OF PRECEPTS 2015 – 2020

		Council Tax Band								
Year	Tax Base	Precept (£)	A	B	C	D	E	F	G	H
2015/16	10,970.7	471,410	28.65	33.42	38.20	42.97	52.52	62.07	71.62	85.94
2016/17	11,270.1	493,968	29.22	34.09	38.96	43.83	53.57	63.31	73.05	87.66
Overall Yr on Yr % increase (excluding Tax Base) →			2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Overall Yr on Yr % increase →			Yr on Yr % increase →							
2017/18	11,545.8	526,257	30.39	35.45	40.52	45.58	55.71	65.84	75.97	91.16
Overall Yr on Yr % increase (excluding Tax Base) →			4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
2018/19	11,759.8	584,226	33.12	38.64	44.16	49.68	60.72	71.76	82.80	99.36
Overall Yr on Yr % increase (excluding Tax Base) →			9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%
Overall Yr on Yr % increase →			Yr on Yr % increase →							
<b>CURRENT YEAR →</b>										
2019/20	11,940.8	608,025	33.95	39.60	45.26	50.92	62.24	73.55	84.87	101.84
Overall Yr on Yr % increase (excluding Tax Base) →			2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Overall Yr on Yr % increase →			Yr on Yr % increase →							
<b>Tax Base ↑ 1.97%</b>	<b>2020/21</b>	<b>12,176.2</b>	<b>33.95</b>	<b>39.60</b>	<b>45.26</b>	<b>50.92</b>	<b>62.24</b>	<b>73.55</b>	<b>84.87</b>	<b>101.84</b>
Overall Yr on Yr % increase (excluding Tax Base) →			0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Overall Yr on Yr % increase →			Yr on Yr % increase →							
<b>EXAM</b>	<b>2020/21</b>	<b>12,176.2</b>	<b>34.96</b>	<b>40.79</b>	<b>46.61</b>	<b>52.44</b>	<b>64.09</b>	<b>75.75</b>	<b>87.40</b>	<b>104.88</b>
Overall Yr on Yr % increase (excluding Tax Base) →			3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Overall Yr on Yr % increase →			Yr on Yr % increase →							
<b>P</b>	<b>2020/21</b>	<b>12,176.2</b>	<b>35.98</b>	<b>41.98</b>	<b>47.97</b>	<b>53.97</b>	<b>65.96</b>	<b>77.96</b>	<b>89.95</b>	<b>107.94</b>
Overall Yr on Yr % increase (excluding Tax Base) →			6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Overall Yr on Yr % increase →			Yr on Yr % increase →							
<b>L</b>	<b>2020/21</b>	<b>12,176.2</b>	<b>36.66</b>	<b>42.77</b>	<b>48.88</b>	<b>54.99</b>	<b>67.21</b>	<b>79.43</b>	<b>91.65</b>	<b>109.98</b>
Overall Yr on Yr % increase (excluding Tax Base) →			8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%
Overall Yr on Yr % increase →			Yr on Yr % increase →							
<b>E</b>	<b>2020/21</b>	<b>12,176.2</b>	<b>36.83</b>	<b>42.96</b>	<b>49.10</b>	<b>55.24</b>	<b>67.52</b>	<b>79.79</b>	<b>92.07</b>	<b>110.48</b>
Overall Yr on Yr % increase (excluding Tax Base) →			8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%	8.5%
Overall Yr on Yr % increase →			Yr on Yr % increase →							
<b>S</b>	<b>2020/21</b>	<b>12,176.2</b>	<b>37.31</b>	<b>43.52</b>	<b>49.74</b>	<b>55.96</b>	<b>68.40</b>	<b>80.83</b>	<b>93.27</b>	<b>111.92</b>
Overall Yr on Yr % increase (excluding Tax Base) →			9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%	9.9%
Overall Yr on Yr % increase →			Yr on Yr % increase →							



**Committee Meeting: Full Council**

**Report of:** Town Clerk  
**Date:** 27<sup>th</sup> January 2020  
**Subject:** Use of Muster Green

---

**Purpose of Report**

- 1) The purpose of this report is for Members to consider the use of Muster Green by a third party.

**Summary:**

- 2) The Town Clerk has been approached by Haywards Heath Town Team CIC for permission to hold, as part their 2020 Event 'Yesterday and Tomorrow' during the week of the 7<sup>th</sup> September 2020, an event on Muster Green. As Muster Green is owned by the Town Council under the auspice and rules of the Charity Commission it is for the Town Council as the corporate body to make such a decision. The matter is brought straight before Full Council to progress the matter expediently and give a response to Haywards Heath Town Team CIC so they can either plan for the event on Muster Green or find an alternative venue.

**Members are asked to consider,**

- a) Allowing Haywards Heath Town Team CIC to use Muster Green for a 'Civil War' camp demonstration on Muster Green.**
- b) If agreeable to the use of Muster Green, instruct the Town Clerk to draw up and execute a hirer's agreement, subject to suitable Public Liability Insurance, of at least five million pounds, being produced by Haywards Heath Town Team CIC supported by appropriate health and safety documentation and site risk assessments.**

**Background**

- 3) Haywards Heath Town Team CIC is organising a week long series of events and exhibitions culminating in a Town wide day of events on Sunday 13<sup>th</sup> September 2020, which, it is proposed, will include the use of Muster Green for a 'Civil War' camp. The 'Civil War' camp/demonstration will not include a battle field but will be an example of such a camp including demonstrations on the way those who used the camps lived.
- 4) As per the requirement of the Town Council to any third-party hirer of Muster Green Haywards Heath Town Team CIC would have to be responsible for the event and will undertake all event planning, health and safety assessment and risk assessments.
- 5) In addition, if Members are agreeable to the use of Muster Green it is recommended that Haywards Heath Town Team CIC enters into a formal hire agreement that will require the production of suitable Public Liability Insurance to cover the event of at least five million pounds.

## **Financial Implications**

- 6) It is suggested that a fee for the use is not charged because it would result in the Town Council having to make an income return with its Charity Commission return this year for one transaction.

## **Policy Context**

- 7) Muster Green is under the regulation of the Charity Commission and is obliged to act under its rules and guidance. The hire is acceptable under the Charity Commission rules.
- 8) As the land owner, the Town Council can lend its land for hire under the Power of Competency. The Town Council confirmed that it was eligible to adopt and exercise the Power of Competency at the Annual Meeting of Full Council dated 13<sup>th</sup> May 2019. The scope and some limitations of the General Power are set out in sections 1 to 6 of the Localism Act 2011.

## **Town Clerk**

**Committee Meeting: Full Council**

**Report of:** Town Clerk  
**Date:** 27<sup>th</sup> January 2020  
**Subject:** Parish Online – Contract Renewal

---

**Purpose of Report**

- 1) The purpose of this report is for Members to consider entering into a contract with a third party.

**Summary:**

- 2) The following reports seeks Members authorisation for the Town Council to directly enter into a three-year contract to use Parish Online.

**Members are asked recommended to,**

- a) **Delegate authority to the Town Clerk to enter into a three-year agreement to continue to use the services offered by Parish Online at the cost of £450 per annum.**

**Background**

- 3) Parish Online is the mapping system used by the Town Council to identify the land ownership of MSDC and WSCC (including highway land), which also has many other layers of information to support the work of the Town Council. The Parish Online system is used on a daily basis to assist officers, groundstaff, Councillors and residents and is critical for resolving local land issues. It also assists with the placement of street furniture including salt bins etc.
- 4) A representative of the Surrey and Sussex Association (SSALC) of Local Council's wrote to Town/Parish Councils in November 2019 regarding the expiry of the Parish Online group licence that West Sussex County Council (WSCC) has been funding for all local councils in West Sussex for several years. This licence expires on 31<sup>st</sup> January 2020 and SALC provided Town/Parish Councils with four possible options as WSCC will no longer be paying for the service, namely;
  - Take a 70% discount from the list price predicated on a three-year arrangement providing that a substantial majority of the 137 local councils in West Sussex take up this offer;
  - Take a 40% discount instead and only commit to 1 year (this will also be the option if not enough West Sussex local councils take up the first option);
  - Take advantage of the BHIB Council's Insurance deal where Parish Online is funded, free of charge, through their insurance;
  - do nothing and let the account lapse.
- 5) A survey was launched which has given an indication of how many local councils would like to take up the first option i.e. a 70% discount on the Parish Online listed price based on a three-year commitment. This was the favoured option with those local councils who

responded, those not interested in this option obviously are free to pursue any of the other three options.

- 6) A note is attached to this report as appendix 1 as provided by a WSCC officers from the Partnerships and Communities Team. The note describes how useful the software has been over the past years with many notable successful outcomes. WSCC officers have also advised that for those local councils in the Mid Sussex District area, a Parish Online licence is required to access MSDC GIS data.
- 7) Around 50 local councils completed the survey and most of those opted for the 70% discount. Parish Online has kindly agreed to maintain their discount offer and SALC now need to confirm which local councils would like to formally sign up. This 'deal' is predicated on a three year period with a 70% discount on the list price (as per the Parish Online website). Once SALC know the final numbers who wish to sign up, Parish Online will invoice SALC for the total amount of the combined licences. SALC will then invoice each local council for year one of the three-year deal. By signing up to this 'deal', HHTC is agreeing to pay for the licence for two future years (at the same price as the year one licence).

### **Financial Implications**

- 8) If Members are supportive of renewing the cost will be £450 (70% off the larger Council price of £1,500, it is recommended, to be met annual from professional advisors' fees, which currently has £1446.00 available within this financial year for year 1 and the circa £6,925 year on year.

### **Town Clerk**