

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