



## HAYWARDS HEATH TOWN COUNCIL

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11<sup>th</sup> May 2016

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 16<sup>th</sup> May 2016** in the Council Chamber, 40 Boltro Road, Haywards Heath at 7.30pm when the following business will be transacted.

Yours sincerely  
**Steve Trice**  
Town Clerk

**\*\*\*Before the meeting commences Jamie Flynn will make a presentation on Autism.\*\*\***

### A G E N D A

1. Town Council Prayer
2. To elect a Town Mayor for the Council year 2016/2017.  
(The Town Mayor to make Declaration of Acceptance of Office.)
3. To note any apologies for absence.
4. Public Forum - *Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. Notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.*
5. To appoint a Deputy to the Town Mayor for the Council year 2016/2017.  
(The Deputy Town Mayor to make Declaration of Acceptance of Office.)
6. To appoint the Town Council's Leader for the Council year 2016/2017.
7. To appoint the Town Council's Deputy Leader for the Council year 2016/2017.
8. To confirm Committee membership for the Council year 2016/2017. (To be tabled at the meeting)
  - (a) Policy & Finance Committee
  - (b) Environment & General Purposes Committee
  - (c) Planning Committee

cont....

9. To confirm appointments of Committee Chairman and Vice Chairman for the Council year 2016/2017. (To be tabled at the meeting)

- (a) Policy & Finance Committee Chairman
- (b) Policy & Finance Committee Vice Chairman
- (c) Environment & General Purposes Committee Chairman
- (d) Environment & General Purposes Committee Vice Chairman
- (e) Planning Committee Chairman
- (f) Planning Committee Vice Chairman

10. To confirm membership of the following Working Groups for 2016/2017: (To be tabled at the meeting)

- (a) Haywards Heath in Bloom
- (b) Editorial/Media/Website Working Party
- (c) Planning Working Group
- (d) Bolnore Working Group
- (e) Staff Working Party
- (f) Transport Partnership
- (g) Chairman's Working Group
- (h) Haywards Heath Sports Forum
- (i) Parking, Roads and Town Environmental Group

11. To confirm Council representatives on the following outside bodies for 2016/2017: (To be tabled at the meeting)

- (a) Citizens Advice Bureau
- (b) Mid Sussex Association of Local Councils
- (c) Mid Sussex Association of Town Councils
- (d) Haywards Heath Twinning Association
- (e) Blunts/Paiges Meadow Reserve
- (f) Scrase Valley Reserve
- (g) Ashenground Park & Bolnore Open Spaces Steering Group
- (h) Horsham and Mid Sussex Voluntary Action (HAMSVVA)
- (i) Haywards Heath Community Partnership (Yews)
- (j) Haywards Heath Sports Forum
- (k) Gatwick Airport Parish Liaison Group
- (l) Woodside Pavilion Management Committee
- (m) Haywards Heath and District Business Association
- (n) Haywards Heath Town Team
- (o) Burgess Hill Northern Arc Liaison Group

12. To make Declarations of Interest.

13. To confirm the Minutes of the Meeting of the Council held on 14<sup>th</sup> March 2016.

14. Matters Arising.

15. To note the Mayor's List of Engagements and any announcements.

16. To receive and consider and adopt the Resolutions of the following Committees.

- a) Planning Committee held on the 4<sup>th</sup> April 2016

**MINS. 123 - 130**

**cont....**

- b) Planning Committee held on the 18<sup>th</sup> April 2016  
**MINS. 131 - 138**
- c) Planning Committee held on the 9<sup>th</sup> May 2016  
**MINS. 139 - 146**
- d) Environment and General Purposes Committee held on the 21<sup>st</sup> March 2016.  
**MINS. 58 – 69**
- e) Policy and Finance Committee held on the 11<sup>th</sup> April 2016  
**MINS. 61 – 72**

17. To undertake the annual review of the Council's Standing Orders and Financial Regulations.

18. To undertake the annual review of the Councillors Code of Conduct.

19. Update on Representation on Outside Bodies

Members are invited to report on any business relating to their attendance on outside bodies as an elected representative of the Council.

20. To consider a consultation, from the Chief Executive of the Sussex Learning Trust relating to future provision of 6th form education in Mid Sussex. (as previously circulated)

21. To consider any urgent items the Mayor has received under S.O 11.

22. To consider exclusion of Public and Press.

*'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.'*

**Committee Meeting:** Annual Meeting of Haywards Heath Town Council

**Report of:** Town Clerk

**Date:** 16<sup>th</sup> May 2016

**Subject:** Appointment of Deputy Mayor, Leader, Deputy Leader and Committee Membership 2016 - 2017

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**Purpose of Report:**

1. The purpose of this report is to enable Members to consider nominations for the Membership of Council Committees and official individual appointments for the forthcoming Council year 2016 - 2017.

**Summary:**

2. Members are firstly asked to agree the appointment of the Deputy Mayor, Leader of the Council and Deputy Leader of the Council for the 2016-2017 Council year. Members will then be required to agree to the Council's committee membership, working party/group membership and representation on outside bodies as laid out in this report including new positions that have been developed. Members will also be asked to appoint a Chairman and Vice Chairman for the Council's Planning Committee, Policy and Finance Committee and the Environment and General Purposes Committee.

**Recommendation(s):**

- 1) **Members are recommended to nominate and agree the Membership of the Council's Standing Committees, working groups/parties and make the individual appointments laid out in the background of this report;**
  - (a) **Appoint the Deputy Mayor for 2016-2017;**
  - (b) **Appoint the Leader of the Council for 2016-2017;**
  - (c) **Appoint the Deputy Leader of the Council for 2016-2017;**
  - (d) **Agree to the membership of the Council's Planning Committee, Policy and Finance Committee and Environment and General Purposes Committee for 2016-2017;**
  - (e) **Agree to each of the Committee's Chairman and Vice Chairman;**
  - (f) **Agree the membership of the Council's working parties/groups;**
  - (g) **Agree to the appointment of Members to represent the Council on outside bodies.**

## Background

3. **Town Mayor 2016 – 2017** will have been appointed under item 2 of the Agenda and duly will have made their Declaration of Office.
4. **Deputy Mayor 2016 – 2017 (Agenda front sheet item 5)**  
Nominations are sought for the position of Deputy Mayor. The duly elected Deputy Mayor will then make his/her declaration. *Both the Mayor and Deputy Mayor are ex-officio on all committees with full voting rights.*
5. **Leader of the Town Council 2016 – 2017 (Agenda front sheet item 6)**  
Nominations are sought for the Leader of the Council.
6. **Deputy Leader of the Town Council 2016 – 2017 (Agenda front sheet item 7)**  
Nominations are sought for the Deputy Leader of the Council.
7. **Committee Membership 2016 – 2017 (Agenda front sheet item 8)**  
Nominations are sought for the following Committees,
  - (a) Policy and Finance Committee (8 Members)
  - (b) Environment and General Purposes Committee (7 Members)
  - (c) Planning Committee (8 Members)
8. **Committee Chairman and Vice Chairman (Agenda front sheet item 9)**  
Each Committee only will vote for its respective Chairman and Vice Chairman by show of hands (Chairman first then Vice Chairman).
  - (a) Policy and Finance Committee  
Chairman Vice Chairman
  - (b) Environment and General Purposes Committee  
Chairman Vice Chairman
  - (c) Planning Committee  
Chairman Vice Chairman
9. **Sub Committees and Working Parties (Agenda front sheet item 10)**  
Nominations are sought for Members to serve on the following informal internal working groups.
  - (a) Haywards Heath In Bloom  
One nomination is sought.
  - (b) Editorial/Media/Website Working Party  
Four nominations are sought.
  - (c) Planning Working Group  
Five nominations are sought.
  - (d) Staff Working Party  
Four nominations are sought.
  - (e) Chairman's Working Party  
Five places are agreed by virtue of prior appointments (Committee Chairman, the Leader and the Mayor)
  - (f) Parking Roads and Town Environmental Group  
Five nominations are sought.

- (g) Transport Partnership  
Two Nominations are sought.

**10. Representative(s) on Outside Bodies (Agenda front sheet item 11)**

Nominations are sought to represent the Council on the following outside bodies.

- (a) Citizens Advice Bureau (1)
- (b) Mid Sussex Association of Local Councils (1)
- (c) Mid Sussex Association of Town Councils (Leader, Chair of P & F plus 2)
- (d) Haywards Heath Twinning Association (1)
- (e) Blunts/Paiges Meadow Reserve (2)
- (f) Scrase Valley Reserve (2)
- (g) Ashenground Park & Bolnore Open Spaces Steering Group (2)
- (h) Haywards Heath Community Partnership (1) (Yews)
- (i) Haywards Heath Sports Forum (3)
- (j) Gatwick Airport Parish Liaison Group (1)
- (k) Woodside Pavilion (1)
- (l) Haywards Heath and District Business Association (1)
- (m) Haywards Heath Town Team (1)
- (n) Burgess Hill Northern Arc Liaison Group (1)

11. Please note - If there is more than one nomination for any appointment on the evening, Members will vote by a show of hands, which will be recorded by the Clerk.

Town Clerk

**HAYWARDS HEATH TOWN COUNCIL**

**MEETING OF HAYWARDS HEATH TOWN COUNCIL**

**Minutes of the meeting held on Monday 14<sup>th</sup> March 2016**

**Councillors:** Christopher Ash-Edwards  
Jonathan Ash-Edwards  
Anne Boutrup  
Rod Clarke  
David Dorking  
Sandy Ellis  
Julie Hayden\*\*  
Stephen Hillier  
Jacqui Hollister  
Matthew Jeffers  
James Knight  
Clive Laband  
Alastair McPherson  
Howard Muddin  
Mike Pulfer  
Sujan Wickremaratchi

**Apologies\*\* Absent\***

**Also present: None**

**79. Council Prayer**

Members stood for the Council prayer, which was read by the Town Mayor.

**80. Public Forum**

None

**81. Apologies**

Cllr J. Hayden – Work Commitments.

**82. Declarations of Interest**

Cllr Wickremaratchi and Cllr Hillier declared personal interests in item 10 as West Sussex County Councillors.

**83. Minutes**

The Minutes of the Extra-Ordinary Council Meeting held on 15<sup>th</sup> February 2015 were taken as read, confirmed as a true record and duly signed by the Mayor.

**84. Matters Arising**

None

**85. Mayor's Engagements and Announcements.**

Town Mayor Cllr Wickremaratchi made reference to three matters during his address to Council. Firstly, the Mayor was delighted and proud to announce that the success of the Mayors Dinner and Dance had resulted in just over £5000 being raised for his chosen charity 4sight. He then thanked his fellow Councillors and the Town Hall staff for all of their support leading up to and during the event. Special mention was made for Mrs Helen Hewett and Ms Sarah Valentine who led on the organisation of the evening. Secondly, The Mayor outlined a safeguarding matter that he had been involved in at St Wilfrids Court,

Church Road in a building run by Hyde Housing. As a result of this work a plan had been formulated to deal with defects to the building that was compromising resident's health. Finally, the Mayor thanked Cllr Ellis for attending St. Richards Church on his behalf to witness the ceremonial service for the collation of Reverend David Weaver the previous weekend. Cllr Ellis in turn informed the Council that the event had been very enjoyable and asked if a letter could be sent by the Clerk to thank Reverend Weaver for inviting the Council and for welcome she and husband enjoyed on the day.

**86. To receive and consider the adoption of the Minutes of Council standing committees.**

- (i) **Planning Committee - MINS. 97 - 122**  
The reception and adoption of the resolutions of the Planning Committees, dated 25<sup>th</sup> January 2016 - **Mins 97 – 104**, 15<sup>th</sup> February 2016 – **Mins 105 – 113** and 7<sup>th</sup> March 2016 - **Mins 114 – 122**.
- (ii) **Environment & General Purposes Committee - MINS. 47 - 57**  
The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 8<sup>th</sup> February 2016 **Mins 47 - 57** were moved, seconded and agreed by Council.
- (iii) **Policy & Finance Committee - MINS. 49 - 60**  
The reception and adoption of the resolutions of the Policy and Finance Committee dated 29<sup>th</sup> February 2016 **Mins 49 - 60** were moved, seconded and agreed by Council.

**87. Mid Sussex Association of Local Councils**

The Clerk updated Members on the need to join the Mid Sussex Association of Local Councils (MSALC), which was the local Association specifically looking at matters with the District. The Clerk also promoted the benefits of Membership for information sharing and hearing speakers relevant to the Mid Sussex and the Town. With this the Clerk welcomed nominations for the post. Councillor David Dorking starting proceedings off by volunteering to take the position on MSALC. With this he was nominated and seconded, without opposition, so it was unanimously agreed that Cllr Dorking taking on the role,

Members **RESOLVED** to;

**Appoint Cllr David Dorking as the Town Councils representative on the Mid Sussex Association of Local Councils.**

**88. Minutes of Mid Sussex Association of Town Councils**

Members noted the minutes of the Mid Sussex Association of Town Councils (MSATC) meeting dated 2<sup>nd</sup> March 2016 and the position of the District's other two Towns Councils in relation to West Sussex County Council's Sponsorship Framework Agreements and the current Highways Services consultation. As both matters were discussed at the last meeting of the Policy and Finance Committee Members noted the report of the Clerk, were happy with the letter as presented, via the secretary to the Association, on the West Sussex Highway consultation (apart from a minor grammatical error) and felt it would be prudent to send an individual response on behalf of the Council to West Sussex County Council, with this,

Members **RESOLVED** to;

- a) **Note the minutes of the meeting of the Mid Sussex Association of Town Councils and endorsed the letter to West Sussex County Council in relation to Partnership Working.**
- b) **Instruct the Clerk to make separate representation on the matter to West Sussex County Council.**



**89. To consider any urgent items the Mayor has received under S.O 11.**

The Clerk informed Members that the draft Haywards Heath Neighbourhood Plan was out to a 'section 16' consultation, which was being undertaken by Mid Sussex District Council with a closing date of the 21<sup>st</sup> April 2016. Furthermore, an inspector would be chosen towards the end of the consultation period. If the inspector is satisfied the final stage is the referendum. However, it would be unlikely that the referendum could take place before September because of the legalities around the EU referendum and the fact that no other vote can be held at the same time.

Meeting Closed at 8.45pm

**MAYOR'S LIST OF ENGAGEMENTS**

**13 March to 15 May 2016**

**Sunday 13 March** – The Collation of Father David Weaver at St Richards. Attended by Cllr. Sandy Ellis.

**Tuesday 15 March** – The Mayor attended the Annual Conference & AGM of the MSOPC, at The Martlets, Burgess Hill.

**Tuesday 15 March** – The Mayor attended Haywards Heath Town Team 175th Anniversary Meeting at the Town Hall.

**Wednesday 16 March** – The attended an E-Safety Training course at MSDC.

**Friday 18 March** – The Mayor attended and signed a Mayors Against Drugs Campaign, held at The Orchards and organized by Saint Hill Manor.

**Saturday 19 March** - The Mayor attended the Haywards Heath Twinning Association Bavarian Dinner at the Town Hall.

**Saturday 19 March** - L.Ron Hubbards Birthday at Saint Hill Manor, attended by Cllr. Anne Boutrup and Margaret Baker.

**Tuesday 22 March** – French Exchange Students from Oathall School, came to meet the Mayor at the Town Hall, asking questions and about his role as Mayor.

**Friday 25 March** – The Mayor attend the annual Hayward Heath Lions Swimathon, and gave out medals.

**Sunday 27 March to Tuesday 29 March** - The Mayor attend the annual Georgitt Event in Traunstein.

**Saturday 2 April** – The Mayor attended and opened the new toy shop, The Entertainer, at the Orchards Shopping Centre.

**Sunday 3 April** – The Mayor attended the Mayor of0 Burgess Hill Civic Service held at the Kings Centre.

**Monday 4 April** – The Mayor went to the Care AGM at the Redwood Centre, Age UK, in Perrymount Road, Haywards Heath.

**Tuesday 5 April** – Meeting with Stacey Wright regarding the Ashenground Community Group.

**Wednesday 6 April** – The Mayor met and attended the St Wilfrid's Residential Meeting.

**Friday 8 April** – The Mayor opened the Haywards Heath CIC Art Trail at Victoria Park.

**Saturday 9 April** – The Mayor attended the Haywards Heath Horticultural Society Vintage Tea.

**Saturday 9 April** – The Mayor attended the Ashenground Film Festival.

**Sunday 10 April** – The Mayor Started the Greater Haywards Heath Bike Ride.

**Tuesday 12 April** – The Mayor had a meeting to discuss linking up with Ashenground Community Partnership, with Stacey Wright, from the Children and Family Center at Bentswood, at the Town Hall.

**Tuesday 12 April** – The Mayor had a meeting with Jackie, regarding work experience with young adults with learning disability, at the Town Hall.

**Friday 15 April** – The Mayor attended the Haywards Heath Lions Bake Sale, hosted by Richard and Mary at High Beeches.

**Saturday 16 April** – The Mayor meet the CIC Art at Savannahs to inspect the Art work provided around the Town.

**Friday 22 April** – The Mayor attended a Charity Fund Raising Fashion Show. Hosted by Its Magic, in aid of Kangaroos.

**Saturday 23 April** – The Mayor attended the Sri Lankan New Year Event held at Archbishop Lanfranc Academy.

**Saturday 23 April** – The Mayor attended the MCE Mayors Charity Event at East Grinstead.

**Sunday 24 April** – The Mayor opened and attended the Haywards Heath Town Councils Spring Festival on Muster Green.

**Monday 25 April** – The Mayor opened and attended the Annual Town Meeting and presented the cheque, regarding the monies raised at his Dinner & Dance, to 4Sight.

**Tuesday 26 April** – The Mayor attended the Care Volunteer's at the Tiger in Lindfield.

**Wednesday 27 April** – The Mayor met at the Town Hall with the Ashenground Community Partnership and the Community Liaison Officer – Fatima Mirza.

**Thursday 28 April** – The Mayor Met Mims Davis MP, at the Houses of Parliament, to discuss the Private Members Bill.

**Saturday 30 April** – Training Day for the 4Sight Tandem Bike Ride.

**Sunday 1 May** – The Mayor opened and attended the Haywards Heath Greater Bike Ride.

**Thursday 12 May** – The Mayor attended the Bentswood Community Meeting with Affinity Sutton.

**Sunday 15 May** – The Mayor took part in the 4Sight Charity 36miles Bike Ride, along with the Town Clerk.

35 Events

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 16<sup>th</sup> May 2016

**Subject:** Minutes of Committee Meetings

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**Purpose of Report:**

1. The purpose of this report is for Members to receive and adopt the resolutions of the Council's Planning Committee, Policy and Finance Committee and Environment and General Purposes Committee.

**Summary:**

2. The Committee Chairman will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committees held on the 4<sup>th</sup> April 2016 - **Minutes 123 - 130**, 18<sup>th</sup> April 2016 - **Minutes 131 - 138** and 9<sup>th</sup> May 2015 **139 - 146**, Environment & General Purposes Committee – 21<sup>st</sup> March 2016 - **Minutes 58 - 69** and Policy & Finance Committee held on the 11<sup>th</sup> April 2016 - **Minutes 61 – 72**.

**Recommendation(s):**

**Members are recommended to;**

**(a) Adopt the resolutions of the Council's standing Committees as laid out under points 3, 4, 5, 6 and 7 of this report**

3. Planning Committee, 4<sup>th</sup> April 2016 - **Minutes 123 - 130** resolutions;

Nothing to report.

4. Planning Committee, 18<sup>th</sup> April 2016 - **Minutes 131 - 138** resolutions;

Nothing to report.

5. Planning Committee, 9<sup>th</sup> May 2016 **139 - 146** resolutions;

Nothing to report.

6. Environment & General Purposes Committee, 21<sup>st</sup> March 2016 - **Minutes 58 - 69** resolutions;

MIN. 63 – To RESOLVE the recommendation to;

- (a) recommend the draft Haywards Heath Sports Strategy 2016 to Full Council on the 18<sup>th</sup> July 2016 for adoption, with amendments if required.
- (b) Agree constitutional set up for the Sports Forum as presented in the draft Haywards Heath Sports Strategy 2016.
- (c) Incorporate the Haywards Heath Sports Strategy 2016 into Town Council policy.

MIN. 65 – To RESOLVE the recommendation to undertake a full review of the Town Council's Allotment Holders Policy to enable a review of the points raised under the representation made by the Allotment holder.

MIN. 66 – To RESOLVE the recommendation to;

- (a) Agree in principle the placement of a Blue Plaque in Burrell Road to honour Donald Campbell, and or, the Norris Brothers pending further research.
- (b) That funding for the purchase of the Blue Plaque should be secured from the Business community in Burrell Road.
- (c) On resolving the matters (a) and (b) delegate authority to the Clerk to liaise with English Heritage to agree the wording of the Blue Plaque and its exact location for placement.

7. Policy and Finance Committee, 11<sup>th</sup> April 2016 - **Minutes 61 – 72;**

MIN. 66 – To RESOLVE the recommendation to recommend the list of payments and receipts, and income and expenditure for the period 1<sup>st</sup> February 2016 – 29<sup>th</sup> February 2016 to Full Council for approval.

MIN. 67 – To RESOLVE the recommendation to;

- (a) Note and agree to the Internal Auditor's report.
- (b) Increase of Insurance – Fidelity Guarantee from £500,000, to £800,000 as per the recommendation of the Internal Auditor's report.

MIN. 68 – To RESOLVE the recommendation to;

- (a) Adopt the Management and Retention of Documents Policy.
- (b) Adopt the Dealing with Requests for Information Policy.

MIN. 69 – To RESOLVE the recommendation to Adopt the Council's revised Financial Risk Assessment with the inclusion of risk level against each assessment.

MIN. 70 – To RESOLVE the recommendation to Award West Sussex Mediation Service a grant of £250 towards running costs.

MIN. 71 – To RESOLVE the recommendation to;

- (a) an additional maximum sum of £2,750 be allocated from the Town Fund to purchase two new seats and two new litter bins in order to complete the renovation project at Jubilee Gardens;
- (b) the resolution be ratified (retrospectively) by the Environment and General Purposes Committee at the meeting scheduled for 13 June 2016;
- (c) upon completion of the renovation project, the Environment and General Purposes Committee be provided with a breakdown of income and expenditure.

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 16<sup>th</sup> May 2016

**Subject:** Review of Standing Orders

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**Purpose of Report:**

1. The purpose of this report is for Members to review the Council's standing orders.

**Summary:**

2. The Town Council's Standing Orders and Financial Regulations regulate the actions of the Council as a corporate body, the Members of the Council and its staff. The document also governs the financial processes of the Council and its functions. The document is now due for its annual review.

**Recommendation(s):**

- 1) **Members are recommended to review the Council's Standing Orders, and Financial Regulations.**
- 2) **Agree the document with amendments if required, that are lawful, and adopt the Standing Orders and Financial Regulations for the period 2016 – 2017.**

**Background:**

3. The Town Council's Standing Orders and Financial Regulations, which have been circulated under separate cover, need to be reviewed annually on the advice of the Internal Auditor. Before the advice of the Internal Auditor was received the Town Council only reviewed the document at the commencement of a new Council (every four years), on the advice of the Monitoring Officer at Mid Sussex District Council or by approved Council changes.
4. Members may wish to note the following points to help them in reviewing the document.
  - Review the level of authorised expenditure under point 49.
  - Review the Council's procurement processes.
  - Substitutions Rule, the Clerk tabled a report to Members in 2011 suggesting that two named Councillors acted as substitutes for each meeting. Members were minded not to accept the recommendation and retained the policy of any Member of the Council being authorised to substitute.
5. Members may wish to note that the Clerk has looked at the National Association of Local Council (NALC) Model Standing Orders and feels that the Council's current document covers everything in the document and is more user friendly. Please also note that the Council does not have to adopt the NALC Standing Orders. If Members are interested in looking at the NALC document please visit the Sussex Association of Local Council's website <http://www.sussexalc.org.uk> and refer to the reference documents page of the website.

**Town Clerk**

**Committee Meeting: Full Council**

**Report of:** Town Clerk  
**Date:** 16<sup>th</sup> May 2016  
**Subject:** Councillors Code of Conduct

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**Purpose of Report**

- 1) The purpose of this report is for Members to consider a governing document of the Town Council

**Summary:**

- 2) The following report asks for Councillors to review the Council's Code of Conduct, in line with Mid Sussex District Council, which sets out rules to govern the behaviour of Councillors.

**Recommendations;**

- 1) Members are recommended to review the proposed Councillors Code of Conduct.**
- 2) Agree the document with amendments if required, that are lawful, and adopt the Councillors Code of Conduct.**

**Background:**

- 3) Local Authorities are required to adopt a Councillors Code of Conduct which sets out rules governing the behaviour of their Councillors and satisfies the requirements of the Localism Act 2011. All elected, co-opted and independent Members of local authorities, including Town and Parish Councils, are required to abide by their own, formally adopted, Code.
- 4) The Code of Conduct seeks to ensure that Members observe the highest standards of conduct in their civic role. The Code is intended to be consistent with the seven principles of public life:
  - a. **Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
  - b. **Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
  - c. **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, holders of public office should make choices on merit.
  - d. **Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
  - e. **Openness** - Holders of public office should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

- f. **Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
  - g. **Leadership** - Holders of public office should promote and support these principles by leadership and by example, and should act in a way that secures or preserves public confidence.
- 5) The actions of a Town Councillor, if reported to have broken the adopted Code of Conduct, is firstly brought to the Town Clerk's attention and then passed on to the Monitoring Officer at Mid Sussex District Council who is the Solicitor to the Council, Mr Tom Clark. This in turn is considered by the District Council's Standards Committee, who thought it would be beneficial to elected Members and the public, for all levels of local government in Mid Sussex to have a similar Members Code of Conduct.
- 6) To this end, in November 2014, Mid Sussex District Council adopted a revised Code of Conduct that brought its format into line with West Sussex County Council but the tenor of the Code of Conduct remained unchanged, which the Town Council adopted.
- 7) As a result, the Code of Conduct is recommended to continued to be adopted.
- 8) **Financial Implications** - None

**Town Clerk**