



**HAYWARDS HEATH
TOWN COUNCIL**

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10th January 2023

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 **16th January 2023 at 7.30pm** in the **Council Chamber**, 40 Boltro Road, 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 Policy and Finance Committee held on Monday 14th November 2022. (Pages 2 – 5)
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To consider Town Council Members Allowance and Staff/Members expenses. (Pages 6 – 8)
6. To consider the Council's draft budget for 2023 - 2024. (Pages 9 – 14)
7. To consider applications for Town Council Grants. (Pages 15 – 19)
8. To receive the 2023/2024 committee timetable. (Pages 20 – 21)
9. To note the Cost-of-Living Grants awarded by the Town Clerk under delegated authority. (Pages 22 – 23)
10. To review the Town Council Financial Risk Assessment. (Pages 24 – 27)
11. To consider any items that the Chairman agrees to take as urgent business.

Committee Members: Policy & Finance Committee: J. Knight (Chairman), C. Ash-Edwards (Vice Chairman), R. Bates, R. Cromie, C. Evans, C. Laband, R. Nicholson, M. Pulfer.

*'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 Muddin

Town Clerk Mr Steven Trice

**HAYWARDS HEATH TOWN COUNCIL
POLICY AND FINANCE COMMITTEE**

Minutes of the meeting held on Monday, 14th November 2022

J Knight (*Chairman*)
C Ash-Edwards (*Vice Chairman*)
R Bates
Mrs R Cromie
C Evans *
C Laband
R Nicholson **
M J Pulfer

* Absent ** Apologies

Also present: Town Clerk, RFO

26. Apologies

R Nicholson – work commitments

27. Minutes

The minutes of the meeting held on Monday, 19th September 2022 were taken as read, confirmed as a true record and duly signed by the Chairman.

Under Min 19 it was asked what had happened to the Ashenground Ward Budget 5mph sign. The Town Clerk responded by saying it was to be placed that week.

Under minute 21 (DMMO Wealden Way) an update was asked for with the Town Clerk responding that the application had been made.

Under minute 22 (Utilities Review) an update was asked for with the Town Clerk responding that he was waiting, as per the minutes, for the market to settle as stated.

Under minute 24 (Cyber Insurance) an update was asked for with the Town Clerk responding that he was waiting for a response from the Council's insurance brokers.

28. Substitutes

None.

29. Members' Declarations of Interest

There were none.

30. Lists of Payments and Receipts, and Income and Expenditure Report for the Period 1st July 2022 – 31st August 2022.

The Responsible Finance Officer presented the Period 1st July 2022 – 31st August 2022.

- It was stated that it was encouraging to note that income was at 137% against forecast for Town Hall hiring. The RFO stated that where the figures were good, they were set against a conservative estimate as we came out of the Covid lockdown periods and still below pre pandemic levels. Furthermore, this figure was reliant on three main hirers and the fact that there had been a large number of weddings due to the backlog created by Covid.
- It was questioned why postage was showing zero. This was on the grounds that there was a bulk purchase of stamps at the end of the last financial

year and the Town Council staff had been prudent and reduced the level of postage.

- Under the credit card break down it was asked what the amazon cost mentioned against Mid Sussex District Council was for? The Town Clerk explained that this was the purchase of food bags for the children participating in the Skate Jam at Victoria Park organised by Mid Sussex District Council in August as sanctioned by the Town Council.

Members **RESOLVED** to **recommend to Full Council to approve the lists of payments and receipts, and the income and expenditure report for the period 1st July 2022 – 31st August 2022.**

31. Bank Balances and Bank Reconciliation Statement as 30th September 2022.

Members noted the Bank Balances and Bank Reconciliation Statement as at 30th September 2022 and made no comment

Members **RESOLVED** to **recommend to Full Council to approve the bank balances and the reconciliation statement as at 30th September 2022.**

32. Community Crisis Grants Fund.

In light of the economic crisis Members considered a report outlining the suggestion that a Community Crisis fund should be set up to assist organisations that were providing new or extra services to the community. Members, where they felt funding was an easy and deliverable mechanism, gave thought to other ways of providing help such as holding warm clothes or other items to help the public, who could pick items up from the Town Hall in line with the existing coat exchange. The Town Clerk felt that where this was a commendable idea it would be a logistically problematic for office staff and people may not wish to be seen taking such help. Furthermore, the Town Clerk in agreeing that the coat exchange was a brilliant initiative stated that the project had been resource heavy on the Events and Community Officer (ECO) and Assistant to the Town Clerk. With this in mind, Members were then satisfied with the approach of pump priming and enabling organisations/groups to provide services as another option of direct grants to individuals as it was deemed to be impossible to manage and monitor outcomes. As an aside and looking at the kind of projects that were coming forward for funding support, it was felt during any award given that the Town Council ask recipients to co-ordinate their efforts so to avoid duplication or providing the same service on the same day. This was noted and would be acted upon by the (ECO). Members were also very clear that they wanted to see the tangible outputs from the money that was awarded and wanted assurance that organisations would recognise the funding given by the Town Council. The Town Clerk responded that he would oversee and ensure with the (ECO) that conditions were tied to each grant in terms of number of people benefitting, volunteer hours and operational availability etc, as was the case with a recent award to Sussex Clubs for Younger People and that beneficiaries would hold Town Council logos in appropriate places. On the basis that officers had made no recommendation on the level of funding it was moved and seconded with unanimous agreement that a budget of £25,000 be put in place met from unrestricted reserves. With regards to management of the programme, due to the logistics and quick turnaround of projects, especially the warm hubs, it was also moved and agreed that the Town Clerk be given delegated authority to award grants up to £2,500 and set the parameters and criteria to monitor the benefits and outcomes of the grant awards so the (ECO) could administer and such would be reported to the committee at the next meeting. Furthermore, it was acknowledged that any request

made over £2,500 would go to the next meeting of the Committee of Full Council, which ever was sooner with acknowledgment that an additional meeting may be needed if timescales required.

Members **RESOLVED** to;

Provide a Community Crisis grants programme, which would be open to constituted organisations/groups delivering services to support the community to assist with any financial shortfalls or start-up costs.

- a) The programme be limited to £25,000, which will be met funded from unrestricted reserves**
- b) Decisions on grant awards up to £2,500 being made by the Town Clerk and thereafter the Policy and Finance Committee or Full Council.**

33. Grants

Members had before them nine grant applications, which potentially would exceed the 2022/2023 allocated budget if all were awarded with two meetings before the end of the financial year. It was noted that a number of applications related to Warmer Space projects and projects that would fall in line with the Community Crisis grants programme resolved under the previous item. As a result, grants to Bentswood Community Partnership, Haywards Heath Baptist Church, Mid Sussex Older People's Council and Haywards Heath Methodist Church were deferred to the Community Crisis fund, which would enable the applicants to apply for larger grants. Members had no concerns with these projects so the Town Clerk agreed to administer them. Furthermore, Members were supportive of the applications that did not get deferred therefore;

Members **RESOLVED** to;

- a) award a grant of £500 to Impact Foundation towards cooking lessons for local residents and school children.**
- b) award a grant of £750 to Age UK (West Sussex and Brighton) towards set up costs for a 'Coffee and Community' group.**
- c) defer a grant of £750 to Bentswood Community Partnership to the Community Crisis fund.**
- d) award a grant of £500 to Haywards Heath Arts Festival towards the purchase of two display boards.**
- e) award a grant of £500 to 172 (Haywards Heath) Squadron Air Cadets towards the purchase of a Union and RAF ensign banner.**
- f) defer a grant of £750 to Haywards Heath Baptist Church to the Community Crisis fund.**
- g) defer a grant of £750 to Mid Sussex Older People's Council to the Community Crisis fund.**
- h) award a grant of £250 to Home-Start Crawley, Horsham and Mid Sussex towards running costs.**
- i) defer a of grant of £750 to Haywards Heath Methodist Church to the Community Crisis fund.**

34. Town Hall, Cemetery and Allotment Fees 2023/2024

Members noted the report of the Town Clerk and reviewed each of the Town Council's service charges in turn. Members apart from Cllr Bates were supportive of the increase of fees for Town Hall hirers accepting that the increase in utilities bills and other costs associated to running the venue had increased significantly. Cllr Bates was against the move to increase the rate of hire costs for the Town Hall on the grounds of

accessibility to groups, but all others present were in favour of the rise as there needed to be a realisation that the services needed to be at least cost neutral set against the damage to income that the cost-of-living crisis and slow return to normality, against the Covid lockdown. All were agreeable to the increases to Allotment rents and the cemetery alongside the 40% rise to ensure cost neutrality on the costs of single depth ashes internments.

Members **RESOLVED** for the 2023-2024 financial year, to;

- (a) Increase the hire costs, by 10% for community hirers and 10% for commercial hirers.**
- (b) Increase the annual percentage rise to Cemetery fees by 10%, and single depth ashes internments by 40% so to meet actual costs.**
- (c) Increase the annual percentage increase in allotment rental fees by 10%,**
- (d) To raise Wedding fees to £400.**

35. Information Technology Requirements

It was agreed that the suggested re-procurement seemed sensible as a value for money exercise as the market had not been tested for many years. Notwithstanding this, a number of Councillors voiced their displeasure at the service that the current Information Technology provider was providing, as their experience of customer service and timely solutions to their issues had not been satisfactory, with this in mind.

Members **RESOLVED** to **instruct the Town Clerk to undertake a procurement for a new Information Technology services contract for the Town Council in January 2023.**

36. Items Agreed as Urgent by the Chairman

It was noted that the External Audit return 2021/2022 had been returned since the agenda had been published. The Town Clerk was pleased to inform Members that with no matters being raised, the Council had again received a clean bill of health with no matters of concern or advisory being raised. The report would be tabled straight to Full Council on the 28th November 2022 to enable due process as required.

The meeting closed at 8:40pm.

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 16th January 2023
Subject: Members Allowances and Members /Staff Expenses 2023/2024

Purpose of Report

- 1) The following report presents the allowances and expenses that can be paid to Councillors and staff of Haywards Heath Town Council during the 2023/2024 financial year.

Summary:

- 2) The Council has a number of budget headings to cover the cost of travel, attendance at courses and conferences and for training courses that can be claimed by both staff and Councillors. In addition, there is also a basic allowance paid to each Member of the Council along with a Mayor's Allowance and the suggestion of allowing a payment to be made to enable the Town Mayor to visit the Town's twin towns. The following report reviews (annually) in one policy the range of payments and where possible the level of re-imbusement for the 2023/2024 financial year.

Recommendations;

Members are asked to consider and agree the expenses and allowances payable to Members and staff for the financial year 2023/2024 as presented in the tables (a) and (b) under point 4 of this report.

Background:

- 3) Members will find below the range of allowances and payments that can be received by both Members and staff. The payments are held under designated headings some of which are fixed and some of which are variable due to the differing costs for travel and training.
- 4) Table (a) and (b) lay out the allowances and expenses that can be paid by the Council to Members and staff as of the 1st April 2023, for Member's agreement with a suggested rise in Members allowances in table (a) and generally in (b) apart from mileage claims as this is set by the National Joint Council Green Book;

Table (a): Members Allowances.

Members Allowances	Rate for 22/23 against 2023/2024 suggest at 5% rise.	Budget Heading
Basic Allowance	£1,116 (23/24 = £1,172)	4242 – Members' Allowances.
Town Mayor's Allowance	£1066 (23/24 = £1,119)	4240 – Mayor's Allowances.
The purchase of one economy (non-refundable) flight/train/ferry, intermediates travelling costs and bed and breakfast hotel accommodation to the maximum of 3 nights at £100 per night for the Mayor, to either/or of the Town's Twin Towns (Bondues or Traunstein) per annum. <i>NB – the Mayor will be required to take out independent insurance as the Town Council does not cover extraneous costs.</i>	N/A – travel price fluctuation and no change to accommodation value.	Budget 4005 – Travelling Expenses.

Table (b): General Expenses. Please note that the general and subsistence suggested rates are in line with those recommended and agreed by Mid Sussex District Council and the National Joint Council in line with annual pay scales reviews.

General	Rate for 2023/2024. (No change).	Budget Heading
Car Mileage	45p per mile (NA)	Budget 4005 – Travelling Expenses.
Additional Mileage Rate	3p per mile for 1 passenger 5p per mile for 2 or more passengers (NA)	Budget 4005 – as above.
Cycling Allowance	20p per mile (NA)	Budget 4005 – as above.
Full Train/Bus Fare between Home/Haywards Heath and destination of Course or Conference.	N/A (Cost set by travel provider)	Budget 4005 – as above.
Subsistence -	Rate for 22/23 against 2023/2024 suggest at 10% rise and round up nearest 50p/£1.	Budget Heading
Breakfast	£7.50 Overnight (23/24 = £8.50)	Budget 4027 – Courses Conferences and Training.
Lunch	£10.50 Overnight (23/24 = £12.00)	Budget 4027 – as above.
Tea	£4.50 Overnight (23/24 = £5.00)	Budget 4027 – as above.
Evening Meal	£13.00 Overnight (23/24 = £16.00) Larger Increase.	Budget 4027 – as above.
Out of Pocket Expenses per night	£6.50 Overnight (23/24 = £7.50)	Budget 4027 – as above

Other Expenses that can be claimed.		
Training Courses - Staff	N/A (Cost set by provider)	Budget 4009 – Staff Training.
Conference Costs - Staff	N/A (Cost set by provider)	Budget 4027 – Courses Conferences and Training.
Training Courses Conference Costs - Cllrs	N/A (Cost set by provider)	Budget 4027 – Courses Conferences and Training.

N/A: donates variable costs due to distance and method of travel and/or cost of courses/conference.

**Every payment must be redeemed by receipt given to the Responsible Financial Officer.*

Financial Implications

- 5) The financial implication of this policy will be dealt with within the budget setting report to be considered by this committee under item 6.

Town Clerk

Committee Meeting: Policy and Finance

Report of: Town Clerk/RFO
Date: 16th January 2023
Subject: Budget 2023 – 2024

Purpose of Report:

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

Summary:

2. As a starting point for Haywards Heath Town Council's 2023–2024 budget setting process, the Environment and General Purposes Committee considered its draft budget on 19th December 2022. Following on from this meeting, the Environment and General Purposes Committee's comments have been fed into the full draft budget as outlined in Appendix 1 of this report for Members consideration. Please note the draft budget as attached is based on officers projections for Council expenditure for 2023–2024, which includes suggested new purchases/initiatives/improvements to facilities and services and has been developed through the Chairman's Working Group, which has met twice to reach the recommended budget.

Recommendation(s):

Members are asked to RESOLVE;

- a) to recommend to Full Council, the draft budget for the 2023–2024 financial year as attached at Appendix 1, with a 6% rise in Council Tax and 7% increase in the precept (including 1% in the tax base), representing the average Band D cost of £61.57 per annum. (In monetary terms a £3.48 per annum rise from the band D cost for 2022/2023 (£58.09) or 29p per month 6p a week or a 1p a day).
- b) the recommendations made by the Responsible Financial Officer to top up the following reserves (as per note 7 in Appendix 1);
 - a. Capital Reserve - £10,000
 - b. Western Road Cemetery - £10,000.
 - c. Muster Green - £5,000.
 - d. Maintenance of Buildings and Grounds - £5,000

Background:

Dispensation for setting the budget.

3. *Advice from the DCLG (now MHCLG) is that no dispensation is required to set the precept and allowances.* However, Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992. In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept

or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).

4. Please note that in previous years the Monitoring Officer at Mid Sussex District Council advises a dispensation for all Members to discuss and vote on allowances, the budget and fixing the precept.
5. Where dispensation is not required Section 13 of the Council's Standing Orders, which sets out the dispensation process and is administered by the Town Clerk, as the Proper Officer to the Council, a policy exists, which dates back to the 19th November 2012 to give certainty in the budget process annually. So, it can be proved that dispensation was given, if challenged even though none is required generally. This decision was taken under advice from the National Association of Local Councils and the Society of Local Council Clerks, to ensure the Council is totally covered from any legal challenge on the Council's budget setting process.
6. The proposed budget, its background and the implications included in each budget heading are outlined in Appendix 1 of this report. The draft budget 2023–2024 heading breakdown show the figures that have been prepared for the next financial year's budget, together with columns for the current year's budget and the forecasted expenditure to 31st March 2023.
7. As directed thus far by the Chairman's Working Group with input from the Town Clerk and RFO, the budget shows a **6% rise in Council tax**, which equates to a precept of £768,024 for 2023/2024 from £717,463 for 2022/2023 (the 23/24 precept figure includes a 1% rise in the tax base as advised by MSDC in early December).
8. The headline items that have put pressure on the budget as expected have been the rise in gas and electric circa £10,000 rise, the compound effect of the Local Government Pay rise and the forecast for next year circa £22,000 plus pension contributions, election costs £4,500 and the need to budget for a King's Coronation event.

2023 – 2024 Budget Financial Implications

9. **It is recommended that the Town Council considers increasing its precept to £768,024 from £714,463. This represents an 7% increase in the precept with the amount payable by Council Tax payers for a typical Band D household in 2023–2024 being £61.57 per annum (Band D in 2022–2023 is £58.09).**
10. **This represents a rise in the amount payable by Council Tax Payers of 6% with the other 1% coming from the Tax Base rise and shows a balanced revenue budget for the 2023–24 year.**
11. To put the rise into context the precept rise per Band D property from the for 2023/2024 will be £3.48 per annum 29p per month or 6p per week.
12. Members may wish to recommend a revised/amended budget to Full Council

Use of projected 2022/2023 underspent monies.

13. As members will note the Responsible Financial Officer has forecasted that the Town Council unrestricted reserves will total £239,073 at the end of the financial year as per the report presented in Appendix 1 under notes. Therefore, it is suggested that the following named reserves are increased **Capital - £10,000, Western Road Cemetery - £10,000, Muster Green - £5,000 and Maintenance off Buildings and Grounds £5,000.**

Financial Implications

14. Covered in Appendix 1 of the report.

Town Clerk/RFO

HAYWARDS HEATH TOWN COUNCIL – ITEM 6 Appendix 1
POLICY & FINANCE COMMITTEE – MONDAY, 16 JANUARY 2023

DRAFT BUDGET 2023/24

REVENUE					
	Budget '22/23	Forecast to	Draft		
		31/03/2023	Budget '23/24	Notes	
	£	£	£		
Precept	717,463	717,463	768,024	①	
Cemetery	29,000	33,587	31,000		
Lettings	13,200	31,524	22,362	②	
Interest Earned	75	3,151	4,500		
Allotment Rents	3,965	3,821	4,311		
Roundabouts (WSCC)/Flower Bed Sponsorship	7,250	7,250	7,250		
Other Income	7,388	7,534	7,534	③	
	778,341	804,330	844,981		
EXPENDITURE					
	Budget '22/23	Forecast to	Draft		
		31/03/2023	Budget '23/24		
Environment & General Purposes	£	£	£		
Allotments	11,275	11,232	11,275		
Cemetery	7,050	6,894	7,050		
External Contract for Cemetery	10,734	14,329	15,762		
Hanging Baskets, Goblet Baskets & Tiered Planters	3,101	3,101	3,410		
Litter Bins	0	777	0		
Muster Green, Roundabouts & Other Flower Beds	16,730	15,661	17,220		
Public Clock (St Wilfrid's)	200	200	200		
Street Lighting — Power & Maintenance	14,900	12,395	14,350		
Street Lighting — Improvement/New Schemes	2,500	2,500	2,500		
Severe Weather Contingency	300	300	300		
General Maintenance/Repairs	4,600	4,398	4,838		
Town Initiatives	3,246	3,246	5,500		
South Road Trees	2,000	2,000	2,000		
Land off Hurstwood Lane — Management Costs	0	0	0		
Environmental Projects	6,000	6,000	0		
	82,636	83,033	84,405		
Leisure & Amenities					
Best Kept Garden/Allotment Competitions	925	925	925		
Christmas Lights	15,000	14,703	15,625		
Christmas Lights — Maintenance Reserve	750	750	750		
Haywards Heath/South & South East in Bloom	1,025	1,025	1,025		
Town Council Events	25,000	25,000	29,000		
	42,700	42,403	47,325		
Grounds Maintenance					
Salaries & National Insurance	122,790	128,504	137,309	④	
Pension	31,298	32,985	33,831		
Clothing & Footwear	1,050	1,050	1,120		

Depot Rent	11,028	11,323	11,323	
Depot Rates	4,391	4,391	4,611	
Other Depot Expenses	9,300	14,296	5,500	
Vehicle Expenses	10,900	10,634	10,900	
Fuel	4,200	3,840	4,200	
Equipment Expenses	4,924	4,924	4,924	
Mobile Telephones	550	469	550	
Contingencies & Sundries	325	175	325	
	200,756	212,591	214,593	
EXPENDITURE (cont.)				
Accommodation				
Rent	2,507	2,507	2,507	
Rates, Water & Sewerage	32,593	32,482	37,300	
Cleaning	5,035	6,160	6,278	
Caretaking	12,868	11,468	14,004	
Pension	0	2,785	2,864	
Maintenance Building & Grounds	5,750	5,200	5,750	
Electricity	2,650	6,543	8,700	
Gas	3,000	5,444	8,700	
Telephone, Fax & Internet	2,289	1,970	2,036	
Reserve for Cyclical Redecoration	1,250	1,250	1,250	
COVID-19 Contingency	2,000	1,500	750	
	69,942	77,309	90,139	
Office & Customer Service				
Salaries & National Insurance	192,000	190,286	202,250	④
Pension	49,657	32,840	50,750	
Travelling Expenses	1,000	865	1,000	
Printing & Stationery	3,365	2,735	3,365	
Postage	525	231	275	
Advertising	2,000	1,967	2,000	
Office Equipment Maintenance	5,346	5,310	5,625	
Insurances	11,325	11,325	11,325	
Courses, Conferences & Publications	1,300	1,991	3,500	
Subscriptions	9,576	10,381	11,866	
Audit Fee	2,200	1,868	2,200	
Staff Training	1,000	1,000	2,500	
Reserve for Replacement of Fixtures & Fittings	3,750	3,750	3,750	
	283,044	264,549	300,406	
Other Expenditure				
Hospitality & Staff Recognition	1,000	709	1,250	
Grants & Subsidies	8,500	8,500	8,500	
Cost of Living Grants	0	25,000	0	
Newsletters	4,500	5,352	6,700	
Reserve for Election Expenses	3,000	3,000	7,500	
Contingencies & Sundries	825	958	1,025	
Bank Charges	1,045	1,194	1,315	
Mayor's Allowance	1,066	1,066	1,119	
Members' Allowances	17,856	17,856	18,749	
Reserve for Community Facilities	1,780	1,780	1,780	
Loan Capital Repayment	6,000	6,000	6,000	
Loan Interest	3,198	3,198	2,886	

Advisers' Fees	8,750	8,750	9,750
Community Warden	21,500	21,500	21,500
	79,020	104,863	88,074
CAPITAL	10,000	10,000	10,000
Ward Budgets			
Ashenground	2,000	2,000	2,000
Bentswood	2,000	2,000	2,000
Franklands	2,000	2,000	2,000
Heath	2,000	2,000	2,000
Lucastes	2,000	2,000	2,000
	10,000	10,000	10,000
Total Revenue Expenditure	778,098	804,748	844,942
Revenue Surplus/(Deficit)	243	(418)	40

Notes

①

Precept increased from £717,463 (2022/23) to £764,289 (2023/24), based on a tax base of 12,474.0 (up from 12,350.9 in 2022/23). This represents a 6% **increase** in the amount payable by Council Tax payers, i.e. £61.57 p.a. for a typical Band D household (up from £58.09 in 2022/23).

②

Given that meeting room bookings still have some way to go to get back to pre-pandemic levels (if that is even a realistic expectation?), and coupled with the fact that some long-standing hirers have given up or are thinking of doing so, the budget has been set at an arbitrary £22,362 (£1,863.50 per month). If this target were not met, the adverse impact on the overall budget would be relatively minor. Any income over and above the budget would be regarded as 'windfall', as will be the case for the current financial year (i.e. budget £13,200 vs forecast £31,524).

③

Sources of other income are broken down as follows:

MSDC (environmental services Agreement) (net)	£5,640
Lindfield Parish Council	£1,894
	£7,534

④

Draft budget assumes an arbitrary 'cost of living' pay rise of 4% for 2023/24. Should Members wish to change this assumption, the figures will obviously have to be recalculated.

Additionally

Forecast General Reserve @ 31/3/23 is as follows:	b.f. 1/4/22	£239,073.10
less: Revenue Deficit		£418.00
less the following <u>recommended</u> end of year transfers from the General Reserve:		

to Capital Reserve	(£10,000.00)
to 'top up' Reserve for (Western Road) Cemetery	(£10,000.00)
to 'top up' Reserve for Muster Green	(£5,000.00)
to 'top up' Reserve for Maint. of Building & Grounds	(5,000.00)
	209,491.10

Town Clerk/RFO

Committee Meeting: Policy and Finance

Report of: Events and Community Officer

Date: 16th January 2023

Subject: Grant Applications

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 three grant applications as laid out in Appendix 1-3 of this report.

Recommendation(s):

Members are asked to consider the recommendation for three grant applications, the summary of which is attached as Appendix 1- 3 of this report and decide on the level of funding to allocate.

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 2022/23 is £8,500, of which £4,728.60, has been allocated or spent, leaving a balance of £3,771.40 to be allocated.

Legal Implications

8. 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 13th May 2019 under minute 17.

Gant Applications

Organisation	Grant Requested	Amount	Reason
Hope	£750		To fund a new 'Sparkle' group
Northlands Wood Primary Academy	£500		Purchase PE equipment and storage
Sussex Association for Spina Bifida and Hydrocephalus	£250		Running Costs

Events and Community Officer

Grant Application**Appendix 1****Organisation:** Hope**Total Project Cost:** £950**Funding Category:** Start Up Costs**Grant Requested:** £750**Purpose of Grant:** To assist with the funding of a new 'Sparkle' group in Haywards Heath.**Breakdown of costs:**

Item	Total cost	Amount requested
Volunteer induction support	£204	
Ongoing volunteer support (Training & Support)	£330	
Individual Journals	£25	
Craft Resources	£75	
Subsidy of refreshment costs for trips	£125	
Baking Resources	£15	
Hope staff led sessions	£80	
Volunteer/ staff expenses	£50	
Total	£950	£750 Start Up Costs

Information:

Hope was formed in 2013, with the intention of promoting social inclusion among families who are excluded from society, or parts of society due to their social and economic position as a result of ill health, trauma or lack of self-worth or confidence.

Sparkle groups are for mums who find it difficult to connect to their community. The groups are small, volunteer led, weekly meetings aimed at connecting mothers who are feeling isolated, disconnected or struggling with their mental wellbeing.

The grant money would help to finance the support for the volunteers and the activities essential to giving focus and purpose to the sessions running each week during term time.

Hope find that a large majority of the parents who attend the groups are on some form of medication, or have felt isolated for a long time. Both these situations make conversations difficult, so the activities give the format that helps break the ice each week as well as balanced structure for the more in depth, wellbeing conversations to be based.

The Sparkle group will be open to any mother who would like to join. In other Sparkle groups in Mid Sussex, Hope have seen mothers regain their self confidence and esteem, with some even returning to work because of this. During their drop in sessions at Bentswood, they are meeting mothers who would like to form a group. They have also been told by staff at Warden Park Primary Academy that there is a need for the Sparkle group idea.

They have the remaining balance available to fund the group themselves. They fundraise through a second hand toys stall at Mabels Emporium in Burgess Hill.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2020	£250	Project for Bentswood

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 2****Organisation:** Northlands Wood Primary Academy**Total Project Cost:** £750**Funding Category:** One Off Costs**Grant Requested:** £500**Purpose of Grant:** To purchase new PE equipment and storage.**Breakdown of costs:**

Item	Total cost	Amount requested
Equipment Costs	£600	
Storage Costs for new equipment	£150	
Total	£950	£750 Start Up Costs

Information:

Northlands Wood Primary Academy has 411 students attending, alongside 62 members of staff, with a total of 95% residing in Haywards Heath.

The school are always looking at ways of promoting healthy lifestyles with the children and families. One way they do this is through the PE and sports provision. Over the past few years, the school has grown considerably in size and in turn, the equipment as well as its storage is no longer sufficient for the sessions they are delivering. A grant would allow the school to purchase much needed sports equipment as well as the storage needed in order to maintain it for years to come. The equipment will allow Northlands Wood to improve the children's access to healthy and active sessions and further inspire them in various sporting activities.

They do not have the remaining balance available to fund the purchases themselves.

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:** Sussex Association for Spina Bifida and Hydrocephalus**Total Project Cost:** £2,075**Funding Category:** Revenue**Grant Requested:** £250**Purpose of Grant:** To provide support to people with Spina Bifida, Hydrocephalus and related disabilities in Haywards Heath.**Breakdown of costs:**

Item	Total cost	Amount requested
Adviser Salaries	£1,686	
Expenses	£78	
Core Costs	£313	
Total	£2,075	£250 Revenue Costs

Information:

SASBAH was formed in 1965 and out of their 463 adult and 74 junior service users, 5% live in Haywards Heath.

SASBAH provide support and advice to local residents affected by Spina Bifida, Hydrocephalus and related disabilities. The service provides accurate, up to date information , advice and support people to access welfare benefits, social tariffs, to obtain and use fuel vouchers, manage payment meters and budgeting. Advisers also support people to access specialist equipment and support concerning health issues related to living with and managing their conditions.

They do not have the remaining balance themselves, but have applied for financial assistance elsewhere. They are awaiting to hear the outcome of a further £1,010 from five trusts: Sussex Community Foundation, Joan Wilkinson Charitable Trust, Ernest Kleinwort Charitable Trust, The Britford Bridge Trust and The Fairstead Trust. They also have restarted their community fundraising activities across Sussex.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2021	£250	To support people through an advisor service remotely due to COVID.

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: 16th January 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;

- (e) **Agree the timetable of Council meetings for the next Council year 2023 – 2024 including the date of the 2024 Annual Town Meeting.**
- (f) **Consider the start time of Standing Committee and Full Council meetings.**

Background:

3. 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 that;
 - a) So, to ensure a three-week cycle is maintained there will a planning meeting on Tuesday 16th May 2023 the night after the new Council is formed.
 - b) due to the 28th August 2023 being a Bank Holiday the Planning Committee will be held on Tuesday 29th August 2023
 - c) due to the 1st January 2024 bank holiday the Planning Committee will take place on Tuesday 2nd January 2024.
 - The annual meeting of the Council will be held on the 15th May 2023 which is the first available Monday after the local elections.

- It is suggested that the 2024 Town Meeting be held on the 29th April 2024.
4. The normal start times for all meeting is 7.30pm. If Members wish to consider an earlier start time for some or all of meeting then this will need to be decided under this report and then recommended to Council.

See separate document for the Calendar and if viewing on the website please see additional documents.

Town Clerk

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 16th January 2023
Subject: Cost-of-Living Crisis Emergency Grants

Purpose of Report:

1. The purpose of this report is to update councillors on the grants awarded under the Cost-of-Living Crisis Emergency Grants programme.

Summary:

2. The following report provided information on the grants awarded by the Town Clerk, from the Cost-of-Living Crisis Emergency Grants programme as laid out in point 3.1.

Recommendation(s):**Members are recommended to;**

- a) Note this report.
- b) Comment as appropriate.

Background:

3. The Policy and Finance committee agreed to a 'Cost-of-Living Emergency Grants' scheme in the meeting on 14th November 2022. It was agreed that a budget of £25,000 would be allocated for the programme, with the Town Clerk and ECO to having delegated authority to award grants to a maximum of £2,500.
4. The following awards have been made.

Organisation	Grant Awarded	Purpose of Grant
AgeUK	£2,500	Warm Space running Thursdays 10am-1pm
Ashenground Community Centre	£420	Warm Space running Tuesdays 9.30am-11.30am and Thursdays 12pm-3pm
Bentswood Hub	£2,500	Installing and purchasing new curtain heaters and a warm space running Fridays 9am-2pm.
Haywards Heath Baptist Church	£1,440	Warm Space running Mondays and Wednesdays 9am-5pm
Haywards Heath Foodbank	£2,500	Opening a new 'Baby Bank'
Haywards Heath Methodist Church	£1,750	Warm Space running Sundays 2pm-4.30pm
Mid Sussex Older People's Council	£1,129.40	Warm Spaces running on Friday 20th January and Friday 17th February 12.30pm-2pm

Kangaroos	£2,000	Setting up a bursary for users of their service who are struggling with energy bills due to the constant use of medical required equipment
The Dolphin Leisure Centre	£2,400	50% Funding towards 20 GP referral memberships for people unable to continue due to not being able to pay the full amount, therefore compromising their health.
The Yews	£800	Warm Space running Wednesdays 1.30pm-3/30pm
4 Sight	£2,000	Assisting users with finding assistance when in financial difficulty, including support with complex benefit forms as well as advice.

Financial Implications

- The budget for the Cost-of-Living Crisis emergency fund is £25,000, of which £19,439.40, has been allocated or spent, leaving a balance of £5,560.60 to be allocated.

Legal Implications

- 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 13th May 2019 under minute 17.

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 16th January 2023
Subject: Financial Risk Assessment

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 where the Risk Assessment was fundamentally changed to make it more robust.

Members are recommended to;

(g) Consider then adopt the Town Council's Financial Risk Assessment for 2023.

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 issues being raised and reflects what is required in the Governance and Accountability for Local Councils Practitioners' Guide (GALCP), but has asked that as per normal the document is reviewed before his end of year visit.

Items for noting after officer review

- 4) Fidelity Insurance, this is under review on the advice of the Internal Auditor on the grounds of the level of insurance in line with the amount of money the Town Council holds.
- 5) Cyber Insurance, this matter, in light of the amount of money the Town Council is holding in its accounts, has been raised in terms of financial risk and operational risk from orange risk to red. This has been done whilst the arrangements for cyber insurance are reviewed. The overall rating has stayed orange in line with views sought from the Internal Auditor. However, the Town Clerk has received information for the Town Council insurance brokers, which is being reviewed.
- 6) Member's views are still welcomed on the banding of risk and are able to make suggestions for any lawful and meaningful changes, if they so wish.

Town Clerk

Financial Risk Assessment 16th January 2023 (Review January 2024)

P and F 09/03/20
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			Likelihood	Overall Rating
			Financial	Strategical and Reputational	Operational Terms		
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					
	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					
	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.					
	No Property Insurance.	Continue with existing cover for Town Hall.					
	Loss of revenue.	Business Interruption cover.					
	Officials Indemnity.	Continue with existing cover (£250K)					
	Libel & Slander	Continue with existing cover (£250K)					
Payroll	Personal Accident.	Continue existing cover (Scale benefits).					
	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.					
	Loss of services of employee.	Immediately advertise any vacancy (if permanent loss) and request help from remaining employees to cover temporary loss.					
Admin	Payment arrangements	Continue with requirement to report all payments to Policy and Finance Committee and Council for approval.					

		Continue with requirement for two authorised 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						