



**HAYWARDS HEATH
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West
Sussex, RH16 1BA
Tel: 01444 455694
Website: www.haywardsheath.gov.uk
Email: town.clerk@haywardsheath.gov.uk

4th May 2020

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 11th May 2020** via Zoom Video Conferencing at **7.30pm** when the following business will be transacted. Please use the following Zoom meeting with password **639849** via the following link.

<https://us02web.zoom.us/j/84074373891?pwd=aY0Qkhza2F1eHBjYmxVQnZtdFhyZz09>

Yours sincerely

Steve Trice

Town Clerk

A G E N D A

1. Town Council Prayer
2. To elect a Town Mayor for the Council year 2020/2021.
(The Town Mayor to make Declaration of Acceptance of Office.)
3. To note any apologies for absence.
4. To consider the for adoption a Protocol for Council Meetings Held Remotely by Electronic Means. **(pages 4-11)**
5. 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.*

(pages 12-14)

6. To appoint a Deputy to the Town Mayor for the Council year 2020/2021. (The Deputy Town Mayor to make Declaration of Acceptance of Office.)
7. To appoint the Town Council's Leader for the Council year 2020/2021.
8. To appoint the Town Council's Deputy Leader for the Council year 2020/2021.
9. To confirm Committee membership for the Council year 2020/2021. (To be tabled at the meeting)
 - (a) Environment & General Purposes Committee (8)
 - (b) Planning Committee (8)
 - (c) Policy & Finance Committee (8)

10. To confirm appointments of Committee Chairman and Vice Chairman for the Council year 2020/2021. (To be tabled at the meeting)
- (a) Environment & General Purposes Committee Chairman
 - (b) Environment & General Purposes Committee Vice Chairman
 - (c) Planning Committee Chairman
 - (d) Planning Committee Vice Chairman
 - (e) Policy & Finance Committee Chairman
 - (f) Policy & Finance Committee Vice Chairman
11. To confirm membership of the following Working Groups/Party for 2020/2021. (To be tabled at the meeting)
- (a) Haywards Heath in Bloom (1)
 - (b) Communications and IT Working Group (5)
 - (c) Planning Working Group (5)
 - (d) Staff Working Party (5)
 - (e) Transport Partnership (2)
 - (f) Chairman's Working Group (5)
 - (g) 2020 Working Group (4)
 - (h) Environment Working Group (5)
12. To confirm Council representatives on the following outside bodies for 2020/2021. (To be tabled at the meeting)
- (a) Mid Sussex Association of Local Councils (1)
 - (b) Mid Sussex Association of Town Councils (4)
 - (c) Haywards Heath Twinning Association (1)
 - (d) Blunts/Paiges Meadow Reserve (2)
 - (e) Scrase Valley Reserve (2)
 - (f) Ashenground Park & Bolnore Open Spaces Steering Group (2)
 - (g) Woodside Pavilion Management Committee (1)
 - (h) Haywards Heath Business Association (1)
 - (i) Haywards Heath Town Team (1)
 - (j) Burgess Hill Northern Arc Liaison Group (1)
 - (k) Mid Sussex Cycle Forum (2)
 - (l) Bluebell Railway Working (1)
13. To make Declarations of Interest.
14. To confirm the Minutes of the Meeting of the Council held on 16th March 2020.
(pages 15-18)
15. To dispose of any business outstanding from the last meeting
16. To note the Mayor's List of Engagements and any announcements.
17. To receive and consider and adopt the Resolutions of the following Committees.
(page 19)
- a) Planning Committee held on the 23rd March 2020
Meeting cancelled only comments made.
 - b) Planning Committee held on the 14th April 2020
MINS. 130 – 137

c) Environment and General Purposes Committee held on the 20th April 2020.
Meeting cancelled.

d) Policy and Finance Committee 6th April 2020
Meeting cancelled.

18. To undertake the annual review of the Council's Standing Orders and Financial Regulations. **(pages 20-21)**

19. To undertake the annual review of the Councillor's Code of Conduct. **(pages 22-23)**

20. To receive a report on the delegated decisions made and the activities of the Town Council relating to the Covid 19 pandemic since the meeting of Full Council dated the 16th March 2020. **(page 24)**

21. To consider the West Sussex Association of Local Councils (WSALC) and National Association of Local Councils (NALC) subscription charges 2020-21. **(page 25-26)**

22. To consider any urgent items the Mayor has received.

23. To consider exclusion of Public and Press.

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

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

Town Mayor Cllr Alastair McPherson

Town Clerk Mr Steven Trice

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk

Date: 11th May 2020

Subject: Protocol for Council Meetings Held Remotely by Electronic Means.

Purpose of Report

- 1) The purpose of this report is for Members to consider the adoption of a policy document.

Summary:

- 2) The following report asks for Councillors to adopt a protocol for the management of a protocol for electronic Council meetings and committees, which has been allowed through legislation introduced due to the outbreak of the Covid 19 Pandemic.

Recommendations;

- a) **Members are recommended to adopt the Protocol for Council meetings/committees held remotely by electronic means, which will be appended to the Town Council's Standing Orders.**
- b) **That the Protocol comes into effect for the rest of the Council meeting and then onwards subject to monthly review.**
- c) **That the Town Clerk can administer any changes to the Protocol via notice to all Members.**

Background:

- 3) Due to the unprecedented times we find ourselves in, the Town Council now has the power to hold remote meetings by electronic means under the provisions made on the 4 April 2020, when the government brought in The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely. This legislation is available until the 21st May 2021.
- 4) The Town Council, as Mid Sussex District Council, has decided to use Zoom as the platform to hold and host meetings. To this end, after numerous practise meetings and two Planning meetings the protocol, as attached, is recommended for adoption. As requested, the Town Clerk has sourced the draft protocol being used by Mid Sussex District Council and adapted it for use by the Town Council.
- 5) Moving forwards the Town Clerk may be required to amend and adapt the protocol as the technology and opportunities develop and asks for delegated authority to be given to amend the protocol if required. Any changes will be reported to Members by email prior to any meeting of the Council/Committee with a full report being presented to a scheduled Council meeting, if required.

- 6) Please note that the Town Clerk is looking into further security at meetings, which is reflected in the protocol and will update at the Council meeting, hopefully before Full Council by email.

Financial Implications:

- 7) None.

Town Clerk

ITEM 4 – Appendix 1

PROTOCOL FOR COUNCIL MEETINGS HELD REMOTELY BY ELECTRONIC MEANS

1.0 INTRODUCTION

1.1 Legislation

Until recently the Law governing Council and Committee meetings required Councillors to be present together in a physical location. Meetings were largely governed by the Local Government Act 1972 and the Local Authorities (Executive Arrangement) (Meetings and Access to Information) (England) Regulations 2012. Such legislation did not anticipate a global pandemic and the current impact of Covid-19 and social distancing guidance which has made it impractical to run Council and Committee meetings in the usual way.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4th April 2020. The Regulations provide Councils with the power to hold their Council and Committee meetings remotely, by electronic means, between 4th April 2020 and 6th May 2021. Consequently, during this period of time, to enable Councillors, Officers and the public to social distance themselves, Council and Committee meetings can lawfully be held on remote platforms by access via electronic devices, rather than being held in a physical location, such as our Council Offices in Haywards Heath.

The Regulations can be found here:

<http://www.legislation.gov.uk/ukxi/2020/392/contents/made>

1.2 Council Procedure Rules

The legislation provides a significant amount of flexibility as to how such meetings may be run. It provides Councils with the power to introduce their own arrangements by way of Standing Orders governing for example, the electronic platform to be used, the way in which voting takes place, the way in which members of the public attend meetings and public speaking rights.

The Council has amended its Standing Orders, effective from 14th April 2020, to implement the new Regulations and enable remote meetings to be held.

The Town Council's Standing Orders can be found at;

<https://www.haywardsheath.gov.uk/Town-Council-Policies.aspx>

1.3 Protocol

This Protocol, which is intended to give practical guidance on the implementation of, and arrangements for the holding of remote meetings, should be read in conjunction with the Town Councils Standing Orders.

2.0 REMOTE PLATFORMS

2.1 Participation in Meetings

The Regulations enable Councils to hold their Council and Committee meetings with persons attending the meeting by way of remote access. This means by enabling Members to participate in the meeting by electronic means, including by telephone conference, video conference, live webcasts and live interactive streaming.

The Council has chosen to use 'Zoom' as its platform for remote meetings. The software will enable members in remote attendance to hear and be heard, see and be seen, by other Members in attendance and also by any member of the public attending the meeting with a right to speak. **Those Member's participating in Council and Committee meetings by virtue of being a Member of that meeting, will be provided with a secure calendar invitation to the meeting to enable them to access the Zoom meeting. This is to be resolved on the evening Full Council after further investigation by the Town Clerk.**

Any members of the public, with a right to speak at the meeting, for example to ask a public question, will be provided with a separate link to enable them to join the Zoom meeting. This is to be resolved on the evening Full Council after further investigation by the Town Clerk.

Any Member with a prejudicial interest in any item who would in accordance with Council Rules and Protocols, absent themselves from a physical meeting for the duration of the item, will be transferred from the virtual meeting to the virtual waiting room for that item, where they will not see or hear the proceedings and are unable vote. They will be returned to the virtual meeting one the item is completed.

2.2 Observation of Meetings

The Regulations provide that a meeting must be open to the public (unless they have been excluded due to exempt or confidential material being discussed). However, being open to the public now means simply that the public must be able to hear, and where practicable see, the Members of the meeting. Therefore, the meeting will also be live streamed via You Tube and members of the public, who do not have a right to speak at the meeting, will be able to 'attend' by observing the live streaming via an electronic device.

3.0 PRACTICAL ARRANGEMENTS FOR THE REMOTE MEETING

3.1 Joining the meeting by remote access

For Members who are participants of a Council or Committee meeting, by virtue of being a Member, or co-opted Member, of that meeting, they will be provided with a Zoom invite included in the meeting summons. The invitation contains a secure link to the Zoom meeting.

Members will already have the appropriate hardware, software and Zoom training from the Town Clerk can be arranged. Any queries should be directed by email to the Town Clerk.

The summons to the meeting will advise the start time of the meeting. All participants should have remotely accessed the meeting at least 10 minutes before the start time. The remote

meeting will be accessible 20 minutes before the start time of the meeting and the Town Clerk and Deputy Clerk or both will be available.

Any Member, not a Member of a Committee meeting may also attend the meeting in line with the Town Councils Standing Orders.

3.2 Security

Anyone provided with access details to the Zoom meeting should ensure they are kept confidential and not shared with any other person. *This is to be resolved on the evening Full Council after further investigation by the Town Clerk.*

Should a Member wish to invite another person to the Zoom meeting, they should discuss with Town Clerk, who will, if that person has a right to participate in the meeting, issue them with their own individual joining instructions.

3.3 The remote environment

The Zoom meeting will be live streamed and viewed by the public (unless it is in private session). A Member attending will be using the camera and microphone on their electronic device e.g. laptop, iPad or android device. Business-like attire therefore remains important.

When attending a remote meeting a Member should ensure they are sitting comfortably, in front of their electronic device so that they can be seen and heard clearly. The Member should consider the background also captured by the camera and ensure it is appropriate to the meeting. The Member should arrange appropriate lighting, absence of background noise and take steps to ensure that they will not be disturbed during the meeting.

3.4 Officer Support to a Remote Meeting

A remote meeting will be attended by the Town Clerk, Deputy Town Clerk or both to record and minute the meeting, to control the live streaming, provide and deny access to participants, mute and unmute participants microphones, raise and lower participants hands and facilitate voting.

3.5 Attendance and Apologies at a Remote Meeting

At the commencement of every remote meeting the Chairman will take a roll call of attendees and apologies for absence. When a Members name is called out, they are required to unmute their microphone, respond "Present" and then mute their microphone again.

This is firstly to ensure at the outset of the meeting, that it is quorate, and secondly to provide transparency to the public as to which Members are in attendance.

3.6 Non-Attendance During a Remote Meeting

It may become necessary during a meeting for a Member to cease attending for a short temporary time, for any reason, but including a temporary loss of remote connectivity.

Non-attendance means either where a Member cannot hear the participants of the remote meeting or cannot be heard by them; a loss of visual connectivity would not lead to non-attendance.

The meeting host will ensure that a quorum is maintained and advise the Chairman if it is not, when an adjournment would be required in accordance with Town Council Standing Orders.

A Member who is not in attendance for the duration of any particular agenda item is prohibited from voting on that agenda item. If they are in attendance at the time the vote is taken, but have not been in attendance throughout the item, they are required to abstain from the vote.

3.7 Chat Function

The Zoom platform has a 'chat' functionality where messages can be typed to all or some selected participants of the remote meeting, during the meeting.

The electronic chat is to be reserved only for communication between Officers and the Chairman, to enable them to effectively manage the remote meeting. Members will be able to use it to message the Meeting Host in case of any support or personal welfare need.

3.8 Public Questions

Members of the public may ask questions at a remote meeting of the full Council in accordance with Town Council Standing Orders.

Should a member of the public wish to ask a question at a remote meeting of full Council, they must submit their question by email, together with their name, address and contact details to the Town Clerk at town.clerk@haywardsheath.gov.uk by noon on the day of the meeting.

No questions will be permitted at the remote meeting unless such advance notice has been given.

If the question is accepted by the Town Clerk.

If the member of the public joins the meeting electronically, when invited to do so by the Chairman, they may unmute their microphone, speak to put their question orally to the Council, and mute their microphone again. If the member of the public chooses not to join the remote meeting, or is unable to do so, their question will be read out to the meeting by the Chairman or an Officer present. The question will be answered by the Chairman.

If the member of the public has joined the remote meeting, they are also entitled to ask a supplementary question arising out of the answer to their substantive question. If the member of the public has not joined the remote meeting, they shall not be entitled to ask a supplementary question.

At the end of the agenda item for public questions, the Chairman will ask all members of the public to disconnect from the remote meeting. If they fail to do so, the Town Clerk/Deputy Town Clerk will immediately cease their ability to access the meeting. The member of the public may continue to 'attend' the meeting by watching the live stream of the remainder of the meeting on You Tube or Facebook.

3.9 Speaking at a Remote Meeting

When a Member joins a Zoom meeting, with the exception of the Chairman, they should have their microphone set to mute.

When a Member wishes to speak, they should indicate by using the 'Raise Hand' function in Zoom. The Chairman can see all those indicating and will come to each person; the Chairman has absolute discretion as to the order in which he takes speakers.

When a Member is invited to speak by the Chairman, they should unmute their microphone to enable them to speak.

When the Member has finished speaking, they must remember to switch their microphone to mute once again and to use the 'lower hand' function in the system.

Both the Chairman and the Town Clerk will have the ability to mute and unmute participants' microphones and raise and lower hands electronically.

3.10 Rules of Debate

The usual rules of debate apply to remote meetings in line with Town Council Standing Orders.

The Chairman should announce each Member when inviting them to speak, to aid transparency and assist those attending by watching the live stream.

3.11 Point of Order and Personal Explanation

If a Member has a Point of Order or Personal Explanation to raise during a meeting, in accordance with Town Council Standing Orders, they must unmute their microphone and interrupt the meeting saying 'Personal Explanation' or 'Point of Order'. The Chairman will then invite that Member to speak. Having spoken, the Member must remember to mute their microphone again.

3.12 Voting at a Remote Meeting

For all meetings where Members are attending by way of remote access, a recorded vote or a recorded e-vote will be taken on each agenda item where a vote is required.

When the Chairman indicates that a vote is to be taken, an e-vote will be initiated or each Member's name will be read out in alphabetical order by the Town Clerk or Deputy Town Clerk. Each Member will need to unmute their microphone and say either 'For', 'Against' or 'Abstain' from the motion or amendment that has been put. Abstention may be due to non-attendance throughout the entire agenda item, or for any other reason. After indicating, each Member must mute their microphone again.

Where a Member, thought to be in attendance, does not respond to a recorded vote, the Town Clerk or Deputy Town Clerk will confirm that they are recording no vote for that Member. If the Member had in fact cast a vote this will alert them to the fact that they could not be heard (perhaps by having their microphone on mute or having lost connectivity). If they are still connected, they should unmute their microphone and interrupt the meeting to be heard and cast their vote.

3.13 Adjournments

In accordance with Town Council Standing Orders, the Chairman has the power to adjourn a meeting for a short temporary period. If the Chairman advises of a short temporary adjournment to a remote meeting, all Members must remain in attendance with their microphones on mute, until the Chairman instructs otherwise.

It is likely that the Chairman may leave the meeting for a few minutes, for example to take advice from the Town Clerk or Deputy Town Clerk, via the chat function, the Zoom waiting room, or a separate electronic platform.

3.14 Documents

All Agenda documents will be made available by email in advance to Members participating in a remote meeting. It is likely that presentations on agenda items at remote meetings may be more concise and succinct and it is assumed that Members will have familiarised themselves with all relevant agenda documents in advance of the remote meeting.

3.15 Exempt Session

If a resolution is passed for the meeting to go into private session, to consider exempt or confidential material, any press and public participating in the Zoom meeting will be asked to leave the remote meeting by disconnecting. The Host of the meeting will ensure they have disconnected and may remove their access if they have not done so. The live streaming of the meeting will also immediately stop, to ensure that no member of the press or public, those with a right to speak or otherwise, are in attendance. It is likely that any exempt session would continue on a different virtual meeting platform for which access would be supplied to Members.

It is the responsibility of the Member participating in a private session of a meeting, to ensure that the meeting cannot be seen or heard by any other person at their remote location.

3.16 Disturbances

If there is a disturbance amongst members of the public at a remote meeting, the Chairman has powers to deal with it in accordance with Town Council Standing Orders. Having warned the member of the public over their conduct the Chairman can, if the conduct continues, mute the microphone of that member of the public, or ultimately can order their removal from the remote meeting. If such a direction is given, the Town Clerk or Deputy Town Clerk would cease the access of that member of the public. The member of the public then no longer has a right to speak at the meeting but can continue to 'attend' by watching the live stream of the meeting.

If there is a disturbance amongst Members the Chairman continues to have the ability to deal with it in accordance with Town Council Standing Orders. Rather than a Chairman standing, in a remote meeting the Chairman has the ability to mute all microphones, and if a direction is given for a Member to leave a remote meeting, the Meeting Host can affect this.

Any participant who appears to embark upon comment that is deemed libellous, defamatory or profane will be muted without notice and the meeting paused, so that the Town Clerk or Deputy Town Clerk may offer professional advice to the Chairman.

3.17 Members standing

Any requirement in Town Councils Standing Orders to a Member needing to stand to address a meeting, does not apply to a remote meeting.

3.18 Documents open to public inspection

Any reference in Town Councils Standing Orders to a document being available for public inspection at the Town Hall will now be satisfied by being published on the Town Council's website.

3.19 Planning Committee Protocols

In accordance with the Town Councils Standing Orders, arrangements for public speakers at planning committees will be similar to those described in 3.8 above. Such representations are statements to the committee, not questions, so the supplementary question provisions do not apply.

4.0 FOLLOWING A REMOTE MEETING

The video / audio recording of the remote meeting will be live streamed and also made available to view on the Council's website: www.haywardheath.gov.uk. It will be available for 6 months from the date of the meeting after which period it shall be deleted.

Minutes of a meeting will be dealt with in the usual way and draft summary minutes will be published on the Council's website as soon as practicable after a remote meeting.

Committee Meeting: Annual Meeting of Haywards Heath Town Council

Report of: Town Clerk

Date: 11th May 2020

Subject: Appointment of Deputy Mayor, Leader, Deputy Leader and Committee Membership 2020 - 2021

Purpose of Report:

1. The purpose of this report is to enable Members to consider nominations for the Membership of Council Committees and official individual appointments for the forthcoming Council year 2020 - 2021.

Summary:

2. Members are firstly asked to agree the appointment of the Deputy Mayor, Leader of the Council and Deputy Leader of the Council for the 2020 – 2021 Council year. Members will then be required to agree to the Council's committee membership, working party/group membership and representation on outside bodies as laid out in this report including new positions that have been developed. Members will also be asked to appoint a Chairman and Vice Chairman for the Council's Planning Committee, Policy and Finance Committee and the Environment and General Purposes Committee.

Recommendation(s):

Members are recommended to nominate and agree the membership of the Council's Standing Committees, working groups/parties and make the individual appointments laid out in the background of this report;

- (a) **Appoint the Deputy Mayor for 2020 - 2021;**
- (b) **Appoint the Leader of the Council for 2020 - 2021;**
- (c) **Appoint the Deputy Leader of the Council for 2020 - 2021;**
- (d) **Agree to the membership of the Council's Environment and General Purposes Committee, Planning Committee and Policy and Finance Committee and for 2020 - 2021;**
- (e) **Agree to each of the Committee's Chairman and Vice Chairman;**
- (f) **Agree the membership of the Council's working parties/groups;**
- (g) **Agree to the appointment of Members to represent the Council on outside bodies.**

Background

3. **Town Mayor 2020 – 2021** will have been appointed under **item 2 of the Agenda** and duly will have made their Declaration of Office.

10. Representative(s) on Outside Bodies (Agenda front sheet item 12)

Nominations are sought to represent the Council on the following outside bodies.

- (a) Mid Sussex Association of Local Councils (1)
- (b) Mid Sussex Association of Town Councils (4) (Mayor, Leader, Chair of P and F plus 1, which should be from the minority party).
- (c) Haywards Heath Twinning Association (1)
- (d) Blunts/Paiges Meadow Reserve (2)
- (e) Scrase Valley Reserve (2)
- (f) Ashenground Park & Bolnore Open Spaces Steering Group (2)
- (g) Woodside Pavilion Management Committee (1)
- (h) Haywards Heath Business Association (1)
- (i) Haywards Heath Town Team (1)
- (j) Burgess Hill Northern Arc Liaison Group (1)
- (k) Mid Sussex Cycle Forum (2)
- (l) Bluebell Railway (1)

11. Please note - If are more nominations for a committee, appointment or working group than is allowed by standing orders on the evening, Members will vote by a show of hands, which will be recorded by the Clerk.

Town Clerk

**HAYWARDS HEATH TOWN COUNCIL
MEETING OF HAYWARDS HEATH TOWN COUNCIL
Minutes of the meeting held on Monday 16th March 2020**

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 Mundin**

Richard Nicholson

Mike Pulfer**

Sujan Wickremaratchi**

Apologies Absent***

Also, present: Town Clerk

76. Council Prayer

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

77. Public Forum

None

78. Apologies

Rachel Cromie - self isolation.

James Knight – self isolation.

Howard Mundin - self isolation.

Mike Pulfer - self isolation.

Sujan Wickremaratchi - holiday.

79. Declarations of Interest

None.

80. Minutes

The Minutes of the Council Meeting held on 27th January 2020 were taken as read, confirmed as a true record and duly signed by the Mayor.

81. Mayor's Engagements and Announcements.

The Town Mayor referred Members to his list of engagement and had nothing to add as he wished to move as quickly as possible to the main item (9) Covid 19 preparation.

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

(i) Planning Committee - MINS. 113 - 129

The reception and adoption of the resolutions of the Planning Committees, dated 10th February 2020 **Mins 113 – 121** and 2nd March 2020 - **Mins 122 – 129** were moved, seconded and agreed by Council.

(ii) Environment & General Purposes Committee - MINS. 49 - 59

The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 24th February 2020 **Mins 49 - 59** were moved, seconded and agreed by Council.

(iii) Policy & Finance Committee - MINS. 47 - 57

The reception and adoption of the resolutions of the Policy and Finance Committee dated 9th March 2020 **Mins 47 - 57** were moved, seconded and agreed by Council.

83. Town Council's Email Protocol

The Town Clerk introduced the protocol and thank Cllr Cromie for her advice and assistance in making the additions to the protocol. It had also been suggested by Cllr Cromie by email to the Town Clerk that all councillors should make their password as complicated as possible use number and symbols with the password. Members made no comment on the policy and unanimously

Members **RESOLVED** to;

Adopt the revised Email Protocol for Haywards Heath Town Council.

84. Covid – 19 Policies and Approach

The Town Clerk introduced proposed business continuity matters in relation to Covid-19 for Haywards Heath Town Council in light of the latest Government and Public Health England advice, which was **AGREED to be in place until the end of May 2020, which would then be reviewed and either relaxed or extended by delegated authority to the Town Clerk and Town Mayor.**

First it was agreed that the Town Hall be closed to hirers for the foreseeable future (until end of May 2020) with the clear message that;

Please note that Haywards Heath Town Hall is closed to hirers for the foreseeable future. This is in line with Government Advice regarding social distancing.

****The Town Council is still operational and open for business, at the present time, with stringent arrangements in place for dealing with the public***.*

*We wish to continue to support our community and the Town Council is urgently creating community resilience plans by Council Ward****

If your query is not urgent, we would urge you to call 01444 455694 (between the hours of 9am & 5pm) or email town.clerk@haywardsheath.gov.uk and not visit the Town Hall. This notice and the position of the Town Council will be reviewed and updated on a weekly basis and daily if required. We thank you for your patience and understanding during this difficult time.

Further measures include;

Meetings;

• Planning Committees; 23rd March 2020, 14th April 2020, 4th May 2020 and 26th May 2020 to be managed remotely as comments are to be made not resolutions.

- Environment and General Purposes Committee 20th April 2020 - Cancelled
- Annual Town Meeting – 27th April 2020 - Cancelled
- Annual Meeting of the Town Council - 11th May 2020 still programmed pending advice and could be held in a different situation and venue.
- Working group business can be undertaken via email or skype.

Finance

- End of year still set as needing to be signed off by the 30th June 2020. *Advice could change from National Association of Local Council via the Government.*
- Internal Auditor has already informed HHTC of remote service to complete the Internal Audit process.
- Agreement by email to sign off payments before release subject to back dated signage with email confirmation attached.
- End of year payroll, Members allowances, loading of new payment runs to be actioned.

Events

- Spring Festival April 26th April 2020 - Cancelled
- VE Commemorations – 8th and 10th May 2020 - Cancelled.

Staff

- The Town Clerk has discretion to manage the Town Hall staff and Groundstaff.
- All office staff will have access to a laptop – except Mayor's Secretary who is set up at home already.

Members then RESOLVED to adopt the High Consequence Infectious Disease Policy, which includes matters relating to staff attendance in the work place.

Critical Service Delivery

- Only Service that is required is burial. Cemetery could be administered remotely.
- Service depends on contractors and funeral directors. Graves will be marked.

Most of the above is managed and allowable under Standing Orders and delegation to the Town Clerk, but in addition to this;

Members RESOLVED the following;

"In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the Council or standing committee in a reasonable time, the Town Clerk shall have delegated authority to make decisions on behalf of the Council where such a decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with Members by electronic means or telephone where possible but not exclusively. The Town Clerk will consult with the Town Mayor and Leader of the Council for guidance as necessary. The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation will be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the

first meeting of the Council after the Council meeting at which the delegation was put in place."

It was further RESOLVED that;

Delegation to the Clerk to act reasonably on behalf of the Council will be reported if required by weekly update or daily update for call in by Cllrs to be agreed by 8 Cllrs including the Mayor, Deputy Mayor and Leader plus 5 others. In the event of the Town Clerk being unable to undertake task the Deputy Clerk takes over delegated authority. In the event of both being unable to undertake such the Assistant to the Clerk takes over responsibility.

In the event of an office closure all responsibility would pass to the Town Mayor and Deputy Mayor in liaison with authorised signatories.

Members then discussed the Town Council's external response to Covid-19 and agreed that a community mapping would be undertaken with a Councillor from each Ward taking the lead. The Town Mayor Cllr Mcpherson and Deputy Mayor Cllr Jeffers (Lucastes and Bolnore) would lead with the Town Clerk and Cllrs Ellis (Heath), Inglesfield (Ashenground), Langley (Bentswood), Evans (Franklands would lead on such with the Community and Events Officer pulling information together. As part of this approach to community resilience it was;

RESOLVED that a hardship fund would be put in place, against a criteria delegated to the Town Clerk and Town Mayor, using Ward Budget Monies to be distributed by the Town Council exercising its adopted General Power of Competency (13th May 2019).

85. To consider any urgent items.

None.

Meeting Closed at 8.37pm.

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk

Date: 11th May 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 23rd March 2020 – **Meeting Cancelled** and 14th April 2020 - **Minutes 130 - 137**, Environment & General Purposes Committee – 20th April 2020 - **Meeting Cancelled** and Policy and Finance Committee 6th April 2020 - **Meeting Cancelled**.

Recommendation(s):

Members are recommended to;

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

3. Planning Committee, 23th March 2020 - **Meeting cancelled**.
4. Planning Committee, 14th April 2019 – **Minutes 130 – 137 resolutions**;
Nothing to report other than the planning application comments.
5. Environment & General Purposes Committee 20th April 2020 - **Meeting cancelled**.
6. Policy & Finance Committee 6th March 2020 - **Meeting cancelled**.

Town Clerk

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk
Date: 11th May 2020
Subject: Review of Standing Orders

Purpose of Report:

1. The purpose of this report is for Members to review the Council's standing orders.

Summary:

2. The Town Council's Standing Orders and Financial Regulations regulate the actions of the Council as a corporate body, its Members of the Council and its staff. The document also governs the financial processes of the Council and its functions. The document is now due for its annual review.

Recommendation(s):

- 1) Members are recommended to review the Council's Standing Orders, and Financial Regulations.**
- 2) Agree the document with amendments if required, that are lawful, and adopt the Standing Orders and Financial Regulations for the period 2020 – 2021.**

Background:

3. The Town Council's Standing Orders and Financial Regulations, need to be reviewed annually on the advice of the Internal Auditor who will be changing to Mulberry & Co during the next Council year.
4. To this end, this year Town Clerk has undertaken a major review of Standing Orders (SO's). The SO's have been reviewed against the Town Council existing SO's Orders, National Association of Local Council (NALC) Model SO's and are similar to sets used by other larger Councils. If Members are interested in looking at the NALC documents please visit the Sussex Association of Local Council's website <http://www.sussexalc.org.uk> and refer to the reference documents page of the website.
5. The work has included, as resolved by the Policy and Finance Committee dated 4th November 2019 minute no 13, a full review of the National Association of Local Councils (NALC) Model Financial Regulations (FR's). This was on the basis that the Policy and Finance Committee, as ratified by Full Council dated 25th November resolved not to adopt the NALC FR's as they were deemed, again, to be too restrictive for a Council of Haywards Heath's size. However, the Committee wished for the Town Clerk to go through the FR'S to ensure that the Town Council FR's were robust and to see if any instances of good practise could be drawn into the Town Council SO's and FR's and indeed into day to working practises.

6. Members may wish to note the following substantive points when reviewing the document that has come to light during the review, which is in line with how principal authorities deal with attendance by non-committee members.

Council members may attend any Standing Committee or sub-committee meetings, however where a Councillor is not a member of the committee or sub-committee they may only speak at the meeting, by giving advance notice to the Chair of their attendance and the items they wish to speak upon. Non-Members will speak after the committee members are given the opportunity and the Chair is not obliged to allow the non-member to speak should the debate prove lengthy and time short to cover all matters on the agenda.

7. Members are also reminded that the *Protocol for Council Meetings Held Remotely by Electronic Means*. under Item 4 of this meeting will be appended to this document as Appendix 6 if adopted. The revised SO's, recommended for adoption, are attached to this summons email as separated document due to its size.

Town Clerk

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk
Date: 11th May 2020
Subject: Councillors Code of Conduct

Purpose of Report

1. The purpose of this report is for Members to consider a governing document of the Town Council

Summary:

2. The following report asks for Councillors to review the Council's Code of Conduct, in line with Mid Sussex District Council, which sets out rules to govern the behaviour of Councillors.

Recommendations;

- 3) Members are recommended to review the proposed Councillors Code of Conduct.**
- 4) Adopt the Councillors Code of Conduct.**

Background:

3. Local Authorities are required to adopt a Councillors Code of Conduct which sets out rules governing the behaviour of their Councillors and satisfies the requirements of the Localism Act 2011. All elected, co-opted and independent Members of local authorities, including Town and Parish Councils, are required to abide by their own, formally adopted, Code of Conduct.
4. The Code of Conduct seeks to ensure that Members observe the highest standards of conduct in their civic role. The Code is intended to be consistent with the seven principles of public life:

Selflessness - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, holders of public office should make choices on merit.

Accountability - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness - Holders of public office should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership - Holders of public office should promote and support these principles by leadership and by example, and should act in a way that secures or preserves public confidence.

5. The actions of a Town Councillor, if reported to have broken the adopted Code of Conduct, is firstly brought to the Town Clerk's attention and then passed on to the Monitoring Officer at Mid Sussex District Council who is the Solicitor to the Council, Mr Tom Clark under the name of the Town Mayor (as recommended by Committee of Standards in Public Life). This is on the grounds that The Committee of Standards in Public Life have undertaken a consultation on Councillors Code of Conduct. The consultation findings were published on and can be found at www.gov.uk/government/publications/local-government-ethical-standards-report.
6. It is then discussed with one of the independent persons nominated by Mid Sussex District Council and if they think there is a potential breach of the Councillors Code of Conduct it goes to an assessment sub-committee. If they believe there is a potential breach of the Code of Conduct, they will ask whether it is in the public interest for an independent report to be prepared at public expense. That report is prepared by an independent investigator. If the report discloses a breach of the code it goes to a Hearings Sub-Committee who decide whether or not there has been a breach and if so what penalty to impose. They no longer have power to suspend or disqualify. In limited circumstances there is the possibility of a prosecution with leave of the Director of Public Prosecutions (DPP) but there have only been three in the last six years. Someone aggrieved by this process can challenge by way of Judicial Review on a point of law in the High Court.
7. In November 2015, Mid Sussex District Council adopted a revised Code of Conduct that brought its format into line with West Sussex County Council's. Many Town and Parishes, including HHTC, followed this change in 2015 so that dual/triple hatted Councillors all have the same Code of Conduct at each level of local authority thus making Code of Conduct investigations and proceeding easier to administer.
8. The above was tested by the findings of the case of R (Harvey) v Ledbury Town Council and Hertfordshire County Council 2018. Subsequent advice from the monitoring officer at Mid Sussex District Council then ensured that Town/Parish Councils had fallen into line with the 2015 Code of Conduct which superseded the 2012 model.
9. As a result, the Code of Conduct as presented is recommended to be continued to be adopted. The Code of Conduct is attached to this summons as separated document due to its size.

Financial Implications - None

Town Clerk

To Follow.

Committee Meeting: Annual Meeting of Full Council

Report of: Town Clerk
Date: 11th May 2020
Subject: West Sussex Association of Local Councils (WSALC) and National Association of Local Councils (NALC) subscription charges 2020-21.

Purpose of Report

1. The purpose of this report is for Members to consider a subscription.

Summary:

2. The following report asks for approval to renew the West Sussex Association of Local Councils (WSALC) and National Association of Local Councils (NALC) subscriptions for 2020-21.

Recommendations;

Members are recommended to RESOLVE to pay the annual 2020/2021 subscription costs for membership to West Sussex Association of Local Councils (WSALC) at the cost of £1,750 and National Association of Local Councils (NALC) at the cost of £1,602.28.

Background:

3. The Haywards Heath's electorate figure of 22,254 was given to WSALC by Mid Sussex District Council in October 2019 and this is the figure that was used to generate the Councils subscription invoice.
4. The Directors of SSALC Ltd have subsequently have agreed to increase the WSALC subscription for 2020/21 by 4.5% to 33.18p per elector.
5. At the NALC AGM held in October 2019 it was agreed that the NALC subscriptions for 2020/21 would be increased by 3% to 7.2p per elector.

Therefore, Haywards Heath Town Council subscription for 2020/21 is:

WSALC Subscription *	£1,750
NALC Subscription	£1,602.288
Total Due	£3,352.288

5. The Town Clerk has no hesitation in recommending the renewal and payment of the two memberships on the grounds that WSALC and NALC have been excellent in their support for the sector during the current situation we find ourselves in. Their training opportunities and support for officers and Councillors is also invaluable.

6. Without the guidance and support WSALC and NALC give local Councils Haywards Heath Town Council would struggle to maintain its operations legally and keep up to date with changes to legislation.
7. It also must be remembered that WSALC is there for the Town/Parish Council and the Society of Local Council Clerks is there for the Town Clerk in times of difficulty.

Financial Implications

8. The payment of this membership is already available in the 2020/2021 budget within the subscription budget, but WSALC ask for a resolution of the Town Council.

Town Clerk