

HAYWARDS HEATH TOWN COUNCIL

Minutes: **Policy and Finance Committee** held on Monday 18th September 2017

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)

Before the meeting formally opened Cllr M Pulfer was nominated and duly seconded to become the Vice Chairman for the evening in the absence of Cllr S Wickremaratchi.

16. Apologies

S Wickremaratchi – Holiday.

R de Mierre – Conflicting Meeting.

17. Minutes

The minutes of the Policy and Finance Committee held on 26th June 2017 were taken as read, confirmed as a true record and duly signed by the Chairman.

18. Substitutes

None

19. Matters Arising

Cllr Hillier asked about St Peter and St James Hospice being asked to look at finding alternative funding sources as part of a condition of the grant award made at the meeting dated 26th June 2017. The Clerk responded that this request was made to a number of organisations in the award letter sent out by the Community Liaison Officer, however he would check.

20. Declarations of Interest

Cllr Hillier declared a personal interest in item 7 appendix (b), application made by Sussex Clubs for Young People due to his role as the Bentswood Community Partnership Chairman who deals with the organisation and in his role as West Sussex County Council Cabinet Member for Children and Young People (Lead Member for Children).

21. Payments and receipts and income and expenditure reports for the period 1st April 2017 – 30th June 2017.

Members had before them the list of payments and receipts and income and expenditure reports for the period 1st April 2017 – 30th June 2017. The Responsible Finance Officer (RFO) welcomed questions with the following being asked by Members;

- It was asked what plans there were for cyclical decoration as the budget was spent up to 88%. It was noted that the budget was built up annually and the programmed redecoration of the upstairs of the Town Hall had been completed earlier in the year. Apart from a couple of minor works to the gentleman's toilet nothing else was planned for the current financial year.

- It was questioned why the Council paid non-domestic rates on Haywards Heath Cemetery. It was explained that the charge had been challenged a number of times with the Valuation Officer, but on the grounds the Town Council make an income from Western Road Cemetery a charge was levied. The Clerk offered to speak to his two fellow Mid Sussex Clerks to see what arrangements they have, but it was expected to be the same.

Members then **RESOLVED** to;

Recommend to Full Council the list of payments and receipts, and income and expenditure for the period 1st April 2017 – 30th June 2017.

22. Grants

Members considered three grant applications all of which were approved. With regards to the application from the Filipino-British Association of Haywards Heath, Members were not informed on how many people would benefit from the event and initially felt that the organisation was not being inclusive by holding its own sports event. However, Members after discussion were content to award a grant on previous experiences of the group in terms of the number of people who attend and on the grounds that the group gave donations to other organisations in the Town thus being supportive of the community as a whole. Therefore, Members agreed a grant of £340.00 for the hall hire, but asked that the group borrow a scoreboard from a local organisation to save buying one that would be rarely used. The other two grants were awarded in full, as a result,

Members **RESOLVED** to award;

- a) A grant of £340 to the Filipino-British Association of Haywards Heath and Burgess Hill towards a sporting event to raise awareness of the organisation.**
- b) A grant of £500 to Sussex Clubs for Young People towards a youth work support pilot project to address anti-social behaviour in the Bentswood Ward.**
- c) A grant of £500 to The Yews (Haywards Heath) Community Partnership to purchase a computer and printer**

23. UK Data Protection Act and the EU General Data Protection Regulations.

Members noted the report and expressed concern about the amount of work and the potential financial implication to the Town Council, which would result from the interpretation and introduction of the regulations. It also was suggested that there would be a need of professional advice and support for Officers. The Clerk informed Members that he would be undertaking training events with Sussex Association of Local Councils and the Society of Local Council Clerks. The Clerk would also review advice and legal topic notes as they were released and expected more information to come from the National Association of Local Councils who were liaising with civil servants and ministers on the regulations, as it seemed that the Parish/Town Council sector had not been thought about during the process to draw up the Act. This issue of data controllers was brought up. It was noted that only the Town Clerk was registered with the Information Commissioner's Office on behalf of Council staff, but Councillors also all held data individually by virtue of their Town Council email addresses. It was noted that all County Councillors were all registered as data controllers individually so it was asked if the same should apply to Town Councillors? The Clerk agreed to find out and Cllr Hillier agreed to give the Clerk the contact of the West Sussex County Council officer who dealt the matter so advice could be sought. With this the Clerk informed the

Committee that the work would start to audit what data the Town Council holds and how it is used, then,

Members **RESOLVED** to;

- a) **Recognise the changes to the UK Data Protection Act and the EU General Data Protection Regulations.**
- b) **Authorise the Clerk, with professional assistance if required, to compile the suggested risk registers, policies and procedures for Town Council approval.**
- c) **Authorise the Clerk to expend monies within financial regulations, where appropriate, on professional support and training when required.**

24. Central and South Sussex Citizens Advice (CaSSCA).

Members considered the letter sent in by the Central and South Sussex Citizens Advice (CaSSCA). It was felt that the merger and withdrawal of funding from Councils within Sussex may result in applications being made to the Town Council in the future. As an application had not been made and there were no other considerations Members simply wished the organisation well for its future.

Members **RESOLVED** to;

Note the changes to the naming and branding of the Central and South Sussex Citizens Advice (CaSSCA).

25. Urgent Business

None

Meeting closed at 8.02pm