

HAYWARDS HEATH TOWN COUNCIL

Minutes: **Policy and Finance Committee** held on Monday 27th June 2016

Present Cllrs:

J Ash-Edwards (Chairman)
C Laband (Vice Chairman)
C Ash-Edwards
A Boutrup**
D Dorking
S Hillier
M Pulfer
S Wickremaratchi

Apologies ** Absent *

Also Present: Cllrs H. Mundin, R. Clarke and J. Knight (part of meeting), Andrew Sturgeon (RFO)

1. **Apologies**
Cllr A. Boutrup - Holiday
2. **Minutes**
The minutes of the Policy and Finance Committee held on 11th April 2016 were taken as read, confirmed as a true record and duly signed by the Chairman.
3. **Substitutes**
Cllr H. Mundin for Cllr A. Boutrup
4. **Matters Arising**
None
5. **Declarations of Interest**
Cllr S Hillier declared a prejudicial interest in items 12 and 14 as the Chairman of the Bentswood Community Partnership and stated that he would leave the Chamber when debate commenced on each item.

On prior request made by Cllr J. Knight and the agreement of the Chairman of the Committee, item 18 was brought forward to be the first substantive item on the agenda. With this Members **Resolved** to enter into **Exempt Business** to consider a challenge to the Clerk's decision to charge non-residents fees at Western Road Cemetery.

On completion of item 18 Members came out **Exempt Business** and returned to an open meeting. Cllr Knight and Cllr Clarke left Council Chamber
6. **Payments and receipts and income and expenditure reports for the period 1st March 2016 – 31st March 2016.**
Members had before them the list of payments and receipts and income and expenditure reports for the period **1st March 2016 – 31st March 2016**. The Responsible Finance Officer (RFO) answered one question;
 - It was asked what the Healthcheck budget related to. The RFO explained that this was a grant made to the Town Council by West Sussex County Council in 2007 to help with an audit of the Town needs. As shown in the accounts the monies had not been spent, but were being held just in case the money was asked to be returned. It was felt that enough time had passed to enable the monies to be swept into Council budgets for the next financial year.

Members then **RESOLVED** to;

Recommend to Full Council the list of payments and receipts, and income and expenditure for the period 1st March 2016 – 31st March 2016.

7. Income and Expenditure Accounts and Balance Sheet – Year Ended 31st March 2016

Without comment;

Members **RESOLVED** to adopt the Income and Expenditure Accounts and Balance Sheet for the year ended 31st March 2016.

8. Annual Return for the Year Ended 31st March 2016 – Internal Audit Report

Without comment;

Members **RESOLVED** to agree to and note the contents of the Internal Auditor's report.

9. Annual Return for the Year Ended 31st March 2016 – Section 1 Annual Governance Statement

Without comment;

Members **RESOLVED** to adopt the Annual Governance Statement for the year ended 31st March 2016.

10. Annual Return for the Year Ended 31st March 2016 – Section 2 Accounting Statements

Without comment;

Members **RESOLVED** to adopt the Accounting Statements for the year ended 31st March 2016.

11. Payments and receipts and income and expenditure reports for the period 1st April 2016 – 30th April 2016.

Members had before them the list of payments and receipts and income and expenditure reports for the period **1st April 2016 – 30th April 2016**. The Responsible Finance Officer (RFO) answered one question;

- It was noted that monies had been paid to Windowwise for the replacement Town Hall windows. It was asked for clarification if a credit had been received from Mid Sussex District Council for monies grant from Section 106 contributions. The RFO responded that the payment had been received and would be shown in future accounting periods.

Members then **RESOLVED** to;

Recommend the list of payments and receipts, and income and expenditure for the period 1st April 2016 – 30th April 2016.

12. Grants

Members considered seven grant applications six of which were approved and one deferred to another source of Town Council funding. On the application that was deferred it was felt that the monies should be granted from Ward Budgets. As two of the Ward Members sat on the Committee it was agreed this would be a sensible way forward. It was therefore asked that Bentswood Community Partnership be informed that the Council was supportive of their

event, but the funding would come from another Town Council Budget. Members were supportive of the other six grants. During debate it was asked that if in future where a percentage figure of benefit to the Town was stated, it would be useful to know how that percentage equated into actual people from the Town benefitting. With this;

Members **RESOLVED** to award;

- a) **A grant of £250 was awarded to Time 4 Children towards running costs.**
- b) **A grant of £250 was awarded to Sussex Community Day Centre towards premises hire costs.**
- c) **Not to award a grant of £240 to The Bentswood Community Partnership towards activities at the organisations Family Fun Day on the grounds that Ward Members would meet the costs from their Ward Budgets.**
- d) **A grant of £600 was awarded to St Peter and St James' Hospice towards the purchase of grass meshing to support an increase of parking spaces.**
- e) **A grant of £500 was awarded to the National Childbirth Trust towards the cost a Counsellor for the Mid Sussex Branch.**
- f) **A grant of £500 was awarded to the Impact Foundation towards the purchase of cooking equipment and running costs for the Haywards Heath Tasty Team.**
- g) **A grant of £250 was awarded to Haywards Heath Youth CIC to support the transition of children from primary to secondary schools.**

Cllr Hillier left the Council Chamber while the grant application c) was being discussed and returned when the resolution had been agreed.

13. Community Warden Pilot Project

The Chairman thanked the Clerk for the briefing note and it was noted that the Clerk had sent out an earlier version to the Chairman, Leader, Deputy Leader and Mayor to gauge what level of support there was for the project. This work resulted in the latest paper, as tabled to the Committee and the Chairman felt that its answered most of the questions he had posed at that time. There was a concern that the Warden would not have transport. The Clerk explained that the Wardens would be deployed, in the first instance, to cover from Commercial Square to Sussex Road, based at the Town Hall and they would not be a rapid response function. Furthermore, any work done within Ward would be focused on a pre-arranged basis so mileage could be paid or a Town Council vehicle borrowed. It was suggested that a bike could be purchased, or indeed a Segway. Members, in considering the report, felt that the project should be pursued and were content to allocate the monies in principle with Full Council being required to ratify the decisions alongside a scope of what the Warden was to undertake in their role and the mechanisms for monitoring the work being undertaken.

Members **RESOLVED** to;

- a) **Instruct the Clerk to formally enter into discussions with Sussex Police, SWL Security and the Co-operative.**
- b) **Consider allocating £10,000 (maximum) from general reserves to help fund a Community Warden one-year Pilot.**

- c) If agreeable to the above, recommend to Full Council that it consider and agree the scope of work and outcomes for the Community Warden at its meeting on July 18th 2016.

14. Town Council Marquee

Cllr Hillier left the Council Chamber during this item. Members considered the view that the Town Council should chase full re-imbusement for the broken marquee as discussed under an urgent item at the last meeting of the Committee dated 11th April 2016. This was on the grounds that it was felt that even though the Marquee was lent in good faith it should have been returned in good order, or with a commitment to return it to good order if broken. Furthermore, that the cost of the damage incurred, on this occasion/ should not be paid for by the tax payer. Members in debating the matter felt that in the absence of a hire agreement and the fact the organisation who had broken the Marquee had an offer to partly pay for the damage that in this instance that the Council should not pursue the full cost and accept the offer made by the Bentswood Community Partnership.

Members **RESOLVED** to;

To accept the offer made by the Bentswood Community Partnership.

15. Urgent Business

None

16. Exempt Business

The committee resolved to enter into **Exempt Business** to consider a Cemetery issue under 17 and employment matters under item 18.

Meeting closed at 9.21pm