

HAYWARDS HEATH TOWN COUNCIL

Minutes: **Policy and Finance Committee** held on Monday 11th March 2019

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: Andrew Sturgeon (RFO).

- 51. Apologies**
A. Boutrup – Personal Matter.
- 52. Minutes**
The minutes of the Policy and Finance Committee held on 14th January 2019 were taken as read, confirmed as a true record and duly signed by the Chairman.
- 53. Substitutes**
None.
- 54. Declarations of Interest**
None.
- 55. Matters Arising**
None
- 56. Payments and receipts and income and expenditure reports for the period 1st December 2018 – 31st January 2019.**
Members had before them the list of payments and receipts and income and expenditure reports for the period 1st December 2018 – 31st January 2019. Then the following were asked by Members,
- It was asked whether all of the payments had been made for the most recent by-elections. The RFO confirmed that the Town Council was up to date and all payments had been made.
- With no further questions,

Members then **RESOLVED** to;

Recommend to Full Council the list of payments and receipts, and income and expenditure for the period 1st December 2018 – 31st March 2019.

57. Town Council Grants

Members were presented with four grant applications and were supportive of all of the applications. It was however, with regards to the St Francis Bowls Club application, requested and agreed that the Town Clerk would make investigations into the arrangements for the purchasing of materials, in line with the Grant conditions and check that the Club's bank accounts were separate from that of the main Sports and Social Club. This would be reported the Chairman.

Members **RESOLVED** to;

- a) **A grant of £500 to the Impact Foundation towards the cost of one to one cooking sessions in Haywards Heath.**
- b) **A grant of £750 to St Francis Bowls Club towards building and equipping a toilet block with disability access, with the follow conditions;**
 - a. **That full project funding be demonstrated before release of funds.**
 - b. **Demonstration that, if required, planning permission or building regulations are obtained.**
 - c. **That the final decision be delegated to the Town Clerk and Chairman on further investigations into the exact build costs and the association of the Bowls Club to Sports and Social Club.**
- c) **A grant of £500 to the Family Support Network towards purchasing toys (Lego) to support weekly therapy sessions.**
- d) **A grant of £750 to the Albemarle Centre to assist with set up costs for Duke of Edinburgh Award scheme courses.**

58. Internal Audit Mid-Year Report

Members noted the mid-year report of the Town Council Internal Auditor Mr Peter Frost and were pleased to note that there no matters raised and then,

Members **RESOLVED** to;

Adopt the Internal Auditor's Interim report 2018/2019.

59. Financial Risk Policy for the Town Council 2019 Review

Members noted and agreed the Financial Risk Policy for the Town Council, which was presented for its annual review without any fundamental changes from the 2018 Council year. Members were content with the assessment. In resolving to adopt the Risk Assessment, Cllr Pulfer offered to assist/advise the Town Clerk, if required, in keeping the document up to date over the forthcoming twelve months.

Members **RESOLVED** to;

Adopt the Town Council's Financial Risk Assessment for 2019.

60. Urgent Business

None.

Meeting closed at 8.25pm