

HAYWARDS HEATH TOWN COUNCIL

Minutes: **Policy and Finance Committee** held on Monday 12th November 2018

Present Cllrs:

J Ash-Edwards (Chairman)
S Wickremaratchi (Vice Chairman)
C Laband
C Ash-Edwards
A Boutrup**
R de Mierre
S Hillier
M Pulfer**

Apologies ** Absent *

Also Present: Steven Trice - Town Clerk and Andrew Sturgeon (RFO)

- 28. Apologies**
M. Pulfer – ill health.
A. Boutrup – ill health.
- 29. Minutes**
The minutes of the Policy and Finance Committee held on 3rd September 2018 were taken as read, confirmed as a true record and duly signed by the Chairman.
- 30. Substitutes**
None.
- 31. Declarations of Interest**
Cllr de Mierre declared a personal interest in the grant application made by Haywards Heath Town Team for the STEM project, due to her involvement with the Town Team and directly to the project.
- 32. Matters Arising**
None
- 33. Payments and receipts and income and expenditure reports for the period 1st August 2018 – 31st August 2018.**
Members had before them the list of payments and receipts and income and expenditure reports for the period **1st August 2018 – 31st August 2018**. The Responsible Finance Officer (RFO) welcomed questions with the following being asked by Members;
- Two payments to Hayway Construction were questioned. The RFO confirmed that they were a split payments for the decorative paving at the War Memorial, Muster Green.
 - It was asked why there was still money being held by the Town Council for the Haywards Heath Town CIC (CIC)? The Town Clerk explained that the overarching contract was always between the Town Council and West Sussex Country Council (WSSCC) and continued passed the end of the 2017/2018 financial year ceasing on the 30th June 2018. Notwithstanding, that the CIC was made dormant on the 31st March 2018 contractual monies were still paid to the Town Council for the period 1st April 2018 to 30th June 2018 so were held by the Town Council and not passed to the CIC. The monies had been used, in part, to contractors to weed spray and will be held for the employment of a sixth Member of Groundstaff until the end of the current financial year.

- It was questioned why only up to August 2018 had been presented. The RFO explained due to his leave and that of the Administration Assistant they were slightly behind. They were now entering into October accounting month so were catching up.
- It was asked what the CCTV monies were for. The Clerk stated it was the Town Council's contribution towards new cameras for Victoria Park and Clair Park that should be installed within the current financial along with the replacement of the existing five cameras in the Town.
- It was asked why the Muster Green Budget had been heavily used. It was noted that works to the War Memorial had been paid for, which were to be covered by a grant from MSDC approved before works commence, which would be drawn down imminently.

Members then **RESOLVED** to;

Recommend to Full Council the list of payments and receipts, and income and expenditure for the period 1st August 2018 – 31st August 2018.

34. Recommendations of the External Auditor

Members welcomed the clean bill of health given by the auditor who made no recommendations or had any points of concern. The RFO was thanked for his hard work and then,

Members **RESOLVED** to **recommend** to;

Full Council the formal minute noting the report of the external auditor for the year ended 31st March 2018.

35. 2019/2020 Committee Timetable

Members approved the report as presented and the proposed timetable of meetings, on the understanding that the governance of the Town Council was proposed to be reviewed for the new Council post May 2019, which may see some changes to the set up and timings of the Committee structure. It was also felt prudent to leave the start time of all meetings at 7.30pm. During discussions on the timetable the matter of the 2019 Annual Town Meeting was raised in relation to moving the already programmed meeting out of the purdah period leading up to the elections. The Town Clerk advised that this would have to be considered formally at another meeting as it was not on the agenda for the Committee that evening. The matter of webcasting was also brought up as a way of increasing transparency and a way of engaging wider with the community. The Town Clerk advised this option was available to resident via a notice on the summons for the meeting, but not as a permanent Town Council offering, which could be discussed at a future meeting of the Committee. With this,

Members **RESOLVED** to;

Adopt the Committee Timetable for the Council year 2019 - 2020.

36. Grants

Members considered five grant applications, which were all approved, with an additional condition being added to the capital project being proposed by the St Peter and St James Hospice to ensure that full funding is demonstrated before the Town Council releases the grant monies.

Members **RESOLVED** to;

- a) Award a grant of £250 to 4SIGHT towards running costs to enable home visits to residents of Haywards Heath.
- b) Award a grant of £250 to St Catherine's Hospice towards running costs.
- c) Award a grant of £750 to St Peter and St James Hospice towards the capital costs of an Air Conditioning Unit for Beacon View Wellbeing Centre on condition that full project funding can be demonstrated to the Town Council.
- d) Award a grant of £250 to Revitalise towards the towards running costs of their respite holidays service.
- e) Award a grant of £500 to Haywards Heath Town Team towards the costs of the STEM project.

37. Town Hall, Allotment Rents and Cemetery Fees for 2019/2020

Members considered the report of the Town Clerk and the recommendations for the rise in Town Hall service fees for 2019/2020. It was felt that the 3% rise as suggested by the Town Clerk was appropriate and was duly agreed. It was asked whether should be a higher raise in costs duet other Town Council losing other streams of income. Where the Town Clerk felt a higher rise would held the Council it was not fair to pass the loss of income solely onto Town Hall hirers, allotment holders and funeral director and families. During discussions, for ease of administration, it was also agreed that charges would be by round up to the nearest 50p or £1.

Members **RESOLVED** that,

As of the 1st April 2019, the following price rises for Council Services are implemented,

- (a) To increase cemetery fees for single burials by 3% and double depth by 3%.
- (b) To increase hiring charges to users of the Town Hall by 3%.
- (c) To increase allotment fees by 3%.
- (d) To increase wedding fees to £350.

38. Office Refurbishment

The increase in project costs for the refurbishment of the Town Hall office area were noted and agreed by Members, who then sought assurance that the project costs, they were being asked to be agreed, would not see any further significant increases. The Town Clerk responded that he did not foresee that happening now the project has been subject to the building regulations process and scrutiny by the Fire Brigade, which had been approved and signed off. It was also noted that there was a 10% contingency built into the project costs. It was also felt that a design and build may be an option and it was suggested that timing clauses were an option also. The Town Clerk said he would look at both options during a project planning meeting that was to be held after the decision of the Committee. The Town Clerk also envisaged in relation to timings, on new information received, that build out works would take around four weeks with painting and flooring the week or two after. Members again questioned the economy of the project, but still felt comfortable with the project and indeed the rise in cost for the reasons stated in the report.

Members **RESOLVED** the,

Revised Office Refurbishment project cost of £21,000 of which £16,412 plus a 10% contingency was included for the

build out costs for the Closewall Ltd.

39. Urgent Business
None.

- 40.** Members **RESOLVED** to enter into exempt business and the exempt minutes of the Policy and Finance Committee held on 3rd September 2018 were taken as read, confirmed as a true record and duly signed by the Chairman.

Meeting closed at 8.21pm

DRAFT