



**HAYWARDS HEATH
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West Sussex,
RH16 1BA
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Website: www.haywardsheath.gov.uk
Email: town.clerk@haywardsheath.gov.uk

19th June 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 **Tuesday 27th June 2023** commencing at **7.30pm** at Haywards Heath 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 Policy and Finance Committee held on Monday 13th March 2023.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To receive and consider the lists of payments and receipts for January 2023, and income and expenditure reports for the year to 31st March 2023. (page 5 and separate document)
6. To confirm bank balances and the bank reconciliation statement as at 31st March 2023. (pages 6 - 9)
7. To receive, consider and approve the Town Council's Income and Expenditure Account, and Balance Sheet for the year ended 31st March 2023. (pages 10 - 11)
8. Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023 — to receive, consider and note the Internal Audit Report 2022/2023. (pages 12 - 22)
9. Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023 — to receive, consider and approve Section 1 — Annual Governance Statement 2022/2023. (pages 23 - 24)
10. Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023 — to receive, consider and approve Section 2 — Accounting Statements 2022/2023. (pages 25 - 26)
11. To receive the Town Council's asset register. (27 and separate document)
12. To consider applications for Town Council Grants. (pages 28 - 35)

13. To receive a report that considers the future arrangement for the Town Council's Ward Budget policy. (pages 36 - 40)
14. To consider continued financial support for the Bentswood Hub and the Benstwood Juniors programme run by Sussex Clubs for Younger People. (pages 41 - 43)
15. To receive a draft Business Plan for the Policy and Finance Committee 2023/2024 and onwards. (pages 44 - 46)
16. To consider any items that the Chairman agrees to take as urgent business.

Committee Members: Policy & Finance: Anne-Marie Cooke (Chair), Sinead Walsh (Vice Chair), Paul Lucraft, Anne-Marie Lucraft, Abdul Bashar, Alison Rees, Rachel Cromie and Allan Murray.

'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 Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL
POLICY AND FINANCE COMMITTEE

Minutes of the meeting held on Monday, 13th March 2023

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

* Absent ** Apologies

Also present: Town Clerk, RFO (Deputy Clerk)

Before the meeting commenced in the absence of the Vice Chair, Cllr Pulfer was nominated and seconded to assume the role for the evening. The Chair wished Cllr Ash-Edwards, who was suffering from ill health well.

47. Apologies

C. Evans – personal commitment.
C Ash-Edwards – ill health

48. Minutes

The minutes of the meeting held on Monday 16th January 2023 were taken as read, confirmed as a true record and duly signed by the Chair.

49. Substitutes

None.

50. Members' Declarations of Interest

There were none.

51. Lists of Payments and Receipts, and Income and Expenditure Report for the Period 1st September 2022 – 31st December 2022.

The was presented by the RFO with the following questions being raised.

- It was asked what the HoursBank payment to the to the Town Council's information technology provides was for and why there was an hours bank? The RFO explained the Town Council paid for hours of service up front and any extra were paid for over the top.
- It was questioned why St Wilfrids Church paid the Town Council for clock repairs when the Council paid them a sum every year? It was explained that major works to repair the clock were undertaken and the Town Council granted to help over the £200 allocated. The Town Council paid the whole bill directly and the payment was for the shortfall of the bill, which the church met from their own funds.
- It was questioned why Lindfield Parish Council paid the Town Council for grass cutting? The Town Clerk stated it was for a contract that the Town Council fulfils by cutting Lindfield High Street.
- It was asked why Pitch Black the Town Council's events stage provider had paid the Town Council? The RFO stated they paid back part of their fees as they did

not fulfil their service because of the cancellation of Town Day due to the passing of Her Majesty the Queen.

- It was asked why the Town Council depot budget had been exceeded? It was noted that damage to fencing from strong winds had to be paid for.

Members **RESOLVED** to **approve the lists of payments and receipts, and the income and expenditure report for the period 1st September 2022 – 31st December 2022.**

52. Bank Balances and Bank Reconciliation Statement as 31st December 2022

Members noted the Bank Balances and Bank Reconciliation Statement as at 31st December 2023 and made no comment.

Members **RESOLVED** to **approve the bank balances and the reconciliation statement as at 31st December 2022.**

53. Grants

Members had before them three grant applications. Members were content that all of the applications met the Council's grant criteria so were happy to make the following awards.

Members **RESOLVED** to award;

- a) a grant of £750 to Bentswood Mental Wellbeing towards new Mental Health Workshops.
- b) a grant of £250 to Haywards Heath Lions Club towards running costs.
- c) a grant of £250 to Mid Downs Hospital Radio towards running costs.
- d) a grant of £500 to Mid Sussex Duke of Edinburgh Award Centre towards the purchase of new tents and trangias.
- e) a grant of £250 to Sussex Chorus towards running costs.

54. Health and Safety Policies

Without comment,

Members **RESOLVED** to **re-adopt the Town Council's health and safety policies.**

55. General Data Protection Policies

Without comment,

Members **RESOLVED** to adopt the **Town Councils General Data Protection Policies**

56. Items Agreed as Urgent by the Chairman

None

The meeting closed at 7:54pm

ITEM 5

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 27th June 2023

Subject: Lists of payments and receipts, and income and expenditure reports for the period 1st January 2023 – 31st March 2023

Please see associated document entitled; ITEM 5 - P and F 27/06/23 - FINANCIAL REPORTS PACK – 01JAN23 TO 31MAR23.

RFO

ITEM 6

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 27th June 2023

Subject: To Confirm Bank Balances and the Bank Reconciliation Statement as of the 31st March 2023

ITEM 6 - P and F 16/03/23 - TO CONFIRM BANK BALANCES AND THE BANK RECONCILIATION STATEMENTS AS OF THE 31st March 2023. **See next 3 pages.**

Town Clerk/RFO

Date: 05/06/2023

Haywards Heath Town Council

Page 1

Time: 15:29

**Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Current/Reserve Account**

User: ANDREW

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/03/2023	372600	2,757.00
Reserve Account	31/03/2023		610,635.31
			<hr/> 613,392.31
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			613,392.31
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			613,392.31
		Balance per Cash Book is :-	613,392.31
		Difference is :-	0.00



Transactions from 31-MAR-2023 to 31-MAR-2023

Account name or alias HAYHTH Account number [REDACTED] Sort code [REDACTED] Account currency
TWN CNCLZZ7 GBP

Debit or credit Current cleared balance
Any [REDACTED]

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

This is based on the balance of 31st of March 2023.

Date	Type	Transaction details	Debit	Credit	Balance
		Opening balance			610,119.02
31-Mar-2023	INT	31MAR GRS [REDACTED]		579.32	610,698.34
31-Mar-2023		TO [REDACTED]	-63.03		610,635.31
		Closing balance			610,635.31
		Totals	-63.03	579.32	

Printed by Andrew Sturgeon on 05-JUN-2023 at 15:16:10 BST

Page 1 of 1



Transactions from 31-MAR-2023 to 31-MAR-2023

Account name or alias HAYHTH TWN CNCLZZ7 Account number [REDACTED] Sort code [REDACTED] Account currency GBP

Debit or credit Current cleared balance - Any [REDACTED]

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		Opening balance			2,500.00
31-Mar-2023	CDM	100941 31MAR [REDACTED]		257.00	2,757.00
31-Mar-2023	BGC	100942 [REDACTED] 31MAR 1155		1,813.00	4,570.00
31-Mar-2023		FROM [REDACTED]		63.03	4,633.03
31-Mar-2023	CHG	03MAR A/C [REDACTED]	-25.99		4,607.04
31-Mar-2023	EBP	SOS SYSTEMS LTD, MONTHLY COPY CHGS, FP 31/03/23 40, 54024614591905000N	-92.06		4,514.98
31-Mar-2023	EBP	BLACHERE ILLUM. UK, XMAS LIGHTS PAYT 3, FP 31/03/23 40, 62024616122355000N	-1,401.88		3,113.10
31-Mar-2023	D/D	GOCARDLESS, SEBSIT-7N7QG8ZN5E2	-41.40		3,071.70
31-Mar-2023	D/D	GOCARDLESS, SEBSIT-7N7QG8ZN5E2	-62.70		3,009.00
31-Mar-2023	D/D	GOCARDLESS, SEBSIT-7N7QG8ZN5E2	-234.00		2,775.00
31-Mar-2023	D/D	RAM TRACKING, VGT8APR	-18.00		2,757.00
		Closing balance			2,757.00
Totals			-1,876.03	2,133.03	

ITEM 7**Committee Meeting: Policy and Finance**

Report of: Town Clerk

Date: 27th June 2023

Subject: To receive, consider and approve the Town Council's Income and Expenditure Account, and Balance Sheet for the year ended 31st March 2023.

Members are asked to consider and resolve Town Council's Income and Expenditure Account, and Balance Sheet for the year ended 31st March 2023.

		ITEM 7 - Policy & Finance Committee, 27-Jun-23	
HAYWARDS HEATH TOWN COUNCIL BALANCE SHEET AS AT 31 MARCH 2023			
<i>Year Ended 31-Mar-22 (£)</i>		(£)	(£)
	LONG TERM ASSETS		
0.00	Investments		0.00
0.00	Long Term Debtors		0.00
0.00			0.00
	CURRENT ASSETS		
0.00	Stocks and Stores	0.00	
0.00	Work In Progress	0.00	
4,271.31	Debtors	9,600.52	
7,715.54	VAT Recoverable	16,243.85	
11,172.88	Prepayments	12,089.68	
0.00	Temporary Lendings	0.00	
609,978.01	Bank: Current A/c + Business Reserve A/c	613,392.31	
150.00	Cash in Hand	150.00	651,476.36
633,287.74	TOTAL ASSETS		651,476.36
	CURRENT LIABILITIES		
11,903.83	Creditors	15,353.64	
8,878.20	Accruals	7,475.49	
2,331.50	Receipts In Advance	2,664.00	
0.00	Temporary Borrowing	0.00	25,493.13
610,174.21	NET ASSETS		625,983.23
239,073.10	Represented By: GENERAL RESERVE		231,403.18

RESERVES:			
0.00	Allotments	5,000.00	
39,329.23	Cemetery	28,694.56	
8,302.42	Muster Green	11,039.49	
3,508.31	Street Lighting Schemes	3,058.31	
7,932.18	Town Initiatives	3,665.74	
70,920.00	New Burial Ground	70,920.00	
3,453.96	Christmas Lights — Maintenance	4,203.96	
3,150.29	Town Council Events	7,197.63	
6,884.42	Cyclical Redecoration	8,134.42	
186.76	Insurances	2,186.76	
5,595.13	Staff Training	3,634.21	
16,175.44	Replacement of Fixtures & Fittings	19,481.54	
28,116.28	Election Expenses	31,116.28	
2,384.08	Community Facilities	2,950.68	
16,409.70	Advisers' Fees	19,204.70	
	Graffiti/Street Scene		
5,464.40	Works	7,614.98	
2,616.00	Severe Weather Contingency	2,886.48	
	Haywards Heath Town		
7,672.77	CIC	3,394.13	
11,631.95	Community Warden	25,271.15	
2,250.00	Roundabout Liabilities	2,250.00	
12,872.07	Maintenance Building & Grounds	14,757.92	
60,025.50	CAPITAL	62,061.00	
5,649.15	Town Development	5,649.15	
11,893.85	CCTV	11,893.85	
1,000.00	Fox Hill Village Sign	1,000.00	
4,677.22	South Road Trees	6,561.17	
	Visual Aids/Equipment		
0.00	(TV)	0.00	
	Land off Hurstwood Lane —		
30,500.00	Management	30,500.00	
2,500.00	Speed Indicator Device (SID)	251.94	394,580.05
610,174.21			625,983.23

Town Clerk/RFO

ITEM 8

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 27th June 2023

Subject: Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023 — to receive, consider and note the Internal Audit Report 2022/2023.

Members are asked to consider and resolve the end of year 2022/2023 report of the Internal Auditor. **Please see next 10 pages.**

Town Clerk/RFO

Annual Internal Audit Report 2022/23

HAYWARDS HEATH TOWN COUNCIL

www.haywardsheath.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

NO
PET
CA:

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

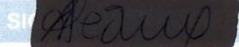
Date(s) internal audit undertaken

09/11/2022 14/06/2023 DD/MM/YYYY

Name of person who carried out the internal audit

Mr Andy Beams - Mulberry & Co AUDITOR

Signature of person who carried out the internal audit



Date 14/06/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**



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Our Ref: MARK/HAY003

Mr S Trice
Haywards Heath Town Council
The Town Hall
40 Boltro Road
Haywards Heath
West Sussex
RH16 1BA

14 June 2023

Dear Steve

**Re: Haywards Heath Town Council
Internal Audit Year Ended 31 March 2023 – Year-End Audit report**

Executive summary

Following completion of our year-end internal audit on 14 June 2023 we enclose our report for your kind attention and presentation to the council. This report should be considered alongside the interim audit report issued following our interim audit on 8 November 2022. The audits were conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Haywards Heath Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Proprietor: Mark L Mulberry BA (Hons) FCCA CTA

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- o There have been no reported instances of breaches of regulations in the past
- o The client uses an industry approved financial reporting package
- o The client regularly carries out reconciliations and documents these
- o There is regular reporting to council
- o The management team are experienced and informed
- o Records are neatly maintained and referenced
- o The client is aware of current regulations and practices
- o There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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	TEST AT INTERIM	TEST AT FINAL	PAGE
INTERIM AUDIT – POINTS CARRIED FORWARD			3
B FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS	✓	✓	4
C RISK MANAGEMENT AND INSURANCE	✓	✓	5
D BUDGET, PRECEPT AND RESERVES	✓	✓	5
G PAYROLL	✓	✓	5
H ASSETS AND INVESTMENTS	✓	✓	6
I BANK AND CASH	✓	✓	6
J YEAR END ACCOUNTS		✓	6
K LIMITED ASSURANCE REVIEW		✓	8
L PUBLICATION OF INFORMATION		✓	9
M EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	✓	✓	9
ACHIEVEMENT OF CONTROL ASSERTIONS AT FINAL AUDIT DATE		✓	10
AUDIT POINTS CARRIED FORWARD			10

Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments on actions taken since interim visit
RISK MANAGEMENT AND INSURANCE	Based on the balances held on 30 September, which exceeded £1 million, I recommend the council increases the level of the Fidelity Guarantee.	Fidelity Guarantee increased to £1.3 million.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Confirm that the council is compliant with GDPR.

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

The importance of secure email systems and GOV.UK

- 5.205. *All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.*
- 5.206. *When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.*
- 5.207. *Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.*
- 5.208. *For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.*

I recommend the council follows the JPAG guidance on emails for councillors and that all councillors continue to use their official email accounts for all council business.

Check that the council's Finance Regulations are being routinely followed.

Sample testing of invoices and payments was completed at the interim audit, and I am satisfied that the council continues to follow its adopted Financial Regulations.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector.

The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply. The council is reminded that after each scheduled election, the council must declare its eligibility and re-adopt the GPC, recording this within the minutes of the meeting.

Confirm that checks of the accounts are made by a councillor.

The system noted above, and the detailed checks completed at the interim visit, confirms that internal review takes place, and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

At the interim audit, I recommended I confirmed that the council increased the level of the Fidelity Guarantee based on the balances held at that time.

At the final audit, I note that the cover level has been increased to £1.1 million.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The RFO confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

There is evidence within the minutes of council meetings of regular reviews of budget performance taking place throughout the year.

At the end of the financial year, the council held circa £394,600 in earmarked reserves (EMR), spread across a range of clearly identifiable projects. I checked the purpose of these EMRs and am satisfied they are all for legitimate future planned projects of the council.

The council also held circa £231,400 in the general reserve at the end of the financial year.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.33).

The general reserve balance is within the recommended range.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and confirmed that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has a Public Works Loan Board (PWLB) loan taken out for the Community Centre. I was able to confirm the year-end loan balance and in year capital and interest repayments against the PWLB year-end statement.

The council has no long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

I reviewed the March 2023 bank reconciliation and was able to confirm the balances to the bank statements and found no errors.

Due to the size of the council's annual budget, it does not benefit from the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS). The council has accounts with different providers to mitigate this risk.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>‘Yes’, means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>	YES – the requirements and timescales for 2021/22 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

This internal control objective has changed since last year. Where previously it related to the relevant Transparency Codes, a council with annual turnover exceeding £25,000 was recommended to follow the Local Government Transparency Code 2015, but it was not a statutory requirement.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority's website)
- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)
- 13(2)** Where documents are published under paragraph (1), the authority must
- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
 - (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGAR are available for review on the council website for the last five years.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2021/22 Actual	2022/23 Proposed
Date AGAR signed by council	27 June 2022	26 June 2023
Date inspection notice issued	29 June 2022	29 June 2023
Inspection period begins	30 June 2022	30 June 2023
Inspection period ends	10 August 2022	10 August 2023
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2021/22, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2022/23 meet the statutory requirements.

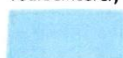
Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the AGAR.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for 2021/22 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams
For Mulberry & Co

Year-End Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments
None		

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 27th June 2023

Subject: Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023 — to receive, consider and approve Section 1 Annual Governance Statement 2022/2023.

Please see next page for resolution.

Town Clerk/RFO

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

HAYWARDS HEATH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		"Yes" means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/07/2020

and recorded as minute reference:

33

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.haywardsheath.gov.uk

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 27th June 2023

Subject: Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023 — to receive, consider and approve Section 2 Accounting Statements 2022/2023.

Please see next page for resolution.

Town Clerk/RFO

Section 2 – Accounting Statements 2022/23 for

HAYWARDS HEATH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	540,303	610,174	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	681,486	717,463	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	74,243	94,418	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-367,144	-404,761	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-9,510	-9,198	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-309,204	-382,113	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	610,174	625,983	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	610,128	613,542	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	813,462	831,427	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	63,000	57,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

DD/MM/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

27/06/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

ITEM 11

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 27th June 2023

Subject: Town Council Asset Register

Please see associated document entitled; ITEM 11 - P and F 27/06/23 – 2023 Asset Register.

Town Clerk/RFO

Committee Meeting: Policy and Finance

Report of: Town Clerk & Events and Community Officer

Date: 27th June 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 and to support those who offer services to the residents of the Town.
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 a one off purchase or purchases and in some instances running costs, which is something only a Town/Parish Council has the luxury of legally doing. 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, but this could be allowable using the Power of Competence. 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 as there in no mechanism to monitor the expenditure of the monies that the Town Council has with a constituted group or organisation.

Financial Implications

7. The budget for Grants and Subsidies for the financial year 2023/24 is £8,500, of which £0, has been allocated or spent, leaving a balance of £8,500 to be allocated.

Legal Implications

- Further to the section 137 legislation in the Local Government Act 1972, 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 15th May 2023 under minute 20.

Town Clerk

Grant Applications Summary – Reports Appendices 1-3

Organisation	Grant Requested	Amount	Reason
Share Haywards Heath	£750		To help purchase equipment/ start-up costs
Mid Sussex Voluntary Action	£500		Towards marketing costs
The Dame Vera Lynn Children's Charity	£250		Running Costs

Community and Events Officer

Grant Application

Appendix 1

Organisation: Share Haywards Heath

Total Project Cost: £750

Funding Category: Start Up Costs

Grant Requested: £750

Purpose of Grant: To help fund the opening of a 'Library of Things'

Breakdown of costs:

Item	Total cost	Amount requested
Insurance	£500	
Software Package	£60	
PAT Tester	£400	
Card Machine	£40	
Shelving	£100	
Purchase of items (breakdown below)	£700	
Tablet or phone for volunteer use	£150	
Total	£1750	£750 Start Up Costs

Information:

Share Haywards Heath were formed in May 2023, the organisation is formed of 3 trustees. They are setting up a 'Library of Things', operating out of the Bentswood Hub, to lend items such as tools, decorating equipment, cookery and gardening things that people only use occasionally for a small charge. Their aim is to reduce the amount of stuff people need to purchase as well as how much gets discarded, given the negative environmental impact. They hope their library will be particularly valuable to individuals on limited incomes and will positively contribute to community engagement.

Share Haywards Heath are inviting donations of suitable 'things' at the Lindfield Repair café on July 1st, as well as on Facebook etc prior to this date. Once they know what items they have managed to secure through donations, they will know what else they need to purchase based on the experience of other 'Libraries of Things' and their most frequently requested items.

As they do not yet know which items from the priority list they will receive as donations and which will need to be purchased, they have estimated the purchase costs based on an assumption that they will need to purchase items of a mixture of different values to build up the core offering. Share HH will make every attempt to buy things second hand, including from Facebook Marketplace but may need to buy some items new to ensure a good selection to suit the communities needs.

Purchase costs are estimated as :

2 new items (e.g. steam cleaner) @ £150 £300

4 items (new or second hand) @ £50 £200

5 items @ £20 £100

10 items @ £10 £100

Volunteers will carry out maintenance and testing to ensure items are safe to be lent and remain in good condition.

Their insurance stipulates that borrowers must be over the age of 18, but otherwise the project is open to anyone.

West Sussex County Council have indicated that they are prepared to fund the insurance costs for the first year. They will be approaching other local organisations such as Clarion

and the Coop for grants. They are also planning on recruiting 'supporter members' who will give a £50 donation and receive free loans for a year.

Rental fees will also contribute to their revenues, but as they2 intend to limit these to £1-5 per item per week to make the library as affordable as possible, grants and donations will play an important role in covering both setup and ongoing running costs.

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 2

Organisation: Mid Sussex Voluntary Action

Total Project Cost: £2750

Funding Category: One off costs

Grant Requested: £500

Purpose of Grant: To support marketing costs.

Breakdown of costs:

Item	Total cost	Amount requested
Content collation of factsheets and other materials	£500	
Design of materials	£500	
Film (design and production)	£1000	
Social media campaign to target a more diverse group of volunteers	£450	
Volunteer Costs (Travel and subsistence) £30 per person x 10 people maximum for the period of the grant	£300	
Total	£2750	£500 One Off Costs

Information:

The vision of Mid Sussex Voluntary Action (MSVA) is of a strong voluntary sector which meets the needs of the communities in Mid Sussex. Their mission is to develop, support and promote charities and voluntary organisations in Mid Sussex for the benefit of the whole community. Their current support includes-

- Practical one-to-one help for voluntary groups to help them become sustainable and meet the needs of their clients.
- A range of volunteer services that connects volunteers with local organisations
- Networking events and affordable training for trustees and volunteers
- Bringing together voluntary groups, public bodies and local businesses
- Helping to identify need and helping to address gaps in services
- Acting as the voice of the voluntary sector at strategic forums
- Running a community café from their hub, The Cherry Tree Centre in Burgess Hill

MSVA have 500 members, with 35% residing in Haywards Heath. This project will provide better resources for potential and existing volunteers, and organisations looking for volunteers in Haywards Heath. MSVA want to improve and add to their existing resources to make the process simpler for individuals and volunteering organisations to apply for roles and support volunteers in the best way possible. As well as factsheets and template, including for youth volunteering, corporate volunteering and supporting volunteers with additional needs, MSVA want to produce a resource of short films. These will be accessible tools for people to utilise when trying to understand key concepts and opportunities in volunteering, particular to our local area. It will help to build better communities by fighting social isolation and tackling disadvantage- their volunteering opportunities decrease social isolation by connecting individuals to causes. The project will be open to people over the age of 16.

The costs above are based of staff time (content collaboration) and existing costs for design and print of materials, volunteer travel and subsistence. Social media spend (paid ads etc) will be capped at £450. MSVA have the remaining balance available as they have £1000 from

reserves. They have received £1000 from Burgess Hill Town Council for volunteering events, activities and support across Burgess Hill.

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:** The Dame Vera Lynn Children's Charity**Total Project Cost:** £180991**Funding Category:** Revenue**Grant Requested:** £250**Purpose of Grant:** To provide support with revenue**Breakdown of costs:**

Item	Total cost	Amount requested
Salaries- including NI and Pensions		
Session Lead (Full Time)	£42474	
Session Lead (Part Time)	£19808	
50% Salary of Head of Centre	£27671	
Support Staff	£31870	
Additional Operating Costs		
Rental/ service charges/ heating and utility costs	£37910	
ICT Costs	£6480	
Educational Supplies	£3480	
Postage/ Stationery/ Telephones	£2028	
Marketing	£3600	
Accountancy	£5670	
Total	£180991	£250 Revenue Costs

Information:

The Dame Vera Lynn Children's Charity helps children from 0-5 years with Cerebral Palsy and similar motor learning impairments to make the best possible start in life, and also provides families with the support and skills to continue their development within the home. Since the charity was formed in 2001, they have helped over 800 families from across the South East who have children with Cerebral Palsy. Their Learning Together Project helps children with cerebral palsy and similar motor impairments in our community. The early intervention provided is a high-yielding social investment, delivering positive outcomes for children and families: physical and emotional health and wellbeing, lowering levels of stress and anxiety, improving social development and reducing the need for costly and complex interventions in later life. Cerebral palsy children are at risk of isolation and early intervention is crucial to give them the independence they need to develop.

Over 56% of their income this year was received from 52 charitable trusts and foundations, including repeat funding from BBC Children in Need for their Paediatric Physiotherapist's salary, £1000 from Barbara Ward Charity to fund Speech and Language therapy for the next three years and a grant from the Hollyhock Foundation to fund the salary of their Lead Conductor over the next three years. They rely entirely on voluntary income to deliver their services to the families completely free of charge. They help 65 children from 65 families, 20% of their membership live in Haywards Heath.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2019	£250	To help fund a session of Conductive Education for 6 children.
2021	£250	Project work with a family
2022	£250	To help with the service and activities of the charity

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: 27th June 2023
Subject: Ward Budgets

Purpose of this report.

- 1) To consider the continuation of, and if required changes to an existing Town Council policy.

Summary

- 2) The following reports seek Councillor's consideration of the arrangements and expenditure of the Town Council's Ward Budget policy. This consideration is sought due to the new Ward arrangements that came into place at the recent election held in May 2023 and the subsequent splitting of the Town into nine Wards from five.
- 3) Furthermore, indeed the new Town Council's position on such expenditure.

Recommendations

- a) **To resolve whether to maintain the ability for Ward Budget expenditure for the 2023/2024 financial year and onwards for the duration of the term of this Town Council.**
 - i. **If agreeable decide upon arrangements for the apportionment of monies due to the increase of Wards in the Town as a result of the re-organisation of Ward Boundaries at the May 2023 election. (Please refer to the Financial Implications of this report under points x and x of this report.**
 - ii. **If not agreeable to the continuation of the Ward Budget expenditure, then apportion the monies to another Town Council Budget or resolve that the monies be apportioned to unrestricted reserves.**
- b) **To consider and comment upon the existing Ward Budget criteria and make any proper and legal changes to the criteria.**

Background:

- 4) Ward Budgets were introduced to allow for Councillors on agreement with their Wards Councillors to spend monies on purchases and projects in their Ward and/or donation to community organisations in their Wards.
- 5) The expenditure of these monies is governed by the Ward Budget Criteria as attached in Appendix 1 and signed off by the form in Appendix 2. Sign off must be unanimous not agreement by the majority or an equal number of Councillors. When not agreed the matter then it goes to the Policy and Finance Committee for decision.
- 6) The project must be brought forward by, and researched by Councillors in advance of the paperwork being given to the Town Clerk for assessment on legality and appropriateness. This should include the cost of the purchase/project. Once all is agreed the purchase/donation is the executed by the Responsible Finance Officer paying due regards to Standing Orders and Financial Regulations. No Ward Budget can have ongoing revenue costs.

- 7) Historically the monies available have been two thousand pounds per Ward for five Wards. The new arrangement for the Town Council's Wards has meant that this has complicated the process and would potentially leave a discrepancy in the number of Councillors making the decisions and the amount of monies available to spend. There is also a grey area about individual Councillors making decisions as there are now four Wards with single Councillor representation.

Financial Implications and Considerations against Recommendations

- 8) The following are the options that Councillors are recommended to consider if it wished for Ward Budgets to continue.
- i. That the £10,000 is divided by 16 (at £625 per Councillor) and apportioned to each Ward on the number of Councillors in each Ward.
 - ii. That the split of £10,000 remains at five designated areas of the Town resulting in the joining of single Councillor Wards at £2,000 and is split as follows.
 - a. Haywards Heath East, Central and West
 - b. Franklands
 - c. Ashenground
 - d. Lucastes and Lucastes Boltro
 - e. Bentwood East and West
 - iii. Councillors decide upon a differing amount of expenditure levels for Ward Budgets for the 2023/2024 Town Council year.

Legal Implications:

- 9) The Town Council can expend monies through the Ward Budget Criteria 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 15th May 2023 under minute 20.

Town Clerk

Haywards Heath Town Council
Ward Budgets Protocol

Introduction and principles

1.1 In its 2021/2022 revenue budget, the Town Council agreed to include a sum of £10,000 for use in 'ward budgets', equating to an allocation of £2,000 for each ward.

1.2 This protocol is designed to supplement the allocation of ward budgets and provide guidance for how the initiative should operate.

1.3 The principles of ward budgeting are to devolve funding to local communities to be used on local initiatives and projects determined by the ward councillors alongside the community. Councillors should be empowered to make funding decisions within their wards and be accountable for them.

1.4 Ward budgets need to be seen by both the Town Council and the community as an opportunity to fund additional and new initiatives within wards, rather than just as a different way of funding things the Town Council would do already.

1.5 While some expenditure will inevitably be on 'routine' areas such as litter bins, ward Councillors will best be able to advantage their wards through new and locally derived projects.

Type of expenditure

2.1 Ward councillors may allocate ward budgets to commission new or additional projects, services or facilities within wards. It is expected that all projects will:

- Meet an identified local need
- Have community support
- Enhance the economic, social or environmental wellbeing of the ward and its residents
- Be legal and within the powers of the Town Council
- Not conflict with the existing policies or service delivery of the Town Council
- Allow running costs for the first year (only) to be incorporated into project costs
- Not involve ongoing revenue budget commitments
- Offer value for money to the taxpayer

2.2 Proposals developed for ward budget funding are not subject to a minimum spend but Councillors must have regard to advice from the Town Clerk and Responsible Finance Officer regarding value for money and implementation implications.

2.3 Uncommitted funds at the end of each financial year cannot be carried forward and shall be returned to the Council's revenue budget as part of the budget outturn.

2.4 Ward budgets may not be used to create ongoing revenue budget commitments for the Town Council. While ward budget funding may be used as part of such a project, any proposals with ongoing revenue budget implications must be considered by the Policy and Finance Committee in the usual way.

2.5 Although proposals must have community support, it is for the ward Councillors to determine what level of community support is sufficient and how it is demonstrated.

- 2.6 While Councillors may wish to use ward budgets to fund specific projects run by community groups within their wards, it should be recognised that ward budgets neither replace or compete with the existing community grants process administered by the Policy and Finance Committee. It is, therefore, unlikely that a project declined funding by the Policy and Finance Committee would be appropriate for ward budget funding.
- 2.7 Proposals may be funded out of more than one ward budget if the residents of both wards benefit and there is a clear cross-boundary need for such an arrangement. All Councillors from the relevant wards must be in support of such an arrangement. Projects that have a town-wide benefit or implication should be considered as part of the revenue budget rather than by joining together the budgets of various wards.

Authorisation

- 3.1 Proposals should be the product of discussion and agreed by all the Councillors within the relevant ward. In the event that one or more ward Councillors does not support the proposal, it shall be referred to the next available meeting of the Policy and Finance Committee for decision.
- 3.2 If all the Councillors within the relevant ward agree to the proposal they shall submit to the Town Clerk a statement in support of the proposal setting out how it meets the criteria in 2.1. If the Town Clerk and Responsible Finance Officer are satisfied that the criteria in 2.1 have been met, the proposal shall be funded and implemented,
- 3.3 Prior to formal proposals being made, the ward Councillors should seek advice from the Town Clerk and Responsible Finance Officer about the financial and implementation implications of proposals being developed.
- 3.4 Proposals may be made at any stage in the financial year but Councillors should be mindful of practical considerations for implementation and potential for the supply of goods to be combined with a larger order to secure value for money.

Challenge

- 4.1 As explained in Section 1, Councillors should be empowered to make funding decisions for their ward and be accountable for them. There may, however, be very rare occasions where proposals from ward Councillors are challengeable under the criteria in 2.1.

5. Monitoring, accountability and transparency

- 5.1 Each meeting of the Policy and Finance Committee will receive a 'Ward Budgets Monitoring Report' setting out the projects funded within each ward in the current financial year, the implementation status of each project and the remaining funds for each ward.
- 5.2 Ward Councillors shall be accountable to their electorate for how they allocate their ward budget over the course of the financial year. To aid that accountability, each Town Council newsletter will contain a feature on ward budgets showing how each ward is using their budget,
- 5.3 At the conclusion of each financial year, the Town Clerk will produce a year-end statement showing how each ward budget has been used, which will be reported to

the first Policy and Finance Committee following the end of the financial year and placed on the Town Council's website for public scrutiny.

5.4 The deadline for submission of Ward Budgets forms annually will be the 28th February.

ITEM 13 Appendix 2

Ward Budget Pro Forma

Statement in support of a Proposal to fund:

Name of Item/Project:

- 1) **Clearly explain how the item/project meets an identified local need.**
- 2) **The item/project should have community support – please state such support.**
- 3) **How does the item project enhance the social and economic wellbeing of the ward and its residents.**
- 4) **Is the support being offered legal and within the powers of the Town Council. Please state how. (Town Clerk happy to advise.**
- 5) **Pleas demonstrate that this proposal does not conflict with the existing policies or service delivery of the Town Council.**
- 6) **This proposal does not involve ongoing revenue budget commitments**
- 7) **Value for money to the tax payer –**

Signed – Ward Members for..... Ward. (print name and sign)

Cllr X.....

Cllr Y.....

Cllr Z.....

Dated.....

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 27th June 2023
Subject: Bentswood Community Hub – Junior Club Funding

Purpose of Report:

- 1) The purpose of this report is to consider a financial contribution to third party organisation.

Summary:

- 2) As Members are aware the Town Council made a contribution to the Bentswood Hub's (HUB) Junior's programme run by Sussex Clubs for Younger People (SCYP) at the extraordinary meeting of the Town Council dated 16th August 2023. The award of £6,000 was made on the basis of a service level agreement, delegated to the Town Clerk for agreement, with a resolution that funding for the 2023/2024 Council year would be released on analysis of the benefits and outputs of the programme. As a result, the following report seeks Members consideration of the release of £6,000 to SCYP for the 2023/2024 financial year.

Recommendations:

- a) **Members are recommended to award Sussex Clubs for Younger People £6,000 to enable the continuation of the Bentswood Junior Club during the 2023/2024 financial year.**
- b) **That the Town Clerk continues to liaise with the Centre Manager at the Hub with regards to a service level agreement so that it can be demonstrated by the Sussex Clubs for Younger People and Bentswood Community Hub how they used the money.**
- c) **That the Events and Community Officer continues to be the Town Council's representative (in an observer capacity) on the administering body to support the appointed Member representation on such.**

Background:

- 3) Mrs Anna Sharkey (Bentswood Hub Development Officer) made a presentation to Full Council on the 18th May 2022. In addition to all of the excellent work undertaken by the Hub as described there was a statement that the Junior Club for 7–11-year-olds would have to close in September 2022 due to a lack of funding. As a result, a meeting of Full Council was held on the 16th August 2023 where the following was agreed.

Minute 37: Extraordinary meeting of Full Council 16th August 2022

Bentswood Community Hub Junior Sessions Funding. The Town Clerk reminded Members of the presentation made by Mrs Sharkey at the last meeting of Full Council regarding the work of the Bentswood Community Hub and most prominently the shortfall in funding for the Junior Sessions (9-11 years) run under the auspice of Sussex Clubs for Younger People. Members welcomed the report and unanimously

agreed to support the sessions to enable the session to continue for the next six months and to provide time for funding to be secured for its long-term future. It was also agreed that the implementation of a Service Level Agreement was crucial to ensure that the money granted was being spent prudently. The agreement and its conditions, which the Town Clerk would negotiate, would also give with the ability to help the Town Council consider a regular contribution to the running of the sessions annually from the 1st April 2023, which it was agreed would be a budget consideration. Members acknowledged the importance of the sessions and the amazing work that was being undertaken at the Bentswood Community Hub generally, and then;

Members RESOLVED to,

a) award Bentswood Community Hub (under the administration of Sussex Clubs for Younger People) £6,000 to enable the Bentswood Junior Club to operate until the 31st March 2023.

b) That the Town Clerk liaises with the Centre Manager with regards to the execution of Service Level Agreement so that it can be demonstrated by the Bentswood Community Hub (Sussex Clubs for Younger People) how they used the money.

c) Authorise the Events and Community Officer to be the Town Council's representative (in an observer capacity) on the administering body.

- 4) Bentswood Juniors has 28 active members with each session consistently attaining 20 young people. 8 of these young people have special needs and 1 is a previously looked after child (from care). 18 of these young people come from families struggling with low incomes, poor mental health or disability.
- 5) The young people learn skills whilst building friendships and resilience through a range of activities. Activities include, but are not limited to, cooking, craft, sports, sensory activity, intergenerational projects, trips, and summer camp.
- 6) The Hub also provides the young people with a dinner and pudding, for some of these young people it is the only time they sit at a table to eat with company.
- 7) If the Hub reaches young people between the ages of 7-11 years, they will likely keep them until they are 18, and support them into further education or employment. Many of the young people will become young leaders and role models for the younger members.

Town Clerk View

- 8) The role of the Town Council is to be representative of its community and understand its needs. It also has a community advocacy role and should look to fill gaps and meet the needs of group and organisations. Due to funding for youth services being totally wiped out across the County, the Bentswood Hub is a wonderful asset for the Town in an area which most needs help/support with regards to youth provision. To this end, the Town Clerk suggests this a project more than worthy of support. It would demonstrate that the Town Council listens to the needs of the community and has
- 9) The award of the funding if approved can be met from the underspend in the Town Council's Community Warden. The underspend in this budget was due to recruitment issue for the role, which resulted in a reduction of the service late 2022 and early 2023. As the SCYP funding is a project to support younger children and divert them from anti-social activities and support their future development there is a benefit to the Warden Service and the ability for the new Warden to be involved in the project moving forward.

Financial Implications

- 10) At the end of the 2022/2023 financial year there was an underspend of £25,271 in the Community Warden Budget due the reason mentioned under point 9 of this report. This coupled with an allocated budget of £21,500 in the 2023/2024 budget makes £46,771 available for expenditure. The cost of the Warden for 2023/2024 will be circa £34,500 leaving an amount of £12,271 to expend with £6,000 being granted to SCYP leaves a reserve of £6,271.

Legal Implications

- 10) The Town Council can make this award as it is not restricted by the General Expenditure Powers (powers to make grants and loans) under Section 137(1), provided for in the Local Government Act 1972 as it holds the General Power of Competence (as the Town Council meets the criteria by virtue of a fully contested election in May 2023 and a qualified Town Clerk holding a Certificate in Local Council Administration) as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Town Clerk

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 27th June 2023
Subject: Policy and Finance Committee Business Plan

Purpose of Report:

- 1) The purpose of this report is to consider policy matters.

Summary:

- 2) It is the intention of the Town Council to work to an overarching business plan to regulate and monitor the Town Council's aims and objectives both inwardly facing and working with the community. The first stage of this process is for each Committee to own its business plan. To this end, the following report presents the Policy and Finance Committee's business plan for consideration and comment.

Recommendation(s):

To consider and note the draft Policy and Finance Business Plan.

Background

- 3) As articulated at the Councillor training session held on the 23rd May 2023 each Committee of the Town Council will be working to a business plan, which will be supported by an overarching green paper planned to be presented to Full Council on the 24th July 2023. The business plan as attached as appendix one will sit in the background so Councillors can monitor the work of officers in delivering the wishes of the Town Council and its statutory functions.
- 4) The business plan will be fluid and open to review and additions, as the Town Council moves forward during the rest of this Town Council year, and there will be forward planning and budgeted work ongoing.
- 5) The business plan will also act as a guide/training for the committee's business for all Councillors, new and returning. At the present time costs and timescales are not apportioned, but the aim is to do this by the time the overarching plan is presented to Full Council.

Financial Implications:

- 6) To be confirmed as the business plan develops and the provisions made in the 2023/2024 budget as adopted.

Legal Implications:

- 7) None policy document. Each facet of the business plan will be presented with legal implications as the work comes forward.

ITEM 14 - Appendix 1

Issue / Service	Narrative	Policy Suggestion
Haywards Heath Town Hall	Community building for hire and weddings/civil partnerships	Service delivery.
Audit Requirements for the Town Council.	The Town Council is subject to two internal audits per annum undertaken by Mulberry and Co and then the external audit is undertaken by Moore Stephen. The 2022-2023 Audit must be sent to Moore Stephen by the 30th June and will be presented to Policy and Finance on the on the 27th June 2023.	Statutory requirement.
Community Warden Project.	This is a project in partnership with SWL Security and the Co-op. At the present time the Warden business case is being reviewed as the funding from Co-op is at risk. The new model will stay within the set budget but the post will reduce from 37 hours a week to 24 hours. Recruitment has been completed and SWL have all the employment responsibility.	The Town Council has a long-term commitment to community safety identified previously as Town Centre Policing levels were reduced and continues to provide a Community Warden for the Town Centre primarily and then the outer areas of Haywards Heath on request.
Town Council Grants	The Town Council offers grants to support the activities of local charities. Grants, responsibility for which is delegated to the Finance Committee, are awarded at bi-monthly meetings of the Policy and Finance Committee. .	To provide Grants to community organisations and groups to help them meet their objectives.
Procurement of HHTC IT provider.	It was decided that there would be a review of our current IT provider in terms of value for money and service delivery	The Town Council's Information Technology Services will be re-procured.
New Website	The wish to develop the Website to make it central to the community for information.	No policy yet, needs to be considered.
Town Council Communication	There is requirement for the Town Council to inform and signpost residents and organisations	To provide quality information of Town Council work and information from third parties through a range of media, including the website, press releases, notice boards, Newsletters and Social Media.

Financial Requirements	<p>To prepare financial statements in accordance with applicable laws and regulations, which are currently found in Governance & Accountability for smaller authorities (England) – A practitioner’s guide. To ensure that the financial statements present fairly the financial position of the Council. To keep proper accounting records ensuring that all financial resources and fixed assets are managed efficiently, effectively and equitably. To manage prudently the Town Council’s financial balances. To increase accountability by providing access to data in accordance with the Local Government Transparency Code</p>	<p>Prepare an annual budget to meet all financial liabilities during the year. Comply with financial regulations. Keep accurate records of all financial transactions and affairs. Advise Councillors immediately of any financial irregularities. Prepare the end of year accounts for audit and public inspection. Inspect, legitimise, authorise and make payment of invoices received by the Council. Facilitate the end of year auditor accounts in compliance with Finance and Audit Regulations. Regularly report to each spending Committee the financial position relating to their budget.</p>
Inward Investment and Sponsorship	<p>The Town Council has an excellent record of securing sponsorship especially for Community Events. This needs to be widened out to other areas of the Council business operations.</p>	<p>To attract inward investment from private companies to add value to Town Council events and service provision.</p>
Policy Document Review	<p>The Committee will need to look at its governing documents annually and adhocly when required.</p>	<p>The Town Council commits to review statutory policy documents annually.</p>