



**HAYWARDS HEATH  
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West  
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**23<sup>rd</sup> January 2024**

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 29<sup>th</sup> January 2024** at the Town Hall in the Council Chamber. 40 Boltro Road commencing at **7.30pm** 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 Full Council meeting of the Council held on 27<sup>th</sup> November 2023. (pages 3 – 5)
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To dispose of any business outstanding from the last meeting.
7. To note the Mayoral Engagements and any announcements. (pages 6-7)
8. To receive for noting the resolutions of the following Committees. (pages 8 - 9)
  - a) Planning Committee held on the 11<sup>th</sup> December 2023  
**MINS. 85 - 93**
  - b) Planning Committee held on the 2<sup>nd</sup> January 2024  
**MINS. 94 -101**
  - c) Planning Committee held on the 22<sup>nd</sup> January 2024  
**MINS. 102-109**

d) Environment and General Purposes Committee on the 18<sup>th</sup> December 2023  
**MINS. 40-50**

e) Policy and Finance Committee on the 15<sup>th</sup> January 2024  
**MINS. 50-61**

9. To ratify the 2024/2025 Budget as resolved at the Policy and Finance meeting.
10. To consider the annual membership renewal to the West Sussex Associations of Local Councils and National Association of Local Councils for the 2024/2025 Council year.
11. 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

**MEETING OF HAYWARDS HEATH TOWN COUNCIL**  
**Minutes of the meeting held on Monday 27<sup>th</sup> November 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: None**

**54. Moment of Reflection**

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

**55. Apologies**

A. Platts – Ill Health,

**56. Public Forum**

None.

**57. Minutes**

The Minutes of the extraordinary meeting of the Council held on 6<sup>th</sup> November 2023, were taken as read, confirmed as true and duly signed by the Mayor.

**58. Declarations of Interest.**

None.

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

It was noted that the process to recruit the positions of Project Officer and Committee Clerk had been advertised with a view to appointments being made before Christmas, for New Year starts.

**60. 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 Cllr Chapman who had also filled in for her at an event. Furthermore, the Mayor thanked Maria Horne her PA for her professionalism and great sense of humour even during a period when she was unwell. The Mayor went onto outline the highlights from the list of engagements presented to the Council.

- Age UK Bus Tour and lunch.
- Russetings Care Home, where Masterchef finalist Daksha prepared a delicious curry for residents.

- Goldbridge Care Home Dementia event, where there was music, dancing and food for residents.
- Baldwins Travel store opening, where it was nice to see a new business open in the Town.
- Bondues 25<sup>th</sup> Twinning Anniversary celebration event in Bondues. The Mayor stayed with a host family and had a wonderful welcome alongside a busy visit. The Mayor was sad to report the unexpected passing of Cllr Pierre Zimmerman (Deputy Mayor) since the visit. A letter had been sent to convey the Town Council's condolences.
- Cllr Bashar was thanked for organising a Haywards Heath Mosque visit with Cllr Pascoe, during which round the table discussions were held on the future of the Town and the burial ground.

Furthermore,

- Members were reminded of the 7<sup>th</sup> December Christmas Carols, which were to be held at 6pm at the Town Hall. All were encouraged to attend.
- Haywards Heath had been invited to enter Britain in Bloom, which was the culmination of years of hard work by the Town Council and the community as a whole. Cllr Ellis was thanked for her leadership of the Haywards Heath in Bloom Committee.

#### **61. To receive resolutions of the following Committees:**

- (i) Planning Committee - **MINS. 59 - 84**  
The resolutions of the Planning Committees, dated 9<sup>th</sup> October 2023 - **Mins 59 – 66**, 30<sup>th</sup> October 2023 - **Mins 67 – 76**, and 20<sup>th</sup> November 2023 - **Mins 77 – 84** were noted without discussion by the Council.
- (ii) Environment & General Purposes Committee - **MINS. 27 - 39**  
The resolutions of the Environment & General Purposes Committee, dated 6<sup>th</sup> November 2023 - **Mins 27 – 39** were noted without discussion by the Council.
- (iii) Policy & Finance Committee  
The resolutions of the Policy & Finance Committee, dated 13<sup>th</sup> November 2023 - **Mins 36 – 49** were noted without discussion by the Council.

#### **62. Haywards Heath Foodbank Van**

Members, where appreciating the aim of the Foodbank in purchasing a new van to enable cost savings, they were not comfortable with the proposal from the Foodbank as presented. This was on the grounds that there was no funding from other providers across Mid Sussex stated in the request. Therefore, it was felt that the Foodbank should be encouraged to approach Mid Sussex District Council and other funding agencies including the Parish Councils the Foodbank also serve because the scope of delivery was now across the District, as it was stated by the Foodbank that their demographic had changed since lockdown towards those who were socially isolated. It was also felt that business sponsorship should be looked into as it was felt that there were many companies willing to help such a worthy cause. With this Members felt that of course it was a worthy cause and much smarter to own a van than spend money in hiring costs, but more information was required.

Members **RESOLVED** to **defer the matter to seek further information.**

#### **63. Internal Audit Mid-Year Review**

It was noted that the audit had been completed by Mulberry and Co with Cllr AM Cooke as Chair of the Policy and Finance present along with the Deputy Clerk/RFO and Town Clerk. The Leader of the Town Council congratulated the Deputy Clerk/RFO Andrew Sturgeon as the audit read as an exemplar report that showed best practice in the way with Town Council was being managed.

Members **RESOLVED** to **adopt the mid-year Internal Audit report as presented.**

**64. To consider any urgent items, the Mayor has received.**

The Town Clerk explained that Christmas Arrangements for 2024 would be considered in due course but he outlined concerns about a lack of marshals this current year was a concern. It was noted that the Town Council had been let down by a third party, but Members needed to be aware as staff and Councillor family members had to step in at the last minute. It was also noted that the Christmas Light display was being re-organised as the contractor had let the Town Council down with the initial installation. So, if Councillors were asked, they could update residents.

**65. Members RESOLVED to enter into Exempt Business to discuss the Heads of Terms and Section 106 Agreement for Hurst Farm.**

Members considered the clauses that related to the Town Council's interest in the Hurst Farm development for the provision of a new Cemetery, Allotments and County Park and that the Town Clerk had been in negotiations with Homes England and Mid Sussex District Council. These were all agreed. During debate it was suggested that the technical reports already undertaken by the Town Council, especially the underground water flows would need to be revisited at the time the Reserved Matters is submitted. The Town Clerk stated that this work would be undertaken by an appointed consultant at the appropriate time so they would advise what was required to enable a successful application.

Members **RESOLVED** to **agree the clauses of the Draft Section 106 Agreement for Hurst Farm as presented.**

Meeting Closed at 8.24pm

**Mayor's Engagements**

**21 November 2023 – 18 January 2024**

On 23rd November, the Mayor attended the Carers Rights Day at the Dolphins Practice organised by the Dolphins Patients & Newtons Patients Participation Group.

On 24th November, the Mayor attended the High Sheriff of West Sussex's Annual Judges Shrieval Service at Chichester Cathedral.

On Saturday 25th November, the Mayor attended the Christmas Fair at St Wilfrid's Church.

On Saturday 25th November, the Mayor attended the Orchards Christmas Festival, carrying out the annual countdown and Christmas Light switch on.

Additionally, on Saturday 25th November, the Mayor attended the Haywards Heath Town Council Christmas Firework Display in Victoria Park.

On Saturday 2nd December, the Mayor attended the annual Mewes Vets Christmas Party.

On Saturday 2nd December, the Mayor attended an open day & festive celebration at Abbeyfield Westall Retirement Living.

Additionally on the evening of Saturday 2nd December, the Mayor attended the Coro Nuovo Christmas concert in the Ascension Church in Haywards Heath.

On 6th December, the Mayor attended the District Carol services for Rainbows Brownies and Guides at the United Reformed Church in Haywards Heath.

On 7th December, the Mayor attended the Haywards Heath Town Council community Christmas Carols at the Town Hall.

On Saturday 9th December, the Mayor attended the Christmas Carol Service for the Perrymount District Guides at St Richards Church.

Additionally on Saturday 9th December, the Mayor attended the debut showcase for the Haywards Heath branch of the Pauline Quirke Academy of Performing Arts, in Warden Park Academy.

On Sunday 10th December, the Mayor attended the Civic Service of the Chair of Mid Sussex District Council held in Holy Trinity Church in Hurstpierpoint.

On 12th December, the Mayor attended the Christmas Party for AGE UK West Sussex in Lamb House in Haywards Heath.

On 14th December, the Deputy Mayor attended the Bentswood Hub annual Christmas party for underprivileged children.

On Saturday 16th December, the Mayor attended and joined in the annual Christmas Carols at the Princess Royal Hospital in aid of the Princess Royal Hospital Trust.

Additionally on Saturday 16th December, the Mayor attended the Mid Sussex Choir Christmas Carol Concert at St Wilfrid's Church.

On Sunday 17th December, the Mayor attended the St Wilfrid's Christmas Carol Service.

On 18th December, the Mayor attended the Mayor of Crawley's Christmas Carol Concert.

**Ends**

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 29<sup>th</sup> January 2024

**Subject:** Minutes of Committee Meetings

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**Purpose of Report:**

1. The purpose of this report is for Members to receive and adopt the resolutions of the Council's standing committees.

**Summary:**

2. The Town Council is asked to note the decisions (resolutions) of the Council's standing committees as allowed under delegation from Full Council in line with Standing Orders. These resolutions relate to;  
Planning Committees held on 11<sup>th</sup> December 2023 - **Minutes 85-93**, Planning Committee held on 2<sup>nd</sup> January 2024 - **Minutes 94-101**, and Planning Committee held on 22<sup>nd</sup> January 2024 - **Minutes 102-109**.  
Environment and General Purposes Committee held on 18<sup>th</sup> December 2023 - **Minutes 40-50**.  
Policy and Finance Committee meeting held on 15<sup>th</sup> January 2024 - **Minutes 50-61**.

**Members are recommended to;**

**(a) Notes the resolutions of the Council's standing Committees as laid out under points 3, 4, 5, 6, and 7 and of this report.**

3. Planning Committee, 11<sup>th</sup> December 2023 - **Minutes 85-93 resolutions;**  
Nothing to report other than the planning application comments.
4. Planning Committee, 2<sup>nd</sup> January 2024 - **Minutes 94-101 resolutions;**  
Nothing to report other than the planning application comments.
5. Planning Committee 22<sup>nd</sup> January 2024 - **Minutes 102-109 resolutions;**  
Nothing to report other than the planning application comments.
6. Environment and General Purposes Committee 18<sup>th</sup> December 2023 – **Minutes 40 – 50 resolutions;**

MIN 45: Members AGREED that the Christmas Event needed to be reviewed and delegated the discussions regarding future arrangements with the Orchards Shopping to officers who were asked to return with a proposal to Februarys Meeting of the Committee.

MIN 46: Members RESOLVED the expenditure for Town Council events in 2024 as presented in the report for inclusion in the Environment and General Purpose Budget

MIN 47: Members RECOMMENDED the draft Environment and General Purposes Committee Budget, as presented, with the addition of a £1,000 budget for Twinning Activities, to the Policy and Finance Committee for inclusion in the 2024/2025 budget.



MIN 48: Members RESOLVED Cllr Pascoe's motion in relation to the introduction of a Young Enterprise Competition with a budget of £1,000 to be included when the Policy and Finance Committee consider the Town Council's 2024/2025 budget.

**7. Policy and Finance Committee 15<sup>th</sup> January 2024– Minutes 50-61;**

MIN 55. – Members considered and RESOLVED to agree the increase of members allowances and general expenses.

MIN 56. – with 8 in favour and 1 against members RESOLVED to recommend to Full Council, the draft budget for the 2024–2025 financial year with a 12.5% rise in Council Tax and a 13.2% increase in the precept (including a 0.65% increase in the tax base) to £869,580, representing the average Band D cost of £69.26 per annum. (In monetary terms a £7.69 per annum rise from the band D cost for 2023/2024 of £61.57, or 64p per month, 15p a week or just over 2p a day).

MIN 57. – Members resolved to award,

- a) a grant of £250.00 to Age UK to fund a new weekly Sunday gathering.
- b) a grant of £1000 to Bentswood Hub CIC for startup costs to fund 2 months rent.
- c) a grant of £500 to Haywards Heath Lions Club towards running costs for the Swimathon.
- d) The grant application to Haywards Heath Tennis Club toward running costs is to be deferred to a future meeting due to grant funds available.
- e) The grant to St catherines Hospice for a one-off cost towards new bed is to be deferred to a future meeting due to grant funds available.
- f) The grant to St Peter and St James towards running costs is to be deferred to a future meeting due to grant funds available.
- g) a grant of £350 to Sussex Association for Spina Bifida and Hydrocephalus towards running costs.

MIN 58. – Members RESOLVED without comment to

(a) Agree the timetable of Council meetings for the next Council year 2024 – 2025 including the date of the 2025 Annual Town Meeting.

(b) Continue with the start time of 19.30 for Standing Committee and Full Council meetings.

MIN 59. – Members agreed to set up a working group to progress discussions in relation to the expenditure of Section106 contributions in haywards Heath.

MIN 60. – Members RESOLVED to agree to the criteria presented for the Town Council Community Award Scheme 2024.

MIN 61. – Members RESOLVED not to reallocate monies as resolved under minute 25 of the meeting of the Policy & Finance Committee dated 11th September 2023.

**Town Clerk**

**Committee Meeting: Full Council**

**Report of:** Town Clerk  
**Date:** 29<sup>th</sup> January 2024  
**Subject:** Council Budget 2024 - 2025

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**Purpose of Report:**

1. The purpose of this report is for Members to agree the Town Council's budget for the next financial year.

**Summary:**

2. On the advice of the Chairman's Working Group and then formally the Environment and General Purposes Committee (18<sup>th</sup> December 2023) and the Policy and Finance Committee (15<sup>th</sup> January 2024) Members have considered, and agreed the draft budgets for the 2024 - 2025 financial year. As a result, the attached budget heading breakdown, as laid in out in Appendix 1, lays out the proposed budget for the 2024 - 2025 financial year, which Full Council is asked to ratify.

**Recommendation(s):**

**Members are recommended to ratify the recommendations of the Policy and Finance Committee dated 15<sup>th</sup> January 2024 and,**

- (a) resolve the 2024–2025 budget as presented in Appendix 1, with a 12.5% rise in Council Tax and 13.2% increase in the precept (including 0.65% in the tax base), representing the average Band D cost of £69.26 per annum.
- (b) Resolve the recommendations made by the Responsible Financial Officer to top up the following reserves for Western Road Cemetery £6,000.

**Background:**

**Dispensation for setting the budget.**

3. Advice from the DCLG (now MHCLG) is that no dispensation is required to set the precept and allowances. However, Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992. In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).
4. Please note that in previous years the Monitoring Officer at Mid Sussex District Council advises a dispensation for all Members to discuss and vote on allowances, the budget and fixing the precept. Where dispensation is not required Section 13 of the Council's Standing Orders, which sets out the dispensation process and is administered by the

Town Clerk, as the Proper Officer to the Council, a policy exists, which dates back to the 19th November 2012 to give certainty in the budget process annually. So, it can be proved that dispensation was given, if challenged even though none is required generally. This decision was taken under advice from the National Association of Local Councils and the Society of Local Council Clerks, to ensure the Council is totally covered from any legal challenge on the Council's budget setting process.

5. For information, Members will find attached a breakdown of the budget headings for the proposed 2024 – 2025 budget in Appendix 1 of this report. Appendix 2 is a breakdown of the Council's earmarked reserves which is in addition to the general reserves currently, which are forecasted to be £264,237 as of 31<sup>st</sup> March 2024. There under recommendation b) is the suggestion of moving £6,000 to the Western Road Cemetery reserve.
6. Members are also asked to review new expenditure heading presented in budget under Appendix 1 and the notes 1-5 contained set against the budget headings.

### **Financial Implications for the Council**

7. For further information the following points should be noted:
  - The budget considered by Policy and Finance recommends a precept, which will mean a **12.5% rise in Council Tax**, leaving the average Band D Council at **£69.26 p.a. in 2024/2025**. This equates to a £7.69p rise per annum or 15p per week.
  - In terms of the precept itself, this will **increase in line with the Tax Base at 0.65% and Council Tax rise of 12.5% from £768,024 this year to, £869,580 in 2024/2025, representing an increase of 13.2%**.
8. The budget in line with the rise in precept and forecasts for income to the Council, shows a balanced budget and would leave current earmarked reserves intact with an underspend forecasted on the 2023/2024 budget.

Town Clerk

**Town Clerk/RFO**

**HAYWARDS HEATH TOWN COUNCIL  
FULL COUNCIL – MONDAY, 29 JANUARY 2024  
DRAFT BUDGET 2024/25**

	Budget '23/24	Forecast to	Draft	Notes
		31/03/2024	Budget 24/25	
	£	£	£	
Precept	768,024	768,024	<b>869,580</b>	①
Cemetery	31,000	37,011	35,000	
Lettings	22,362	25,649	25,000	②
Interest Earned	4,500	11,154	25,000	
Allotment Rents	4,311	4,015	4,634	
Roundabouts (WSCC)/Flower Bed Sponsorship	7,250	7,250	7,250	
Other Income	7,534	7,534	2,026	③
	<b>844,981</b>	<b>860,637</b>	<b>968,490</b>	
<b>EXPENDITURE</b>				
	Budget '23/24	Forecast to	Draft	
		31/03/2024	Budget 24/25	
	£	£	£	
<b>Environment &amp; General Purposes</b>				
Allotments	11,275	11,256	8,000	
Cemetery	7,050	6,586	7,050	
External Contract for Cemetery	15,762	17,102	17,779	
Hanging Baskets, Goblet Baskets & Tiered Planters	3,410	3,475	4,680	
Litter Bins	0	0	0	
Muster Green, Roundabouts & Other Flower Beds	17,220	13,655	21,752	
Public Clock (St Wilfrid's)	200	200	200	
Street Lighting — Power & Maintenance	14,350	14,142	17,750	
Street Lighting — Improvement/New Schemes	2,500	2,500	4,000	
Severe Weather Contingency	300	300	315	
General Maintenance/Repairs	4,838	3,797	4,838	
Town Initiatives	5,500	6,078	8,072	
South Road Trees	2,000	2,000	2,000	
Land off Hurstwood Lane — Management Costs	0	0	0	
Environmental Projects	0	2,100	2,205	
	<b>84,405</b>	<b>83,191</b>	<b>98,641</b>	
<b>Leisure &amp; Amenities</b>				
Best Kept Garden/Allotment Competitions	925	925	971	
Christmas Lights	15,625	15,550	14,900	
Christmas Lights — Maintenance Reserve	750	750	1,500	
Haywards Heath/South & South East in Bloom	1,025	1,025	1,076	
Town Council Events	29,000	29,000	26,500	
Leave No One Behind	0	2,000	2,000	
	<b>47,325</b>	<b>49,250</b>	<b>46,947</b>	
<b>Grounds Maintenance</b>				
Salaries & National Insurance	137,309	132,244	150,950	④

	Pension	33,831	31,732	35,505	
	Clothing & Footwear	1,120	1,120	1,175	
	Depot Rent	11,323	11,323	11,323	
	Depot Rates	4,611	4,611	5,240	
	Other Depot Expenses	5,500	6,075	5,775	
	Vehicle Expenses	10,900	10,750	14,200	⑤
	Fuel	4,200	2,938	3,090	
	Equipment Expenses	4,924	4,924	4,924	
	Mobile Telephones	550	555	596	
	Contingencies & Sundries	325	150	325	
		<b>214,593</b>	<b>206,422</b>	<b>233,103</b>	
<b>EXPENDITURE (cont.)</b>					
<b>Accommodation</b>					
	Rent	2,507	2,507	2,507	
	Rates, Water & Sewerage	37,300	37,057	38,957	
	Cleaning	6,278	6,564	7,183	
	Caretaking	14,004	10,088	12,543	
	Pension	2,864	122	0	
	Maintenance Building & Grounds	5,750	4,900	5,750	
	Electricity	8,700	4,967	4,800	
	Gas	8,700	8,958	8,700	
	Telephone, Fax & Internet	2,036	2,033	2,141	
	Reserve for Cyclical Redecoration	1,250	1,250	1,250	
	COVID-19 Contingency	750	750	0	
		<b>90,139</b>	<b>79,196</b>	<b>83,831</b>	
<b>Office &amp; Customer Service</b>					
	Salaries & National Insurance	202,250	212,345	243,100	④
	Pension	50,750	36,781	58,636	
	Travelling Expenses	1,000	1,533	1,200	
	Printing & Stationery	3,365	2,893	3,365	
	Postage	275	254	275	
	Advertising	2,000	750	2,000	
	Office Equipment Maintenance	5,625	5,161	5,403	
	Insurances	11,325	11,325	11,325	
	Courses, Conferences & Publications	3,500	2,556	3,500	
	Subscriptions	11,866	11,477	13,774	
	Audit Fee	2,200	1,981	2,200	
	Staff Training	2,500	2,500	2,500	
	Reserve for Replacement of Fixtures & Fittings	3,750	3,750	3,750	
		<b>300,406</b>	<b>293,306</b>	<b>351,028</b>	
<b>Other Expenditure</b>					
	Hospitality & Staff Recognition	1,250	1,005	1,250	
	Grants & Subsidies	8,500	10,000	10,000	
	Cost of Living Grants	0	0	0	
	Newsletters	6,700	6,492	7,070	
	Reserve for Election Expenses	7,500	7,500	10,000	
	Contingencies & Sundries	1,025	937	1,025	
	Bank Charges	1,315	1,280	1,344	
	Mayor's Allowance	1,119	1,119	1,186	
	Members' Allowances	18,752	17,689	19,872	
	Reserve for Community Facilities	1,780	1,780	1,869	

	Loan Capital Repayment	6,000	6,000	6,000
	Loan Interest	2,886	2,886	2,574
	Advisers' Fees	9,750	9,750	8,750
	Community Warden	21,500	21,500	21,500
		<b>88,077</b>	<b>87,938</b>	<b>92,440</b>
	<b>CAPITAL</b>	10,000	10,000	10,000
<b>Ward Budgets</b>				
	Ashenground (2x £312.50 )		625.00	625.00
	Bentswood & Heath East (3x £312.50)		937.50	937.50
	Bentswood & Heath West		312.50	312.50
	Franklands (3x £312.50)		937.50	937.50
	Lucastes & Bolnore (3x £312.50)		937.50	937.50
	Lucastes Boltro		312.50	312.50
	North Central		312.50	312.50
	North East		312.50	312.50
	North West		312.50	312.50
		<b>0</b>	<b>5,000</b>	<b>5,000</b>
	Ashenground		1,500	1,500
	Bentswood & Heath East + Bentswood & Heath West		1,500	1,500
	Franklands		1,500	1,500
	Lucastes & Bolnore + Lucastes Boltro		1,500	1,500
	North Central + North East + North West		1,500	1,500
		<b>0</b>	<b>7,500</b>	<b>7,500</b>
	Ashenground	2,000		
	Bentswood	2,000		
	Franklands	2,000		
	Heath	2,000		
	Lucastes	2,000		
		<b>10,000</b>	<b>0</b>	<b>0</b>
<b>New Expenditure Items</b>				
	<i>Twining Event</i>			1,000
	<i>Town Council &amp; Young Enterprise Awards</i>			1,500
	<i>New Website</i>			20,000
	<i>Days Out Project</i>			2,500
	<i>Community Projects</i>			15,000
				<b>40,000</b>
<b>Total Revenue Expenditure</b>		<b>844,945</b>	<b>821,803</b>	<b>968,490</b>
<b>Revenue Surplus/(Deficit)</b>		<b>36</b>	<b>38,834</b>	<b>0</b>
<b>Notes</b>				
①	Precept increased from £768,024 (2023/24) to £869,580 (2024/25), based on a tax base of 12,555.3			
	(up from 12,474.0 in 2023/24). This represents an <b>12.5% increase</b> in the amount payable by Council			
	Tax payers, i.e. £69.26 p.a. for a typical Band D household (up from £61.57 in 2023/24).			

②	Given that meeting room bookings still have some way to go to get back to pre-pandemic levels (if that is even a realistic expectation?), and coupled with the fact that some long-standing hirers have given up or are thinking of doing so, the budget has been set at an arbitrary £25,000 (£2,083.33 per month). Any income over and above the budget would be regarded as 'windfall', as will be the case for the current financial year (i.e. budget £22,362 vs forecast £25,649).					
③	Sources of other income are broken down as follows:					
			£			
	Lindfield Parish Council		2,026			
			<b>2,026</b>			
④	Draft budget assumes a 'cost of living' pay rise for 2024/25 of £1,925 (full-time) per employee. Should Members wish to change this assumption, the figures will obviously have to be recalculated.					
⑤	The grounds maintenance Tipper truck is approaching the end of its 'useful' life and funds to replace it have been set aside via the Capital Reserve. However, Members may feel that a lease agreement would be a better option, in which case lease repayment instalments + service contract charges (estimated at £6,300 p.a.) could be met by transfer from the Capital Reserve.					
	Forecast General Reserve @ 31/3/24 is as follows:	b.f. 1/4/23	231,403.18			
<b>add:</b>	Revenue Surplus		38,834.00			
<b>less</b>	<b>the following recommended end of year transfer from the General Reserve:</b>					
	to 'top up' Reserve for (Western Road) Cemetery		(6,000.00)			
			<b>264,237.18</b>			

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
05/09/2023	<b>Haywards Heath Town Council</b>							Page 4
13:56	<b>Detailed Income &amp; Expenditure by Budget Heading - year to date 30 JUNE 2023</b>							
<b>Month No: 3</b>	<b>ITEM 6: Policy &amp; Finance Committee - Monday, 11 September 2023</b>							
4440	Haywards Heath in Bloom	547	1,025	478		478	53.3%	
	Leisure & Amenities :- Indirect Expenditure	<b>14,316</b>	<b>47,325</b>	<b>33,009</b>	<b>0</b>	<b>33,009</b>	<b>30.3%</b>	
	<b>Net Expenditure</b>	<b>(14,316)</b>	<b>(47,325)</b>	<b>(33,009)</b>				
900	<u>Reserve Movements</u>							
9002	Cemetery	5,150	28,695	23,545		23,545	17.9%	
9004	Street Lighting Schemes	0	3,058	3,058		3,058	0.0%	
9006	New Burial Ground	0	70,920	70,920		70,920	0.0%	
9010	Christmas Lights - Maintenance	0	4,204	4,204		4,204	0.0%	
9013	Town Council Events	0	7,198	7,198		7,198	0.0%	
9016	Cyclical Redecoration	0	8,134	8,134		8,134	0.0%	
9017	Insurances	0	2,187	2,187		2,187	0.0%	
9018	Staff Training	0	3,634	3,634		3,634	0.0%	
9019	Replacement Fixtures/Fittings	0	19,482	19,482		19,482	0.0%	
9022	Election Expenses	0	31,116	31,116		31,116	0.0%	
9023	Community Facilities	0	2,951	2,951		2,951	0.0%	
9026	CAPITAL	0	62,061	62,061		62,061	0.0%	
9028	Advisers' Fees	0	19,205	19,205		19,205	0.0%	
9029	Graffiti/Street Scene Works	0	7,615	7,615		7,615	0.0%	
9030	Severe Weather Contingency	0	2,886	2,886		2,886	0.0%	
9032	Town Initiatives	3,666	3,666	0		0	100.0%	
9034	Muster Green	0	11,039	11,039		11,039	0.0%	
9036	Haywards Heath Town CIC	2,649	3,394	745		745	78.0%	
9037	Community Warden	0	25,271	25,271		25,271	0.0%	
9038	Roundabout Liabilities	0	2,250	2,250		2,250	0.0%	
9039	Maintenance Building & Grounds	0	14,758	14,758		14,758	0.0%	
9041	Town Development	0	5,649	5,649		5,649	0.0%	
9042	CCTV	0	11,894	11,894		11,894	0.0%	
9043	Fox Hill Village Sign	0	1,000	1,000		1,000	0.0%	
9044	Allotments	0	5,000	5,000		5,000	0.0%	
9055	South Road Trees	0	6,561	6,561		6,561	0.0%	
9058	Land Hurstwood Ln - Management	0	30,500	30,500		30,500	0.0%	
9059	Speed Indicator Device (SID)	0	252	252		252	0.0%	
	Reserve Movements :- Indirect Expenditure	<b>11,464</b>	<b>394,580</b>	<b>383,116</b>	<b>0</b>	<b>383,116</b>	<b>2.9%</b>	
	<b>Net Expenditure</b>	<b>(11,464)</b>	<b>(394,580)</b>	<b>(383,116)</b>				

Continued over page

Ends



**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 29<sup>th</sup> January 2024

**Subject:** Membership of West Sussex Associations of Local Councils and National Association of Local Councils.

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**Purpose of Report**

1. The purpose of this report is for Members to consider continued Membership of an outside body.

**Summary:**

2. Members are asked to consider the annual membership renewal to the West Sussex Associations of Local Councils and National Association of Local Councils for the 2024/2025 Council year.

**Members are recommended to;**

- (a) **To renew the Town Council's membership with the West Sussex Association of Local Councils (£1,750) and the National Association of Local Councils (£1822.39) at the total cost of £3572.39.**

**Background:**

3. Haywards Heath Town Council (HHTC) historically has been a Member of the National Association of Local Councils (NALC) and, by virtue of membership being coupled with the branch of the County Association, the West Sussex Association of Local Councils (WSALC). Both organisations request that the renewal of Membership is made annually by Council resolution. This is just formal sign off, based on the service provided, as the allocation to pay the fees are within the 2024/2025 budget previously agreed.
4. WSALC, which is the County Association of Town/Parish Councils in West Sussex, is the main representative of the Town Council as the collective body where the Society of Local Council Clerks supports the Town Clerk and other Members of staff who are in membership. So, it is in the interest of the Council to be a Member of WSALC to enable the facilitation of resolution if there is problem within the Town Council between Members or between Members and Town Clerk and his staff.

5. Membership also gives HHTC access to professional publications, advice (with example forms, model templates and notices) and most importantly training opportunities to all staff and members provided by Mulberry and Co at very reasonable rates. All of the aforementioned helps facilitate the legal requirements required of the Town Council and the day-to-day administration of Town /Parish Councils.
6. NALC is the Town Council national representative and lobbies government on a range of issues working closely with SLCC and the Local Government Association. NALC has access to Ministers and leading on the Civility and Respect work with the SLCC.
7. In May 2013 HHTC resolved not to renew its Membership with NALC and WSALC for the 2013/2014 Council year but re-joined in May 2015. On re-joining NALC and WSALC Members asked that the Town Clerk updates them year on year on the performance of NALC and most importantly WSALC when debating whether to re-join.

### **Rationale for Renewal**

8. In reviewing the last year, the Town Clerk recommends that, on the following basis, membership be renewed.
9. Most recently,
  - a. Facilitating crime and disorder update meetings with the PCC's office.
  - b. Leading on the improvements of communication and liaison with Mid Sussex District Council.
  - c. Online Clerk update meetings.
  - d. Online Chairman's meetings.
10. Historically and continuing,
  - a. HHTC has access to the quarterly Mid Sussex Association of Councils (MSALC) meetings.
  - b. HHTC has access to the WSALC board meetings and minutes.
  - c. HHTC has access to NALC minutes and briefing notes.
  - d. HHTC has a network of support from fellow Councils for advice.
  - e. The Town Clerk is able to attend the MSALC and MSDC communications meetings.
  - f. The Town Clerk receives legal topic notes, the WSALC newsletters and is able to attend conferences.
  - g. All staff and Members have access to training, which will be important in an election year.
  - h. WSALC have links straight to senior police officers, WSCC management teams and other statutory organisations.
  - i. From the Town Clerk's perspective, NALC are working closely with the Society of Local Council Clerks (SLCC) with the NALC CEO regularly attending conferences. The WSALC CEO attends SLCC Mid Sussex Branch meetings. The SLCC and NALC are also working very closely on many issues affecting the Town/Parish Council sector.

- j. It must be remembered that the WSALC CEO was instrumental with the Town Clerk in identifying the opportunity for the Community Warden Project.

### **Financial Implications**

11. As said, the Town Council cannot only be a Member of WSALC as both Associations come hand in hand.
12. The bill for the membership is split into two elements. The WSALC element equates to **£1,750 (this is the maximum amount payable by any Council regardless of electorate)** and NALC is **£1822.39**. This making the total bill **£3,572.39** for the 2024/2025 financial year.
13. To arrive at the subscription costs the Council's electorate figure of 22,952 was provided by Mid Sussex District Council in September 2023 and this is the figure that was used to decide the subscription invoice.
- WSALC Ltd. As aid is capped at £1,750.
  - At the NALC AGM it was agreed that the NALC subscriptions for 2024/2025 would be 7.94p per elector, MSDC have advised NALC that the electorate for Haywards Heath is 22952 x 7.94p = £1822.39.
14. If agreeable this amount of money will be earmarked and noted in the 2023/2024 budget report. If not agreeable the cost will be a saving to the Town Council

### **Legal Implications**

15. None.

### **Appendix 1**

#### **WSALC - What we do in West Sussex**

Advice up to 7.30pm each day when required and for urgent matters outside the normal working week, principally

- General procedural, governance and employment matters
- Legal support, either referred to NALC or for urgent matters to a firm of solicitors under a retainer arrangement as part of Mulberry & Co's service contract.
- Finance advice from Mulberry & Co.
- Planning guidance, available from Steve Tilbury, our Planning Associate by arrangement

Training – full programme to cover needs of Chairmen, Councillors and Clerks

- Programme set out on WSALC website, available as open sessions or bespoke for individual councils
- New councillor induction since May 2023 at which refresher training is also covered and principles of chairmanship.

Communications

- Website – our main method of conveying information from Government, NALC and other agencies

- Newsletter – electronic, sent out for Clerks to share with councillors containing matters of local and national interest
- Forum sessions for Clerks and Chairmen to discuss matters of concern and be briefed on current issues.

#### District Associations

- To facilitate an effective DALC in each District Council area and aim for a consistency of approach through a common approach to the Secretariat.

#### Collection of income

- Subscription income is the life blood of WSALC and its receipt ensures we can continue to provide the services our member councils require; unlike some County Associations WSALC does not take any contribution from County or District Councils thus ensuring independence

#### Conflict resolution

- It is an unfortunate fact that many of the issues encountered by parishes result from councillors in dispute with each other or with the Clerk. A pragmatic approach to resolving tensions can often be achieved by the CEO working with councillors, drawing on HR advice as required.
- Taking steps to assist councils overcome poor behaviour by some councillors and the risk this can bring.
- Grievance and Complaints investigation – the CEO can arrange for a suitably experienced independent person to work with a council to ensure procedures are adhered to.
- WSALC supports the NALC / SLCC ‘Civility and Respect’ programme designed to assist councillors to behave in a way that does not offend others.

#### Recruitment

- WSALC has built up a knowledge base to assist councils with the recruitment of staff; detailed records are maintained of the level of interest around each vacancy and the number of applications received. Pay levels for vacancies are retained and assist councils to recognise market forces when a vacancy arises.
- When a council has agreed the terms of appointment WSALC will advertise the vacancy on its website
- If requested the CEO will produce a critique on the applications received and attend interviews to assist the recruitment panel with the terms and conditions of appointment.
- When an appointment has been made, WSALC can take up references and draft the Contract of employment.

#### Business Planning

- Visioning and objective setting, this process assists councils to engage with residents and share thoughts on future direction of council priorities. Having agreed objectives makes it easier to monitor performance and undertake staff appraisals.

#### Borrowing for capital projects

- If a council wishes to seek Borrowing Approval from the Secretary of State the application must be submitted via WSALC CEO who will provide guidance on the process with ‘hints and tips’.
- The CEO will monitor the progress of an application, currently taking around 3 months before the SofS makes a decision.

#### Engagement with principal authorities

- Where a council might be in dispute with the County or its District Council, WSALC CEO will discuss it with the Chairman and if appropriate arrange to speak to the CEO of WSCC or the DC.
- A constructive dialogue exists between WSALC and the principal authorities in West Sussex and improvements in relationship between DALCs and DCs is emerging.

#### Advice on creation of new councils or merging existing councils.

- From time to time a community will petition for a Community Governance Review and WSALC CEO is required to advise those who might make an approach.

#### Engagement with Sussex Police and the PCC at all levels; a role that has become increasingly important over the years.

- Regular engagement with the PCC, Chief Constable and District Commanders helps ensure that operational policing concerns of member councils are dealt with at the highest level.
- PCC / WSALC / ESALC Focus Groups with local councils and communities attended by the CEO is a way of providing those communities with a means of getting their concerns to the Police and Crime Commissioner and Chief Constable.
- The CEO also attends the Business Crime Group with the aim of finding practical measures against shop thefts.
- The CEO sits on the Police Engagement Group, set up to ensure all communities receive equal attention from PCSOs who need to show how / when they contact local council Clerks through agreed Patrol Plans.
- The CEO is currently Chair of the Police Contact Improvement Group, a team of 20 people from all sectors across Sussex including local councillors and clerks, established to advise on the effectiveness of public contact with the police. It is intended to ensure that everyone receives the same satisfactory outcome irrespective of their ability / disability or the method used.
- The development of this relationship means that requests from WSALC for attention in a particular community is taken seriously by the police.

#### Support for the Board

- Preparation of agendas and reports
- Production of minutes and action arising from decisions.
- Attendance as required at District Association meetings.

#### Engagement with NALC

- CALC Chairmen attend NALC Assembly once a quarter, the CEO meets with NALC staff and colleagues around the country twice a month to share concerns and learn from each other.

#### Engagement with West Sussex Civilian & Military Partnership Board

- With 22,000 known military veterans in East Sussex, the County Council has the CMPB where a representative of each Borough or District, Regular and Reserve Forces, Cadet Forces, NHS, Service Charities meet to uphold the Military Covenant; SALC CEO also has a seat on the Board and maintains awareness of grant availability for local groups and parish councils.
- The CEO Chairs the Events and Engagement Group in West Sussex which monitors commemorative events and if a local council requires a uniformed presence, this is

secured by the CEO using military contacts. The same approach will be introduced in East Sussex

- The CEO has held an Army Reserve Commission, albeit many years ago and invited by South East Reserve Forces and Cadets Association to represent East and West SALC on the Sussex Reserve Forces & Cadets Committee

#### Resilience Plans

- Maintain an awareness of the National Risk Register to ensure that local councils might wish to make provision for possible problems in their communities.
- Encourage all local councils to develop a plan designed to assist with the preservation of local critical services at times of need.
- This will not be a substitute for plans the District or County may implement but address very local issues.

#### Organise the election of parish representatives to the National Park

- Parishes wholly or partially within the SDNP are entitled to nominate representatives to serve on the NP Board, elections every four years and possible bye elections in between. SALC manages the process for SDNP in advising its membership, calling for candidates and conducting the postal ballot election.

#### SERCAF

- A group of nine counties in the southeast containing 1600 local councils, CEO coordinates its activities by agreeing content for discussion and arranging meetings. [Currently in abeyance]

#### Arrange locum Clerk to support councils at times of need.

- A database of those willing to locum as Clerks in West Sussex is maintained and, when required names are offered to councils with a need.

Trevor Leggo

CEO, Sussex Associations of Local Councils

September 2023