



HAYWARDS HEATH TOWN COUNCIL

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4th April 2017

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 **10th April 2017 at 7.30pm** in the Council Chamber, 40 Boltro Road, 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 Monday 13th March 2017
3. To note Substitutes.
4. Matters Arising.
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To receive the mid-year report of the Internal Auditor.
7. To consider a review of the Council's Financial Risk Assessment documents.
8. To consider applications for Town Council Grants.
9. To consider a report on the Town Council's Members Allowance Policy.
10. To receive a report, which reviews the Town Council's membership of the West Sussex Association of Local Councils (WSALC) and National Association of Local Councils.
11. To consider any items that the Chairman agrees to take as urgent business.
12. To consider exclusion of Public and Press.
13. To consider staff appraisals.

Committee Members: Policy & Finance Committee: J Ash-Edwards (Chairman), C. Laband (Vice Chairman), A Boutrup, S. Wickremaratchi, C Ash-Edwards, M Pulfer, S Hillier,
*'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.'*

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

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 10th April 2017

Subject: Internal Auditor Report – Interim Review – 14th March 2017

Purpose of Report:

1. The purpose of this report is for Members to consider a report of the Internal Auditor.

Summary:

2. Haywards Heath Town Council is subject to internal and external audit. The following report presents the Council's Internal Auditor's Interim Review dated 14th March 2017.

Recommendation(s):

Members are recommended to;

- (a) Note and adopt the Internal Auditor's Interim report 2016/2017.**

Background:

3. At a meeting of Policy and Finance on November 11th 2013 Members agreed to the appointment of Mr Peter Frost (PJ Consultants) as the Town Council's Internal Auditor. Mr Frost will visit the Town Hall on a bi-annual basis.
4. Mr Frost visited the Town Hall on the 14th March 2017 and met with the Responsible Finance Officer. As part of his visit he undertook a review of the Council's bank reconciliation, payments, receipts and made comment on individual matters relating to the Council's financial activity and raised no concerns in this aspect of the Council's work.

Town Clerk

Peter J Consultants

Lyoth Cottage, Lyoth Lane, Lindfield, West Sussex RH16 2QA

Email: peter.j.consultants@btinternet.com

Tel: 01444 412423 – Mob: 07763 174800

**HAYWARDS HEATH TOWN COUNCIL
Interim Review – 14/03/2017**

In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, as set out in the Governance and Accountability for Local Councils Practitioners' Guide 2016 and meet the needs of the Council. I would only comment by exception. I confirm that I do not have any role within the Council. I will carry out my duties without bias and follow the Public Sector Internal Audit Standards 2012 - to enable the Council to comply with these Standards and the Accounts & Audit Regulations 2015.

For consideration:

1. Business Rates. It appears that the Town Hall is being charged under Non-Domestic Rating Assessments, whereas the Small Business Rating Multiplier could apply. It would be worthwhile to check - a Rebate might be appropriate.
2. Governance & Accountability Guide 2016. Section 5 (Best Practice) has recently been produced by the Centre – a copy has been forwarded to the RFO.
3. Accounts & Audit Regulations 2015 for Local Authorities. These were signed-off in the recent past by the Secretary of State and need to be followed when the Council carries out its own Internal Controls & Procedures. A copy should be downloaded for reference.
4. Published, Printed & Electronic Works (in the case of a Council, these would be News Letters/Magazines). The NALC Legal Topic Note 40 sets out the requirement that items of this nature, which are made available to the Public, have to be copied to the British Library. This Institution is tasked with archiving all of the above Works for future Generations.

It is suggested that the Clerk's Office first approach the British Library to ascertain whether the Council's Publications really need to be sent in.

5. Insurance – Cyber Crime. The Council is currently obtaining quotes for another period of cover for standard Council Insurance Issues. It appears that none of the Insurers that look after Councils have any mention of Internet Fraud in their Schedules – it is recommended that this requirement is now added.
6. Internal Financial Regulations & Standing Orders. Note that these should be reviewed annually.



Peter Frost
Peter J Consultants
17/03/2017

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 10th April 2017

Subject: Financial Risk Assessment

Purpose of Report:

1. The purpose of this report is for Members to consider a report a policy document.

Summary:

2. As per the Internal Auditor's report, considered by the Town Council under Item 6, the following report presents a review of the Council's adopted Financial Risk Assessment.

Recommendation(s):

Members are recommended to;

- (a) **Review the Council's adopted Financial Risk Assessment.**

Background:

3. Members will find attached the Council's Financial Risk Assessment for the adoption, which adopted last April with two new columns relating to the level of risk and the reference to the person responsible. These additions were recommended under the Governance and Accountability for Local Councils Practitioners' Guide (GALCP). Member's views are welcomed on the banding of risk.

Town Clerk

Haywards Heath Town Council Risk Assessment 2017/2018 (review 10/03/17)

Financial Risk

1. Introduction

- 1.1 The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.
- 1.2 The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and Council may wish to consider other risks not identified.

Service Area	Risk	Internal Controls	Low, Medium or High Risk	Responsible Officer
Insurance	Public Liability (statutory)	Continue existing cover (£10m)	Low	Responsible Finance Officer.
	Employers Liability	Continue existing cover (£10m)	Low	Responsible Finance Officer.
	Fidelity Guarantee	Annual cover in line with the formula Total Balances plus 50% Precept. The Audit Commission has recommended that Members be added to this cover.	Low	Responsible Finance Officer.
	Property	Continue with existing cover for Town Hall.	Low	Responsible Finance Officer
	Loss of revenue.	Business Interruption cover.	Medium	Responsible Finance Officer
	Officials Indemnity.	Continue with existing cover (£250K)	Low	Responsible Finance Officer

	Libel & Slander	Continue with existing cover (£250K)	Medium	Responsible Finance Officer
	Personal Accident.	Continue existing cover (Scale benefits).	Medium	Responsible Finance Officer
Payroll	Loss of data on PC due to system fault.	The Council computer system is remotely backed up on a daily basis by South East Business Systems.	High	Responsible Finance Officer.
	Loss of services of employee.	Immediately advertise any vacancy (if permanent loss) and request help from remaining employees to cover temporary loss.	Medium	Town Clerk
Admin	Payment arrangements	Continue with requirement to report all payments to Policy and Finance and Council for approval. Continue with requirement for two authorised signatories to sign and to initial cheque stubs and invoices/documentation.	Low	Responsible Finance Officer.
	Reconciliation	Continue with bank reconciliation to be carried out on the receipt of each statement.	Low	Responsible Finance Officer.
	Agency advice	Continue with memberships of NALC, SALC and SLCC.	Low	Town Clerk
Allotments	Increase in net expenditure.	Review allotment rents annually.	Low	Town Clerk
	Constant annual increase in expenditure. Need for more allotments or other service	Investigate new site(s) and transfer those and existing sites	Low/ Medium from 2017 due to HHTC's adoption of HHNP	Town Clerk

			to Societies and/or Associations.		
Cemetery	Loss of service of contractor.		Advertise vacancy immediately.	Low	Town Clerk
	Loss of adequate space.		Pending problem. The Council continue to pursue land off Hurstwood Lane.	High	Town Clerk
	Memorial Safety		Continue with existing policy to approve all new applications.	Low	Assistant to the Clerk
	Increase in net expenditure		Review fees annually.	Low	Town Clerk
Precept	Annual precept not the result of proper detailed consideration.		Continue to present budget to Special Budget meeting.	Low	Town Clerk and Responsible Finance Officer
Open Space	Accident and Injury. Travellers Town Council Events.		Adequate public liability insurance. Liaison with MSDC emergency planning and the Police.	High	Responsible Finance Officer
Town Council Depot	Loss of equipment or machinery.		Day to day checking of the Depot and surveillance from property	High	Responsible Finance Officer
Street Furniture	Insurance Claims against unsafe furniture and/or injury to third parties.		Monthly check on the condition of equipment and logging of defects through to a resolution to the problem. Adequate insurance cover.	Medium	Head Groundsman
Precept	Inadequate monitoring of performance.		Continue to regularly consider budget monitoring report (quarterly).	Low	Responsible Finance Officer
	Illegal expenditure.		Continue to ensure that all expenditure is within legal powers.	Low	Responsible Finance Officer / Town Clerk

Accounting	Non-standard and/or non-compliant records kept.	Continue to require adequate, complete and statutory financial records and accounts	Low	Responsible Finance Officer
	Non-compliance with statutory deadlines for the completion/approval/ submission of accounts and other financial returns.	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.	Low	Responsible Finance Officer
	Non-compliance with internal audit requirements.	Appoint internal auditor and continue practice of appointing internal audit committee.	Low	Town Clerk
Contracts	Ensure continued value for money coupled with continuity of work.	Approve the practice of seeking tenders for cemetery maintenance every three years by advertising in local press and issuing specifications and tender documents to contractors expressing an interest. Tenders to be opened by the Leader and Clerk and reported to next available Council meeting.	Low	N/A in house service

Committee Meeting: Policy and Finance

Report of: Community Liaison Officer

Date: 10th April 2017

Subject: Grant Applications

Purpose of Report:

1. The purpose of this report is to present for consideration grant applications made to the Council by third party organisations.

Summary:

2. Members will find attached three grant applications as laid out in Appendix 1 to 3 of this report.

Recommendation(s):

Members are asked to consider the recommendations for the three grant applications, the summaries of which are attached in Appendix 1 to 3 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 endeavour 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. However the current grant criteria does allow for grants to be made for one off purchases and in some instances running costs.
6. It is asked that Members note that grants can only be 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 2017/18 is £8,500.

Grant Application

Organisation: Kent, Surrey and Sussex Air Ambulance

Total Project Cost: £1,500

Grant Requested: £500

Corporate Priority: To support voluntary and community initiatives which enhance the quality of life for residents in Haywards Heath.

Purpose of Grant: A contribution towards the purchase of essential equipment

Breakdown of costs:

Item or activity	Total cost	Amount requested
Credo EMT Box x 6	£1,500	£500
Total	1,500	£500

Comments:

Kent, Surrey and Sussex Air Ambulance (KSSAA) is a registered Charity established in 1989, to relieve sick and injured people in Kent, Surrey and Sussex, by providing a helicopter medical service available to everyone who works, lives or is travelling through the region. The service is provided free of charge to patients in need.

As an independent healthcare provider (KSSAA), rely almost entirely on voluntary donations and fundraising. KSSAA apply to a diverse range of organisations, including other parish councils, charitable trusts and businesses for funding support. The KSSAA also organise a weekly in-house lottery, as well as regular raffle campaigns. The service is provided each day of the year.

KSSAA provide advanced, pre-hospital, life-saving care to patients at the scene of the incident. Medical crews can perform clinical procedures, including blood transfusions, increasing the patient's chance of survival and recovery. KSSAA attended to nearly 2000 patients last year, across, Kent, Surrey and Sussex. The air ambulance attends 4-6 incidents each day and 1-2 each night across the area that it serves.

This application is to purchase 2 Credo EMT boxes, costing £250 each, which will be used to carry blood units in the helicopter. The boxes provide superior thermal protection, keeping the blood chilled for up to two days. This means that any blood that is not used for patients may be returned to the hospital blood bank, so that it is not wasted.

Grants awarded since 2007/08

Financial Year:

Year of application	Grant awarded	Purpose of grant
2014	£250	Contribution towards running costs

Members may like to consider awarding a grant of £500 to the Kent, Surrey and Sussex Air Ambulance Service to purchase two Credo EMT boxes. A grant award of this value would be in line with the Council's grant guidance notes and criteria.

Please note that the full application, which is a substantial document, is available on request from the Town Hall and will be available for inspection on the evening of the relevant Policy and Finance meeting.

Please also note that the Grant Database records continue to be maintained, providing details of grants awarded since 2007/08 Financial Year. Full details are available on request.

Grant Application

Organisation: Kangaroos Mid Sussex

Total Project Cost: £492

Grant Requested: £492

Corporate Priority: To support voluntary and community initiatives which enhance the quality of life for residents in Haywards Heath.

Purpose of Grant: To purchase room dividers so that wheelchair bound children with complex needs have a safe space to stretch their limbs.

Breakdown of costs:

Item or activity	Total cost	Amount requested
Table Top Cricket	£221.99	£221.99
New Age Kurling	£269.98	£269.98
Total	£491.97	£491.97

Comments: Kangaroos is a registered charity that aims to enrich the lives of disabled children and young adults, by providing activities and experiences in a supported setting, independent of their families, with the aid of trained staff and volunteers. Kangaroos' aim is to increase the young person's independence, self-confidence, social competence and inclusion within the community.

Kangaroos support children and young people who have a range of disabilities including severe autism, fragile X syndrome, cerebral palsy, profound and multiple learning difficulties, complex and severe epilepsy, complex visual and hearing impairments, limited mobility and profound communication difficulties.

The Charity offers 11 different age related clubs; after school, Saturday, holiday, youth and sports clubs for children and young people. They also run a club called 'No Limits' for those aged 18 and over. Kangaroos have a membership of nearly 240 children and young adults of whom 30% live in Haywards Heath. This amounts to 72 children and young people in Haywards Heath who will benefit from any funding allocated. The children using Kangaroo's services are not generally able to access mainstream activities and do not usually get opportunities to spend time with their friends or make new friends outside school, as their disabilities and behaviours make it extremely difficult to meet socially or to go to each other's houses. Kangaroos provide social, educational and recreational activities each week.

Kangaroos work hard to ensure their members lead active and healthy lives. A large proportion of their members are at risk of obesity due to their limited mobility. Kangaroos are making this application to purchase two games; table top cricket and New Age Kurling. The games will help to encourage

teamwork, develop concentration spans and motor skills. These sports may be played by children of different abilities, providing an inclusive activity. Both wheelchair users and young people who are physically more able will be able to participate in playing the two games.

Since their last funding application, Kangaroos have diversified their funding sources, which now include a range of trusts and foundations. This application which will benefit 72 children and young people with special needs in Haywards Heath, represents a total spend of £6.83 per child and young person, in actual terms.

Grant History since 07/08 Financial Year:

Year of application	Grant Awarded	Purpose of grant
2015	498	Portable space dividers
2014	£136	Portable changing tables and safety side wedges
2012	Declined as considered to be a 'luxury' purchase	£610 - Sat Nav systems for volunteer drivers.
2011	£509	Apple iPad and software
2010	£180	Video camera equipment
2009	£609.53	New activity equipment
2007	£848	

Recommendation: Members are recommended to award a grant of £492 to enable Kangaroos to purchase sports equipment. A grant award of this value would be in line with the Council's grant guidance notes and criteria.

Please note that the full application, which is a substantial document, is available on request from the Town Hall and will be available for inspection on the evening of the relevant Policy and Finance meeting.

Please also note that the Grant Database records have been recently compiled providing details of grants awarded since 2007/08 Financial Year. Full details are available on request.

Grant Application

Organisation: Warden Park Primary Academy Association

Total Project Cost: £17,500

Grant Requested: £500

Corporate Priority: To support voluntary and community initiatives which enhance the quality of life for residents in Haywards Heath.

Purpose of Grant: A contribution towards equipment for new nursery provision.

Breakdown of costs:

Item or activity	Total cost	Amount requested
Block cart	£153	£153
Children's round table & chairs set	£317	£317
Corner crate x 1	£30	£30
Total	£500	£500

Comments:

The Warden Park Primary Academy Association (WPPAA) in its current name was formed in 2012 and is a registered charity. WPPAA have adopted the model constitution of the Parent Teachers Association UK, which has two key objects. The first is to develop effective relationships between the staff, parents and others associated with the school. The second is to engage in activities that provide facilities, or equipment which support the school and advance the education of the pupils. Every parent/carer of a child is considered a member, there are therefore 550 members in WPPAA. 90% of the members live in Haywards Heath.

Warden Park Primary Academy is adding nursery provision to ensure school readiness in Bentswood, a relatively deprived Ward. Thirty new nursery places will be offered, providing high-quality, pre-school education to local families. West Sussex County Council's Joint Strategic Needs Assessment 2016, recognised that take-up of free child care for two, three and four year olds, is lower amongst disadvantaged groups, with location of services identified as one of the key barriers. A new nursery in a ward, where there are higher levels of deprivation will benefit priority groups such as teenage and young parents, lone parents, minority ethnic families, children with disabilities and those from low-income families.

In this application WPPAA have applied for funding for essential equipment to equip the new nursery. They wish to purchase a block cart and corner crate, which will help children to learn about tidying up. They would also like to purchase a round table and chairs for group activities.

Grants awarded since

2007/08 Financial Year: None

Recommendation: Members may like to consider awarding a grant of £500 to Warden Park Primary Academy Association. A grant award of this value would be in line with the Council's grant guidance notes and criteria.

Please note that the full application, which is a substantial document, is available on request from the Town Hall and will be available for inspection on the evening of the relevant Policy and Finance meeting.

Please also note that the Grant Database records continue to be maintained, providing details of grants awarded since 2007/08 Financial Year. Full details are available on request.

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 10th April 2017

Subject: Members Allowance Policy

Purpose of Report

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

Summary:

- 2) Haywards Heath Town Council introduced Members Allowances in 2011. The process for payment has been straight forward in the past, but a recent resignation has thrown into question the process for part yearly/proportionate payments, in the instance where a Councillor resigns from the Town Council.

Recommendations;

Members are recommended to;

- a) **Consider the arrangements for the part yearly payments of Members allowances.**

Background

- 3) Haywards Heath Town Council has decided to adopt, in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 relating to the payment of a parish basic allowance to its Members, a Members allowance scheme.
- 4) Members are not being asked to consider whether payments are made nor to discuss the level of payment, where dispensations for making a decision would be required. This is simply a matter of process.
- 5) Members Allowance are paid bi-annually (end September and March) in arrears so payment is made after the completion of a six-month period. Allowances are paid for activities that meet the needs of the role of a Councillor with travel to courses, conferences and meetings being paid over and above. Members allowance are set, not variable, nor set on responsibility or attendance at meetings.
- 6) There have been a number of resignations from the Council since the introduction of Members Allowances for a number of different reasons. This equates to 6 in total. Until recently all outgoing Councillor have not claimed for the proportion of the period they served. However, a recent Councillors who resigned has made a claim.
- 7) This claim threw up a couple of matters that need to be agreed by the Council. Firstly, and most simply is a decision on whether a departing Councillor is **paid for the period they serve or the Council resolves that if the Councillor is not in post in either September or March they are not paid.**

- 8) If the latter is agreed then there needs to be thought about the resignation notification process. Members do not have a resignation period, which means the RFO needs to take them off the real time HMRC and pay system straight away. A member of staff would have a resignation period stated within their contract but a Councillor resigns with immediate effect. Most recently a claim after the resignation in an environment where officers had no clear policy on whether to pay the leaver or not, meant that a cheque had to be issued with a covering letter stating that it was the leaver's responsibility to inform the HMRC.
- 9) If Members decide that payment is due proportionally, payment will be arranged on the day of resignation resulting in real time HMRC legalities being met and the leaver being removed from pay system as soon as practicably possible.
- 10) It is hoped that resignations will be few and far between so it is hoped that the agreed way forward will be limited in its implementation

Financial Implications

- 11) None allowances are included with the 2017 – 2018 budget and forecasted for full payment.

Town Clerk

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 10th April 2017

Subject: Membership of West Sussex Association of Local Councils and National Association of Local Councils.

Purpose of Report

- 1) The purpose of this report is for Members to consider Membership of an outside body

Summary:

- 2) After a number of years of non-membership of the West Sussex Association of Local Councils (WSALC) and National Association of Local Councils (NALC) Haywards Heath Town Council (HHTC) re-joined the two aforementioned organisations last year (2016/2017 year). In agreeing to re-join Members requested that a report be tabled before the Council agrees to continue its membership in 2017-2018. The following report presents a review of the benefits received from membership during the last year.

Recommendations;

Members are recommended to;

- a) **Renew the Council's subscription to West Sussex Association of Local Councils and National Association of Local Councils for the 2017-2018 Council year.**

Background

- 3) When re-joining West Sussex Association of Local Councils (WSALC) and National Association of Local Councils (NALC) last year Members requested that the years subscription be subject to review.
- 4) In reviewing the last year, the Town Clerk recommends that, on the following basis, membership be continued: -
 - a. HHTC has access to the quarterly Mid Sussex Association of Councils (MSALC) meetings.
 - b. HHTC has access to the WSALC board meetings and minutes.
 - c. HHTC has access to NALC minutes and briefing notes.
 - d. HHTC has a network of support from fellow Councils for advice.
 - e. The Town Clerk is able to attend the MSALC and MSDC communications meetings.
 - f. The Town Clerk receives legal topic notes, the WSALC newsletters and is able to attend conferences.
 - g. All staff and Members have access to training with 4 opportunities being taken up during the last year. Most recently the Assistant to the Clerk attended a training day on Allotments and Cemetery Management and the Town Clerk attending the Spring Conference.

- h. The WSALC CEO was instrumental with the Town Clerk in identifying the opportunity for the Community Warden Project and introduced the Town Clerk to Sussex Police's Head of Business Crime Unit, SWL Security and the Co-op Funding Manager.
- i. WSALC CEO undertook the negotiations with the Police Crime Commissioner on the £16,500 grant for the above project.
- j. WSALC have links straight to senior police officers, WSCC management team and other statutory organisations.
- k. From the Town Clerk's perspective, NALC are working closely with the Society of Local Council Clerks (SLCC) with the NALC CEO regularly attending conferences. The WSALC CEO attends SLCC Mid Sussex Branch meetings. The SLCC and NALC are also working very closely on many issue affecting the Town/Parish Council sector.

Financial Implications

- 5) The cost of Membership is £3,114.58, which is split £1,650 to WSALC and £1,464.58 to NALC. Memberships are coupled and Council's cannot opt out of one or the other. These costs were included with the 2017-2018 budget.

Town Clerk