



**HAYWARDS HEATH
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West
Sussex, RH16 1BA
Tel: 01444 455694
Website: www.haywardsheath.gov.uk
Email: town.clerk@haywardsheath.gov.uk

5th September 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 **Monday 11th September 2023 at 7.30pm** at the Town Hall in the Council Chamber at **7.30pm** 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 Tuesday 27th June 2023. (Pages 4 – 8)
3. To note Substitutes.
4. Public Forum - *Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. Notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.*
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To receive and consider the lists of payments and receipts, and income and expenditure reports for the period 1st April 2023 – 31st May 2023. (Page 9 and associated documents)
7. To confirm bank balances and the bank reconciliation statements as of the 30th June 2023. (Pages 10 - 13)
8. To consider the Town Council's grant criteria. (Pages 14 – 16)
9. To consider applications for Town Council grants. (Pages 17 – 24)
10. To receive a report that outlines investment opportunities for Town Council funds. (Pages 25 – 28)
11. To consider the level of funding to be offered to support the activities of the Bentswood Hub. (pages 29 – 30)
12. To receive the External Audit Report and Certificate 2023. (Pages 31 – 33)

13. To consider entering into long term agreement with the Town Council's Internal Auditors. (pages 34)
14. To consider any items that the Chairman agrees to take as urgent business.
15. To consider exclusion of Public and Press.

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

*'During this meeting the public are allowed to film the Committee and officers only from the front of the public gallery, providing it does not disrupt the meeting. **Any items in the Exempt Part of the agenda cannot be filmed.** If another member of the public objects to being recorded, the person(s) filming must stop doing so until that member of the public has finished speaking. The use of social media is permitted but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.'*

Town Mayor Cllr Stephanie Inglesfield

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

POLICY AND FINANCE COMMITTEE

Minutes of the meeting held on Tuesday, 27th June 2023

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

* Absent ** Apologies

Also present: Town Clerk and Responsible Financial Officer (RFO)

Before the meeting commenced formally Mrs Anna Sharkey from the Bentswood Hub attended the meeting to make representation on item 14 on the agenda regarding funding for the Hub and to update on the unfolding situation with the management of the Hub following Sussex Clubs for Younger People going into administration.

1. Apologies

R. Cromie – Holiday

2. Minutes

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

3. Substitutes

S. Ellis for R. Cromie

4. Members' Declarations of Interest

There were none.

5. Lists of Payments and Receipts, and Income and Expenditure Report for the Period 1st January 2023 – 31st March 2023

The Responsible Financial Officer (RFO) presented the Lists of Payments and Receipts, and Income and Expenditure Report for the period 1st January 2023 – 31st March 2023 to complete the paperwork that accompanied the end of year 2023 audit requirements. The RFO then explained that what Councillors had before them was list of all payments and receipts in and out of the Town Council, which were generated on a monthly basis, alongside a management income and expenditure overview, by a bespoke financial and accounting package. The RFO then welcomed questions.

- It was asked, referring to cash book one current reserve, how Councillors would know what payments were for and were the payments to be taken on trust? The RFO said the payments were regular direct debits in place to enable the efficient running of the Town Council. The sales receipts were those paid by hirers for the letting of the Town Hall. Paperwork to back the payments were held in the office and Councillors were always welcome to come into the Town Hall and review as they are for any matter for the Town Council. Staff obtain the invoice and load in line with budgets set and financial regulations. Furthermore, two of four councillors sign off payments and the Town Mayor and Deputy Mayor should check the bank

reconciliations on a monthly basis so there was a robust system in place which was in line with audit guidance. The Chair indicated that she had undertaken finance training as suggested by the trainer she intended to attend the mid-year audit to understand the process.

- Procurement processes was questioned. An example being the process to appoint Drivepoint Construction to undertake works to repair the Cemetery Driveway. The Town Clerk pointed Councillor to the Council's Standing Orders and Financial Regulations to see the procurement levels and authorisation sign off levels. With regard to payment to Drivepoint Construction the Town Clerk explained he obtained three quotes then wrote a report for the Chair and Vice Chair of the appropriate committee to sign off. This report was held for inspection.
- Payments on the NatWest credit cards were questioned in terms of how many cards there were and if there was a breakdown of payments. It was confirmed that there were three cards with a total limit of £4,500 and breakdowns would be presented. It was also noted that the Credit Cards replaced petty cash so larger payments could be made without staff needing to be re-imbursed. The finance administration breaks down the payments and apportions them to budget with the appropriate paperwork.
- Grant for the purchase of a defibrillator was questioned. It was noted that it was a Bentswood Ward budget purchase and had been passed to the Bentswood Community Partnership to place and register.
- HMS prison and Probation Service £9,000 for plants. It was noted that due to the grounds maintenance team planting the Town biannually (summer and winter), the Town Council purchase the plants from HM Ford Open Prison as the cost offers good value and volume purchased is difficult obtain elsewhere.
- The payment of £200 towards St Wilfrid's Church clock. It was noted that the clock was purchased by public subscription making it a public asset. The payment was towards annual maintenance. The Church pays a considerable amount towards the clock and the Town Council on occasion, as it did last year, grants towards major repair work.
- CCTV maintenance and service charges. It was explained that the Town Council pays for maintenance and service charges to Mid Sussex District Council alongside the other two Councils in Mid Sussex. Then the monies are paid to Sussex Police who hold the overarching contract. At the present time, as reported to the Environment and General Purposes Committee, the contracts have expired so the budget will be exceeded due to rise in costs this year. It was hoped that Sussex Police can strike a new deal with the service providers in the coming months.

With no further questions being raised;

Members **RESOLVED** the **lists of payments and receipts, and the income and expenditure report for the period 1st January 2023 – 31st March 2023.**

6. Bank Balances and Bank Reconciliation Statement as at 31st March 2023

It was explained that this item would be tabled at each meeting as proof that the bank account was being reconciled every month. Members were again reminded that the account is open to inspection at any time. It was asked what the average balance was, whilst acknowledging it was expected to be high in line with receipt of the precept. It

was stated that this average would be £1.1 million pounds so the Town Council's fidelity insurance, that protects the Town Council from theft of monies by officers, had been raised to the stated amount recently. It was felt that the money held in the account would not attract a good rate of interest so it was asked that the movement of money to another bank so to attract a better rate be looked into. This was noted, but it was stressed that the money needed to be accessible and previous endeavours had been made to place money in fixed bonds.

Mention was made of a loan owing to the Public Loans Work Board totalling £57,500 in the audit report, which did not appear in the accounts. It was noted that the loan of £150,000 was taken by the Town Council in 2007 and passed directly to Ashenground Community for the building of their building as a grant.

It was asked who the loan was in the name of. It was confirmed that it was in the name of the Town Council. As a result, it was stated that the Town Council was liable for the loan so it questioned why it did not show in the accounts. In response it was felt that the loan was taken as income then paid straight out. It was felt that this was irrelevant as the Public Works Loan Board could come to the Town Council and ask for repayment. Like the fixed asset the loan would be on the liabilities register and would not be lost. It was agreed that the liability and how it was accounted was confusing and that the best way would be attending the mid-year Internal Audit to understand. Members noted that research had been previously look into with regards to paying the loan back early but the early payment fines made such not a financially viable option and would be more so with higher interest rates.

It was then asked if the loan would stop the Town Council taking further Public Works Loans. It was stated that this would not be the case as other Councils had numerous loans with the same organisation. It was asked whether Ashenground pay any money towards the repayment. It was stated they did not, as agreed when the loan was taken.

Members **RESOLVED** the **bank balances and the reconciliation statement as at 31st March 2023.**

7. Income and Expenditure Account, and Balance Sheet for the Year Ended 31st March 2023

It was asked why bank balances were better than last year. It was explained that simply the Town Council spent less than against income. As the balance sheet dated back to April 2022 there was an effect on Town Hall income due to the return to normal service after Covid, but in turn the Town Council did not expend as much money on other services and events. In line with this Members were reassured that the Internal Auditor was happy with the Council's reserves and income and expenditure. It was asked if some restricted reserve could be moved around for new projects. This was confirmed and was in the new Council's gift to do so. It was asked what the capital budget was for? It was explained that the budget set each year was used for new vehicles and new equipment and projects around the Town Hall. So, in effect it was a sinking fund for such and any yearly underspend was transferred to the reserve to build it up for unforeseen expenditure, with this;

Members **RESOLVED** the **income and expenditure account and the balance sheet for the year ended 31st March 2023.**

8. Annual Governance and Accountability Return (AGAR) for the Year Ended 31st March 2023 and Annual Internal Audit Report 2022/23

The report from the Internal Auditor, which showed a clean bill of health with no matters being raised was presented. It was confirmed, on questioning, that the report would go to the External Auditors. The RFO was commended for the report, then;

Members **RESOLVED** the **Annual Internal Audit Report 2022/23**.

9. Annual Governance (AGAR) for the Year Ended 31st March 2023: Section 1 – Annual Governance Statement 2022/2023

The RFO explained that the series of questions posed to the Council in Section 1 as presented needed to be answered yes with any that could not be fully explained. Members were pleased that all were answered as yes, and without comment;

Members **RESOLVED** to **approve the Annual Governance Statement (Section 1) 2022/23**.

10. Annual Governance and Accountability Return (AGAR) for the year Ended 31st March 2023: Section 2 – Accounting Statements 2022/23

Members considered the end of year accounting figure work as produce by the Council's accounting system and without comment;

Members **RESOLVED** to **approve the Accounting Statements 2022/23**.

11. Asset Register for the Year Ended 31st March 2023

Members reviewed the Asset Register and felt that it needed an overhaul to remove and write those items off that were labelled as stolen and items that were out of date. This would result in a clean and up to date version of the document for any insurers to look at. It was asked if the auditors looked at the register, but it was stated that the Internal Auditor may review it on occasion.

Members **RESOLVED** to **adopt the asset register as at 31st March 2023**.

12. Grants

Members had five grant applications to consider with all five being approved in line with the funding requested as recommended by the ECO officer. It was asked if Members received all applications or those deemed presentable by officers. It was confirmed that all grants would be put forward with recommendations as Members ultimately make the final decision.

Members noted, in each instance, the excellent work the organisations do within the community and the support they give residents of the Town;

Members **RESOLVED** to award;

- a) **a grant of £750 to Share Haywards Heath to assist with purchases and start-up costs. *With condition that the money is not paid until the organisation confirms where it will be based within Haywards Heath.***
- b) **a grant of £500 to Mid-Sussex Voluntary Action towards marketing costs.**
- c) **a grant of £250 to The Dame Vera Lynn Children's Charity towards running costs.**

During debate it was agreed that the level of funding for each criteria be reviewed as it was not deemed prudent to break existing Town Council policy. As a result, it was agreed that such would be considered at the next meeting of the Committee.

13. Ward Budgets

Members noted the report and the complication with financial allocation that had arisen from the new Ward boundaries that took effect from the 4th May 2023, which meant that the wards in the Town had risen from five to nine and made some with single councillor placement with others having three. This made the apportionment of monies

difficult. Members then considered whether to continue Ward budgets, which was unanimously agreed then discussions turned to how the monies was apportioned.

It was felt that problems had existed in the past due to disagreements due to political difference, but when there had been good causes money had been put together. Therefore, it seemed sensible for individual allocations of money to made. It was moved and seconded with unanimous Member agreement that individual Member's budget be apportioned at £312.50 per Councillor and overarching pooled budgets of £1,500 for five areas Haywards Heath North East, North Central and North West, Haywards Heath Franklands, Haywards Heath Ashenground, Haywards Heath Lucastes and Lucastes Boltro and Haywards Heath Bentswood and Heath East and Bentswood and Heath West be introduced.

Members **RESOLVED** to retain Ward Budget expenditure policy and make allowance for the following resulting in an increase to the budget of 25% totalling £2,500 for the 2023/2024 financial year and onwards for the duration of the term of this Town Council, to be met from the general reserve.

- i. a budget of £312.50 to be administered by Councillors individually.
- ii. Pooled budgets of £1,500 in the following five areas of the Town.
 - a. Haywards Heath North East, North Central and North West.
 - b. Haywards Heath Franklands.
 - c. Haywards Heath Ashenground.
 - d. Haywards Heath Lucastes and Lucastes Boltro.
 - e. Haywards Heath Bentswood and Heath East and Bentswood and Heath West.

At this point the meeting reach two hours in duration so Members RESOLVED to carry the meeting on in line with Standing Orders.

14. **Bentswood Hub**

In light of the presentation made at the beginning of the meeting regarding the Bentswood Hub (Hub), Members raised concerns around the future arrangements for the Hub in light of the difficult situation they faced due to the failure of Sussex Clubs for Younger People. Members were sympathetic to these issues and there was an overwhelming support the Hub along with a willingness to make a financial contribution. However, Members asked that the Town Clerk talk to Clarion Futures who seemed to be the lead organisation working to save the Hub as they needed to be assured that the body receiving the monies was an appropriate organisation. This was coupled with the fact that there were too many unknown issues outstanding at the time of the meeting and the matter was being dealt with sensitivity to ensure that there wasn't mis-communication of panic in the community from those who relied on the Hub. This would be with a view to understanding how Clarion Futures were going to deal with the matters in hand and try to understand the governance process they would have to go through with regards to legalities such as the lease for the building, insurance and employment issues. It was acknowledged that the legalities would take some time to get in place even in light of the urgency of the matter. It was noted that the matter could be returned to the Committee, go to Full Council on the 24th July 2023, or if urgently required, to an extra-ordinary meeting of the Committee, which could be called with five day's notice by the Chair. It was asked if any monies awarded could be used elsewhere in the organisation. This was confirmed as the Town Council had not made a formal resolution of how much money to award, who to and what for. Members then agreed in principle to the £6,000 award and suggested that they may be willing to increase the amount. This would be based on an appropriate body taking the monies. As an aside, the Town Clerk was asked to offer the Town Hall to support the organisation as they were found to be without a venue and also the food larder provided at the Hub.

Members **RESOLVED** to earmark £6,000 to enable the continuation of the **Bentswood Junior Club** during the 2023/2024 financial year, which would be released to the appropriate organisation body that takes over the management of the Hub. This would be by approval by the Committee.

15. **Policy and Finance Business Plan**

It was asked, was it prudent to cut the Warden hours? It was explained that the funding model had been complicated by the funding nationally by the Co-op who had put £10,000 into the project annually since its inception. This coupled with the fact the Haywards Heath did not suffer considerably from anti-social behaviour that the work of the Warden could be achieved in twenty-four hours per week and there was the ability to get extra hours. Without further comment.

Members **RESOLVED** to adopt the **Policy and Finance Committee Business Plan**.

14. **Items Agreed as Urgent by the Chairman**

There were none.

The meeting closed at 9:56pm.

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 11th September 2023

Subject: Lists of payments and receipts, and income and expenditure reports for the period 1st April 2023 – 31st May 2023.

Please see associated document entitled;

ITEM 5 - P and F 11/09/22 - FINANCIAL REPORTS PACK - 01APR22 TO 31MAY23

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 11th September 2023

Subject: To Confirm Bank Balances and the Bank Reconciliation Statements as of the 30th June 2023.

ITEM 6 - P and F 11/09/23 - TO CONFIRM BANK BALANCES AND THE BANK RECONCILIATION STATEMENTS AS OF THE 30th June 2023. **See next 3 pages.**

Date: 10/08/2023
Time: 15:28

Haywards Heath Town Council

Page 1

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 1 - Current/Reserve Account

User: BRENDA

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|-------------------|
| Current Account | 30/06/2023 | 372600 | 2,500.00 |
| Reserve Account | 30/06/2023 | | 820,496.25 |
| | | | <u>822,996.25</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 822,996.25 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 822,996.25 |
| | | Balance per Cash Book is :- | 822,996.25 |
| | | Difference is :- | 0.00 |



Transactions from 30-JUN-2023 to 30-JUN-2023

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

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.

The interest rate is 1.15% gross 1.16% AER.
This is based on the balance of 30th of June 2023.

| Date | Type | Transaction details | Debit | Credit | Balance |
|-------------|------|----------------------|-----------|--------|------------|
| | | Opening balance | | | 824,034.13 |
| 30-Jun-2023 | INT | 30JUN GRS [REDACTED] | | 808.99 | 824,843.12 |
| 30-Jun-2023 | TO | [REDACTED] | -4,346.87 | | 820,496.25 |
| | | Closing balance | | | 820,496.25 |
| | | Totals | -4,346.87 | 808.99 | |

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

Debit or credit Current cleared balance [REDACTED]
 Any

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 |
| 30-Jun-2023 | BAC | MAINDALE LTD T/A D, [REDACTED], FP 29/06/23 2048, 600000001157751058 | | 480.00 | 2,980.00 |
| 30-Jun-2023 | BAC | MV- 24073395 -2706, 24073395 | | 462.00 | 3,442.00 |
| 30-Jun-2023 | | FROM [REDACTED] | | 4,346.87 | 7,788.87 |
| 30-Jun-2023 | CHG | 02JUN A/C [REDACTED] | -37.19 | | 7,751.68 |
| 30-Jun-2023 | D/D | DULUX DECORATOR CE, 1702524 | -157.40 | | 7,594.28 |
| 30-Jun-2023 | D/D | SE GAS LIMITED, 656120041 | -5,094.28 | | 2,500.00 |
| | | Closing balance | | | 2,500.00 |
| | | Totals | -5,288.87 | 5,288.87 | |

Meeting: Policy and Finance
Report of: Town Clerk
Date: 11th September 2023
Subject: Grants Criteria and Funding Levels

Purpose of Report:

1. The purpose of this report is for Members to consider a Town Council Policy.

Summary:

2. The following report presents the Town Council's Grant Funding Criteria for consideration as requested by Members at the last meeting of the Committee. This review will look at the whole criteria, but specifically categories of funding offered by the Town Council and the level of funding available for each.

Recommendation(s):

Members are recommended to review the Town Council's Grant Criteria.

Background:

3. The Town Council's Grants Criteria is presented as Appendix 1 for consideration.
4. Members attention is drawn to the following categories and the associated level of award/funding available that is required to be considered.
 - Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment) - **maximum £750.**
 - Running costs - **maximum £250.**
 - One off cost (eg purchase of equipment) - **maximum £500.**
 - Capital costs (eg costs associated with building projects or alterations to premises) - **maximum £750.**

Financial Implications

5. At the present time the Town Council's grants programme stands at £8,500. If Members were to raise the amount of funding available the monies would need to be taken from unrestricted reserves for the rest of this financial and the budget be increased during the budget setting process for the 2024/2025 financial year.
6. Unrestricted reserves currently stand at £235,327.

Legal Implications

7. The Town Council can make grant awards to any level (outside of Section 137 LGA Act 1972 Legislation) 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

GUIDELINES FOR APPLICATIONS FOR GRANTS

A GRANT IS ANY PAYMENT MADE BY THE COUNCIL TO BE USED BY AN ORGANISATION FOR A SPECIFIC PURPOSE IN THE FURTHERANCE OF THE WELL-BEING OF THE LOCAL COMMUNITY, WHICH IS NOT DIRECTLY CONTROLLED OR ADMINISTERED BY THE COUNCIL.

BACKGROUND

The contribution made by the numerous organisations to the well-being of the local community in Haywards Heath is highly valued. In support of such voluntary efforts the Town Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of such grants is to support voluntary and community initiatives in the local area and to help create opportunities for the residents of Haywards Heath that are not, as a matter of course, funded by the Council.

Funding is available, subject to any budgetary constraints, throughout the year in line with the Council's specified application deadline dates (overleaf). Organisations looking to apply for a grant from the Town Council are strongly advised to read the following grant criteria and to ensure they are eligible to apply for a grant; it is also advisable for applicants to contact the Town Council to discuss their project prior to applying for a grant.

GRANT CRITERIA

1. Applications will not be considered from individuals or private sector organisations. All applicants must be able to submit a copy of the group's constitution / set of rules with their application which includes the aims and objectives for the group.

2. In order to help ensure a fair distribution of funds only one application per organisation may be submitted to the Town Council per financial year. Applicants may apply for any item of expenditure in line with the levels of funding as outlined under point four.

3. Any grants awarded must be paid into the group's bank account, which must be in the same name as outlined on the group's constitution. The group's bank account must have at least two authorised representatives required to sign each cheque. Any monies awarded shall be the responsibility of the recipient organisation.

4. Applicants may apply for start-up funding, running costs, and / or the purchase one off pieces of equipment or capital projects. A clear budget breakdown must be provided with each application. Please refer to the following table for the maximum levels of funding that can be awarded for different types of expenditure:

Up to a maximum of:

- Start-up grant (for newly established groups, defined as those in existence for less than 12 calendar months), can include applications for running costs and equipment) - **maximum £750.**
- Running costs - **maximum £250.**
- One off costs (eg purchase of equipment) - **maximum £500.**
- Capital costs (eg costs associated with building projects or alterations to premises) - **maximum £750.**

5. Organisations must be able to submit a copy of their previous year's accounts. In the case of new organisations, a full budget for the proposal must be submitted.

6. Applicants must provide an answer to all the questions on the application form, advice can be sought from Council Officers on this.
7. Applicants must be able to demonstrate how a grant would be of benefit to the community of Haywards Heath.
8. Account will be taken of the extent to which funding has been sought or secured from other sources, including the group's own fundraising activities.
9. On-going commitments to award grants in future years will not be made by the Council.
10. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Council may decide to defer the application to a future meeting whilst further information is sought from the group.
11. Successful applicants will be expected to acknowledge any grant from the Town Council in their annual report, website and any other literature as appropriate. We sometimes ask if the Mayor or another Councillor can visit the organisation to see what the grant has been spent on.
12. The Town Council will request a written account as to how the grant has been used and an end of project balance/receipt from the organisation. This will be requested 12 calendar months after the grant was awarded.
13. In the event, for whatever reason, of the grant not being used in part or in full, the group must notify the Council with a full explanation. If the grant is not used for the purpose intended, the Council reserves the right to request its return.
14. Please note: The Town Council will acknowledge receipt of all applications submitted. Applicants can expect to be contacted approximately 4 weeks after each deadline date with the outcome of the Council's Policy and Finance Committee decision.

Committee Meeting: Policy and Finance

Report of: Events and Community Officer

Date: 11th September 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 six grant applications as laid out in Appendix 1-6 of this report.

Recommendation(s):

Members are asked to consider the recommendation for three grant applications, the summary of which is attached as Appendix 1-6 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 £1,500, has been allocated or spent, leaving a balance of £7,000 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.

Grant Applications

| Organisation | Grant Requested | Amount | Reason |
|--|------------------------|---------------|---|
| Family Support Work | £250 | | To help with running costs. |
| Haywards Heath & District U3A | £239.95 | | To purchase a new gazebo. |
| Ashenground Community Centre | £500 | | To purchase equipment for the community cinema. |
| Kangaroos | £500 | | To purchase/ hire equipment for an event. |
| Air Ambulance Charity Kent Surrey Sussex | £250 | | To help with running costs. |
| Haywards Heath Town District Guides | £748.94 | | To start a new guide unit. |

Organisation: Family Support Network

Total Project Cost: £2,150

Funding Category: Running Costs

Grant Requested: £250

Purpose of Grant: To provide support to the costs of an informal drop-in group for parents and carers of children at Bentswood Hub.

Breakdown of costs:

| Item | Total cost | Amount requested |
|-----------------------------------|---------------|---------------------------|
| Refreshments | £200 | |
| Material and resources | £200 | |
| Venue Hire | £200 | |
| Volunteer Costs | £50 | |
| Family Support Practitioner Costs | £1500 | |
| | | |
| Total | £2,150 | £250 Running Costs |

Information:

Family Support Network was formed in 1890 and currently has 2050 members. 750 of those members are adults and 1300 are children 10% of their membership live in Haywards Heath. The vision of Family Support Network is to build a strong family for every child in Sussex. They work in areas of high deprivation to support families who are facing significant challenges such as poor physical and mental health, poverty, social isolation, housing instability, bereavement and domestic violence. The team of 20 practitioners visit families weekly and offer long term support. Their home-visits and drop-in sessions help parents and children grow stronger, more resilient, improve their wellbeing and children's life chances. They make sure help is provided when its needed, not later on down the line before crisis point.

The grant would go towards the running costs of an informal drop in groups for parents and carers of children at Bentswood Hub. The group is set up to tackle social isolation felt by families living in Haywards Heath, it'll be run the Alison, a Family Support Practitioner. The fortnightly drop-ins is for families and parents who are looking to find a connection and community and a safe place when needed to talk through situations that are affecting them and their family life. The sessions are friendly, informal and free to attend. They are open to those who are seeking advice or guidance on a broad range of areas including money worries, food poverty, emotional and mental health including loneliness and isolation, employment and family support. The sessions are open to those already part of Family Support Network's caseload as well as the local community. The sessions have been running since September 2022 and were requested by Alison's caseload families as a means of meeting other families. There is a real need for this sort of group in the area as there are a great deal of isolated families.

Grant applications have also been made to Tesco Bags for Help and the Arnold Clark Foundation. They are confident they will be able to secure the remaining costs. Their local deanery fundraising committee fundraise through local events and expect to raise £1,000 which will go towards practitioner's salaries.

Grants awarded since 2019/20 Financial Year:

| Year of application | Grant awarded | Purpose of grant |
|---------------------|---------------|---|
| 2022 | £500 | To purchase resources and materials to provide family support sessions. |

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: Haywards Heath and District U3A

Total Project Cost: £239.95

Funding Category: One off costs

Grant Requested: £239.95

Purpose of Grant: To purchase a new gazebo

Breakdown of costs:

| Item | Total cost | Amount requested |
|--------------|----------------|-----------------------------|
| Gazebo | £239.95 | |
| | | |
| Total | £239.95 | £239.95 One off Cost |

Information:

Haywards Heath and District U3A was formed in 1991 and currently has 1,019 adult members, around 50% of their members reside in Haywards Heath. U3A is a UK wide collection of 1000+ charities that provide an opportunity for those no longer in work to come together, learn and socialise. Haywards Heath U3A have over 80 interest groups that members can join.

Haywards Heath and District U3A wish to purchase a new gazebo as their present one is threadbare, rickety, and held together by screws and string, meaning it is a hazard to future users. They plan to use the gazebo at future events such as Spring into Summer, Lindfield Village Day and Town Day. By purchasing a new gazebo, they are hoping it will be easily erected and relatively lightweight, which may allow them to use it more often. They are looking to purchase a heavy-duty pop-up gazebo with side walls. They have not applied for funding elsewhere.

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.

Organisation: Ashenground Community Centre

Total Project Cost: £13,889

Funding Category: One off costs

Grant Requested: £500

Purpose of Grant: To help towards purchasing the equipment required for the community cinema

Breakdown of costs:

| Item | Total cost | Amount requested |
|------------------------|----------------|--------------------------|
| Blackout Blinds | £884 | |
| AV Installation | £12815 | |
| Film License | £100 | |
| Film Hire For 6 Months | £90 | |
| | | |
| Total | £13,889 | £500 One off Cost |

Information:

Formed in 2002, Ashenground Community Centre is a purpose-built centre serving Haywards Heath and surrounding areas. Managed by a Charitable Trust, the centre has 800 adult members and 200 junior members, approximately 80% of members reside in Haywards Heath.

Prior to COVID, the Ashenground Centre regularly ran Community Films. Previously, they paid a contract to a projectionist who brought everything as part of a package. However, these films were run at a loss to the Centre, using some of their reserves.

In order to run the Community Films, Ashenground Community Centre will be having new AV equipment installed, which is mainly being funded by a Section 106 grant from MSDC. However, they require additional funds to purchase and install blackout blinds for the back doors of the hall to reduce glare from behind the large screen. The blackout blinds will also enhance the cinema experience by allowing films to be shown at any time of day, therefore enabling people of all ages to attend. They also need to cover the costs of a film licence and hire costs for each film screened. Films will be shown for all age groups and will be affordable. The building is fully accessible, allowing the films to be attended by all.

£10863 has been secured from MSDC under Section 106 funds, with an additional £500 applied for from MSDC. Ashenground Community Centre have some limited reserves that can be used to fund the rest of the project. Since the Preschool closed in February 2022, the centre has been struggling financially, running the films themselves will provide a much-needed boost to their finances.

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 4

Organisation: Kangaroos

Total Project Cost: £1,528

Funding Category: One off costs

Grant Requested: £500

Purpose of Grant: To help purchasing/ hiring equipment for an event

Breakdown of costs:

| Item | Total cost | Amount requested |
|--------------------------|---------------|--------------------------|
| Snow Globe and Soft Play | £628 | |
| Entertainer | £350 | |
| Balloon Modelling | £300 | |
| Facepainting | £250 | |
| Total | £1,528 | £500 One off Cost |

Information:

Kangaroos formed in 1994 and provides a range of fun, inclusive social and leisure activities in the local community for children and adults with learning difficulties. Currently, they have 80 adult members and 280 junior members, with 42% of their membership living in Haywards Heath. They run Saturday and Holiday Clubs, After School Clubs and an evening programme. They also offer a comprehensive family support programme which includes networking, 0-5 play and stay dates, family days and sibling only dates.

In partnership with Friends of Woodlands Meed School, they are planning on holding a 'Kangafriends Festive Fair' at the school on 25th November. Activities will include Santa's Grotto, a giant inflatable snow globe, balloon modelling, an entertainer, face painting, festive stalls, refreshments, arts and crafts and a raffle. The event will be open to Kangaroos members, students at Woodlands Meed, their families as well as the local community who regularly attend events at the school such as bonfire night.

The ethos of the fair is to provide entertainment for the children, including lots of 'Have a go' stalls. Most importantly, they will be able to visit Santa's Grotto where the needs of children with disabilities will be anticipated and understood. Visiting most Santa's Grotto's can be quite challenging for a family with a disabled child. The fair will also give parent carers the opportunity to catch up and meet other families who have similar challenges in a friendly, familiar environment.

At last years Kangafriends Festive Fair, there were over 500 attendees. As this will now be a more established and well publicised event, they are expecting that number will increase substantially this year.

Kangaroos have also applied for funding from Burgess Hill Town Council, for the sum of £1,000 towards entertainment. Although the event is for the entertainment of the children and networking opportunities for families, there is a fundraising element to the day which will cover any deficit in the entertainment costs and any additional costs.

Grants awarded since 2019/20 Financial Year: None

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

Grant Application

Appendix 5

Organisation: Air Ambulance Charity Kent Surrey Sussex

Total Project Cost: £16,000,000

Funding Category: Running Costs

Grant Requested: £250

Purpose of Grant: To help fund the running of the Air Ambulance

Breakdown of costs:

| Item | Total cost | Amount requested |
|----------------------------------|--------------------|--------------------------|
| Raising Funds | £2,441,761 | |
| Charitable Activities | £11,608,801 | |
| Cost of Sales Trading Subsidiary | £1,160,674 | |
| | | |
| Total | £15,211,236 | £250 Running Cost |

Information:

Formed in November 1989, Air Ambulance Charity Kent Surrey and Sussex has been providing live saving care since. The charity provides Helicopter Emergency Medical Services (HEMS) throughout communities in Kent, Surrey and Sussex. They bring the emergency room to the scene and deliver life-saving critical care. Their team of doctors and paramedics can deliver emergency anaesthetics and can administer blood transfusions to patients suffering from life-threatening loss of blood. This can all be done at the side of a road, on a beach, in a park- wherever it is needed.

AAKSS is a regional charity serving communities throughout Surrey, Sussex and Kent, delivering emergency services, when required, at a very local level. They are a part of the community and every resident of Haywards Heath is a potential beneficiary.

Air Ambulance Charity KSS, is requiring a contribution to funding the ongoing costs of helicopters, rapid-response vehicles, life-saving equipment and highly skilled crews. Many Councils within the three counties are being approached for funding, with very favourable results so far. The amounts they have been granted range from £250 to £1000.

87% of their funding comes from lottery, raffles, legacies, donations, grants, events, sponsorship and business partnerships. All contributions, regardless of size, from their supporters are valued and appreciated.

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

Organisation: Air Ambulance Charity Kent Surrey Sussex

Total Project Cost: £748.94

Funding Category: Start Up Cost

Grant Requested: £748.94

Purpose of Grant: To fund a new guide unit.

Breakdown of costs:

| Item | Total cost | Amount requested |
|---|----------------|-------------------------------|
| One years rent for new guide unit at URC | £125 | |
| Two metal storage boxes (£23.99 each) | £46.06 | |
| Three official Girlguiding adult member tops (£18 each) | £54.00 | |
| Three official Girlguiding Young Leader tops (£19.75) | £59.25 | |
| Five official Girlguiding programme resources | £15.50 | |
| First Aid Kit | £24.33 | |
| Total | £748.94 | £748.94 Start Up Costs |

Information:

Town District is a local, administrative district of Girlguiding UK in Haywards Heath. The district is made-up of adult volunteers and unit members including Rainbows, Brownies and Guides. They have 12 adult members and currently have 86 junior members, however this will be increasing to 100 in September 2023, 98% of their membership reside in Haywards Heath. Town District is actively promoting and recruiting for Girlguiding in the local area in order to grow.

Girlguiding helps girls and young women develop emotionally, mentally, spiritually, and physically so they can make a positive contribution to their community. The units enable girls and young women in Haywards Heath to benefit from Girlguiding and its principals.

They have been very successful in growing Girlguiding in the local area and can see from their waiting lists that they will need to open another guide unit in early 2024 to accommodate the older girls. In order to do this, they require additional storage cabinets and boxes alongside official adult and young leaders uniform. A new guide unit is required as they have new and existing girls eligible to join however their existing unit cannot accommodate them.

They have not applied for funding elsewhere. Haywards Heath Town District Guides fundraise through holding stalls at Town Council events as well as their own events. They are planning to run a Christmas Fundraiser and are also hoping to hold a quiz night in February 2024 to raise further funds.

Grants awarded since 2019/20 Financial Year:

| Year of application | Grant awarded | Purpose of grant |
|---------------------|---------------|---|
| 2022 | £728.60 | To assist with the funding of two new units |

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

Meeting: Policy and Finance
Report of: Town Clerk
Date: 11th September 2023
Subject: Town Council Financial Investments

Purpose of Report:

1. The purpose of this report is for Members to consider a financial matter.

Summary:

2. The Town Council currently has a large amount of funds sat in the Natwest Bank, which is attracting a low level of interest of 1.45% up to £999,999. The following report looks at options for investing some of this funding into another institution and also seeks guidance on the amount of money the Town Council may wish to move.

Recommendation(s):

- a) **Members are recommended to move initially £300,000 from the Town Council's current bank at Natwest to CCLA Investment Management Public Sector Deposit Fund.**
- b) **If agreeable to a) Members must decide whether the monthly dividend be re-invested in the fund or paid to the Town Council's Natwest Bank Account.**
- c) **That the signatories with access to the account be taken from those who were appointed as payment signatories, namely Cllrs Walsh, Ellis, Cooke and Murray, by Full Council on the 15th May 2023.**
- d) **That the Town Clerk is authorised to access information regarding the account.**

Background:

3. At the last meeting of the Committee dated 27th June 2023 Members discussed the level of the Town Council's funds, which are currently held with Natwest Bank. It was noted that the Town Council was getting a very low return on this money, especially in light of recent interest rate increases. To this end, officers were asked to undertake some research to find alternative investment opportunities.
4. There are limited opportunities for the Parish/Town sector and most high street banks will require that a current account is opened and do not offer the rates of interest the Town Council is looking for.
5. The Town Clerk has spoken with colleagues across the Country and found that CCLA investments offer the best return for investment with the ability to withdraw funds on the same day. The following term of investment has been outlined by CCLA.
 - 5.11% yield rate (variable) after CCLA fees - so net of fees. Please see appendix 1 for further information.
 - The annual management charge is 0.08% but there is no entry or exit charges to the Town Council. It is deducted from the gross income earned on the fund.
 - The investment is instant access with withdrawals on demand.
 - Interest is paid monthly.
 - Withdrawals are made on the withdrawal form signed in accordance with Town Council signatories, if sent by 11.30am on the day required.
 - Minimum investment is £25,000

6. It is accepted that tying money up in Bonds or Investment for set periods may give a better return, for example Close Brothers savings are currently offering 5.1% for a one-year fixed term deposit and Unity Trust bank 5%. Unity Trusts instance access is at 2.2%. Unity Trust, Close Brothers and CCLA are the three leading investment establishment working with Town and Parish Councils. It must be noted that any investment tied up for more than 12 months can then only be used for capital purposes.

Financial Implications

7. It is suggested in line with the recommendation that the £300,000 investment is made up of the following;
 - £118,094 from unrestricted reserves.
 - £70,290 from the New Burial Ground reserve.
 - £31,116 from the Election Expenses reserve.
 - £50,000 from the Capital reserve.
 - £30,500 from Land at Hurstwood Lane Management reserve.

Legal Implications

8. The Town Council can make an investment 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

The Public Sector Deposit Fund

Fund fact sheet – 31 August 2023

Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client.

Responsible investment policy

We monitor our counterparties' environmental, social and governance risk management on a regular basis. Our research utilises external data resources and our in-house Sustainability team.

Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

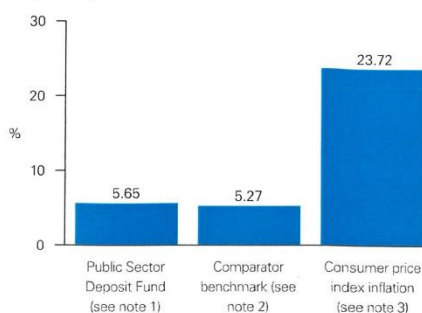
Top 10 counterparty exposures (%)

| | |
|-------|-------------------------------|
| 9.78% | Landesbank Baden-Wuerttemberg |
| 9.78% | Yorkshire Building Society |
| 7.33% | DBS Bank Limited |
| 5.67% | Nationwide Building Society |
| 4.50% | Toronto Dominion Bank (The) |
| 4.40% | BNP Paribas |
| 4.40% | NatWest Bank plc |
| 4.40% | United Overseas Bank Limited |
| 4.20% | Handelsbanken plc |
| 3.91% | MUFG Bank |

Share class 4 yield as at 31 August 2023

5.11%

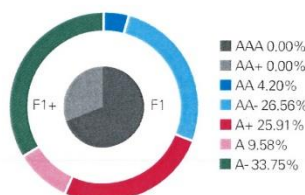
5 years performance



Asset type (%)



Credit rating (%) see note 4



Top 10 country exposures (%)

| | |
|--------|-----------|
| 27.49% | UK |
| 14.67% | Singapore |
| 13.69% | Japan |
| 10.76% | Germany |
| 9.00% | France |
| 6.45% | Canada |
| 4.69% | Sweden |
| 3.91% | Finland |
| 2.44% | Denmark |
| 2.30% | Australia |

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

Income

| | |
|------------------------------|-------|
| Average yield over the month | 5.10% |
| Yield at the month-end shown | 5.11% |

Total return performance by year

| 12 months to 31 August | 2019 | 2020 | 2021 | 2022 | 2023 |
|--------------------------------|--------|--------|--------|--------|--------|
| The Public Sector Deposit Fund | +0.75% | +0.52% | +0.05% | +0.53% | +3.72% |
| Comparator benchmark | +0.58% | +0.26% | +0.00% | +0.58% | +3.78% |
| Relative (difference) | +0.17% | +0.26% | +0.05% | -0.05% | -0.06% |

Annualised total return performance

| Performance to 31 August | 1 year | 3 years | 5 years |
|--------------------------------|--------|---------|---------|
| The Public Sector Deposit Fund | +3.72% | +1.42% | +1.10% |
| Comparator benchmark | +3.78% | +1.44% | +1.03% |
| Relative (difference) | -0.06% | -0.02% | +0.07% |

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

Market update

Early in the month the Bank of England increased the UK's official bank rate (OBR) by 0.25% to 5.25%. The move was widely expected.

Growth continued to progress slowly. GDP for the April-June period was 0.4% higher than in the same quarter of 2022, having expanded by 0.1% year-on-year in each of the previous two quarters. The latest data were slightly stronger than the Bank of England and many other commentators had forecast, helped by, among other factors, warm weather in the month of June boosting the hospitality sector.

The UK's headline inflation rate, consumer price inflation (CPI) continued to fall, declining to an annual rate of 6.8% in July compared to 7.9% in June. However, core CPI, which excludes the most volatile elements such as energy and food costs, remained stuck at 6.9%.

Key facts

| | |
|--------------------------------|------------------------------------|
| Authorised corporate director | CCLA Investment Management Limited |
| Fund size | £1,022m |
| Fitch money-market fund rating | AAAmf |
| Weighted average maturity | 51.56 days |
| Launch date | May 2011 |
| Minimum initial investment | £15,000,000.00 |
| Minimum subsequent investment | No minimum |
| Dealing day | Each business day (see note 5) |
| Withdrawals | On demand |
| Fund domicile | United Kingdom |
| ISIN (share class 4) | GB00B3LDFH01 |
| Interest payment dates | End of each month |
| Ongoing charges figure | 0.08% (see note 6) |

Please Contact

Kelly Watson

Market Development
T: +44 (0)207 489 6105
M: +44 (0)7879 553 807
E: kelly.watson@ccla.co.uk

Jamie Charters

Market Development
T: +44 (0)207 489 6147
E: jamie.charters@ccla.co.uk

Lee Jagger

Market Development
T: +44 (0)207 489 6077
E: lee.jagger@ccla.co.uk

Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30 am.

Note 6: The ongoing charges figure is based on the annual management charge but excludes portfolio transaction costs.

Please refer to <https://www.ccla.co.uk/glossary> for explanations of some of the terminology used in this document.

Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales number 2183088, at One Angel Lane, London EC4R 3AB), is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

One Angel Lane | London | EC4R 3AB | Freephone: 0800 022 3505 | Website: www.ccla.co.uk

Meeting: Policy and Finance
Report of: Town Clerk
Date: 11th September 2023
Subject: Funding Bentswood Hub Juniors Programme

Purpose of Report:

1. The purpose of this report is for Members to consider a funding third party organisation.

Summary:

2. The following report seeks ratification of the monies previously earmarked for funding to the Bentswood Hub Juniors programme and a request for a further increase in funding that has been requested for the programme.

Recommendation(s):

Members are recommended ratify the earmarked allocation of £6,000 to part fund the Bentswood Hub Junior Programme and consider raising the Town Council's contribution to £12,000 to pay for the whole of the annual running costs.

Background:

3. Members received a presentation on the issues surrounding the temporary closure of the Bentswood Hub (Hub), as a result of Sussex Clubs for Younger People going into administration, at the last meeting of the Committee.
4. At the date of the last Committee meeting this news was only a number of days old and there was uncertainty about the future of the Hub and who would take responsibility for its future management. As a result, Members earmarked £6,000 towards the Hub's Juniors programme and wished for the matter to come back to the Committee for ratification once arrangements have been confirmed alongside any further requests for funding.
5. Thankfully, Clarion Futures have stepped to save the Hub and are finalising plans to fully re-open the Hub and re-introduce the valuable service provided. At the present time where Bentswood Hub is open but not back to full operation yet, the intention is to do so in the coming weeks.
6. Clarion Futures have now requested that the Town Council fund the full annual running cost of the Hub's Junior programme to the level of £12,000. This will give them some certainty regarding running the programme for the next twelve months. If funding is not secured the level of service will be considered and further funding may have to be sought, delaying the re-introduction of the programme.
7. The Town Clerk and ECO have been liaising with officers from Clarion Futures, with the following update being given by Clarion Future as the lead organisation,
 - As said, Clarion Futures will be taking over the management and administration of the Hub.
 - Any funding will be paid to Clarion Futures and they will be responsible for its expenditure and the monitoring of its use for the Town Council.

- The lease for the building has now been agreed with the landlord, has been cleared by their legal department and signed of by the responsible Director.
- All insurances are in place and will cover workers and volunteers once DBS checks are complete.
- Colleagues across Clarion Futures have been working to secure various pots of funding to support the day to day running of the Hub, but they will continue to seek the support of other organisations with an interest in the Hub and the services it provides
- They have spoken to external funders who are happy for Clarion Futures to receive funds for projects and manage hub workers to deliver the various projects
- Clarion Futures Volunteer Team are currently running DBS checks for all Hub volunteers (these need to be in place before any regular activities can recommence)
- Clarion Futures are allowed to employ 1 f/t worker and 1 p/t worker to run the Hub. They will be will be Clarion Futures employees with the posts being advertised in the next week. Former staff are working as volunteers at the present time to support the re-opening of the building.
- Certain activities are running, where groups have their own Public Liability Insurance e.g. Bentswood Mental Wellbeing and Hope, Family Support Worker
- Clarion Futures will line manage the two employed positions and with all future communication with anyone at the Hub to include Clarion Futures staff
- Clarion Futures aim to reopen fully in the coming month or so.

Financial Implications

8. At the present time the Town Council has allocated £6,000, fifty percent of the total cost to support the Junior programme run by the Hub. Clarion Futures have asked the **Town Council if it would consider contributing the full amount of the project at £12,000, which is the annual running costs.**
9. At the present time the allocation of £6,000 is to be met from an underspend in the Community Warden budget. Therefore, any increase would need to be funded from unrestricted reserves.
10. Thought should also be given to future funding in terms of whether the support for the Hub in providing a service, which is an identified gap in services for younger people in the Town, should continue on an annual basis. This current request will cover twelve months probably starting in October through to the end of September, which would cross over two financial years.
11. Unrestricted reserves currently stand at £235,327, less any monies allocated to increase the Town Councils grant budget under Item 9 of this agenda.

Legal Implications

12. The Town Council can make the award 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's dated 15th May 2023 under minute 20.

Town Clerk

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 11th September 2023

Subject: External Auditor Certificate & Report for Year Ended 31 March 2023

Purpose of Report:

1. The purpose of this report is for Members to consider the report of the external auditor.

Summary:

2. Moore, the Council's external auditor, has completed the audit for the year ended 31 March 2023 and has returned the Annual Return, duly certified. Sections 1, 2 and 3 of the Annual Return is attached for Members' information. Any matters arising from the audit are summarised in the external auditor's report and the Council **must** consider these matters and decide what action is required.

Recommendation(s):

To note and formally minute the report of the external auditor for the year ended 31 March 2023.

Background:

3. Members will see from the auditor's report that one matter has been raised during this year's external audit with petty cash.
4. **It is confirmed that the Town Council has very small petty cash holding, which is rarely used and allocates all expenditure receipt to the appropriate budget heading.**
5. Members will note that as a matter of process and public record the findings of the external auditor must be formally noted by the Town Council.

Financial Implications

6. None

Town Clerk



Our ref: 979/1378428

1 September 2023

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

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby
NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ
T 01733 397300

www.moore.co.uk

Dear Mr Trice

Annual Governance and Accountability Return for the Year ended 31 March 2023

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2023.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

A Notice of Conclusion of Audit form is available, if required, on our website using the link here <http://bit.ly/SmallerAuthorities>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.

Partners: Geoff Norman FCCA, Andy Hancock FCCA, Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, Nick Bairstow FCA, April Foster FCCA, John Harvey FCCA ACA, Tim Woodgates CTA FCCA, Jen Nixon FCCA MAAT, Michelle Watson FCCA, Associates: Paul Nash FCCA, Robert Pluck FCCA, Gemma Roger ACA, Simon Reid FCA, Amanda Eity FCA, Lorna Bloor FCCA. Registered to carry on audit work in the UK and regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.

Section 3 - External Auditor Report and Certificate 2022/23

In respect of

Haywards Heath Town Council

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The internal auditor has provided a 'not covered' response at control objective F on their report. This suggests that the council did not operate a petty cash system during the year for which expenses should be vouched to supporting documentation. The council have confirmed that they did operate a petty cash system during the year albeit infrequently, so this should have been answered as 'yes' or 'no' as appropriate. The council should ensure that they have assurance over their petty cash system.

3 External auditor certificate 2022/23

We certify ~~do not certify~~^{*} that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

~~We do not certify completion because:~~

External Auditor Name



External Auditor Signature

Date

30/08/2023

Meeting: Policy and Finance
Report of: Town Clerk
Date: 11th September 2023
Subject: Internal Auditors

Purpose of Report:

1. The purpose of this report is for Members to consider Internal Audit arrangements.

Summary:

2. The following reports seek authorisation for the Town Council to engage the Town Council's current Internal Auditors on a three-year contract.

Recommendation; Members are recommended to appoint Mulberry & Co as the Town Council's Internal Auditors for a fixed term of three years.

Background:

3. Mulberry & Co, who are the Town Council's current Internal Auditors, charges have not increased since 2010, however for the 2023/24 financial year, they are increasing their hourly rate to £65 per hour. This is due to the increased costs incurred by the business and is reflective of other comparative companies offering internal audit provision across the sector.
4. As with other service providers to local authorities, Mulberry & Co are now able to offer a long-term 3-year agreement for the provision of internal audit services. For those councils choosing to take up this option, the £65 rate will be fixed for the three-year period as of the Town Council's 2023/2024 updated engagement letter.
5. The other benefits of being an internal audit client of Mulberry & Co include:
 - Year-round internal audit support and advice from our assigned internal auditor
 - Updates throughout the year of key changes to proper practices
 - Ongoing financial and governance support from their dedicated Local Authority team members
 - Discounted rates on the range of councillor and officer training courses.
 - Provision of locum support
 - Provision of dedicated reviews of council's policies and procedures **
Additional costs apply.
6. At it is for the Council to appoint Internal Auditor and the fact that the Town Council is currently on a rolling year by year contract, it seems sensible to enter into a three-year agreement as the Town Council must have an Internal Auditor. The Town Council has been with Mulberry & Co for two years now and they are a sector leader in Audit provision and as Members will have seen they are very thorough and professional in their approach to Internal Audit, which can be lacking with independent individuals who offer such services.

Financial Implications

7. None: audit costs are apportioned within the Town Council's budget.

Legal Implications

8. Statutory legal requirement to appoint a competent Internal Auditor.

Town Clerk