

HAYWARDS HEATH TOWN COUNCIL

Minutes: **Policy and Finance Committee** held on Monday 12th March 2018

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: Cllr C. Cheney and Andrew Sturgeon (RFO),

52. Apologies

A. Boutrup – Ill Health.
C. Laband – Holiday.
S. Hillier – Personal Matter.

53. Minutes

The minutes of the Policy and Finance Committee held on 15th January 2018 were taken as read, confirmed as a true record and duly signed by the Chairman.

54. Substitutes

C. Cheney for C. Laband.

55. Matters Arising

None

56. Declarations of Interest

None

57. Payments and receipts and income and expenditure reports for the period 1st December 2017 – 31st January 2018.

Members had before them the list of payments and receipts and income and expenditure reports for the period 1st December 2017 – 31st January 2018, with the following matters raised by Members in relation to the accounts as presented,

- It was asked why there had been a large VAT reclaim. I was noted that the claims had fallen behind over the summer due to staffing matters. This work had been caught up upon with the backlog of resulting in the inflated payment.
- It was noted that 1p transaction had been made by the Clerk. It was noted that it was a test for the new World Pay card machine. The Clerk reassured Members that the RFO had refunded the 1p as he always, as expected balanced his accounts to the penny.

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 2017 – 31st January 2018.

58. Grants

The Town Clerk introduced four grants and reminded Members that the collective total of the recommendations for award, made by officers in the accompanying report, was £284 more than was available in the budget. However, the Committee could be minded to go over budget if they saw fit. Members considered the applications, all of which were unanimously supported. During debate Members praised the work of both the Town Team and the Twinning Association, but in awarding a grant to West Sussex Mediation Service asked that the organisation be reminded, in the offer letter, that they should look for alternative ways of funding as they seemed to be reliant on the Town Council year on year. For good order, it was formally noted that the Committee had agreed to go slightly over budget by awarding all of the grant recommended on the basis that the grants were for worthy causes. With this;

Members RESOLVED to award;

- a) **A grant of £750 to Haywards Heath Town CIC towards equipment to deliver the STEM challenge competition in Haywards Heath.**
- b) **A grant of £250 to Shabash Cricketers UK towards a community event to raise awareness of the organisation.**
- c) **A grant of £500 to Haywards Heath Twinning Association towards a contribution towards an art project to create wall hangings for Haywards Heath, Bondues and Traunstien Town Halls.**
- d) **A grant of £250 to West Sussex Mediation Service towards running costs.**

59. Mid-Year Report of the Internal Auditor.

Members were presented with the Mid Year Audit report. The two recommendations were noted by Members with the matter of the level of Cyber Crime Insurance being raised. It was noted that the amount of monies held **It was noted that that Council has many layers of protection** It was agreed that the RFO would look in alternative ways of holding monies so to reduce the amount of money in the Town Council's current account.

Members then RESOLVED to;

Adopt the mid-year report of the Internal Auditor.

60. Staff and Councillors Allowance and Expense Policy,

Member without comment noted the Staff and Councillors Allowance and Expense Policy for the 2018/2019 Council year as presented and then,

Members then RESOLVED to;

Adopt the staff and councillors allowance and expense policy.

61. Urgent Business

None.

Meeting closed at 8.24pm