

HAYWARDS HEATH TOWN COUNCIL

POLICY AND FINANCE COMMITTEE

Minutes of the meeting held on Tuesday, 17th September 2024

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

* Absent ** Apologies

Also present: Town Clerk, Responsible Financial Officer (RFO),
Committee Clerk

20. Apologies

Member	Reason
Cllr Murray	Work commitment

21. Minutes

The minutes of the meeting held on Monday 24th June 2024 were taken as read, confirmed as a true record and duly signed by the Chair.

22. Substitutes

None.

23. Public Forum

There were no members of the public present.

24. Members' Declarations of Interest

There were no declarations of pecuniary or other interests.

25. To receive and consider the lists of receipts and payments, and income and expenditure for the period to 31st May 2024.

The Responsible Financial Officer (RFO) presented the period to 31st May 2024. Cllr P Lucraft asked the RFO if the interest received could be tracked and presented to members, the agreed to prepare and share a month-by-month list via email. Without further comment:

Members **RESOLVED to recommend to Full Council to approve the lists of payments and receipts, and income and expenditure for the period to 31st May 2024.**

26. To confirm bank balances and bank reconciliation statements as at 31st May 2024.

The RFO advised that all bank reconciliations were up to date. Cllr AM Cooke advised she would like to set up a meeting to discuss spending options of Councillor ward budgets. Cllr S Walsh queried the GDPR budget line, the Clerk advised this was an ongoing cost to GDPR Info Ltd who are responsible for maintaining the Town Councils GDPR services and handling any Freedom of Information requests the council may receive.

Without further comment;

Members **RESOLVED** to recommend to Full Council to approve the bank balances and the reconciliation statement as at 31st May 2024.

27. To consider applications for Town Council Grants.

Members noted the remaining 2024/2025 budget of £7742.00

Each grant application was discussed individually.

Members **RESOLVED** to award;

1. A grant of £500 to Family support Work towards running costs.
2. A grant of £750 to Kangaroos Mid Sussex to help fund a Festive Fair.
3. A grant of £500 to Air Ambulance Kent/Surrey/Sussex towards running costs.
4. It was proposed by Cllr P Lucraft 2nd by Cllr AM Lucraft and agreed by all to grant £100 to Cuckfield Evening Flower Club towards running costs.
5. A grant of £250 to Coro Nuovo towards running costs.
6. A grant of £500 to Lindfield Bonfire Society towards running costs, Members ask that the society advertise the HHTC Logo on their Bonfire Programme.
7. A grant of £500 to Dame Vera Lynn Children's Charity toward running costs.
8. A grant of £500 to 4Sight Vision Support toward running costs.
9. A grant of £500 to Mid Sussex Radio towards running costs.

28. To undertake a review of the councils Financial Regulations

The Clerk referred to his report. As reported to the Annual Full Council Meeting the new National Association of Local Council (NALC) Model Financial Regulations were published in May 2024, which was too late to be presented to the Council. Therefore, it was noted that they would be presented to the Committee during the Council year. The Clerks report presents the Model Financial Regulations set against the Council's existing set. A short discussion took place, which acknowledged that the Model Financial Regulations do not necessarily fit the needs of larger Town Council so those currently in place that had been tried and tested, without question by the Auditors, be kept with the addition of the statutory clauses included in the Model Regulations, with all in favour.

Members **RESOLVED** to recommend to Full Council the re-adoption of the Town Councils exiting financial regulations with the addition of the statutory clauses as presented in Appendix 1 be included/reworded in the document.

29. To receive and note the External Audit Report and Certificate 2024

Members welcomed the report and thanked the RFO for his work.

Members **RESOLVED** to note and formally agree the report of the External Auditor for the year ended 31st May 2024

30. To consider the review and adoption of the Town Councils Equality and Diversity Policy

Cllr AM Cooke thanked the Town Clerk for producing the policy and without comment.

Members **RESOLVED to adopt the Equality and Diversity Policy 2024 - 2028.**

31. Urgent Items

Cllr AM Cooke thanked the Committee Clerk for her work over the past 8 months and wished her well in her new role.

It was advised that the Citizens Advice Bureau were facing some IT infrastructure issues, the Clerk will reach out to the Bureau.

The idea of the Town Council hosting a craft fair at the Town Hall was raised, officers will investigate this and take to a future E & GP Committee meeting.

It was noted that a legal challenge had been raised against the Town Council at considerable cost. Members noted this and noted the payment would be found in future payment listings.

The meeting closed at 20.11 pm.