



**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

23rd June 2020

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 **Monday 29th June 2020 at 7.30pm** via Zoom Video Conferencing at **7.30pm** when the following business will be transacted. Please use the Zoom link;

<https://us02web.zoom.us/j/84922991866?pwd=NzVWMHk5VmldqDZxZmlrbEp1ZFpuQT09>

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 9th March 2019. (Pages 2-3)
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To receive and consider the lists of payments and receipts, and income and expenditure reports for the period 1st January 2020 – 31st March 2020. (Separate Document)
6. To receive, consider and approve the Town Council's Income and Expenditure Account, and Balance Sheet for the year ended 31st March 2020. (Separate Document)
7. To receive a report on the financial forecast of the Town Council in light of the Covid 19 outbreak. (Pages 5-8)
8. To consider applications for Town Council Grants. (Pages 9-11)
9. To consider making a discretionary donation/purchase to the Dame Vera Lynn Children's Charity in memory of the Dame Vera Lynn. (Pages 12-13)
10. To review the Town Council's General Data Protection Policies. (Page 14/Separate Document)
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.

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 Mr Alastair McPherson

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

Minutes: **Policy and Finance Committee** held on Monday 9th March 2020

Present Cllrs:

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

Apologies ** Absent *

Also present: Town Clerk, Responsible Finance Officer (RFO).

47. Apologies

None.

48. Minutes

The minutes of the Policy and Finance Committee held on 13th January 2020 were taken as read, confirmed as a true record and duly signed by the Chairman after it was confirmed by the Town Clerk that under the arrangements in the Councillor/Officers Policy that the Mayor could only claim one trip per year to a Twin Town and the three nights stay was the maximum allowed per visit per annum.

49. Substitutes

None

50. Declarations of Interest

None.

51. Payments and receipts and income and expenditure reports for the period 1st September 2019 – 31st December 2019.

Members had before them the list of payments and receipts and income and expenditure reports for the period **1st September 2019 – 31st December 2019**. The Responsible Finance Officer (RFO) welcomed questions with the following being asked by Members;

- It was questioned what the payment for tree survey related to. It was explained that this was payment for a tree survey of Asylum Wood in line with the due diligence work for the development of community facilities at Hurstwood Lane.
- It was asked if the fee paid for the Town Hall wedding licence at £1,971 represented good value for money. The Town Clerk informed the Committee that the money is easily recouped within the first year as there is a high demand for weddings.

Members **RESOLVED** to

Recommend to Full Council for approval, the list of payments and receipts, and income and expenditure for the period 1st September 2019 – 31st December 2019

52. Town Council Grants

Before the consideration of the grant applications was undertaken clarification was sought on the available budget for award, as the figures in the report did not correspond to the available in the budget update alongside the accrual of monies for grants that had already been allocated for award. It was confirmed that actual available budget was £4205. With this mind full awards were made to 172 (Haywards Heath) Squadron RAF Air Cadets, Age

UK West Sussex, Mid Sussex Active, Mid Sussex Open Duke of Edinburgh Centre, Dolphin Practice Patient Group, Mid Downs Radio without comment A capital award was also made to Haywards Heath Army Cadets with insertion of clauses suggested by the Town Clerk in relation to capital build requirements. However, Members were not supportive of the application made by the Lindfield Miniature Rifle Club, because the reason given for the grant was something that Members felt that the Club should have been doing already on security grounds and was a task that should be undertaken through the safety and management processes.

Members **RESOLVED** to;

- a) **Award a grant of £500 to 172 (Haywards Heath) Squadron RAF Air Cadets towards restoring a Scottish Aviation Bulldog.**
- b) **Award a grant of £750 to Age UK West Sussex towards the development of a community garden.**
- c) **Award a grant of £500 to the Dolphin Practice Patient Group towards the production of a newsletter for residents of Haywards Heath.**
- d) **Not to award a grant of £500 to Lindfield Miniature Rifle Club towards an intruder alarm system.**
- e) **Award a grant of £750 to Mid Sussex Active towards their inclusive sports project for local schools.**
- f) **Award a grant of £500 to Mid Downs Radio towards the relocation of volume equipment.**
- g) **Award a grant of £750 to Haywards Heath Army Cadets towards improvements to the unit building, on condition that,**
 - a) **The Town Council is informed of the project detail.**
 - b) **That it is demonstrated that project costs can be fully funded.**
 - c) **That any planning permissions and/or building regulations are obtained and provided to the Town Council.**
- h) **Award a grant of £250 to Mid Sussex Open Duke of Edinburgh Centre towards running costs.**

53. Internal Auditor Mid-Year Report and Future Arrangements for Internal Audit.

Members note the report of the internal auditor and were happy to appoint a new Internal Auditor for the 2020/2021 Council year, so without comment;

Members **RESOLVED** to;

- a) **Adopt the Internal Auditor's interim report 2019/2020.**
- b) **To appoint Mulberry and Co, through delegation to the Town Clerk, to undertake the Internal Audit of the Town Council 2020/2021 onwards.**

54. Town Council Insurance Renewal

Members were informed that the quotes received were from the Council's existing insurer and three companies provided by an independent broker used with the Town/Parish Council sector. Member were happy to support the recommendation of Responsible Finance Officer and then,

Members **RESOLVED** to;

Appoint insurer B for a trial period of one year, from 1 April 2020 to 31 March 2021, at a provisional premium of £7,067.80; and that the 2020/21 budget for insurance is increased by £704, from £6,600 to £7,304.

55. Urgent Business

None.

Meeting Closed at 8.29pm

ITEM 5

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 29th June 2020

Subject: To receive and consider the lists of payments and receipts, and income and expenditure reports for the period 1st January 2020 – 31st March 2020.

Please see papers attached to your summons email.

ITEM 6

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 29th June 2020

Subject: To receive, consider and approve the Town Council's Income and Expenditure Account, and Balance Sheet for the year ended 31st March 2020.

Please see papers attached to your summons email.

Committee Meeting: Policy and Finance

Report of: Responsible Financial Officer (RFO)

Date: 23rd June 2020

Subject: Coronavirus – Impact on Budgets

1. The purpose of this report is to give Members an idea of the effect that the coronavirus pandemic could have on the Town Council's finances. Members will recall that the budget setting process resulted in a more or less balanced revenue budget, with a small surplus of £374.
2. In order to meet the Town Council's spending plans, 88% of total budgeted income comes from the precept, i.e. Council Tax payers, which is a 'guaranteed' source. This is received from Mid Sussex District Council in two equal instalments, the first half having been received on 30 April 2020 with the second half being due on 30 September 2020.
3. The next biggest source of income is lettings, i.e. the hiring out of meeting rooms at the Town Hall, which accounts for 5½% of the total. It is this budget which is going to be adversely affected the most as a result of the pandemic. With the first quarter of the financial year gone, the Town Hall has been closed to members of the public which has meant no income from lettings. Whilst social distancing measures introduced at the start of the lockdown are gradually being relaxed, it is unlikely that it will be possible to make up for lost time and get income back on track.
4. **Appendix A** attempts to illustrate how the loss of income from lettings might affect the Town Council's financial position. It has been prepared on the basis of a hypothetical **worst-case scenario**, this being the loss of **all** budgeted income from lettings – £42,087 – together with the Town Council meeting **all** budgeted expenditure commitments, including headings that may be considered as non-essential.
5. At the end of the current financial year, 2020/21, the forecast shows a revenue deficit of **(£41,713)** which would have to be offset against the General (unrestricted) Reserve. At the end of the last financial year, 2019/20, the balance of the General Reserve stood at £161,023, up by £19,339 on the previous year. Earmarked reserves at the end of 2019/20 stood at £263,812.
6. Deducting the forecast deficit of **(£41,713)** from the General Reserve would leave a financial year end balance of **£119,310**. This should give an assurance that there is no reason why the Town Council could not proceed and fulfil all of its commitments, although it is acknowledged that current circumstances will unfortunately prevent it from doing so.
7. Of course, the reality is that out-turn will not reflect this worst-case forecast. For example, it may become possible later on in the year to restart the letting of meeting rooms, and some budget headings will be underspent whilst others will require increased expenditure. At present, it is envisaged that the following headings may be subject to additional expenditure because of increased cleaning/sanitising/equipment requirements: cleaning/caretaking wages, cleaning supplies, maintenance of building and grounds, and fixtures and fittings. For the time being, it would be advisable to leave the budget as it is in order to allow some flexibility/contingency for any expenditure that is necessary to safeguard staff, Councillors and members of the public.
8. Overall, the Town Council will remain in a sound financial position throughout the financial year despite the potential loss of income. The General and earmarked reserves are sufficient for the purposes for which they are intended and there will be no threat to cash flow. The situation will be monitored over the next quarter and Members will have the opportunity to review things when the Committee meets again on 14 September 2020.

Recommendation:

9. It is recommended that Members:
- note this report and agree that the assumptions made in it are reasonable;**
 - acknowledge the potential impact that a significantly reduced income from lettings will have on the Town Council's overall budget;**
 - agree not to amend/reduce any individual budget headings for the time being until a clearer picture emerges as to how the Town Council might be able to achieve its objectives.**

**HAYWARDS HEATH TOWN COUNCIL
BUDGET/FORECAST 2020/21**

REVENUE

	Agreed Budget '20/21, as amended	'Worst-case' Forecast '20/21 which excludes Lettings Income
	£	£
Precept	669,569	669,569
Cemetery	27,500	27,500
Lettings	42,087	0
Interest Earned	1,100	1,100
Allotment Rents	3,575	3,575
Roundabouts/Flower Beds	8,000	8,000
Other Income	8,725	8,725
	760,556	718,469

EXPENDITURE

	Agreed Budget '20/21, as amended	'Worst-case' Forecast '20/21 which excludes Lettings Income
	£	£
Environment & General Purposes		
Allotments	6,000	6,000
Cemetery	5,085	5,085
External Contract for Cemetery	10,300	10,300
Hanging Baskets, Goblet Baskets & Tiered Planters	3,100	3,100
Muster Green, Roundabouts & Other Flower Beds	15,475	15,475
Public Clock (St Wilfrid's)	200	200
Street Lighting — Power & Maintenance	18,670	18,670
Street Lighting — Improvement/New Schemes	2,500	2,500
Severe Weather Contingency	300	300
General Maintenance/Repairs	3,175	3,175
Town Initiatives	1,000	1,000
South Road Trees	2,000	2,000
Land off Hurstwood Lane — Management Costs	5,500	5,500
Environmental Projects	6000	6000
Speed Indicator Device (SID)	2,500	2,500
Highways Improvement/Maintenance Works	6,000	6,000
	87,805	87,805

Leisure & Amenities

Best Kept Garden/Allotment Competitions	925	925
Christmas Lights	14,610	14,610
Christmas Lights — Maintenance Reserve	500	500
Haywards Heath/South & South East in Bloom	1,025	1,025
Town Council Events	11,000	11,000
	28,060	28,060

Grounds Maintenance

Salaries & National Insurance	114,050	114,050
Pension	29,407	29,407
Clothing & Footwear	975	975
Depot Rent	9,583	9,583
Depot Rates	4,400	4,400
Other Depot Expenses	1,391	1,391
Vehicle Expenses	6,750	6,750
Fuel	3,867	3,867
Equipment Expenses	4,875	4,875
Mobile Telephones	519	519
Contingencies & Sundries	325	325
	176,142	176,142

EXPENDITURE (cont.)**Accommodation**

Rent	1,150	1,150
Rates, Water & Sewerage	32,593	32,593
Cleaning	4,651	4,651
Caretaking	13,253	13,253
Maintenance Building & Grounds	5,750	5,750
Electricity	2,650	2,650
Gas	1,950	1,950
Telephone, Fax & Internet	2,137	2,137
Reserve for Cyclical Redecoration	13,250	13,250
	77,384	77,384

Office & Customer Service

Salaries & National Insurance	182,500	182,500
Pension	48,429	48,429
Travelling Expenses	1,000	1,000
Advertising, Stationery, Postage & Printing	6,070	6,070
Office Equipment Maintenance	5,120	5,120
Insurances	7,304	7,304
Courses, Conferences & Publications	1,300	1,300
Subscriptions	8,589	8,589
Audit Fee	2,200	2,200
Staff Training	3,500	3,500
Reserve for Replacement of Fixtures & Fittings	3,750	3,750
	269,762	269,762

Other Expenditure

Hospitality & Staff Recognition	1,000	1,000
Grants & Subsidies	8,500	8,500
Newsletters	4,500	4,500
Reserve for Election Expenses	8,000	8,000
Contingencies & Sundries	825	825
Bank Charges	875	875
Mayor's Allowance	1,015	1,015
Members' Allowances	17,008	17,008
Reserve for Community Facilities	3,059	3,059
Loan Capital Repayment	6,000	6,000
Loan Interest	3,822	3,822

Advisers' Fees	6,925	6,925
Community Warden	21,500	21,500
New Website	3,000	3,000
Visual Aids/Equipment (TV)	5,000	5,000
	91,029	91,029
CAPITAL		
COVID-19/ Haywards Heath Emergency Food Hub	20,000	20,000
	10,000	10,000
Total Revenue Expenditure	760,182	760,182
Revenue Surplus/(Deficit)	374	(41,713)

Indicates items which could be considered as non-essential

Possible General Reserve @ 31/3/21 is as follows:	b.f. 1/4/20	161,022.76
less: Revenue Deficit as a result of loss of Lettings Income		(41,713.00)
		<u>119,309.76</u>

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 29th June 2020
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 one grant application as laid out in Appendix 1 of this report.

Recommendation(s):

Members are asked to consider the recommendation for one grant application, the summary of which is attached as Appendix 1 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 endeavour 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 2020/21 is £8,500, of which £0.00, has been allocated or spent, leaving a balance of £8,500 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 2020 under minutes 17.

Town Clerk

Grant Application

- Organisation:** Friends of Embark
- Total Project Cost:** £2,000
- Grant Requested:** £440 (£500 grant application - One off costs)
- Objective:** To provide quality, stable homes and work experience for Adults with learning difficulties, who wish to live more independent lives.
- Purpose of Grant:** To cover one-off costs of upgrading the website to provide a shop facility, the purchase of a printer for product and postage labelling, and to cover the cost of packaging and stationery.

Breakdown of costs:

Item or activity	Cost	Amount requested
Laser/Thermal Printer + Consumables	£210	
Website Upgrade for e-commerce	£107.49	
Packaging Materials for 12 months	£79.22	
Paper Guillotine + stationery items	£40.00	
Total	£436.71	£440

Comments: Established in the summer of 2012, Friends of Embark was founded as a charitable trust. However, has since grown and is now a Charitable Incorporated Organisation (CIO), and registered with the Charity Commission in 2016. The organisation is based in Haywards Heath, West Sussex and managed by six trustees and currently has 15 members. 80% live in Haywards Heath.

They currently provide a wood working work experience project in a controlled, supervised and safe environment for adults with learning difficulties at the Yews Centre in Haywards Heath. The work experience project aims to provide: - a sense of purpose, self-development, a sense of achievement and also provides opportunities to integrate with the local and wider community.

They normally sell the woodworking products (Bird boxes, Bird Feeders, Bee Houses Butterfly Houses at local fairs. However, they have not been able to do this this year due to Coronavirus and the lock-down procedures put in place. However, they have adapted and have developed an on-line sales capability on their website and via Social Media. They would like to use the grant to cover one-off costs of upgrading the website to provide a shop facility, the purchase of a printer for product and postage labelling, and to cover the cost of packaging and stationery.

The main beneficiaries of the wood-working project are all residents of Haywards Heath.

The project provides a number of unique hand-crafted nature products that are available for purchase by residents of Haywards Heath.

The project provides an awareness of adults with learning difficulties and a focus on their abilities, given the appropriate level of support and provides an opportunity to residents of Haywards Heath to help and support a group of less fortunate and potentially vulnerable group in the local community.

The project would be potentially open to everyone subject to extra funding to increase capacity and / or availability of suitable volunteers for increase in attendees.

They could make up the remaining balance if a smaller grant was offered. They have not applied for funding anywhere else.

Fund raising efforts are Sales of Products, Donations/Collections, Grants/Sponsorship.

Grants Awarded since 2014/15 Financial Year:

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

Recommendation: Friends of Embark have explained in great detail the reasons for the application. This service offers many opportunities to those who need it and who benefit from it greatly, with this in mind, members are recommended to award a grant of £440 to Friends of Embark. A grant award of this value would be in line with the council's grant guidance notes and criteria.

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

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

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 29th June 2020
Subject: Dame Vera Lynn

Purpose of Report:

1. The purpose of this report is for Members to consider on a one-off discretionary grant award.

Summary:

2. Members will be aware of the sad news that Dame Vera Lynn passed away last Thursday. The following report asked for Members resolution to make a donation/purchase for the Dame Vera Lynn Children's Charity, based out at Cuckfield, due to the Town Council and indeed the Town's close links with the Charity historically and direct links over the last three to four years.

Recommendation(s):

Members are recommended to;

- a) **Allocate £500 from the Town Councils grant budget, so to make a purchase/donation to the Dame Vera Lynn Children's Charity in memory of Dame Vera Lynn.**
- b) **That the Town Clerk in liaison with Chairman of the Committee and Town Mayor agree the purchase/donation once they are informed of an appropriate gift by the Dame Vera Lynn Children's Charity.**

Background:

3. The Town Council through the former Mayor's charity work and the Town generally through the Haywards Heath Bike Ride has had a close working relationship with the Dame Vera Lynn Children's Charity. Furthermore, it was envisaged that the Charity would be involved with the Town Council's VE Day celebration which had to be cancelled in May.
4. This work was based on support for an amazing charity, which helps children under 5 with cerebral palsy and other motor learning impairments make the best possible start in life – and give families the support and skills to continue their development at home.
5. The passing of Dame Vera Lynn last week was very sad so to commemorate Dame Vera Lynn it has been suggested that a purchase or donation is made. The Town Clerk at the writing of this report is awaiting a response from the Executive Manager on an appropriate contribution, but it is expected that a couple of proposals will be tabled at the meeting.
6. It is suggested that any purchase or donation is made in line with the Town Council's grant policies on one off purchase so that has been recommended at £500.

Financial Implications

7. There is £8,500 available in the Town Council's grants budget with only one application being made for the current round of grants to be heard on this agenda. This would leave

with £7,560 available if Members agree the £500 and the grant under item 8 of this agenda.

Legal Implications

8. The Town Council can make a such an award 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 2020 under minute 17.

Town Clerk

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 29th June 2020

Subject: General Data Protection Regulations Policies

Purpose of Report:

1. The purpose of this report is for Members to review the Council's General Data Protection Policies.

Summary:

2. The Town Council's General Data Protection Regulations Policies regulates the actions of the Town Council as a corporate body, with regards to its use of people's personal information. Regulations introduced by the Information Commissioner Office in 2018 meant that the appended policies needed to be introduced by the Town Council. These policies were duly created by the Council's Data Protection Officer GDPR-Info in May 2018. The documentation is now presented for annual review.

Recommendation(s):

Members are recommended to review the General Data Protection Regulations Policy and adopt it for the 2020/2021 council year.

Background:

3. The Town Council's General Data Protection Regulations Policies, need to be reviewed annually on the advice of the Internal Auditor.
4. Members may wish to note that this is for good practice and the Policy has been produced by the Council's Data Protection Officer GDPR-Info, the Town Council's professional consultant who would act on the Council's behalf if there was an information breach. GDPR-Info services have been retained for this Council year.
5. The main General Data Protection Regulations Policy is attached for review, but the supporting documentation can be found on the Town Council's website on the Policies drop down under 'GDPR'. <https://www.haywardsheath.gov.uk/GDPR.aspx>

Town Clerk