

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

**Minutes of the meeting held on Monday 13<sup>th</sup> May 2024**

**Councillors:** Abdul Bashar  
Nick Chapman  
Anne-Marie Cooke  
Rachel Cromie\*\*  
Sandy Ellis  
Stephanie Inglesfield  
Barbara King  
Anne-Marie Lucraft  
Paul Lucraft  
Allan Murray  
Deanna Nicholson  
Alison Rees  
Duncan Pascoe  
Anthony Platts  
Sinead Walsh  
Leila Wilson

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

**Also present:Town Clerk and Committee Clerk**

**The Town Council received a presentation from Good Neighbours CARE.**

Mr Bines spoke about the work of the Good Neighbours CARE organisation.

He explained it was a voluntary organisation established in 1983 offering practical help to local residents. Their main activities are transport, shopping and visiting, they are a much needed 'friendly face' to their 600 clients. Mr Bines said new volunteers are always welcome and asked the council to spread the word and help the organisation identify those in need.

The Major and members thanked Mr Bines for his presentation.

**1. A Moment of reflection**

It was noted that the agenda should have read 'A moment of reflection' not Council Prayer.

Members stood for the moment of reflection, which was led by Town Mayor Cllr Stephanie Inglesfield, including a minutes silence to mark the passing of Reverend Ray Smith former Rector of St Wilfrids Church.

**2. Election of Town Mayor for 2024/2025**

The Town Clerk asked for nominations for the Town Mayor for the 2024/2025 Council year. There was one nomination for Town Mayor proposed by Cllr Bashar, which was duly seconded by Cllr Wilson and without challenge;

Cllr Inglesfield was the duly declared Town Mayor for the Council year 2024/25. Cllr Inglesfield made her declaration of acceptance of office and signed the declaration of office book.

**3. Apologies**

Apologies were received and noted from Cllr Cromie.

**4. Public Forum**

None

**5. Appointment of Deputy Town Mayor for 2024/2025**

There was one nomination for Deputy Town Mayor proposed by Cllr King, which was duly seconded by Cllr Walsh and without challenge;

Cllr Pascoe was duly declared Deputy Town Mayor for the Council year 2024/25. Cllr Pascoe made his declaration of acceptance of office and signed the declaration of office book.

**6. Appointment of the Leader of the Council for 2024/2025**

There was one nomination for the Leader of the Council proposed by Cllr Chapman, which was duly seconded by Cllr Rees and without challenge;

Cllr P Lucraft was duly declared as the Leader of the Council for the year 2024/25.

**7. Appointment of the Deputy Leader of the Council for 2024/2025**

There was one nomination for Deputy Leader of the Council by Cllr AM Lucraft, which was duly seconded by Cllr Bashar and without challenge;

Cllr AM Cooke was duly declared as the Deputy Leader of the Council for the year 2024/25.

**8. Committee membership for the 2024/2025**

The Town Clerk informed members that he had received pre-prescribed nominations for 2024/2025 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 of hands.

The following names were put forward and agreed for the Committee membership for the Council year 2024/25 with challenge.

(ii) Environment & General Purposes Committee (8)

N Chapman  
A Rees  
L Wilson  
AM Cooke  
D Pascoe  
S Inglesfield  
D Nicholson  
S Ellis

(ii) Planning Committee (8)

S Inglesfield  
D Pascoe  
A Bashar  
B King  
N Chapman  
A Platts  
D Nicholson  
A Murray

(iii) Policy & Finance Committee (8)

AM Cooke  
S Walsh  
P Lucraft  
AM Lucraft  
A Bashar  
A Rees  
A Murray

## Vacancy

### 9. To confirm appointments of Committee Chairmen and Vice Chairmen for the Council year 2024/2025.

It was **RESOLVED** that the following Members were appointed as Committee Chairman and Vice Chairman for the Council year 2024/25. Members of the committees stood to confirm the appointments. None of the posts were contested.

(i) **Environment & General Purposes Committee**

Chairman: N Chapman  
Vice Chairman: A Rees

(ii) **Planning Committee**

Chairman: S Inglesfield  
Vice Chairman: D Pascoe

(iii) **Policy & Finance Committee**

Chairman: AM Cooke  
Vice Chairman: S Walsh

### 10. 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 2024/25.

(i) Haywards Heath in Bloom (1)  
S. Ellis

(ii) Communications and IT Working Group. (5)  
P Lucraft, A Bashar, D Pascoe, S Inglesfield, 1 Vacancy

(iii) Planning Working Group (5)  
Drawn from the Committee when required.

(iv) Staff Working Party (5)  
L Wilson, B King, A Bashar, S Inglesfield, S Ellis

(v) Chairman's Working Group (5)  
S Inglesfield, AM Cooke, N Chapman, Plus leader of the Town Council if required. 1 Vacancy

(vi) 2024/2025 Working Group (4)  
Drawn from the E & GP Committee when required.

(vii) Environment Working Group (5)  
Drawn from the Committee when required.

(viii) Active Haywards Heath (1)  
D Pascoe

### 11. 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 and West Sussex Association of Local Councils with formal voting rights on behalf of the Town Council. (2)  
D Pascoe and A Platts

- (ii) Mid Sussex Association of Town Councils (4)  
S Inglesfield, P Lucraft, AM Cooke, A Rees
- (iii) Haywards Heath Twinning Association (1)  
A Platts
- (iv) Blunts/Paiges Meadow Reserve and Scrase Valley Reserve (2)  
A Rees, B King
- (v) Ashenground and Bolnore Open Spaces Steering Group (2)  
S Inglesfield and S Ellis
- (vi) Woodside Pavilion Management Committee (1)  
S Walsh
- (vii) Haywards Heath Business Association (1)  
A Bashar
- (viii) Haywards Heath Town Team (1)  
Vacant
- (ix) Burgess Hill Northern Arc Liaison Group (1)  
S Inglesfield
- (x) Mid Sussex Cycle Forum (2)  
N Capman, D Pascoe
- (xi) Clair Hall working group (4)  
P Lucraft, A Bashar, D Pascoe, S Walsh
- (xii) Bentswood Hub (2)  
A Rees, D Pascoe
- (xiii) Mid Sussex Voluntary Action (1)  
B King

## **12. Declarations of Interest.**

There were no declarations of pecuniary or other interests.

## **13. Minutes**

The Minutes of the Meeting of the Council held on 8<sup>th</sup> April 2024, without comment, were taken as read, confirmed as true and duly signed by the Mayor.

## **14. To Dispose of any Business Outstanding from the Last Meeting.**

There was none.

## **15. Mayor's Engagements and Announcements.**

The Mayor presented her list of engagements, which were noted by the Council.

The Mayor thanked the Deputy Mayor for attending the Good Neighbours CARE volunteering morning where he met local resident Molly for a chat and cup of tea. The Deputy Mayor also attended the Dame Vera Lynn Childrens Charity at Lambeth Palace, the Mid Sussex Marathon, joined the Bentswood Youth Club litter pick and attended a special centenary Birthday party at Goldbridge Care Home.

Some highlights from the past month's engagements included.

The annual Haywards Heath Lions Club Good Friday Swimmarathon where almost £20,000 was raised with £10,000 going to the Majors chosen Charity 'Time for Children'.

The Mayor spoke about the very touching event she had attended at the opening of 'Simmo's Café' at haywards Heath Football Club.

The Mayor opened a new display on 'Railway Women' at the Bluebell Railway travelling on the railway and taking part in a BBC interview.

The Mayor met 4 residents celebrating their 100<sup>th</sup> Birthday at the Goldbridge Care Home and enjoyed listening to their stories from the past, in particular Betty who was one of the 1<sup>st</sup> women to land in Normandy having been a dancer on board ship.

The mayor also noted the well-attended Annual Town Meeting which took place at the Town Hall on Monday the 29<sup>th</sup> April, she thanked the ECO for her hard work in organising the first ever Town Council Awards which were well received.

#### **16. To receive and consider adoption of the Minutes of the following Committees:**

- (i) Planning Committee - **MINS. 139 - 158**  
The reception and adoption of the resolutions of the Planning Committees, dated 15<sup>th</sup> April 2024 - **Mins 139 – 147** and 7<sup>th</sup> May 2024 - **Mins 148 – 158** were moved, seconded and agreed without discussion by Council.
- (ii) Environment & General Purposes Committee  
The reception and adoption of the resolution of the Environmental and General Purposes Committee dated 22<sup>nd</sup> April 2024 - **MINS- 64-74** were moved, seconded and agreed without discussion.
- (iii) Policy & Finance Committee  
No meeting held since the last meeting of Full Council.

#### **17. Standing Orders and Financial Regulations Annual Review.**

The Clerk advised that new Financial Regulations had been published and there had not been time prior to the meeting to review them, he suggested the Council adopt the Standing Orders, and Financial Regulations documents with amendments if required, that are lawful, for the Council year 2024 – 2025 (Subject to review in June)

Members **RESOLVED** to;

**Adopt the Town Council's revised Standing Orders and Financial Regulations as presented for the 2024/2025 Council year subject to review of the Financial Regulations in June 2024.**

#### **18. Code of Conduct**

Members noted the report, cognisant that the Local Government Model Code of Conduct had been adopted at the last meeting of the Town Council. Without comment but for good order for internal audit requirements for the 2024/2025 year.

Members **RESOLVED** to;

**Adopt the Councillor Code of Conduct as presented.**

#### **19. Calendar of Town Council committee meetings for 2024/2025 and start times of meetings.**

Members were asked to formally agree the timetable of Council meetings for the next Council year 2024 – 2025 and consider the start time of Standing Committee and Full Council meetings.

Cllr P Lucraft proposed the new start time of 7pm for all Standing Committee and Full Council meetings, seconded by Cllr Ellis. Cllr Chapman wanted confirmation that if there was presentation before a meeting this would start at 7pm and the meeting would follow, he felt to start before 7pm would be too early. This was confirmed. Cllr King was not in favour of the new start time.

With the majority in agreement Members **RESOLVED** to;

- (a) Formally agree the timetable of Council meetings for the next Council year 2024 - 2025.
- (b) Formally agree the start time of Standing Committee and Full Council meetings as 7PM.

**20. To consider any urgent items the Major has received.**

The Clerk advised the Council that he had met with the new superintendent Imran Asharg along with members of the local Police. The superintendent was agreeable in attending a future council meeting.

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

The motion was withdrawn and was not debated.

Meeting Closed at 08.15pm