



**HAYWARDS HEATH
TOWN COUNCIL**

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30th October 2023

To all Councillors,

Dear Councillor,

You are hereby summoned to attend an Extraordinary **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 6th November 2023** at the Town Hall in the Council Chamber. 40 Boltro Road commencing at **6pm** when the following business will be transacted.

Yours sincerely
Steve Trice
Town Clerk

A G E N D A

1. A moment of reflection.
2. To note any apologies for absence.
3. 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.*
4. To confirm the Minutes of the meeting of the Council held on 25th September 2023. (pages 2 – 4)
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To consider the recommendation of the Policy and Finance Committee dated 16th October 2023 regarding the creation of two new posts of Committee Clerk and Project Officer. (Pages 5 – 9)
7. To consider any urgent items the Mayor has received.

*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 Stephanie Inglesfield

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL
MEETING OF HAYWARDS HEATH TOWN COUNCIL
Minutes of the meeting held on Monday 25th September 2023

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

Apologies Absent***

Also present: There were ten members of the public in attendance.

37. Moment of Reflection

The Town Mayor lead Members in a moment of reflection before the meeting commenced.

38. Apologies

None.

39. Public Forum

None.

40. Minutes

The Minutes of the Annual Meeting of the Council held on 24th July 2023, were taken as read, confirmed as true and duly signed by the Mayor with the following comments made;

- 1) That the minutes be amended to clarify if it was Cllr P Lucraft or Cllr AM Lucraft making representation as the minutes only referred to Cllr Lucraft.
- 2) That under minute 34 resolution that it was Cllr AM Cooke as the surname had been omitted.

41. Declarations of Interest.

None.

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

It was noted that the Green Paper had been published along with some public relations. In addition, the appointments had been amended and the Bentswood Hub and Scrase Valley group had been informed.

43. **Mayor's Engagements and Announcements.**

The Town Mayor Cllr Inglesfield presented her list of engagements which were noted by the Council. Cllr Pascoe, Deputy Mayor was thanked for supporting the Mayor and was invited to make comment on his attendance at Mayoral engagements. Cllr Pascoe praised the Foodbank's Teddy's Bears Picnic, supported by the Town Council, and hoped it would happen again next year. Attendance at the Bishop of Chichester's event for local groups and charity leaders where it was nice to meet groups and other Civic leaders.

Cllr Inglesfield then made special mention of the following;

- The Mayor reiterated that visit to the Bishop of Chichester was a wonderful event.
- The opening of Rotary Rocks in The Orchards with special mention of eight hours of entertainment provided by the Rotary Club.
- Attendance at the Goldbridge Summer Fete, as part of Care Home Week, where it was lovely to meet with the residents, their families and the employees who made time to attend on their days off
- With regards to Town Day special thanks way conveyed to the Events and Community Officer, Town Hall staff and Councillors who attended and helped on the day. It was deemed to be the best Town Day ever, which was amazing as all other Town Days had been excellent.
- Hosting of the Twinning event for Oathall Community College programme alongside Cllr Wilson and Irene Balls from Haywards Heath Twinning Association. Nineteen students from Traustein were hosted at the Town Hall. Lots of questions were asked about Haywards Heath, what the Mayor does in the Town, then lots of personal questions. The young people were very engaged and eager to learn with a good grasp of the English language.
- A visit to Chichester to see the UK Harvest operation. The organisation rescues food for redistribution to charities such as the Bentswood Hub and Foodbank.
- A visit to the Town Hall to see the Arts exhibition organised by the Haywards Heath Arts CIC.
- Support for the commemoration of the Battle of Britain at the War Memorial with around 200 cadets in attendance. It was noted that the event was moving and poignant.

44. **To receive resolutions of the following Committees:**

- (i) **Planning Committee - MINS. 34 - 41**
The resolutions of the Planning Committees, dated 7th August 2023 - **Mins 34 – 41**, 29th August 2023 - **Mins 42 – 49**, and 18th September 2023 - **Mins 50 – 58** were noted without discussion by the Council.
- (ii) **Environment & General Purposes Committee - MINS. 14 - 26**
The resolutions of the Environment & General Purposes Committee, dated 4th September 2023 - **Mins 14 – 26** were noted without discussion by the Council.
- (iii) **Policy & Finance Committee**
The resolutions of the Policy & Finance Committee, dated 11th September 2023 - **Mins 15 – 28** were noted without discussion by the Council.

Cllr AM Lucraft asked under the grant to the Haywards Heath Guide if the extra money had been earmarked. The Town Clerk responded by saying that the Events and Community Officer was dealing with the matter and he would get an update on her return from annual leave.

45. Safeguarding Policy for Haywards Heath Town Council

In presenting the report it was asked if the policy was a template policy as it was a substantial document. The Town Clerk said this was correct and was a best practice policy that had been shared on the larger Town Council's network and had been adapted to meet the Town Council's needs by the Events and Community Officer. It was acknowledged by the Town Clerk that the policy had been missing in the past, as where the Town Council does not directly provide services to young and vulnerable people, officers and Councillors do come into contact with such people at Town Council events and reception at the Town Hall. It was noted that the Town Council has the Thumbs Up campaign and is designated on the Safer Places register. Members welcomed the introduction of the policy and it was asked if the Councillors were to be DBS checked also. This was confirmed and Cllr Ellis stated that she wished to pay for her own check or donate the same amount to the Mayor's charity, which was welcomed. The Town Clerk confirmed that the training will be organised over the coming months. It was noted that there was the option to enter into the DBS update service at £13 per annum to keep records current and updated. It was agreed that this would be looked into when the Events and Community Officer coordinator set up the training and checking process. With noting of an amendment to change the word implemented to implicated on page 17 of the policy,

Members **RESOLVED** to adopt the **Safeguarding Policy**.

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

It was noted that Mrs Margaret Sabin former Mayor's consort to John Sabin and who was known for her voluntary work in the Town had sadly passed away. Members conveyed their condolences to John Sabin and his family. It was noted that the Town Clerk had sent a letter in the name of the Mayor on behalf of the Town Council.

Meeting Closed at 7.55pm

Committee Meeting: Full Council

Report of: Town Clerk
Date: 6th November 2023
Subject: Town Hall Staffing

Purpose of Report:

1. The purpose of this report is to consider future staffing requirements.

Summary:

2. The following reports seeks agreement for the introduction of two new part time posts within the Town Council's administration staff based at the Town Hall. These posts are being recommended due to the increased activities of the Town Council and its future wishes and aspirations.

Recommendation(s):

Members are recommended to RAIFY THE RECOMMENDATION OF THE POLICY AND FINANCE COMMITTEE DATED 16TH OCTOBER 2023 (Minute 34) and.

RESOLVE to create the following two posts, as outlined in the report in Appendices 1 and 2, employed on a National Joint Council terms and conditions contract of employment with the offer of a Local Government Pension Scheme.

- 1) **Committee Clerk (18.5hrs per week), NJC Spinal point (6-9) at £11,946.50 pro rata (full time equivalent £23.893 per annum).**
- 2) **Project Officer (18.5 hours per week), NJC Spinal point (6-9) at £11,946.50 pro rata (full time equivalent £23.893 per annum).**

And,

- 3) **That the total budgeting cost for both posts be £29,866 which will accommodate salaries and on costs at circa 25% for pensions and employers National Insurance contributions.**
- 4) **That the financial implication as outlined in points 13 – 17 are agreed.**
- 5) **The job description for the Committee Clerk in Appendix 1 and Project Officer in Appendix 2 are agreed.**

Background:

3. During the Town Clerk's appraisal and the Chair's preliminary budget meeting, discussion turned to the Town Council's staffing resources in terms of what current projects and initiatives were outstanding coupled with the new administration's wish to do more in the community by bringing forward new initiatives and projects.
4. This is by no means to say that the staff are not currently performing well. Indeed, they are exceeding expectations, but working well over full capacity. As a result, there has been an ongoing struggle to manage the work that is being driven forward by the Town Council whilst maintaining the day-to-day administration of the Town Council and fulfilling its statutory duties and requirements. What has been achieved previously and since May has been done so with only three full time and three part time members of staff and has relied on flexible and weekend working.
5. Some initiatives and projects have been delayed due to the lack of resources, such as the Town Council's Environment work and the relaunched Active Haywards Heath. There will

also be an increase of events next year. Furthermore, the Town Council's Green Paper also needs the support of more resources and the progression of the Town Council's biggest ever project to deliver Hurst Farm. It is also acknowledged that the Town Council operates at the same level as its peers with far less human resource and precept funding.

Areas of work that need to be addressed.

6. The first stress area on workload is around the Community and Events section of the Town Council. The Council is directly organising and/or supporting more and longer events and having to seek more sponsorship from local businesses. There is the added pressure of the success of Active Haywards Heath and the pending Environment work and Dementia work. The Town Council is also looking to increase its grants award programme along with a wish to bring forward a new website in the coming months.
7. The second area of concern is around the time available for the Town Clerk and Deputy Town Clerk to plan for the future, undertake statutory projects and the pending work required to bring forward Hurst Farm.
8. This stress on resources also has a knock-on effect on all staff as they support each other and find themselves, especially around events, having to divert their time to help leading up to and on the day. This results in toil building so more hours lost in the office.
9. There is also pressure on the Town Council with the volume of calls, visitors and management of hirings, which is edging back up towards pre-pandemic levels. It is noticeable the disruption to officers when short staffed in reception.

Staffing Proposal

10. To this end, this report presents a proposed increase of two posts, both part time at 18.5hrs per week - so an increase of resource equivalent to a full-time post of 37 hours per week is suggested.

The posts are as follows;

- **Committee Clerk:** to support Full Council, Committees, Working Groups and adhoc meetings with agenda preparation, minutes and task logging. There would also be a front of house and reception role plus office administration. See Appendix 1. This post would require attendance at all Council meetings.
 - **Projects Officer:** to support the Community and Events officer with event organisation, leading upon South and South East in Bloom, Active Haywards Heath, support for liaison with the Police and administering the Environment work of the Council. See Appendix 2.
11. Obviously, the employment of two new staff Members will have a knock of effect on the rest of the team so the proposed staff structure in Appendix 3 has been produced and whilst being sensitive to the pay bands of all staff. The posts suggested will be on the same scale pro-rata as the Administration Officer as they are admin posts.
 12. Both posts are able to be accommodated in the office as there is room for another desk in the back office and the Assistant to the Town Clerk does not work on Monday and Administration Officer not working Wednesday and the Mayor's PA/Marketing/Communications Officer only being in the office two days per week.

Financial Implications:

13. As both posts are proposed to be part time at 18.5 hours per week, cumulatively the two posts will be equivalent to one full time post.
14. The rate of pay suggested is commensurate with the pay of the Administration Officer currently in post at the annual salary of £21,968. However, the NJC annual cost of living pay rise for 2023/2024 is still pending and by appointment it is expected that it will be £1,925 per NJC grade taking the post to £23,893 per annum – NJC spinal point 6 raising to spinal point 9 over four years with each point being awarded on satisfactory service annually. Therefore, the starting salary for each would be £11,946.50 pro rata.
15. The on costs for the two posts will be circa 25% to accommodate employers National Insurance contributions and the LGPS pension schemes taking the financial cost to £29,866.
16. The pay grade suggested would be a starting point to see what quality of candidates apply with thought being given to look into the Parish sector for those who want to learn and progress into Clerking or those who have smaller Parishes with limited hours.
17. To accommodate the employment within year 2023/2024 there will need to be an unrestricted reserve movement to the staffing budget of circa £7,500 depending on start date. The annual cost will then be budgeted for in the 2024/2025 budget and onwards.

Legal Implications

18. The employment of the Town Clerk and other officers is allowed under the Local Government Act 1972 and is a matter for Full Council to decide on new posts and staff structure.

Town Clerk

Haywards Heath Town Council Job Description	
Job Title:	Committee Clerk
Salary:	NJC spinal points 6 – 9 @ £23,893 to £25,119 per annum (18.5 hours pro rata £11,946.50)
Location of work:	Haywards Heath Town Hall
Responsible To:	Town Clerk
Hours of work:	18.5 hours to be worked primarily over 3 days. Requirement to attend evening meetings primarily on a Monday.
Annual Leave:	21 working days per annum plus Bank Holidays (pro rata).
Primary purpose and scope of the job: To provide an effective support service to Full Council, committees, and appropriate working groups.	
Working relationships: Members and officers of the Town Council at all levels, members of the public.	
Key Tasks:	
<ul style="list-style-type: none"> • To be responsible for all matters associated with Full Council, all committees and all working groups. • To prepare agendas and reports for Full Council, committee meetings and working groups. • To attend and support the Town Clerk/Deputy Town Clerk at Full Council, committee meetings and working groups. • Post all agendas, minutes, and reports to the Haywards Heath Town Council Website and notice boards. • To support the Town Clerk with the production and review of Council policy documents. • To cover reception on days where front office staff are ill or on holiday. • Undertake such other duties as may be reasonably required within this post to support the operational needs of the service area and Council, including deputising for other members of staff during holiday, sickness absence when appropriate. • To assist with general administration tasks as directed by Town Clerk including filing; photocopying; typing letters, reports, other forms of record-keeping and ordering of office supplies. 	
Requirements:	
<ul style="list-style-type: none"> • A good understanding of vocabulary and grammar. • Good interpersonal skills and able to work well with elected Councillors and staff. • Good I.T. skills. • Good communication skills. • Experience taking minutes would be an advantage. 	

Haywards Heath Town Council Job Description	
Job Title:	Projects Officer
Salary:	NJC Spinal points 6 - 9 @ £23,893 to £25,119 per annum (18.5 hours pro rata £11,946.50)
Location of work:	Haywards Heath Town Hall
Responsible To:	Events and Community Officer / Town Clerk
Hours of work:	18.5 hours to be worked primarily over 3 days Requirement to attend all Town Council Events
Annual Leave:	21 working days per annum plus Bank Holidays (pro rata).
Primary purpose and scope of the job: To provide support for the Town Council's events programme and the projects/initiatives led by the Environment and General Purposes Committee.	
Working relationships: Members and Officers of the Council at all levels, members of the public, voluntary and community groups, other local authority contacts at all tiers of local government	
Key Tasks: <ul style="list-style-type: none"> • To support the Events and Community Officer with the organisation and delivery of Town Council events and those that the Town Council offers support to third party organisations. • To assist the Town Council in delivering its pledge to help address the climate emergency in relation to its own activities, events, and assets. • To provide support to the Council's Environment Working Group. • To provide support for the administration of Active Haywards Heath. • To manage and organise the Town Council's entry into South and South East in Bloom and support the Haywards Heath in Bloom Committee. • To cover reception on days where front office staff are ill or on holiday. • Undertake such other duties as may be reasonably required within this post to support the operational needs of the service area and Council, including deputising for other members of staff during holiday, sickness absence when appropriate. • To assist with general administration tasks as directed by Town Clerk including filing; photocopying; typing letters, reports, other forms of record-keeping and ordering of office supplies. 	
Requirements: <ul style="list-style-type: none"> • A good understanding of vocabulary and grammar. • Good interpersonal skills and able to work well with elected Councillors, staff and members of the public. • Good I.T. skills. • Good communication skills. • Ability to plan and work to deadline. • Be able to manage and deliver a project from start to finish under direction. 	