

HAYWARDS HEATH TOWN COUNCIL

Minutes: **Policy and Finance Committee** held on Monday 13th March 2017

Present Cllrs:

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

Apologies ** Absent *

Also, present: Mr A Sturgeon (RFO)

57. **Apologies**

Cllr A. Boutrup – Ill Health
Cllr S. Wickremaratchi - Holiday

58. **Minutes**

The minutes of the Policy and Finance Committee held on 16th January 2017 were taken as read, confirmed as a true record and duly signed by the Chairman.

59. **Substitutes**

Cllr J. Dwight for Cllr Cllr A. Boutrup.
Cllr R. Clarke for Cllr S. Wickremaratchi

60. **Matters Arising**

None.

61. **Declarations of Interest**

Cllr S. Hillier declared a personal interest in item 7, due to his role as a West Sussex County Council Cabinet Member.
Cllr J. Ash Edwards declared a personal interest in item 7, due to his role as a Mid Sussex District Council Cabinet Member.

62. **Payments and receipts and income and expenditure reports for the period 1st November 2016 – 31st December 2016.**

Members had before them the list of payments and receipts and income and expenditure reports for the period **1st November 2016 – 31st December 2016**. The RFO asked Members to note that in the income and expenditure sheets, within the committed column, which are normally blank there was an amount of £16,500 showing. This was the payment from the Police and Crime Commissioner for the Community Warden Project, which SWL had yet to invoice for. As a result, the money was holding until called for. The RFO then answered one question, which was in relation to the work of KPS at the Haywards Heath Cemetery. The RFO confirmed payments were made for grave digging. With this;

Members **RESOLVED** to;

Recommend to Full Council for approval, the list of payments and receipts, and income and expenditure for the periods 1st November 2016 – 31st December 2016.

63. West Sussex County Council (WSSC) and Mid Sussex District Council (MSDC) Partnership Contract.

Members noted the report and thanked the Town Clerk for his work in securing the contracts. In turn Members were happy for both contracts to be signed by the Town Clerk under delegated authority and the work and monies associated being transferred to the Haywards Heath Town CIC. During debate the Town Clerk was asked, if the contracts were to be placed in a contract book, to which the Town Clerk said he would create one and do so. It was also questioned that, with all the talk about roundabouts being taken back by WSSC, that the Town Clerk was happy he could retain them during the fifteen months of the contract? The Town Clerk stated that the wording of the contract, which in essence was a renewal of that issued in 2013 and 2015 had not changed and WSSC were as good as their contractual word. Worst case scenario was six months notice to quit the contract at WSSC end. In addition, the Town Clerk had not been told to stop letting roundabouts and was still issuing contracts for sponsorship. The Town Clerk was also asked about being proactive with regards to roundabouts because of the pending roundabout at Penland Farm. The Town Clerk stated he was keeping a watching brief, and proactiveness had been demonstrated with the securing of the relief road roundabouts. It was noted that the contract with WSSC was for fifteen months to tie in with the overarching Balfour Beatty contract. On this basis, it was asked if the Council could comment on service levels contained within. The Town Clerk had no answer to this question so;

Members **RESOLVED** to;

Delegate the signing, on behalf of the Town Council, of both the following contracts, which will commence on the 1st April 2017.

- a) West Sussex County Council Devolved Highways Services contract on a fifteen-month extension to 30th June 2018, including the arrangements for roundabout maintenance and sponsorship.**
- b) Mid Sussex District Council Street Nameplate contract on a three-year agreement ending 31st March 2020.**

And to authorise the Clerk to pass both contracts (a) and (b) above) and the financial contributions onto the Haywards Heath Town Council owned Haywards Heath Town CIC for service delivery.

64. Grants

Members considered five grant applications four of which were approved and one conditionally, for a third of the total request, until the Town Clerk and the Chairman have received further information from the applicant. The grant in question was that applied for by Mid Sussex Remembrance, Education and Development (RED) towards the organisation of military history based events. Members felt on the grounds that there were opportunities for funding from both MSDC and WSSC through their military covenants grants that the Town Council grant should be reduced and grants applied for from both principal authorities. The Town Clerk was asked about the take up of schools in relation to RED's proposed offering. The Town Clerk stated he was not aware at the present time. It was felt that not knowing if the schools approached about the project intended to take up the offer of events were agreeable to hosting RED. As a result, a meeting, would be held to find out about the events and RED as an organisation, with a decision being made in liaison with the Chairman thereafter. With the other four grants being supported as per the recommendation and indeed level of request made;

Members **RESOLVED** to award;

- a) A grant of £750 to Bolnore Village Community Partnership towards a new surface for the external play area at The Woodside Pavilion.
- b) Defer the award of a grant to Mid Sussex Remembrance, Education and Development until the officers have met with the organisation to ascertain more about the project for which they are applying for funding. With officer satisfaction and with agreement of the Chairman, a grant of £245 would be made towards the organisation of military history based events.
- c) A grant of £250 to Sussex Association for Spina Bifida and Hydrocephalus towards running costs.
- d) A grant of £500 to Haywards Heath Community CIC towards the costs of producing programmes and leaflets for the Haywards Heath Arts Trail.
- e) A grant of £250 to Ensemble Reza towards hall hire.

65. Operation 'London Bridge'

Members noted the document and without comment.

Members **RESOLVED** to;

Adopt the 'Operation London Bridge' policy in relation to actions of the Town Council.

66. Town Council Insurance Policy

Members considered the report of the RFO and were concerned that not all of the companies provided Cyber insurance. This meant that the recommendation of approving quote D, as suggested by the RFO, was challenged on the grounds that this was one of the companies who did not offer such. It was also asked if the companies, which were not named, were reputable companies. The RFO confirmed all four were recommended by the Society Local Council Clerks (SLCC) and were vetted before support by the SLCC. There was still concern over the companies in terms of their credibility and status. It was suggested that the name of the companies be revealed on appointment. This idea was not agreed by the Chairman as Members could not discard a company on name alone, if appointed. Returning to the issue of Cyber cover it was agreed that the matter be looked into and returned to Full Council. At this point, Cllr Pulfer volunteered to help the RFO. This offer was welcomed, but the Clerk had to inform Cllr Pulfer that he would need to declare an interest, on the grounds that he would know the companies details that had quoted, at Full Council and withdraw from debate, unless the question was factual and did not compromise the procurement process, then;

Members **RESOLVED** to;

Defer the matter of the Town Council's Insurance Policy to the Clerk, RFO and Cllr Pulfer so to present a final recommendation to Full Council

67. Urgent Business

None

Meeting closed at 8.24pm

[Handwritten Signature] 10/4/17.