



**HAYWARDS HEATH  
TOWN COUNCIL**

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12<sup>th</sup> March 2024

To all Councillors on the Policy and Finance Committee and others for information

Dear Councillor,

You are hereby requested to attend a meeting of the **Policy and Finance Committee** to be held on **Monday 18<sup>th</sup> March 2024** at **7.30pm** at the Town Hall in the Council Chamber when the following business will be transacted.

*Yours Sincerely*  
**Steven Trice**  
Town Clerk

### **AGENDA**

1. To receive apologies for absence.
2. To confirm the minutes of the meeting of the meeting of the Policy and Finance Committee held on 15<sup>th</sup> January 2024. (Pages 3 – 6)
3. To note Substitutes.
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 receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To receive and consider the lists of payments and receipts for the period 1<sup>st</sup> September 2023 – 31<sup>st</sup> December 2023. (Page 7 and associated documents)
7. To receive and consider the income and expenditure report for the year to date 31<sup>st</sup> January 2024. (Page 8 and separate documents)
8. To confirm bank balances and bank reconciliation statements as at 31<sup>st</sup> January 2024. (Pages 9 and separate documents)
9. To consider the financial review of the Annual Risk Assessment for the Town Council (page 10 - 13)
10. To consider the review of the Town Council's Health & Safety Policies. (Page 14 and separate document)

11. To consider the review of the Town Councils General Data Protection Policies (page 15 and separate document).
12. To consider applications for Town Council Grants. (Pages 16 – 23)
13. To consider reallocation of funds to the Bentswood Hub Juniors programme. (Pages 24- 27)
14. To consider the change of policy in regards to the allocation and expenses of ward budgets. (Pages 28 - 29)
15. To consider exclusion of Public and Press.

**Committee Members: Policy & Finance Committee:** AM Cooke (Chair), S Walsh (Vice Chair), A. Basher, R. Cromie, AM. Lucraft, P. Lucraft, A. Murray A. Rees.

*'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

### POLICY AND FINANCE COMMITTEE

#### Minutes of the meeting held on Monday, 15<sup>th</sup> January 2024

A.M Cooke (*Chairman*)  
S. Walsh (*Vice Chairman*)  
A. Bashar  
R. Cromie  
P. Lucraft  
A.M Lucraft  
A. Murray  
A. Rees

\* Absent \*\* Apologies

Also present: Town Clerk, Responsible Financial Officer (RFO),  
Committee Clerk and 20 members of the public.  
Cllr Pascoe attended (ex officio) and Cllr Ellis.

**50. Apologies**

There were no apologies.

**51. Minutes**

The minutes of the meeting held on Monday 13th November 2023 were taken as read, confirmed as a true record and duly signed by the Chair.

**52. Substitutes**

None.

**53. Public Forum**

In relation to item 12 - A representative from Bentswood Hub CIC spoke, she talked about her background and lived experience highlighting the importance of youth services. This lived experience has given her the tools to develop the Bentswood Hub. Bentswood Juniors is a youth group for 7–11-year-olds. She expressed that the need for these services is greater than ever. Without funding the key members of staff who lost their jobs in June after the collapse of Sussex Clubs for Young People have been offering their services for free. She urged the council to continue to fund the youth group, without delay and divert the money from Clarion Housing to the Bentswood Hub CIC, saying the community needs services not research and again reiterated the good work that the club does for the local community. Statements of support from some of the children and parents were also shared with the committee.

A resident then spoke, he wished to note his support in relation to Item 8, in particular the grant application for Bentswood Hub CIC.

Regarding Item 10 para 5 S106 contributions, he stated that policy should be promoted upwards not forced downwards. In relation to the S106 contributions collected he noted they were allocated with the strategic focus upon the forthcoming County Park for Hurst Farm not specifically burial grounds. These funds should not be spent elsewhere by MSDC or WSCC but used by the Town Council for the good of the local area.

He also asked that the Town Council consider declining the reallocation of funds under agenda item 12 and that the funds are spent directly for the good of the community.

The chairman thanked the speakers. 17 members of the public left the meeting at 20.15.

**54. Members' Declarations of Interest**

Cllr Cromie declared a personal interest in items 8 and 12 as she is a director of the Bentswood Hub CIC.

**55. To consider Town Council Members Allowance and Staff/Members expenses**

Members were asked to consider and agree the expenses and allowances payable to members and staff and consider Members Allowances for the financial year 2024/2025 shown in the report pack.

It was countered by Cllr Cromie that any increase to Members Allowances sends the wrong message during a cost-of-living crisis. Cllr A. Lucraft felt that the members allowance helps to attract potential councillors who otherwise may not be able to apply, allowing for a wide range of candidates and an inclusive Council. The rest of the allowances and expenses including the Staff Recognition were agreed.

**A vote was taken. In respect of Members Allowances with a vote of 7 in favour, 1 against and 1 abstaining, members then Resolved to agree the increase of 6%.**

**In respect of General Expenses all were in favour and as such Resolved to agree the increases.**

**56. To consider the Councils Draft Budget for 2024-2025**

The Deputy Clerk/RFO gave an explanation of the draft budget and asked for any questions. The RFO noted that income for the coming year was hard to predict because last year the income from weddings was inflated due to the fallout from Covid. A member queried Lindfield PC budget code, the RFO explained this was for a grass cutting service provided historically.

Also queried was the £2000 'Leave no one behind' budget line, the Clerk and RFO explained this is now being shown under a sperate line as previously it was included in the Events budget.

The budget heading 'Yearly Subscriptions' was questioned, the RFO gave an explanation and breakdown of the subscriptions, it was thought that the name should be amended to 'Professional Subscriptions' for clarity.

It was suggested that the amount budgeted for the new website seemed high, it was noted that this was an estimated cost and more discussion on the development of the website would take place at future meetings.

It was countered by a member not to raise the 2024/2025 budget due to the cost-of-living crisis and they felt the council should consider cutting back on delivery.

It was countered that the Haywards Heath precept was low compared to neighbouring Towns and Parishes. The rise would allow the council to offer more services to the residents. Now was not the time to cut back on services especially with the lack of funding coming from central government to local councils, if the Town Council had extra funds available these may help to bridge the gap and support the needs of the community as they arise.

**A vote was taken and 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).**

**3 members of the public left the meeting at 20.57.**

**57. To consider applications for Town Council Grants**

Members noted that of the £10,000 budget £7838.89 was already allocated leaving a balance of £2161.11 for the remainder of this financial year.

Although members agreed all the grant applications were for worthy causes members were mindful that the amount of grants requested was higher than the balance remaining in the grants budget. Each application was discussed on an individual basis, with three applications being deferred until more funding can be allocated to the budget.

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.

**58. To receive the 2024/2025 committee timetable**

The Clerk referred to the report in the agenda pack and the timetable presented.

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.**

**59. To consider the allocation and potential requests that could be made for the expenditure of Section106 contributions in haywards Heath**

Members views were sought, and it was agreed to set up a working group to progress discussions. Terms of reference to be decided.

**60. To consider the Town Council Community Award Scheme 2024 onwards**

The Clerk referred to the ECO/Project Officers report and reminded councillors that the Community Awards had been previously agreed at Policy and Finance meeting on the 15<sup>th</sup> November 2023.

**Members noted the report and RESOLVED to the criteria presented, welcoming the introduction of the awards.**

**61. Clarion Futures and youth services for Bentswood**

Due to the members of the public in attendance the Chairman brought forward agenda Item 12 - Clarion Futures and youth services for Bentswood.

Members were asked to consider the reallocation of monies resolved under minute 25 of the meeting of the Policy & Finance Committee dated 11th September 2024.

Cllr Pascoe suggested that whilst the proposal from MSVA has some merits the proposal was lacking and services to the area should be prioritising the immediate and critical need of communities before considering a research project and therefore they could not justify reallocating the funds.

Cllr Cromie spoke on behalf of the Bentswood Hub CIC explaining the vital role the Town Council can play ensuring there is help for vulnerable families in the community. She spoke of how youth groups mould our children into young adults who want to give back to the community, praising the leadership courses available at the youth group. The member suggested that the proposal from MSVA was generic and urged the council to fund action and delivery to help those who need it the most.

Cllr Rees spoke of seeing the good works of the Bentswood Hub CIC first hand and did not agree with allocating funding towards research.

Cllr Lucraft noted that there was concern in the community over vital service and the Council needed to help to ensure that services continue. It would be useful to get Clarion Futures to contribute funds into the community. It was suggested that future discussions on social media between community groups should be more considered.

The Clerk reminded members that this agenda item was to solely decide upon whether to reallocate the funds it was not tabled to remove funds from Clarion nor was it tabled to allocate funds to another organisation. He reminded members that only items on the agenda can be discussed. A vote was taken.

**With all in favour it was RESOLVED not to reallocate monies.**

**62. Urgent Items**

Cllr A Lucraft advised the committee that ex councillor Mr Moons wife Ursula had sadly passed away; the committee gave their condolences. The Clerk will send a letter of condolences on behalf of the council.

**The meeting closed at 09.26pm.**

**Committee Meeting: Policy and Finance**

**Report of:** Town Clerk

**Date:** 18<sup>th</sup> March 2024

**Subject:** Lists of payments and receipts for the period 1<sup>st</sup> September 2023 – 31<sup>st</sup> December 2023.

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Please see associated document entitled;

ITEM 6 - P and F 18/03/24 - FINANCIAL REPORTS PACK – 01SEPT23 TO  
31DEC24

**ITEM 7**

**Committee Meeting: Policy and Finance**

**Report of:** Town Clerk

**Date:** 18<sup>th</sup> March 2024

**Subject:** Income and expenditure reports as at 31<sup>st</sup> January 2024

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Please see associated document entitled;

ITEM 7 - P and F 18/03/24 - FINANCIAL REPORTS PACK – 31<sup>st</sup> January 2024



**ITEM 8**

**Committee Meeting: Policy and Finance**

**Report of:** Town Clerk

**Date:** 18<sup>th</sup> March 2024

**Subject:** To Confirm Bank Balances and the Bank Reconciliation Statements as of the 31<sup>st</sup> January 2024.

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ITEM 8 - P and F 18/03/24 - TO CONFIRM BANK BALANCES AND THE BANK RECONCILIATION STATEMENTS AS OF THE 31<sup>st</sup> January 2024.

**Town Clerk/RFO**

**Committee Meeting: Policy and Finance**

**Report of:** Town Clerk  
**Date:** 18<sup>th</sup> March 2024  
**Subject:** Financial Risk Assessment

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**Purpose of Report:**

1. The purpose of this report is for Members to consider a policy document.

**Summary:**

2. As per the request of the Internal Auditor the Town Council must consider its adopted Financial Risk Assessment on annual basis. The last time this was undertaken was in the last financial year at the January 2023 meeting of the Policy and Finance Committee.

**Members are recommended to consider then adopt the Town Council's Financial Risk Assessment for 2024/2025.**

**Background:**

3. Members will find attached the Town Council's Financial Risk Assessment for the adoption. This document has been reviewed by the Internal Auditor with no issue being raised and reflects what is required in the Governance and Accountability for Local Councils Practitioners' Guide (GALCP).
4. Furthermore, the Town Clerk has reviewed the document and has made amendments;
  - The risk to hiring income relating to the return to normal working after Covid 19 being downgraded.
  - A line has been added to reflect the recent investment of Town Council fund with CCLA.
5. No other specific or cumulative risk has changed since the last review of the document in January 2023.
6. Member's views are still welcomed, as this is the first time the new administration has considered the risk assessment, on the banding of risk and are able to make suggestions for any lawful and meaningful changes, if they so wish. **The Risk Assessment can be found as a separate document.**

**Financial Implications** – None.

**Legal Implications** – Statutory Legal Requirement for Internal Audit Purpose.

**Town Clerk**



Financial Risk Assessment Review March 2024

P and F 018/03/24  
Item 9 - App 1

| Scoring Rationale |              |                              |                  | Overall |
|-------------------|--------------|------------------------------|------------------|---------|
| Description       | Financial    | Strategical and Reputational | Operational Term |         |
|                   | over £100k   | Significant                  | Long             | High    |
|                   | £50k - £100k | Moderate                     | Medium           | Medium  |
|                   | Under £20k   | Minor                        | Short            | Low     |

| Service Area | Risk   | Internal Control   | Risk Categories |                              |                   |            | Overall Rating |
|--------------|--|--|-----------------|------------------------------|-------------------|------------|----------------|
|              |  |  | Financial       | Strategical and Reputational | Operational Terms | Likelihood |                |
| Insurance    | Public Liability (statutory) Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed | Continue existing cover (£10m). Review of insurance every 3 years. Insurance approved by Policy and Finance Committee and Council. Annual update of asset values | Orange          | Orange                       | Green             | Green      | Green          |
|              | Employers Liability Inadequate cover or over insurance increasing costs unnecessarily. Areas not covered. Policy lapsed          | Continue existing cover (£10m). Review of insurance every 3 years. Insurance approved by Policy and finance Committee and Council. Annual update of asset values | Orange          | Orange                       | Green             | Green      | Green          |
|              | No Fidelity Guarantee  | Annual cover in line with the formula Total Balances plus 50% Precept. The Audit Commission has recommended that Members be added to this cover.                 | Orange          | Orange                       | Green             | Green      | Green          |
|              | No Property Insurance.   | Continue with existing cover for Town Hall.  | Orange          | Orange                       | Red               | Green      | Orange         |
|              | Loss of revenue.   | Business Interruption cover.   | Red             | Orange                       | Green             | Green      | Orange         |
|              | Officials Indemnity.   | Continue with existing cover (£250K)   | Orange          | Orange                       | Green             | Green      | Green          |
|              | Libel & Slander  | Continue with existing cover (£250K)   | Orange          | Red                          | Green             | Green      | Orange         |
| Payroll      | Personal Accident.   | Continue existing cover (Scale benefits).  | Orange          | Green                        | Red               | Green      | Orange         |
|              | Loss of data on PC due to system fault.  | The Council computer system is remotely backed up on a daily basis by South East Business Systems.   | Orange          | Orange                       | Red               | Orange     | Orange         |
|              | Loss of services of employee.  | Immediately advertise any vacancy (if permanent loss) and request help from remaining employees to cover temporary loss.   | Orange          | Green                        | Red               | Orange     | Orange         |
| Admin        | Payment arrangements   | Continue with requirement to report all payments to Policy and Finance Committee and Council for approval.   | Green           | Green                        | Green             | Green      | Green          |

|                    |   |   |  |  |  |  |  |  |
|--------------------|---|---|--|--|--|--|--|--|
|                    |   | Continue with requirement for two authorised (from four approved by by Full Council) signatories to sign and to initial cheque stubs and invoices/documentation for electronic payment. |  |  |  |  |  |  |
|                    | Failed Bank Reconciliation  | Continue with bank reconciliation checks to be carried out on the receipt of each statement.  |  |  |  |  |  |  |
|                    | No Agency advice  | Continue with memberships of NALC, SALC and SLCC.   |  |  |  |  |  |  |
|                    | Cyber Crime   | Ensure adequate insurance is in place.  |  |  |  |  |  |  |
| Allotments         | Increase in net expenditure.  | Review allotment rents annually.  |  |  |  |  |  |  |
|                    | Constant annual increase in expenditure. Need for more allotments         | Investigate new site(s) and transfer those and existing sites to Societies and/or Associations.   |  |  |  |  |  |  |
|                    | Loss of service of contractor.  | Advertise vacancy immediately.  |  |  |  |  |  |  |
|                    | Loss of adequate space.   | Pending problem. The Council continues to pursue land off Hurstwood Lane.   |  |  |  |  |  |  |
| Cemetery           | Memorial Safety resulting in accidents.                                   | Continue with existing policy to approve all new applications.  |  |  |  |  |  |  |
|                    | Increase in net expenditure   | Review fees annually.   |  |  |  |  |  |  |
| Precept            | Annual precept not the result of proper detailed consideration.           | Continue to present budgets to committees and Full Council before the 31st January meeting annually.  |  |  |  |  |  |  |
| Open Space         | Accident and Injury.  | Adequate public liability insurance.  |  |  |  |  |  |  |
|                    | Travellers on Council Land  | Liaison with MSDC emergency planning and the Police.  |  |  |  |  |  |  |
|                    | Accidents at Town Council Events.   | Full Risk Assessment for all events.  |  |  |  |  |  |  |
| Town Council Depot | Loss of equipment or machinery.   | Day to day checking of the Depot and surveillance from neighbouring properties.   |  |  |  |  |  |  |
| Street Furniture   | Insurance Claims against unsafe furniture and/or injury to third parties. | Monthly check on the condition of equipment and logging of defects through to a resolution to the problem. Adequate insurance cover.  |  |  |  |  |  |  |
|                    | Illegal expenditure.  | Continue to ensure that all expenditure is within legal powers.   |  |  |  |  |  |  |
| Accounting         | Non-standard and/or non-compliant records kept.                           | Continue to require adequate, complete and statutory financial records and accounts   |  |  |  |  |  |  |

|   |   |   |  |  |  |  |  |  |  |
|---|---|---|--|--|--|--|--|--|--|
|   | Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns. | Continue to ensure that all accounts and annual returns are completed and submitted by the deadlines.   |  |  |  |  |  |  |  |
|   | Management of Debtors   | Seeking advice for progression to small claims court.   |  |  |  |  |  |  |  |
|   | Non-compliance with internal audit requirements.  | Appoint internal auditor and continue practice of appointing internal audit committee.  |  |  |  |  |  |  |  |
| Contracts   | Ensure continued value for money coupled with continuity of work.   | Approve the practice of seeking tenders for cemetery maintenance every three years by advertising in local press and issuing specifications and tender documents to contractors expressing an interest. |  |  |  |  |  |  |  |
|   |   | Tenders to be opened by the Leader and Clerk and reported to next available Council meeting.  |  |  |  |  |  |  |  |
| Ensuring the Council acts within its legal powers | Ensuring the Council acts within its legal powers Ultra Vires Acts incurring financial liability                        | Town Clerk is CILCA qualified use of manuals, advice from NALC/WSALC and SLCC   |  |  |  |  |  |  |  |

**Committee Meeting: Policy and Finance**

**Report of:** Town Clerk  
**Date:** 18<sup>th</sup> March 2024  
**Subject:** Health and Safety Policies

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**Purpose of Report**

- 1) The purpose of this report is for Members to consider Town Council policy documents.

**Summary:**

- 2) The following report presents a review of Haywards Heath Town Council's Health and Safety policy documentation, which was produced in conjunction with consultants Complete Health and Safety Ltd.

**Members are recommended to;**

- a) **Note and comment upon on the Health and Safety documents as attached.**

**Background**

- 3) As required by the Internal Auditor's Members will find attached copies of the Town Council's following Health and Safety documentation for consideration, comment and sign off, *(these reports are attached to the Members summons email and available on request by residents as there is a considerable amount of paperwork.)*
  1. Health and Safety Policy
  2. General Risk Assessment
  3. Fire Risk Assessment
  4. Fire Safety Policy
  5. Ground staff Risk Assessment
- 4) All of the above was reviewed last year by Complete Health and Safety Ltd.
- 5) Members will also note that the Health and Safety documentation forms part of the Town Council's staff handbook and all staff must sign to say they have read the document as the handbook links to staff contracts of employment resulting in any deliberate breach of Health and Safety being a disciplinary matter.

**Financial Implications**

- 6) There will be financial implications resulting from the recommendations outlined in the Fire Risk assessment, which will be met from existing budgets. If it transpires that works need to be procured, they will be dealt with through the Council's Standing Orders and Financial regulations.

**Legal Implications**

- 7) None.

**Town Clerk**

**Committee Meeting: Policy and Finance**

**Report of:** Town Clerk  
**Date:** 18<sup>th</sup> March 2024  
**Subject:** General Data Protection Regulations Policies

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**Purpose of Report:**

1. The purpose of this report is for Members to review the Council's General Data Protection Regulations Policies.

**Summary:**

2. The Town Council's General Data Protection Regulation Policies regulates the actions of the Town Council as a corporate body, with regards to its use of people's personal information. Regulations introduced by the Information Commissioner Office in 2018 meant that policies needed to be introduced by the Town Council, with supporting documentation and was duly created by the Council's Data Protection Officer GDPR-Info in May 2018. These documents are now presented for annual review.

**Members are recommended to review the Town Council's General Data Protection Regulations Policy and adopt them for the 2024/2025 council year.**

**Background:**

3. The Town Council's General Data Protection Regulations Policies needs to be reviewed and adopted annually on the advice of the Internal Auditor.
4. Members may wish to note that this is for good practice and the Policies presented have been produced by the Council's Data Protection Officer GDPR-Info, the Town Council's professional consultant who would act on the Council's behalf if there was an information breach.
5. The Data Protection Regulations Policies are attached for review, but the supporting documentation can be found on the Town Council's website on the Policies drop down under 'GDPR'. Please note that GDPR-Info have not informed the Town Council that any material changes are needed to the policies in line with and legislative changes.
6. GDPR policies can be found at [https://www.haywardsheath.gov.uk/GDPR\\_30327.aspx](https://www.haywardsheath.gov.uk/GDPR_30327.aspx)

**Financial Implications**

7. None.

**Legal Implications**

8. Statutory Legal Requirement for Internal Audit Purpose.

**Town Clerk**



**Committee Meeting: Policy and Finance**

**Report of:** Committee Clerk

**Date:** 18<sup>th</sup> March 2024

**Subject:** Grant Applications

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**Purpose of Report:**

1. The purpose of this report is to present for consideration grant applications made by third party organisations.

**Summary:**

2. Members will find attached five grant applications as laid out in Appendix 1-5 of this report.

**Recommendation(s):**

**Members are asked to consider the recommendations for six grant applications, the summary of which is attached as Appendix 1-5 of this report, and decide on the level of funding to allocate.**

**If Members wish to grant some or all of the monies, they will need to consider whether to resolve to take monies from the unrestricted reserve to the level of funding agreed.**

**Background:**

3. The Town Council allocates monies on an annual basis to enable the award of grants to third party organisations that endeavor to enhance the well-being of the local community.
4. The ethos of the grants provided by this Council is for 'pump priming' in the context of enabling the applicants to lever in monies from other organisations, grant-giving charities and national schemes.
5. The grant criteria provides for grants to be made for one off purchases and in some instances running costs. There is also funding for capital costs and new initiatives.
6. It is asked that Members note that grants are made using the free resource (S.137 Local Government Act 1972) which talks about benefitting the area or groups of individuals – not an individual. Therefore, there is no power to grant to an individual. The Clerk has noted that this has happened in the past and would suggest until another mechanism is found the Council do not grant to an individual in the future.

**Financial Implications**

7. The budget for Grants and Subsidies for the financial year 2023/24 is £10,000, of which £9938.89, has been allocated or spent, leaving a balance of **£61.11** to be allocated.
8. **Members will note that the agreed budget has been spent so Members will need to take monies for unrestricted reserves if any or all grants are resolved. Unrestricted reserves currently stand at £248,365.**

## Legal Implications

9. Further to the Section 137 Legislation, the Town Council can make a grant under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15<sup>th</sup> May 2023 under minute 20. The General Power of Competence removes the limitations of the Section 137 Legislation.

### Grant Applications

| <b>Organisation</b>         | <b>Grant Requested</b> | <b>Amount</b> | <b>Reason</b>                |
|-----------------------------|------------------------|---------------|------------------------------|
| Haywards Heath Tennis Club  | £500                   |               | Running Costs                |
| St Catherines Hospice       | £750                   |               | One of Cost, specialist bed  |
| St Peter & St James Hospice | £500                   |               | Running Costs                |
| Sussex Chorus               | £500                   |               | Running costs – June Concert |
| The Simon Wellbeing Centre  | £1000                  |               | Start up new activity        |
| <b>Total cost</b>           | <b>£3250</b>           |               |                              |

## Grant Application

**Organisation:** Haywards Heath Tennis Club

**Total Project Cost:** £2205.00

**Funding Category:** Running Costs

**Grant Requested:** £500.00

**Purpose of Grant:** To help finance on going running costs.

**Breakdown of costs:**

| Item          | Total cost     | Amount requested |
|---------------|----------------|------------------|
| Running Costs |                | £500             |
| <b>Total</b>  | <b>£500.00</b> | <b>£500.00</b>   |

**Information:**

Haywards Heath Tennis Club is based in Victoria Park and uses the council courts. The club offers the opportunity to anyone in the local community to play tennis, there are no playing requirements. For the first time in history they have teams in 3 divisions which give more members the opportunity to play.

The organisation was formed in 1898 and has been in the current site since 1910. The club has 104 adult members of which 95% are Haywards Heath Residents.

The club are asking for a grant to help with ongoing running costs. They have recently refurbished the club and costs have increased. The club now have to fund electricity costs for the first time, water costs have also increased due to the installation of new toilet facilities. The grant would also help with fire alarm servicing costs.

Expected expenditure as follows:

LTA Affiliation/Insurance £405.00

Utilities- water/electricity £550.00

League Fees/Ball/ Trophy's £935.00

Maintenance- Cleaning/fire alarm £130.00

Rent £100.00

DBS checks £45.00

Lottery Licence £40.00

Total £2205.00

The above running costs are based on historic costs and future expenditure.

**Grants awarded since 2019/20 Financial Year:**

| Year of application                          | Grant awarded | Purpose of grant            |
|--|---------------|-----------------------------|
| 2021 PAID IN 2023<br>DELAYED DUE TO<br>COVID | £750.00       | Refurbishment of clubhouse. |

**Recommendation:** It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

**Organisation:** St Catherines Hospice

**Total Project Cost:** £7539.00

**Funding Category:** One off cost

**Grant Requested:** £750.00

**Purpose of Grant:** Support towards providing a specialist Oska Evario bed.

**Breakdown of costs:**

| Item                      | Total cost | Amount requested |
|---------------------------|------------|------------------|
| Funding towards equipment | £750.00    | £750.00          |
| <b>Total</b>              |            | <b>£750.00</b>   |

**Information:**

St Catherines Hospice is a charity formed in 1980, it provides expert palliative and end of life care for people with life limiting conditions whilst supporting their loved ones.

The hospice has recently relocated to a new, bigger state of the art hospice in Pease Pottage. Costing £19.5m to build, entirely funded by voluntary donations.

Last financial year the hospice cared for 2150 patients and families in the community. They provided 3902 days of inpatient care. 55.57% of people they cared for lived in Sussex, with 1.5% living in Haywards Heath.

They are asking for a grant to support the purchase of a Oska Evario bed for patients facing end of life. The specialist bed is adjustable for patients who are too ill or frail to get out of bed, allowing for them to move into an upright position. These beds enable patients to spend their final days as pain free, dignified and comfortable as possible.

The care the hospice provide is open to any resident of Haywards Heath requiring end of life care.

Each Oska Evario bed including mattress and pump costs £7539 and once funds have been received they will be replacing 3 beds.

They have also applied for funding from three other Trusts and Foundations for grant support totalling £13839 these grants are still pending.

St Catherines receive around one third of their income from the NHS, so rely on fund raising to raise around £7 million each year.

**Grants awarded since 2019/20 Financial Year:**

| Year of application | Grant awarded | Purpose of grant |
|---------------------|---------------|------------------|
| N/A                 | N/A           | N/A              |

**Recommendation:** It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

## Grant Application

## Appendix 3

**Organisation:** St peter & St James Hospice

**Total Project Cost:** £4711.26

**Funding Category:** Running Costs

**Grant Requested:** £500.00

**Purpose of Grant:** To help finance ongoing running costs.

### Breakdown of costs:

| Item          | Total cost | Amount requested |
|---------------|------------|------------------|
| Running costs | £500.00    | £500.00          |
| <b>Total</b>  |            | <b>£500.00</b>   |

### Information:

St Peters & St James Hospice was formed in 1996 and provides expert care to adults living with life limiting illnesses. There also offer support to friends and families.

The hospice is open to everyone.

In 2022/2023 around 1137 people used the hospices services, with approximately 30% living in Haywards Heath.

They would like to apply for a grant toward running costs. To provide care in the community at the hospice it costs £10,000 a day and with only 13% funding from central government they have to raise over £5 million through fund raising and retail each year.

The hospice do apply to other trusts, foundations, parish councils and corporate organisations for funding but none were named in the grant application.

### Grants awarded since 2019/20 Financial Year:

| Year of application | Grant awarded | Purpose of grant |
|---------------------|---------------|------------------|
| 2019                | £500          | One off cost     |
| 2020                | £500          | One off cost     |

**Recommendation:** It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

## Grant Application

## Appendix 4

**Organisation:** Sussex Chorus

**Total Project Cost:** £6050

**Funding Category:** Running costs/June Concert.

**Grant Requested:** £500

**Purpose of Grant:** To help finance running costs.

### Breakdown of costs:

| Item         | Total cost   | Amount requested          |
|--------------|--------------|---------------------------|
| Venue Hire   | £600         |                           |
| Conductor    | £450         |                           |
| Soloists     | £700         |                           |
| Orchestra    | £3400        |                           |
| Publicity    | £900         |                           |
| <b>Total</b> | <b>£6050</b> | <b>£500 running costs</b> |

### Information:

Sussex Chorus is a registered charity and amateur community choir based in Burgess Hill with members from all over Sussex.

There are 65 adult members with 40% living in Haywards Heath.

Sussex chorus are asking for a grant to support the staging of the June 2024 concert 'Puccini's Messa di Gloria, with Bizet's Te Deum.

Members of the choir and audiences come from Haywards Heath and surrounding villages. Participation and listening to music plays a valuable role in the promotion of health and wellbeing. The concert is open to all.

A breakdown of costs, shown above, is based on previous experience, staging an average of 4 concerts per year.

The choir have also secured funding from-

|                            |       |         |
|----------------------------|-------|---------|
| Gatwick Community Trust    | £1750 | Secured |
| Burgess Hill Town Council  | £700  | Secured |
| Henhurst Charitable Trust  | £500  | Secured |
| Tesco Community Foundation | £500  | Secured |

|                      |      |         |
|----------------------|------|---------|
| Rowan Bentall Legacy | £250 | Secured |
|----------------------|------|---------|

They have also raised £950 from their own bring and buy sale.

**Grants awarded since 2019/20 Financial Year:**

| Year of application | Grant awarded | Purpose of grant |
|---------------------|---------------|------------------|
| March 2023          | £250          | Running Costs    |

**Recommendation:** It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

**Grant Application**

**Appendix 5**

**Organisation:** The Simon Wellbeing Centre

**Total Project Cost:** £1020

**Funding Category:** Start up grant.

**Grant Requested:** £1000

**Purpose of Grant:** To fund a new wellbeing activity.

**Breakdown of costs:**

| Item                                | Total cost     | Amount requested |
|-------------------------------------|----------------|------------------|
| Facilitator £40 an hour x2 x6 weeks | 480.00         |                  |
| Hall Hire/heating £20 x 2 x 6 weeks | 240.00         |                  |
| Marketing, printing, promotion      | 300.00         |                  |
| <b>Total</b>                        | <b>1020.00</b> | <b>1000.00</b>   |

**Information:**

The Simon Wellbeing Centre provides wellbeing education and services to the community and is not a registered charity. It has 20 members.

The centre is applying for a grant to fund a new wellbeing activity, specifically to target men's health and wellbeing. Offering a 6-week pilot course to men in the local community in order to roll out to the wider community.

They hope this new service will make it easier for men to access support. The highest killer of men under 50 is suicide and the centre want to offer a safe space for men to express themselves in a men only environment. The activity will be available to all men in the local area.

They have assessed the need for such a group by surveying local men and men's groups.

The breakdown of costs show above is based on the centres previous costings.

The centre have also secured funding from-

|      |  |  |
|------|--|--|
| None |  |  |
|------|--|--|

They also raise funds via personal input and raffles at wellbeing events. They charge for private hire as income towards running costs.

**Grants awarded since 2019/20 Financial Year:**

| <b>Year of application</b> | <b>Grant awarded</b> | <b>Purpose of grant</b> |
|----------------------------|----------------------|-------------------------|
| N/A                        | 0                    | 0                       |

**Recommendation:** It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.



**Committee Meeting: Policy and Finance**

**Report of:** Town Clerk

**Date:** 18<sup>th</sup> March 2024

**Subject:** Allocation of Monies Earmarked to Undertake Youth Work in Bentswood

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**Purpose of Report**

- 1) To reconsider the allocation of monies held for youth provision in Haywards Heath.

**Summary:**

- 2) The following reports seeks consideration of the use of monies for youth activities/projects in Bentswood Ward in light of a proposal being tabled by Bentswood CIC.

**Recommendations;**

**Members are asked to consider the allocation of £12,000, as resolved under minute 25 of the meeting of the Policy and Finance Committee dated 11<sup>th</sup> September 2023, and award the monies to the Bentswood Hub CIC for the running of the Bentswood Juniors programme.**

**If Members are agreeable to allocate the funding to the Bentswood CIC that a Service Level Agreement is delegated to the Town Clerk for agreement.**

**Background:**

- 3) Members are aware to the implications due to the failure of Sussex Clubs for Young People with the Bentswood Hub (Hub) ceasing to operate last July. Since then, a considerable amount has happened in relation to the Hub. The current position is that Clarion Futures have stepped into the original Hub and are yet to be in a position to provide services, Bentswood Hub CIC has been formed and is operating next door to the Hub building and are providing the food larder, a drop in coffee meeting point and have restarted the youth activities previously provide whilst the Bentswood Community Partnership remains an important and active organisation within the Bentswood Community.
- 4) As would be expected in a transitional period the aforementioned organisations have been organising themselves and position themselves with regards to the services they provide. Unfortunately, it has not been possible for the organisation to work directly together but there is still as wish for partnership working but there is a need to support the youth of the community. As a result the Bentswood CIC have restarted the Benstwoods Junior Programme.
- 5) At the forefront of the minds of those involved was the £12,000 allocated to Clarion Futures for the Bentswood Hub Junior programme by the Town Council with the following resolution being made by the Policy and Finance Committee on the 11<sup>th</sup> September 2023. This was made

*Members RESOLVED to ratify the earmarked allocation of £6,000 to part fund the Bentswood Hub Junior Programme from the Community Warden budget underspend and a further contribution of £6,000 to £12,000 to pay for the whole*

*of the annual running costs from unrestricted reserves. The second payment be subject to satisfactory service level, which was delegated to the Town Clerk to review and agree.*

- 6) To this end, Clarion Futures has reviewed the use of the money allocated by the Town Council working with Mid Sussex Voluntary Action in January and presented a proposal as outlined in the January 15<sup>th</sup> 2023 Policy and Finance papers asked Member to consider changing the purpose of the grant/use of money.
- 7) Members considered, in line with Standing Orders and pursuant of Standing Orders 7a and 7b (due to the change being within 6 months of the original decision, which is not legally allowed under Standing Orders) the request from Clarion Housing at the last meeting of the Committee to change the purpose of the award which was rejected. The six-month period, in the meantime, has elapsed from the original decision so Members are able to consider the request from Bentswood CIC.
- 8) The proposal from Bentswood CIC is presented in Appendix 1 and the Community and Events Officer has asked some further questions of the Bentswood Hub to assist Members consider the request. This will hopefully be available before the meeting or will be tabled on the evening.

#### **Financial Implications**

- 9) None, the monies have been already been allocated for expenditure.

#### **Legal Implications**

- 10) The Town Council can draw down and expend monies on identified projects under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15<sup>th</sup> May 2023 under minute 20.

**Town Clerk**



# Bentswood Hub C.I.C.

## Bentswood Junior Youth Group

### Summary

Bentswood Junior Youth Group has 59 young people aged 7-11 years registered and 2 young leaders aged 13 and 15 years, many of these young people have special needs, some have English as a second language. Bentswood Junior Youth Group has had the same staff running it for the last 3 years, and 2 years ago it was necessary to recruit volunteers due to the growing popularity of the group. Having staff and volunteers who are consistent is key to building meaningful and trusting relationships with these young people.

Bentswood Juniors and Bentswood Seniors are the only non-faith-based youth groups in Haywards Heath.

With most after school clubs now being paid clubs many of our young people would be lacking opportunities without this youth group.

In July 2023 I asked the Town Council to commit to funding the Bentswood Junior Youth Group for a full year, at a later meeting I asked that the Town Council put some caveats on the money to safeguard it until the youth group was reinstated, now I am asking you to release it to the organisation that is delivering it, Bentswood Hub C.I.C.

Bentswood Hub C.I.C have been delivering the Bentswood Junior Youth Groups since 3<sup>rd</sup> November 2023.

### Approach

Weekly 2 hours sessions for a minimum of 38 weeks of the year, with additional trips, activities and opportunities in school holidays which are 2-6 weeks long.

Each session will provide a light meal, drinks and snacks, including a variety of fruit.

Each session will provide the following opportunities: a craft activity, a food activity, sports activities, and a quiet/calm mindfulness activity.

Activities to be appropriate for age and stage of development, and all young people to have opportunities for responsibility within the group.

Ratio 1/8 minimum, each session to have a minimum of 2 staff, 1 volunteer, at least 1 staff member will be a qualified youth worker. All staff and volunteers to have a valid Enhanced DBS with child barring list search.

Register and session log to be recorded each session, including any accidents or incidents and action taken.

Venue risk assessment to be carried out before each session.

Special/high needs risk assessment to be carried out for any young person with additional needs or challenging behaviour prior to starting.

Registration forms to be completed for each young person prior to starting and updated each new year (September)

## Outcomes

Young people to learn life skills and responsibilities.

Young people to feel they have a safe space with safe adults to seek support from.

Young people to develop healthy friendships and learn how to maintain them.

An inclusive space where all members can feel included and safe.

Young people engage in health activities.

Young people to have opportunities for new experiences.

## Cost Breakdown for 12 months

|                                       |          |  |
|---------------------------------------|----------|--|
| Core Costs                            | £9029.03 | Hall Hire, Insurance, IT Support and Hosting, Registrations and licences, Session Resources, Reports and Risk Assessments, HR. |
| Volunteers onboarding                 | £1044    | DBS's, Admin Printing and references, Volunteer ID Lanyards  |
| Staff and Volunteers Ongoing Training | £1820    | Safeguarding, First Aid, Food Safety, Inhouse Training   |
|                                       |          |  |
| Total                                 | 11893.03 |  |

Kind regards

Anna Sharkey

**Bentswood Hub C.I.C. Director and CEO**

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**Bentswood Hub C.I.C.**

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**Committee Meeting: Policy and Finance**

**Report of:** Town Clerk  
**Date:** 18<sup>th</sup> March 2024  
**Subject:** Motion Cllr P Lucraft – Ward Budget Management

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**Purpose of Report:**

1. The purpose of this report is for Members to consider a motion put forward by a Councillor.

**Summary**

2. The following report outlines a motion that has been made by Cllr P. Lucraft in relation to the local area and councillor ward budgets.
3. This proposal seeks to update the policy passed at the meeting of the P&F on 27<sup>th</sup> June 2023. Specifically, that the council allows that unspent allocations for either individual councillors and or ward areas are allowed to be carried forward to the next financial year.  
Members are asked to consider and decide whether they wish to accept and agree to the motion.

**Recommendation:**

**Members are recommended to consider the Motion as tabled by Cllr P. Lucraft.**

**Background:**

4. The council reviewed the ward areas and individual councillor budgets policy in June 2023. At that time there was discussion about the potential to spread costs over more than one year and the desirability of allowing councillors to consider the best way to spend their allocated budgets without the pressure of an annual deadline. However, no decision to change this aspect of the council's policy was tabled or agreed at the time. The present policy of the council is that at the end of each financial year any unspent allocation is written back to general reserves.
5. **Members are asked to consider the following motion, which has been made under Section 10 of the Council's Standing Orders by Cllr P. Lucraft**
6. That Haywards Heath Town Council allows the carry forward of unspent ward and individual councillor budgets at the end of each financial year and allows these to accumulate until the councillor(s), either as an individual or the group responsible collectively for their ward area decide on appropriate expenditure under the council's ward budgets protocol policy.
7. This policy change would be limited in the following respects:
  - a. Individual councillor's unspent budget would cease and revert to the general reserves at the time a councillor ceases to be a councillor.
  - b. For ward areas, any unspent budgets would cease and revert to the general reserves at the end of the council's term of office.

**Financial implications:**

8. The carry forward of budget from one year to the next within the parameters proposed does not represent an increase in expenditure but does vary the current policy that unspent allocations at the end of the council's financial year are written back to the council's general reserves. In practice unspent allocations will be held in the general reserves but allocated against the relevant councillors and local ward areas.

**Legal implications:**

9. The Town Council can make this policy variation using the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

**Cllr P. Lucraft**