



**HAYWARDS HEATH  
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West  
Sussex, RH16 1BA  
Tel: 01444 455694  
Website: [www.haywardsheath.gov.uk](http://www.haywardsheath.gov.uk)  
Email: [town.clerk@haywardsheath.gov.uk](mailto:town.clerk@haywardsheath.gov.uk)

**9<sup>th</sup> May 2023**

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 15<sup>th</sup> May 2023** in the Council Chamber, 40 Boltro Road, Haywards Heath at 7.30pm when the following business will be transacted.

Yours sincerely  
**Steve Trice**  
Town Clerk

**A G E N D A**

1. Town Council Prayer
2. To elect a Town Mayor for the Council year 2023/2024.  
(The Town Mayor to make Declaration of Acceptance of Office.)
3. To note any apologies for absence.
4. 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.*
5. To appoint a Deputy to the Town Mayor for the Council year 2023/2024. (The Deputy Town Mayor to make Declaration of Acceptance of Office.) (pages 4 – 6)
6. To appoint the Town Council's Leader for the Council year 2023/2024.
7. To appoint the Town Council's Deputy Leader for the Council year 2023/2024.
8. To confirm Committee membership for the Council year 2023/2024. (To be tabled at the meeting)
  - (a) Environment & General Purposes Committee (8)
  - (b) Planning Committee (8)
  - (c) Policy & Finance Committee (8)
9. To confirm appointments of Committee Chairman and Vice Chairman for the Council year 2023/2024. (To be tabled at the meeting)
  - (a) Environment & General Purposes Committee Chairman
  - (b) Environment & General Purposes Committee Vice Chairman
  - (c) Planning Committee Chairman
  - (d) Planning Committee Vice Chairman
  - (e) Policy & Finance Committee Chairman
  - (f) Policy & Finance Committee Vice Chairman

10. To confirm membership of the following Working Groups/Party for 2023/2024. (To be tabled at the meeting)
- (a) Haywards Heath in Bloom (1)
  - (b) Communications and IT Working Group (5)
  - (c) Planning/Consultation Working Group (5)
  - (d) Staff Working Party (5)
  - (e) Chairman's Working Group (5)
  - (f) 2023 Working Group (4)
  - (g) Environment Working Group (5)
  - (h) Active Haywards Heath Active (1)
11. To confirm Council representatives on the following outside bodies for 2023/2024. (To be tabled at the meeting)
- (a) Mid Sussex Association of Local Councils and West Sussex Association of Local Councils (2) including formal voting rights.
  - (b) Mid Sussex Association of Town Councils (4)
  - (c) Haywards Heath Twinning Association (1)
  - (d) Blunts/Paiges Meadow Reserve and Scrase Valley Reserve (2)
  - (e) Ashenground Park & Bolnore Open Spaces Steering Group (2)
  - (f) Woodside Pavilion Management Committee (1)
  - (g) Haywards Heath Business Association (1)
  - (h) Haywards Heath Town Team (1)
  - (i) Burgess Hill Northern Arc Liaison Group (1)
  - (j) Mid Sussex Cycle Forum (2)
  - (k) Clair Hall working group at MSDC (1)
  - (l) Bentswood Hub (1)
  - (m) Mid Sussex Voluntary Action (1)
12. To receive Declarations of Interest (Personal, or Pecuniary Interest) from Members in respect of any matter on the agenda.
13. To confirm the Minutes of the Meeting of the Council held on 20<sup>th</sup> March 2023. (Pages 7 - 8)
14. To dispose of any business outstanding from the last meeting
15. To note the Mayor's List of Engagements and any announcements. (Page 9)
16. To receive for noting the Resolutions of the following Committees. (Page 10 - 11)
- a) Planning Committee held on the 27<sup>th</sup> March 2023  
**MINS. 127 – 134**
  - b) Planning Committee held on the 17<sup>th</sup> April 2023  
**MINS. 135 – 142**
  - c) Extraordinary Planning Committee held on the 2<sup>nd</sup> May 2023  
**MINS. 143 – 148**
  - d) Environment and General Purposes Committee held on the 3<sup>rd</sup> April 2023  
**MINS. 46 – 56**
  - e) Policy and Finance Committee – No meeting held.

17. To undertake the annual review of the Council's Standing Orders and Financial Regulations. (Page 12 and Councillor Induction Pack (2)).
18. To undertake the annual review of the Councillor's Code of Conduct. (Pages 13 - 14 and Members Induction Pack (2)).
19. To reaffirm the Town Council's commitment to Civility and Respect and the Council's Dignity at Work Policy. (Pages 15 - 16 and Members Induction Pack (2)).
20. To consider and confirm the Council's qualification for the General Power of Competency. (Page 17).
21. To receive the calendar of Town Council committee meetings for 2023/2024. (Pages 18 -19).
22. To consider a report relating to electronic banking and cheque signatories. (Page 20).
23. To consider membership of the West Sussex Association of Local Councils and National Association of Local Councils. (Page 21 - 22).
24. To consider any urgent items the Mayor has received.
25. To consider exclusion of Public and Press.

*'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 Howard Mordin

**Town Clerk** Mr Steven Trice

**Committee Meeting:** Annual Meeting of Haywards Heath Town Council

**Report of:** Town Clerk

**Date:** 15<sup>th</sup> May 2023

**Subject:** Appointment of Deputy Mayor, Leader, Deputy Leader and Committee Membership 2023 - 2024

---

**Purpose of Report:**

1. The purpose of this report is to enable Members to consider nominations for the Membership of Council Committees and official individual appointments for the forthcoming Council year 2023 - 2024.

**Summary:**

2. Members are firstly asked to agree the appointment of the Deputy Mayor, Leader of the Council and Deputy Leader of the Council for the 2023 – 2024 Council year. Members will then be required to agree to the Council's committee membership, working party/group membership and representation on outside bodies as laid out in this report including new positions that have been developed. Members will also be asked to appoint a Chairman and Vice Chairman for the Council's Planning Committee, Policy and Finance Committee and the Environment and General Purposes Committee.

**Recommendation(s):**

**Members are recommended to nominate and agree the membership of the Council's Standing Committees, working groups/parties and make the individual appointments laid out in the background of this report;**

- (a) **Appoint the Deputy Mayor for 2023 - 2024;**
- (b) **Appoint the Leader of the Council for 2023 - 2024;**
- (c) **Appoint the Deputy Leader of the Council for 2023 - 2024;**
- (d) **Agree to the membership of the Council's Environment and General Purposes Committee, Planning Committee and Policy and Finance Committee and for 2023 - 2024;**
- (e) **Agree to each of the Committee's Chairman and Vice Chairman;**
- (f) **Agree the membership of the Council's working parties/groups;**
- (g) **Agree to the appointment of Members to represent the Council on outside bodies.**

**Background**

3. **Town Mayor 2023 – 2024** will have been appointed under **item 2 of the agenda** and duly will have made their Declaration of Office.



**10. Representative(s) on Outside Bodies (Agenda front sheet item 11)**

Nominations are sought to represent the Council on the following outside bodies.

- (a) Mid Sussex Association of Local Councils and West Sussex Association of Local Councils (2) these appointments will allow both representative to have voting rights on behalf of the Town Council.
- (b) Mid Sussex Association of Town Councils (4) (Mayor, Leader, Chair of P and F plus 1, which should be from the minority party).
- (c) Haywards Heath Twinning Association (1)
- (d) Blunts/Paiges Meadow Reserve and Scrase Valley Reserve (2)
- (e) Ashenground Park & Bolnore Open Spaces Steering Group (2)
- (f) Woodside Pavilion Management Committee (1)
- (g) Haywards Heath Business Association (1)
- (h) Haywards Heath Town Team (1)
- (i) Burgess Hill Northern Arc Liaison Group (1)
- (j) Mid Sussex Cycle Forum (2)
- (k) Clair Hall working group with MSDC (1)
- (l) Bentswood Hub (1)
- (m) Mid Sussex Voluntary Action (1)

11. Please note - If there are more nominations for a committee, appointment or working group than is allowed by Standing Orders on the evening, Members will vote by a show of hands, which will be recorded by the Town Clerk. All placements must be filled.

**Town Clerk**

**MEETING OF HAYWARDS HEATH TOWN COUNCIL**  
**Minutes of the meeting held on Monday 20<sup>th</sup> March 2023**

**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\***

**Also present – Margaret Baker, Penny Blake and Marion Wilcox (part of meeting).**

Penny Blake and Marion Wilcox attended the meeting to present the work of the Haywards Heath Community Arts CIC (CIC) and their future plans. They also thanked the Town Council for the award of a grant, which has supported the purchase of display/information boards for use by the CIC.

**Before the meeting formally commenced, in the absence of the Town Mayor Cllr Howard MUNDIN, it was proposed and seconded that Cllr James Knight be appointed as Vice Chair for the evening's proceedings.**

**73. Council Prayer**

The Town Council prayer was read by the Deputy Town Mayor Councillor Alastair McPherson.

**74. Apologies**

Cllr Howard MUNDIN - Personal Matter

Cllr Christopher Evans - Personal Matter

Cllr Jack Langley - Ill Health

Cllr Christopher Ash-Edwards - Ill Health

**75. Minutes**

The Minutes of the Council meeting held on 30<sup>th</sup> January 2023, without comment, were taken as read, confirmed as true record and were duly signed by the Town Mayor.

**76. Declarations of Interest**

None

**77. Public Forum**

None

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

It was noted that the Town Council's agreed precept for the 2023/2024 had been submitted to Mid Sussex District Council

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

The Deputy Town Mayor, addressed the Full Council and presented the Town Mayor's activities since the last meeting of the Town Council as presented in the agenda. The Deputy Mayor made reference to the Holocaust ceremony he attended with the Mayor and expressed how poignant and wonderful the event was, hosted at the Town Hall and at the War Memorial on Muster Green by Amenity International Haywards Heath branch.

**80. To receive and consider adoption of the Notes or Resolutions of the following Committees:**

(i) Planning Committee **MINS 110 – 125**

The reception and adoption of the resolutions of the Planning Committees dated 13<sup>th</sup> February 2023 **110 - 117** and 6<sup>th</sup> March 202 **118 - 125** were moved, seconded and agreed by Council.

(ii) Environment and General Purposes Committee **MINS 37 – 46**

The reception and adoption of the resolutions of the Environment and General Purposes Committee dated 27<sup>th</sup> February 2023 **37 - 46** were moved, seconded and agreed by Council.

(iii) Policy & Finance Committee **MINS. 47 - 54**

The reception and adoption of the resolutions of the Policy and Finance Committee dated 13<sup>th</sup> March 2023 **Mins 47 - 54** were moved, seconded and agreed by Council.

**81. Martyn's Law**

Members

Members **RESOLVED** to x

**82. Warmer Spaces Town Council Grant Update**

Members noted x

Members **RESOLVED** to x

**83. Urgent Items**

None.

**Meeting Closed at 8.21pm**



**Mayors Engagements**

**Committee Meeting: Annual Meeting of Full Council**

**Report of:** Town Clerk

**Date:** 15<sup>th</sup> May 2023

**Subject:** Minutes of Committee Meetings

---

**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 Committee Chairmen will each move for noting their relevant Committee meeting resolutions. These resolutions relate to the Planning Committee held on the 27<sup>th</sup> March 2023 - **Minutes 127 - 134**, Planning Committee held on the 17<sup>th</sup> April 2023 - **Minutes 135 – 142** and Extraordinary Planning Committee held on the 2<sup>nd</sup> May 2023 - **Minutes 143 – 148**. Environment and General Purposes Committee held on 3<sup>rd</sup> April 2023 - **Minutes 46 – 56**. Policy and Finance Committees no meeting held.

**Members are recommended to;**

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

3. Planning Committee, 27<sup>th</sup> March 2023 - **Minutes 127 – 134 resolutions;**  
Nothing to report other than the planning application comments.
4. Planning Committee, 17<sup>th</sup> April 2023 - **Minutes 135 – 142 resolutions;**  
Nothing to report other than the planning application comments.
5. Planning Committee, Extraordinary Planning Committee 2<sup>nd</sup> May 2023 - **Minutes 143 – 148 resolutions;**  
Nothing to report other than the planning application comments.
6. Environment and General Purposes Committee 3<sup>rd</sup> April 2023 - **Minutes 46 – 56;**

MIN 50. – Resolution to; note and resolve the overspend for CCTV provision in the Town, payable to Mid Sussex District Council, within the current financial year 2022/2023 and that forecasted for the 2023/2024 financial year due to changes to Sussex Police's contractual arrangements with utility providers.

MIN 51. – Resolution to; purchase of six double sided King Charles III Coronation celebratory banners to be placed on South Road at the cost of £1,200 plus cost for installation at £1,800 from Town Initiatives budget.

MIN 52. – Resolution that; the Town Council makes an Operation Watershed application to West Sussex County Council for a project to be undertaken at Wealden Way. Furthermore, that the Town Clerk be given delegated authority to research and

if deemed suitable make the application at the appropriate time in line with Standing Orders and Financial Regulations.

MIN 53. – Resolution that; Members note and resolve the revised associated costs of the project to place a GOBO projector on Muster Green as outlined in the report, which are in line with the £7,000 earmarked in the Town Initiatives reserve budget.

MIN 54. – Resolution to; defer the consideration of renaming Town Day as Dolphin Fair to Full Council in July 2023.

7. Policy & Finance Committee no meeting to report;

**Town Clerk**

**Committee Meeting: Annual Meeting of Full Council**

**Report of:** Town Clerk  
**Date:** 15<sup>th</sup> May 2023  
**Subject:** Review of Standing Orders

---

**Purpose of Report:**

1. The purpose of this report is for Members to review the Council's standing orders.

**Summary:**

2. The Town Council's Standing Orders and Financial Regulations regulate the actions of the Council as a corporate body, the Members of the Council and its staff. The document also governs the financial processes of the Council and its functions. The document is now due for its annual review.

**Recommendation(s):**

- a) **Members are recommended to review the Council's Standing Orders, and Financial Regulations and adopt the document with amendments if required, that are lawful, for the Council year 2023 – 2024.**

**Background:**

3. The Town Council's Standing Orders and Financial Regulations, need to be reviewed annually on the advice of the Internal Auditor.
4. Members may wish to note the following points to help them in reviewing the document.
  - Review the level of authorised expenditure under point 49.
  - Review the Town Council's procurement processes.
  - Substitution Rules, the Town Clerk tabled a report to Members in 2011 suggesting that two named Councillors acted as substitutes for each meeting. Members were minded not to accept the recommendation and retained the policy of any Member of the Council being authorised to substitute.
  - Please note the delegated authority of the Town Clerk (pages 22-23).
5. Members may wish to note that the Town Clerk has looked at the National Association of Local Council (NALC) Model Standing Orders and feels that the Town Council's current document covers everything and is more user friendly. Notwithstanding this, the Town Council's document is based upon this model and has been reviewed with no concerns being raised by the Internal Auditor. Please also note that the Council does not have to adopt the NALC Standing Orders. If Members are interested in looking at the NALC document, please visit the Sussex Association of Local Council's website <http://www.sussexalc.org.uk> and refer to the reference documents page of the website.
6. **This document can be found in section 2 of your Councillor Induction pack.**

**Town Clerk**

**Committee Meeting: Annual Meeting of Full Council**

**Report of:** Town Clerk  
**Date:** 15<sup>th</sup> May 2023  
**Subject:** Councillors Code of Conduct

---

**Purpose of Report**

1. The purpose of this report is for Members to consider a governing document of the Town Council

**Summary:**

2. The following report asks for Councillors to review the Council's Code of Conduct, that is in line with the Local Government Association Model Code of Conduct, which sets out rules to govern the behaviour of Councillors.

**Recommendations;**

- b) Adopt the Councillors Code of Conduct as presented.**

**Background:**

3. Local Authorities are required to adopt a Councillors Code of Conduct which sets out rules governing the behaviour of their Councillors and satisfies the requirements of the Localism Act 2011. All elected, co-opted and independent Members of local authorities, including Town and Parish Councils, are required to abide by their own, formally adopted, Code of Conduct.
4. The Code of Conduct seeks to ensure that Members observe the highest standards of conduct in their civic role. The Code is intended to be consistent with the seven principles of public life:
  - a) **Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
  - b) **Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
  - c) **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, holders of public office should make choices on merit.
  - d) **Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
  - e) **Openness** - Holders of public office should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
  - f) **Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

- g) **Leadership** - Holders of public office should promote and support these principles by leadership and by example, and should act in a way that secures or preserves public confidence.
5. The actions of a Town Councillor, if reported to have broken the adopted Code of Conduct, is firstly brought to the Town Clerk's attention and then passed on to the Monitoring Officer at Mid Sussex District Council who is the Solicitor to the Council, under the name of the Town Mayor (as recommended by Committee of Standards in Public Life).
  6. It is then discussed with one of the independent persons nominated by Mid Sussex District Council and if they think there is a potential breach of the Councillors Code of Conduct it goes to an assessment sub-committee. If they believe there is a potential breach of the Code of Conduct, they will ask whether it is in the public interest for an independent report to be prepared at public expense. That report is prepared by an independent investigator. If the report discloses a breach of the code it goes to a Hearings Sub-Committee who decide whether or not there has been a breach and if so what penalty to impose. They no longer have power to suspend or disqualify. In limited circumstances there is the possibility of a prosecution with leave of the Director of Public Prosecutions (DPP) but there have only been three in the last six years. Someone aggrieved by this process can challenge by way of Judicial Review on a point of law in the High Court.
  7. Mid Sussex District Council have also adopted the Local Government Code of Conduct as have West Sussex County Council. It is sensible to have the same code across all three tiers of local authorities so that any breach can be considered on the same basis. It may also be that the Councillor in question may be a Councillor of two or all three authorities thus making Code of Conduct investigations and proceeding easier to administer.
  8. The Town Council cannot discipline or sanction Councillors from within. This was tested in case law by the findings of the case of R (Harvey) v Ledbury Town Council and Hertfordshire County Council in 2018 where Ledbury Town Council were deemed to be acting outside of their authority by suspending R. Havery as a Councillor.
  9. As a result of the above, the Code of Conduct as presented is recommended to be continued to be adopted.
  10. **This document can be found in section 2 of your Councillor Induction pack.**

**Town Clerk**

**Committee Meeting: Annual Meeting of Full Council**

**Report of:** Town Clerk  
**Date:** 15<sup>th</sup> May 2023  
**Subject:** Civility and Respect

---

**Purpose of Report**

1. The purpose of this report is for Members to consider a governing document of the Town Council

**Summary:**

2. The Civility and Respect Pledge. This is in collaboration with the Society of Local Council Clerks, National Association of Local Councils, One Voice Wales and the Essex and Cornwall Association of Local Councils. This demonstrates that the Town Council is committed to standing up to poor behaviour across the sector and to drive through positive changes which support civil and respectful conduct. The previous Council signed up to the pledge and the associated dignity at work policy on the 10<sup>th</sup> October 2022 to make the Town Council's commitment to such and more robust so to support the Councillors Code of Conduct. The following report seeks confirmation that the new Council, by re-adoption, will carry on this commitment for the 2023-2027 term of the Council.

**Recommendations; the Town Council re-affirms its commitment to Civility and Respect and adoption of the Dignity at Work Policy associated.**

**Background:**

**Definition of Civility and Respect**

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

3. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.
4. By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

5. The following is what Councillors are signing up to plus the dignity at Work Policy in Section 2 of your Members Induction Pack. As said the Town Council is already signed but there are a large number of new Councillors who should be made aware of the Pledge.

<b>Statement</b>
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
Our council has put in place a training programme for councillors and staff
Our council has signed up to Code of Conduct for councillors
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
Our council will commit to calling out bullying and harassment when if and when it happens.
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

6. **This document can be found in section 2 of your Councillor Induction pack.**

**Town Clerk**



**Committee Meeting: Full Council**

**Report of:** Town Clerk  
**Date:** 15<sup>th</sup> May 2023  
**Subject:** General Power of Competence (GPC)

---

**Purpose of Report:**

1. The purpose of this report is for Members to confirm the Town Council qualifies for a power available through the Localism Act 2011.

**Summary:**

2. The purpose of this report is for Members to confirm that the Town Council still qualifies to hold the General Power of Competence (GPC). The Town Council formally adhered to and adopted GPC at a meeting of Full Council on the 12/09/2012. GPC is a power available to local authorities in England, bestowed in the Localism Act 2011 that will allow them to do “anything that individuals generally may do”. GPC replaced the power of well-being (Local Government Act 2000). The Parish Council’s (General Power of Competence) (Prescribed Conditions) Order 2012 confirms that a body such as Haywards Heath Town Council is eligible to exercise the General Power of Competence. It also states that at the first Council meeting of any new term of the Town Council that Full Council must formally consider a report and resolve that it complies with the two legal tests under the aforementioned prescribed conditions.

**Recommendation(s):**

- a) **Members confirm that the Town Council continues to meet the eligibility criteria to adopt the General Power of Competence.**
- b) **Members resolve that Haywards Heath Town Council adopts and exercises the General Power of Competence for the term of the Council 2023 - 2027.**

**Background:**

3. Haywards Heath Town Council qualifies for the General Power of Competence because;
  - 1) It has a qualified Town Clerk – The Town Clerk completed and attained a Certificate in Local Council Administration (CiLCA) in August 2012 (including training on GPC at the Larger Council’s Conference in Chepstow in May 2012).
  - 2) The Town Council had over two thirds of its seats contested at the last local election in 2015.
4. **Members will find attached for further information, in their induction packs.**

**Town Clerk**

**Committee Meeting: Annual Meeting of Full Council**

**Report of:** Town Clerk  
**Date:** 15<sup>th</sup> May 2023  
**Subject:** Council Committee Timetable 2023 - 2024

---

**Purpose of Report:**

1. The purpose of this report is for Members to consider and agree the Council's committee timetable.

**Summary:**

2. Members will find attached the proposed calendar of meetings for the 2023 - 2024 Council year for approval and a suggested date for the 2024 Annual Town Meeting.

**Recommendation(s):**

**Members are recommended to;**

- (a) **Agree the timetable of Council meetings for the next Council year 2023 - 2024.**
- (b) **Consider the start time of Standing Committee and Full Council meetings.**

**Background:**

3. This report is presented in line with the view of the Policy and Finance Committee in January 2023, which was 'where the Committee agreed meeting times and dates for 2023/2024 that it should be for the new Council after the 4th May 2023 election to review and ratify the Town Council Committee timetable for 2023/2024.
4. The Council's meeting timetable is set on an annual basis, please note the following issues, which have directed the production of the timetable attached.
  - Six Full Council meetings have been programmed for the year. These meetings will be serviced by one Policy and Finance meeting, one Environment and General Purposes meeting and three Planning meetings. Extra-ordinary meetings are of course available if required.
  - Planning meetings have been set on a three-weekly basis to ensure comments are made within the statutory timescale for response as required by Mid Sussex District Council. Please note due to the New Year period a meeting has been proposed for 2<sup>nd</sup> January 2024.
  - It is suggested that the 2024 Town Meeting be held on the 29<sup>th</sup> April 2024.

5. The normal start times for all meeting is 7.30pm. If Members wish to consider an earlier start time, such as 6.30pm or 7.00pm for some or all of meeting then this will need to be resolved by Full Council.

6. A larger copy of this timetable can be found in your Councillors Induction pack.

**Town Clerk**

**CALENDAR OF MEETINGS 2023 - 2024**

Meeting of the Council		Planning Committee		Environment & General Purposes		Policy & Finance Committee		Town Meeting		Bank Holidays	
<b>May</b>											
S	M	T	W	T	F	S					
	1	2	3	4	5	6					
7	8	9	10	11	12	13					
14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28	29	30	31								
<b>June</b>											
S	M	T	W	T	F	S					
4	5	6	7	8	9	10					
11	12	13	14	15	16	17					
18	19	20	21	22	23	24					
25	26	27	28	29	30						
<b>July</b>											
S	M	T	W	T	F	S					
						1					
2	3	4	5	6	7	8					
9	10	11	12	13	14	15					
16	17	18	19	20	21	22					
23	24	25	26	27	28	29					
30	31										
<b>August</b>											
S	M	T	W	T	F	S					
		1	2	3	4	5					
6	7	8	9	10	11	12					
13	14	15	16	17	18	19					
20	21	22	23	24	25	26					
27	28	29	30	31							
<b>September</b>											
S	M	T	W	T	F	S					
3	4	5	6	7	8	9					
10	11	12	13	14	15	16					
17	18	19	20	21	22	23					
24	25	26	27	28	29	30					
<b>October</b>											
S	M	T	W	T	F	S					
1	2	3	4	5	6	7					
8	9	10	11	12	13	14					
15	16	17	18	19	20	21					
22	23	24	25	26	27	28					
29	30	31									
<b>November</b>											
S	M	T	W	T	F	S					
			1	2	3	4					
5	6	7	8	9	10	11					
12	13	14	15	16	17	18					
19	20	21	22	23	24	25					
26	27	28	29	30							
<b>December</b>											
S	M	T	W	T	F	S					
					1	2					
3	4	5	6	7	8	9					
10	11	12	13	14	15	16					
17	18	19	20	21	22	23					
24	25	26	27	28	29	30					
31											
<b>January</b>											
S	M	T	W	T	F	S					
	1	2	3	4	5	6					
7	8	9	10	11	12	13					
14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28	29	30	31								
<b>February</b>											
S	M	T	W	T	F	S					
				1	2	3					
4	5	6	7	8	9	10					
11	12	13	14	15	16	17					
18	19	20	21	22	23	24					
25	26	27	28	29							
<b>March</b>											
S	M	T	W	T	F	S					
					1	2					
3	4	5	6	7	8	9					
10	11	12	13	14	15	16					
17	18	19	20	21	22	23					
24	25	26	27	28	29	30					
31											
<b>April</b>											
S	M	T	W	T	F	S					
	1	2	3	4	5	6					
7	8	9	10	11	12	13					
14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28	29	30									

**Committee Meeting: Full Council**

**Report of:** Town Clerk  
**Date:** 15<sup>th</sup> May 2023  
**Subject:** Authorised Mandate/Cheque Signatories

---

**Purpose of Report:**

2. The purpose of this report is for Councillors to agree the Councillors authorised to act on behalf of the Council in relation to financial matters.

**Summary:**

3. In line with Financial Regulations and Council Standing orders each cheque or electronic financial transaction made payable to a third party has to be signed by two Councillors. In addition, Councillors have to be authorised to act on behalf of the Council in matters relating to the Council's banking, such as setting mandates and moving monies between Natwest Bank accounts. As a result, the following report seeks Council's agreement to the Councillors who will be signatories on all transactions and matters relating to the Council's financial dealings.

**Recommendation(s):**

**Members are recommended to resolve that up to four Councillors be authorised to agree and sign any bank transactions/mandates and sign cheques on behalf of Haywards Heath Town Council.**

**Background:**

4. The Council requires four authorised Councillors to sign cheques and authorise bank transactions on behalf of the Town Council.
5. Each financial transaction whether it be the production of the cheque, electronic payment or movement of funds will be undertaken in conjunction with the Responsible Finance Officer and be open to scrutiny by the Council's internal auditor and external auditors.
6. It is recommended, so as to simplify the process for staff in terms of Councillors availability that four Councillors duly be authorised to sign cheques and authorise bank transactions.
7. Due to this report being written before the 4<sup>th</sup> May 2023 local elections it is not known if any of the existing four signatories will be re-elected. Two existing signatories are not re-standing and will have to be removed. It is envisaged that the other two Councillors, if re-elected, will continue to be signatories.

**Town Clerk**

**Committee Meeting: Annual Meeting of Full Council**

**Report of:** Town Clerk  
**Date:** 15<sup>th</sup> May 2023  
**Subject:** Membership of West Sussex Associations of Local Councils and National Association of Local Councils.

---

**Purpose:**

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 2023/2024 financial year.

**Background;**

- (a) **To renew the Town Council's membership with the West Sussex Association of Local Councils and the National Association of Local Councils at the cost of £3,507.34 (£1,750 WSALC and £1,757.34 NALC).**

**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 a local branch of the Association, the West Sussex Association of Local Councils (WSALC). Both organisations request that the renewal of Membership is made annually by Council resolution.
4. NALC/WSALC promotes themselves as the first point of contact for all local Town/Parish Councils in need of advice on a range of topics, from legal, financial, technical and general advice. NALC/WSALC in the main represent the Town Council where the Society of Local Council Clerks supports the Town Clerk. So, it is in the interest of the Council to be a Member of WSALC and NALC.
5. Membership gives HHTC access to professional publications and training opportunities to staff and Members. NALC/WSALC also produces leaflets, newsletters/circulars, handbooks, example forms and notices to facilitate the day-to-day administration of Town /Parish Councils. Most importantly WSALC offers training courses for both Councillors and staff at very reasonable rates.

**Rationale for Renewal**

6. There has been a major shift in the leadership of WSALC after the well documented and unfortunate splitting of what was the partnership of West Sussex, East Sussex and Surrey as one association in 2022, which the Town Clerk and Cllr Jeffers led upon for HHTC. This leadership has promoted and delivered a much closer working

relationship between the West Sussex Board of Directors and the Clerks led by Cllr Douglas Denham St Pinnock (West Hoathly Parish Council) and Cllr Martin Beaton (Aldingbourne Parish Council).

7. In reviewing the last year, the Town Clerk recommends that, on the following basis, membership be renewed: -
  - a. The WSALC CEO who was instrumental with the Town Clerk in identifying the opportunity for the Community Warden Project has supported this year on year and promoted it nationally with the Town Clerk. HHTC still receives £10,000 per annum from the Co-op towards the project.  
More generally,
  - b. The Town Clerk is invited, with all other Clerks, to quarterly WSALC update meetings.
  - c. The Town Mayor is invited, with all other Mayors/Chairs to quarterly WSALC update meetings.
  - d. HHTC has access to the quarterly Mid Sussex Association of Councils (MSALC) meetings.
  - e. HHTC has access to the WSALC board meetings and minutes.
  - f. HHTC has access to NALC minutes and briefing notes.
  - g. HHTC has a network of support from fellow Councils for advice.
  - h. The Town Clerk is able to attend the MSALC and MSDC communications meetings.
  - i. The Town Clerk receives legal topic notes, the WSALC and NALC newsletters and is able to attend conferences.
  - j. All staff and Members have access to training opportunities.
  - k. WSALC have links straight to senior police officers, WSCC management teams and other statutory organisations. The Town Clerk and Leader have been attending meetings with the Sussex PCC office with other Town Councils in Mid Sussex. Furthermore, has facilitated meetings with the Police and Businesses and set up a crime reporting system called DISC, which the Council's Community Warden uses.
8. From the Town Clerk's perspective, NALC are also working closely with the Society of Local Council Clerks (SLCC) on Civility and Respect in the sector, lobbying for the formalisation of remote meetings, looking at the levelling up agenda and campaigning that central government funding comes straight to Town and Parish Councils.

### **Financial Implications**

9. As said, the Town Council cannot only be a Member of WSALC as both Associations come hand in hand.
10. The bill for the membership is split into two elements. The WSALC element equates to **£1,750** and NALC is **£1,757.34**. This making the total bill **£3,507.34** for the 2023/2024 financial year. If agreeable this amount of money has already been earmarked and noted in the 2023/2024 budget report to be presented to Councillors in January 2023.

**Town Clerk**