

HAYWARDS HEATH TOWN COUNCIL
ANNUAL MEETING OF HAYWARDS HEATH TOWN COUNCIL

Minutes of the meeting held on Monday 11th May 2020, which was held virtually by Zoom under the provisions of the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.

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

Apologies Absent***

Before the meeting commenced the Town Mayor asked for each Members to confirm that they were present, which is reflected above.

1. Council Prayer

Members stood for the Council prayer, which was read by Town Mayor Cllr Alastair McPherson.

2. Election of Town Mayor for 2020/2021

The Town Clerk asked for nominations for the Town Mayor for the 2020/2021 Council year. There was one nomination for Town Mayor, which was duly seconded and without challenge;

Cllr Alastair McPherson was the duly declared Town Mayor for the Council year 2019/20. Cllr McPherson made his declaration of acceptance of office and visibly showed himself signed the declaration with wet signature. Cllr McPherson addressed Full Council and stated that it was a great honour to become Town Mayor for a second year. He continued that it he was grateful for Councillors support with the Destination Haywards Heath Document and the creation of Environment Policies. Furthermore, he had enjoyed working with the Town Clerk and Leader on day to day matters. He specifically thanked Cllr Pulfer, Cllr Laband and his Deputy Mayor Cllr Jeffers for their support. The Town Mayor praised the efforts of a vibrant community in the Town and had enjoyed meeting residents up to the end of February where he had attended 85 events. Volunteering was mentioned with the success of the Volunteering Village at Town Day and paid tribute to the 60 plus volunteers who helped deliver the 'Leave No One Behind' leaflets before lockdown in March. He added thanks the Town Clerk and all Town Hall staff including Maria Horne who had administered his affairs. Finally, he thanked his family for their support.

3. Apologies

Cllr H. MUNDIN – work commitments for the NHS.

4. Public Forum

None

5. Protocol for Council Meetings Held Remotely by Electronic Means.

The Town Clerk presented the protocol along with the accompanying report and without comment,

Members RESOLVED;

- a) to adopt the Protocol for Council Meetings 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.

6. Appointment of Deputy Town Mayor for 2020/2021

There was one nomination for Deputy Town Mayor, which was duly seconded and without challenge;

Cllr Matthew Jeffers was duly declared Deputy Town Mayor for the Council year 2020/21. Cllr Jeffers made his declaration of acceptance of office and visibly showed himself signed the declaration.

7. Appointment of the Leader of the Council for 2020/2021

There was one nomination for the Leader of the Council, which was duly seconded and without challenge;

Cllr Michael Pulfer was duly declared as the Leader of the Council for the year 2020/21.

8. Appointment of the Deputy Leader of the Council for 2020/2021

There was one nomination for Deputy Leader of the Council, which was duly seconded and without challenge;

Cllr Clive Laband was duly declared as the Deputy Leader of the Council for the year 2020/21.

9. Committee membership for the 2020/2021

The Town Clerk Informed Members that he had received pre-prescribed nominations for 2020/2021 Committee Membership, working groups and outside appointments. As a result, to the best of his knowledge he would run through the appointments given to him and would offer the opportunity for others to be nominated. It was then stated that if there were more requests than positions available a vote, by a show hands would be taken.

The following names were put forward and agreed for the Committee membership for the Council year 2020/21

- (ii) Environment & General Purposes Committee
 - C. Cheney
 - R. Cromie
 - S. Ellis
 - S. Inglesfield
 - M. Jeffers
 - J. Langley
 - A. McPherson
 - S. Wickremaratchi

(ii) Planning Committee

C. Cheney
C. Evans
H. Munda
S. Inglesfield
C. Laband
A. McPherson
R. Nicholson
M. Pulfer

(iii) Policy & Finance Committee

C. Ash-Edwards
R. Bates
R. Cromie
C. Evans
J. Knight
C. Laband
R. Nicholson
M. Pulfer

10. To confirm appointments of Committee Chairmen and Vice Chairmen for the Council year 2020/2021.

It was **RESOLVED** that the following Members were appointed as Committee Chairman and Vice Chairman for the Council year 2020/21. None of the posts were contested.

(i) Environment & General Purposes Committee

Chairman: M. Jeffers
Vice Chairman: S. Ellis

(ii) Planning Committee

Chairman: C. Laband
Vice Chairman: M. Pulfer

(iii) Policy & Finance Committee

Chairman: J. Knight
Vice Chairman: C. Ash-Edwards

11. Membership of the Sub Committees/Working Groups:

It was **RESOLVED** that the following Members would serve on the following Sub Committee Working Groups for the Council year 2020/21.

(i) Haywards Heath in Bloom
A. McPherson

(ii) Communications and IT Working Group.
S. Ellis, C. Evans, C. Laband, S. Inglesfield, J. Langley

(iii) Planning Working Group
M. Pulfer, A. McPherson, C. Laband, R Cromie, S. Inglesfield

(iv) Staff Working Party
A. McPherson J, Knight, C. Ash-Edwards, S. Ellis, M. Pulfer

(v) Transport Partnership
M. Pulfer, R. Bates

- (vi) Chairman's Working Party
A. McPherson, J. Knight, C. Laband, M. Jeffers, M. Pulfer
- (vii) 2019 Working Group
A. McPherson, S. Wickremaratchi, J. Knight, S. Inglesfield
- (viii) Environment Working Group
C. Cheney, J. Knight, A McPherson, R. Cromie, R Nicholson

12. To confirm Council representatives on the following outside bodies:

It was **RESOLVED** that the following Members would be the representatives on the following outside bodies. None of the posts were contested.

- (i) Mid Sussex Association of Local Councils
M. Jeffers
- (ii) Mid Sussex Association of Town Councils
A. McPherson, M. Pulfer, J. Knight and S. Inglesfield
- (iii) Haywards Heath Twinning Association
A McPherson
- (iv) Blunts/Paiges Meadow Reserve
M. Jeffers and S. Ellis
- (v) Scrase Valley Reserve
R. Cromie and C. Cheney
- (vi) Ashenground and Bolnore Woods Steering Group
A. McPherson and S. Inglesfield
- (vii) Woodside Pavilion Management Committee
M. Jeffers
- (viii) Haywards Heath Business Association
C. Laband
- (ix) Haywards Heath Town Team
C. Laband
- (x) Northern Arc Liaison Group
M. Pulfer
- (xi) Mid Sussex Cycle Forum
S. Ellis and R. Bates
- (xii) Bluebell Railway Working
J. Knight

13. Declarations of Interest.

None.

14. Minutes

The Minutes of the Meeting of the Council held on 16th March 2020, without comment, were taken as read, confirmed as true and duly signed by the Mayor.

15. To Dispose of any Business Outstanding from the Last Meeting.

None.

16. Mayor's Engagements and Announcements.

The Town Mayor, informed Members of the sad news of the passing of Mr Maurice Francis who had served as a Town Council Groundsman until he retired four years ago. Cllr McPherson thanked his fellow Councillors for embracing the virtual world and stated that the Town Council was still able to reach out to the community using these means. Cllr McPherson also felt that the positive and upbeat manner of the Council has displayed during the Covid 19 pandemic, which were uncertain times for the whole community, was commendable and that no-one had been left behind. Returning to a virtual world the VE 75-year anniversary montage, which Cllr Ellis, Maria Horne had led upon and most importantly Felix Cater (who played during the video also made the video) had been a great success. The video was watched 5,000 times and the Mayoral messages were viewed around 20,000 times. All Member and staff were thanked for their hard work.

17. To receive and consider adoption of the Minutes of the following Committees:

- (i) Planning Committee - **MINS. 130 - 137**
The reception and adoption of the resolutions of the Planning Committees, dated 23rd March 2020 - **Cancelled** and 14th April 2019 - **Mins 130 – 137** were moved, seconded and agreed without discussion by Council.
- (ii) Environment & General Purposes Committee
No meeting held since the last meeting of Full Council.
- (ii) Policy & Finance Committee
No meeting held since the last meeting of Full Council.

18. Standing Orders and Financial Regulations Annual Review.

Members noted the report of the Town Clerk which presented, as part of the annual review, a set of revised Standing Orders and Financial Regulations for the Town Council. It was noted that the revised Standing Orders and Financial Regulations had been drawn together using the Council's existing set of Standing Orders and Financial Regulations alongside a review of the National Association of Local Councils model documents to draw out any best practise. Members felt that the revised Standing Orders and Financial Regulations were more robust, in good order and then;

Members **RESOLVED** to;

Adopt the Town Council's revised Standing Orders and Financial Regulations as presented.

19. Code of Conduct

Members noted the report of the Town Clerk and without comment.

Members **RESOLVED** to;

Adopt the Councillor Code of Conduct as presented.

20. West Sussex Association of Local Councils (WSALC) and National Association of Local Councils (NALC) subscription charges 2020-21.

The Town Clerk declared that he had a prejudicial interest in the payment of the subscription as he was undertaking work training new Clerks, on an adhoc basis, for WSALC. On this basis the Clerk made no comment. Members made no comment and were happy to renew the subscription for the 2020-2021 Council year and formally;

RESOLVED 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.

21. To consider any urgent items, the Mayor has received.

None, but Cllr Bates raised the matter of cycling and West Sussex Cycle Forum's representation to West Sussex County Council on projects to improve cycling and shared space use. The Town Clerk was asked to take the matter away and deal with it outside of the meeting.

22. Members RESOLVED to exclude the public and the press.

None.

Meeting Closed at 8.16pm