



HAYWARDS HEATH TOWN COUNCIL

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7th January 2020

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 **13th January 2020 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 4th November 2019.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To consider Town Council Members Allowance and Staff/Members expenses.
6. To consider the Council's draft budget for 2020 - 2021.
7. To consider applications for Town Council Grants.
8. To receive a lone working policy for the Town Council.
9. To consider any items that the Chairman agrees to take as urgent business.
10. To consider exclusion of Public and Press to confirm the minutes of the meeting of the Policy and Finance Committee held on Monday 4th November 2019 (Minute 35 Staff Appraisals).

Committee Members: Policy & Finance Committee: J. Knight (Chairman), C. Ash-Edwards (Vice Chairman), R. Bates, R. Cromie, C. Evans, C. Laband, R. Nicholson, M. Pulfer.

*'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 4th November 2019

Present Cllrs:

J Knight (Chairman)
C Ash-Edwards (Vice Chairman)
R Bates
R Cromie
C Evans*
C Laband
R Nicholson*
M Pulfer

Apologies ** Absent *

Also present: Cllrs Inglesfield and Wickremaratchi, Town Clerk, Responsible Finance Officer.

21. Apologies

None.

22. Minutes

The minutes of the Policy and Finance Committee held on Monday 2nd September 2019 were taken as read, confirmed as a true record and duly signed by the Chairman.

23. Substitutes

None

24. Declarations of Interest

None.

25. Payments and receipts and income and expenditure reports for the period 1st July 2019 – 31st August 2019.

Members had before them the list of payments and receipts and income and expenditure reports for the period **1st July 2019 – 31st August 2019**. The Responsible Finance Officer (RFO) welcomed questions with the following being asked by Members;

- It was questioned why a payment was made to Mid Sussex District Council for reconciliation of street nameplates? The Town Clerk explained that at the end of each year, under the Service Level Agreement for providing the service, any unspent money is returned to MSDC and then a fresh payment is made for the following year. It was acknowledged by the Town Clerk it was a strange arrangement, but it was what was required by Mid Sussex District Council.
- It was asked if the Town Council could pick up the sponsorship for unsponsored roundabouts. The Town Clerk said unfortunately this would not be possible as West Sussex County Council had taken that part of the service back.

Members then **RESOLVED** to;

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

26. Report of the External Auditor – Year Ended 31st March 2019

Members welcomed the clean bill of health given by the auditor who made no recommendations or had any points of concern. The RFO was thanked for his hard work and then,

Members **RESOLVED** to recommend to;

Full Council the formal minute noting the report of the external auditor for the year ended 31st March 2019.

27. Committee Timetable

Without comment,

Members **RESOLVED** to;

Adopt the Committee Timetable for the Council year 2020 - 2021.

28. Grants

The Town Clerk updated Members on the available amount of monies for awards, which totalled £5,795 of the £8,500 budget allocated for grant awards. Members considered each grant in turn and were supportive of four of the applications and deferred an application for further information. The application deferred related to the St Peter and St James application. This was on the grounds that it was suggested, due to the worthiness and excellent work of the hospice, that the award be doubled from what was applied for at £250 to £500. The Town Clerk interjected, acknowledging that he agreed with the sentiment of the suggestion, and stated that where the Committee could do such it would then have to recommend any inflated award to Full Council as it would break adopted Town Council Policy by exceeding the Grants Policy, which only allows for £250 to be awarded towards running costs. Furthermore, if the policy was broken then it would leave the Town Council exposed to further applications exceeding the agreed limit. Members considered the Town Clerk's advice and after thought was given to a prudent way forward. It was then agreed to stay within the policy, defer the grants and ask the applicant if they had one off project or purchase, they would wish to apply for, which would fall into the bracket of a £500 award.

Members **RESOLVED** to;

- a) **Defer the determination of an award of a grant to St Peter and St James Hospice.**
- b) **Award a grant of £250 to Revitalise Respite Holidays towards running costs.**
- c) **Award a grant of £250 to Dame Vera Lynn Children's Charity towards running costs.**
- d) **Award a grant of £250 to 4Sight Vision Support towards running costs.**
- e) **Award a grant of £250 to Haywards Heath Town Team CIC towards running costs.**

29. Town Hall, Allotment Rents and Cemetery Fees for 2020/2021

Members considered the report of the Town Clerk and the recommendations for the rise in Town Hall service fees for 2020/2021. It was felt that the 3% rise as suggested by the Town Clerk was appropriate for all Town Council services apart from the cost of hiring the kitchen facilities being uplifted to £15. This fee was moved on motion and seconded and duly agreed unanimously. It was also

moved and agreed that wedding fees would rise by £10 to £360. During discussions, for ease of administration, it was also agreed that charges would be rounded up to the nearest 50p or £1.

Members **RESOLVED** that,

As of the 1st April 2020, the following price rises for Council Services are implemented,

(a) Increase the hire costs for the Town Hall, by 3% for community hirers and 3% for commercial hirers. Plus, the use of kitchen rising to £15.

(b) Increase the annual percentage rise to Cemetery fees by 3%.

(c) Increase the annual percentage increase in allotment rental fees by 3%.

(d) To raise Wedding Ceremony Fees to £360.

30. Operation London Bridge Policy

Members noted the Policy and welcomed it. The Town Clerk was asked if everything had been purchased to enable the policy to be actioned and if not did such require a budget. The Town Clerk responded that the costs were minimal apart from the condolence book, but had been catered for through the stationary budget, so the policy could be implemented.

Members **RESOLVED** to;

Adopt Haywards Heath Town Council's Operation London Bridge protocol.

31. National Association of Local Councils (NALC) Model Financial Regulations

Members considered the NALC Model Financial Regulations as presented with the covering report. Members felt that the regulations were too prohibitive for a forward-thinking proactive Town Council with multiple services and responsibilities. Notwithstanding the fact that there have to be regulations to protect public monies, it was felt the Town Council, which has multiple layers of regulations and internal auditing processes, did not need such a wide range of tight regulations, which would make operations unmanageable. It was also felt that a number of the Model Regulations only benefitted small Councils and felt that NALC needed a differing set of regulations for small and large Councils. However, it was noted that there were many regulations with the Model Regulations that were potentially worthy of review and using within the Town Council's existing Standing Orders and Financial regulations, which were reviewed and adopted each year at the annual Town meeting of the Town. It was noted that the Town Clerk was undertaking a Governance Review of the Town Council so it was agreed that the work to pull out and adopt any good practice regulations would be undertaken and incorporated with the changes to Standing Orders and Financial Regulations when they would naturally need to be made and adopted to allow any changes to the Town Council's governance set up. This work was due for completion so the Town Council would change to any new Governance Structure in May to coincide with the annual of review Standing Orders and Financial Regulations.

Members **RESOLVED**;

Not to adopt the National Association of Local Council's model Financial Regulations, but review the contents of the

document and implement changes to the Town Council's existing Standing Orders and Financial Regulations during their pending review in line with Town Governance structure.

32. Mid Sussex Polling Places and Polling Station Consultation

Members agreed that there needed to be a further polling station in the Bentswood Ward and felt that America Lane Recreation Ground Pavilion would be a suitable central location especially with the pending improvements to the building and the new Community/Scout Hall to be built in the near future on the site linked to the pavilion.

Members **RESOLVED** to;

Make a representation on the Mid Sussex Polling Places and Polling Station Consultation as per the body of the minute above.

33. Urgent Business

None.

- 34.** Members **RESOLVED** to enter into exempt business to review and note staff appraisals.

Meeting Closed at 8.27pm

Committee Meeting: Policy and Finance**Report of:** Town Clerk**Date:** 13th January 2020**Subject:** Members Allowances and Members /Staff Expenses 2020/2021**Purpose of Report**

- 1) The following report presents the allowances and expenses that can be paid to Councillors and staff of Haywards Heath Town Council during the 2020/2021 financial year.

Summary:

- 2) The Council has a number of budget headings to cover the cost of travel, attendance at courses and conferences and for training courses that can be claimed by both staff and Councillors. In addition, there is also a basic allowance paid to each Member of the Council along with a Mayor's Allowance and the suggestion of allowing a payment to be made to enable the Town Mayor to visit the Town's twin towns. The following report reviews (annually) in one policy the range of payments and where possible the level of reimbursement for the 2020/2021 financial year.

Recommendations;

Members are asked to consider and agree the expenses and allowances payable to Members and staff for the financial year 20/2021 as presented in the table (a) with a 3% rise and table (b) under point 4 of this report, which show no change to the rates payable during 2019/2020.

Background:

- 3) Members will find below the range of allowances and payments that can be received by both Members and staff. The payments are held under designated headings some of which are fixed and some of which are variable due to the differing costs for travel and training.
- 4) Table (a) and (b) lay out the allowances and expenses that can be paid by the Council to Members and staff as of the 1st April 2020, for Members agreement with a standard 3% rise across all Members allowances in table (a);

Table (a): Members Allowances.

Members Allowances	Suggested Rate for 20/21	Budget Heading
Basic Allowance	£1063 (3% rise on 19/20 £1032)	4242 – Members' Allowances.
Town Mayor's Allowance	£1015 (3% rise on 19/20 £985)	4240 – Mayor's Allowances.
The purchase of one economy (non refundable) flight/train/ferry trip, intermediates travelling costs and bed and breakfast hotel accommodation to the maximum of	N/A – travel price fluctuation and no change to accommodation value.	Budget 4005 – Travelling Expenses.

£100 per night for the Mayor, to either/or of the Town's Twin Towns (Bondues or Traunstein) per annum. <i>NB – the Mayor will be required to take out independent insurance as the Town Council does not cover extraneous costs.</i>		
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Table (b): General Expenses. Please note that the general and subsistence suggested rates are in line with those recommended and agreed by Mid Sussex District Council and the National Joint Council in line with annual pay scales reviews.

General	Suggested Rate for 20/21	Budget Heading
Car Mileage	45p per mile	Budget 4005 – Travelling Expenses.
Additional Mileage Rate	3p per mile for 1 passenger 5p per mile for 2 or more passengers	Budget 4005 – as above.
Cycling Allowance	20p per mile	Budget 4005 – as above.
Full Train/Bus Fare between Haywards Heath and destination of Course or Conference.	N/A	Budget 4005 – as above.
Subsistence		
Breakfast	£7.00 Overnight	Budget 4027 – Courses Conferences and Training.
Lunch	£10.00 Overnight	Budget 4027 – as above.
Tea	£4.00 Overnight	Budget 4027 – as above.
Evening Meal	£12.00 Overnight	Budget 4027 – as above.
Out of Pocket Expenses per night	£6.00 Overnight	Budget 4027 – as above
Other Expenses that can be claimed.		
Training Courses Staff	N/A	Budget 4009 – Staff Training.
Conference Costs Staff	N/A	Budget 4027 – Courses Conferences and Training.
Training Courses / Conference Costs Councillors	N/A	Budget 4027 – Courses Conferences and Training.

N/A: donates variable costs due to distance and method of travel and/or cost of courses/conference.

**Every payment must be redeemed by receipt given to the Responsible Financial Officer.*

Financial Implications

- 5) The financial implication of this policy will be dealt with within the budget setting report to be considered by this committee under item 6.

Town Clerk

Committee Meeting: Policy and Finance**Report of:** Town Clerk/RFO**Date:** 13th January 2020**Subject:** Budget 2020 – 2021

Purpose of Report:

1. The purpose of this report is for Members to consider the Town Council's budget for the next financial year.

Summary:

2. As a starting point for Haywards Heath Town Council's 2020–2021 budget setting process, the Environment and General Purposes Committee considered its draft budget on 16th December 2019. Following on from this meeting, the Environment and General Purposes Committee's comments have been fed into the full draft budget as outlined in Appendix 1 of this report for Members' consideration. Please note the draft budget as attached is based on officers' projections for Council expenditure for 2020–2021, which includes suggested new purchases/initiatives/improvements to facilities and services and has been developed through the Chairman's Working Group, which has met twice to reach the recommended budget.

Recommendation(s):**Members are asked to RESOLVE**

- a) the recommendation to recommend to Full Council, the draft budget for the 2020–2021 financial year as attached at Appendix 1, with an **8%** rise in Council Tax and 10.1% increase in the precept (which includes a tax base rise of 1.97%), representing the average Band D cost of **£54.99 per annum**.
- b) the recommendations (a-c) made by the Responsible Financial Officer for the use of the projected unspent monies for the current 2019-2020 financial year as laid out under point 11 of this report.

Background:**Dispensation for setting the budget.**

3. Please note that in previous years the Monitoring Officer at Mid Sussex District Council issued a dispensation for all Members to discuss and vote on allowances, the budget and fixing the precept. However, under paragraph 10 of the Members Code of Conduct these particular interests are said to be personal only (at 10 (2) C iv and vi) and not prejudicial and these are not in the list of disclosable pecuniary interests. The dispensation granted by the Monitoring Officer, as agreed by the Town Council on the 19th November 2012, was taken under advice from the National Association of Local Councils and the Society of Local Council Clerks, to ensure the Council is totally covered from any legal challenge on the Council's budget setting process.

4. However, the latest advice from the Monitoring Officer is as follows; *There is advice from the DCLG (now MHCLG) that no dispensation is required to set the precept and allowances.* However, Members are reminded of the restrictions on voting outlined in Section 106 of the Local Government Finance Act 1992. In particular it should be noted that where a Member has at least two months arrears of Council Tax he or she must not vote on any matter relating directly to the setting of a precept or any recommendation, resolution or other decision which might affect the calculation of the precept (though they may remain in the meeting and may speak).
5. The proposed budget, its background and the implications included in each budget heading are outlined in Appendix 1 of this report. The draft budget 2020–2021 heading breakdowns show the figures that have been prepared for the next financial year's budget, together with columns for the current year's budget and the forecasted expenditure to 31st March 2020.
6. As directed thus far by the Chairman's Working Group with input from the Town Clerk and RFO, the budget shows an **8% rise in Council tax**, which equates to a precept of £669,569 for 2020/2021 from £608,025 in 2019/2020 (the 20/21 precept figure includes a 1.97% rise in the tax base as advised by MSDC in early December).

2019 – 2020 Budget

7. It is recommended that the Town Council considers increasing its precept to **£669,659 from £608,025**. This represents an **10.1% increase in the precept with the amount payable by Council Tax payers for a typical Band D household in 2020–2021 being £54.99 per annum (Band D in 2019–2020 is £50.92)**. This also represents a change in the amount payable by Council Tax Payers (8% rise) and shows a **balanced revenue budget for the 2020–21 year**.
8. **To put the rise into context this budget shows an increase of £4.07 per annum per Band D property from the 2019/2020 budget or 34p per month or just under 8p per week.**
9. The major/new variances from the 2019/2020 to the 2020/2021 budget are as follows, which will allow the continuation of projects/services that will benefit the community and also enable continued management for improvements to the day to day services offered by the Town Council. The table below is in addition to the expenditure recommended by the Environment and General Purposes under Item 5 resolution/minute x of the Committee dated 16th December 2019, which is included and forms part of the overarching budget presented in Appendix 1 and included;
 - **Inclusion of a new budget:** New Environment Budget £6,000
 - **Inclusion of a new budget:** Land off Hurstwood Lane Management Budget £5,500.
 - **Inclusion of new budget:** Highways Improvements and Maintenance Works £6,000.
 - **Increase of the: Town Council's Event Budget** – £5,865 (£11,000 total).
 - **One off purchase:** of a new speed indication device £2,500.

Budget Heading	Reason	Variance (£)
Members Allowances	3% rise in allowance.	£970
New Website	To meet legislation for website accessibility.	£3,000
Visual Aids/Equipment	To improve offer of the Council Chamber for hirers and Committee meetings.	£5,000

Cynical Redecoration	To make improvements to the Council Chamber, which has not been decorated in over a decade. Flooring, lighting and decoration.	£12,000
TOTAL		£20,970

10. Members may wish to consider a revised budget to Full Council, which would be in order.

Use of projected 2019/2020 underspent monies.

11. As members will note the Responsible Financial Officer has forecasted a surplus of £19,334 for the current financial year 2019/2020 in the report presented in Appendix 1. It would be simple to sweep all monies away to the unrestricted reserve, but is felt prudent and recommended that the following monies, circa £9,500, be used to top up the following three existing reserves.

- £5,000 – Reserve for ongoing maintenance of Western Road Cemetery. To replenish monies spent on new pathways in 2019/2020.
- £3,500 – Reserve for ongoing maintenance of Muster Green Trees. Requirement for surveys on all trees on Muster Green.
- £1,000 – Reserve and Maintenance of Building and Grounds, upkeep of Town Hall. Canopy refurbishments.
- The remaining will be moved to the unrestricted reserve.

Financial Implications

12. Covered in Appendix 1 of the report.

Town Clerk/RFO

HAYWARDS HEATH TOWN COUNCIL
POLICY & FINANCE COMMITTEE – MONDAY, 13 JANUARY 2020
DRAFT BUDGET 2020/21

REVENUE

	Budget '19/20	Forecast to 31/03/2020	Draft Budget '20/21	Notes
	£	£	£	
Precept	608,025	608,025	669,569	①
Cemetery	28,250	25,037	27,500	
Lettings	39,587	44,174	42,087	②
Interest Earned	725	1,074	1,100	
Allotment Rents	3,184	3,507	3,575	
Roundabouts/Flower Beds	4,250	7,000	8,000	
Other Income	9,202	8,836	8,725	③
	693,223	697,653	760,556	

EXPENDITURE

	Budget '19/20	Forecast to 31/03/2020	Draft Budget '20/21
	£	£	£
Environment & General Purposes			
Allotments	3,100	5,427	6,000
Cemetery	4,905	4,895	5,085
External Contract for Cemetery	10,000	9,674	10,300
Hanging Baskets, Goblet Baskets & Tiered Planters	3,075	3,001	3,100
Muster Green, Roundabouts & Other Flower Beds	15,250	15,025	15,475
Public Clock (St Wilfrid's)	200	200	200
Street Lighting — Power & Maintenance	18,450	17,768	18,670
Street Lighting — Improvement/New Schemes	1,550	1,550	2,500
Severe Weather Contingency	300	300	300
General Maintenance/Repairs	3,000	3,000	3,175
Town Initiatives (for '19/20, includes £4,000 for Business Improvement District)	5,500	5,500	1,000
South Road Trees	2,000	2,000	2,000
Land off Hurstwood Lane — Management Costs	—	—	5,500
Environmental Projects	—	—	6,000
Speed Indicator Device (SID)	—	—	2,500
Highways Improvement/Maintenance Works	—	—	6,000
Business Improvement District	0	0	—
	67,330	68,340	87,805
Leisure & Amenities			
Best Kept Garden/Allotment Competitions	750	916	925
Christmas Lights	15,000	11,688	14,610
Christmas Lights — Maintenance Reserve	500	500	500
Haywards Heath/South & South East in Bloom	1,200	559	1,025
Town Council Events	5,135	5,135	11,000
	22,585	18,798	28,060
Grounds Maintenance			
Salaries & National Insurance	114,500	111,653	114,050
Pension	25,096	26,496	29,407
Clothing & Footwear	930	1,414	975
Depot Rent	6,000	8,125	9,583
Depot Rates	4,154	4,134	4,400
Other Depot Expenses	1,350	1,929	1,391
Vehicle Expenses	4,100	5,648	6,750
Fuel	3,810	3,242	3,867
Equipment Expenses	4,875	3,948	4,875
Mobile Telephones	486	497	519
Contingencies & Sundries	325	175	325
	165,626	167,261	176,142

EXPENDITURE (cont.)**Accommodation**

Rent	1,150	1,150	1,150
Rates, Water & Sewerage	32,227	31,744	32,593
Cleaning	4,520	4,426	4,651
Caretaking	7,353	8,611	13,253
Maintenance Building & Grounds	4,975	5,640	5,750
Electricity	2,850	2,409	2,650
Gas	1,950	1,367	1,950
Telephone, Fax & Internet	1,991	2,041	2,137
Reserve for Cyclical Redecoration	1,250	1,250	13,250
	58,266	58,638	77,384

Office & Customer Service

Salaries & National Insurance	175,750	176,775	182,500
Pension	48,422	33,495	48,429
Travelling Expenses	1,000	952	1,000
Advertising, Stationery, Postage & Printing	5,950	5,666	6,070
Office Equipment Maintenance	5,020	4,870	5,120
Insurances	6,900	6,600	6,600
Courses, Conferences & Publications	1,250	1,309	1,300
Subscriptions	8,320	8,251	8,589
Audit Fee	1,700	1,656	2,200
Staff Training	3,500	3,500	3,500
Reserve for Replacement of Fixtures & Fittings	3,750	3,750	3,750
	261,562	246,824	269,058

Other Expenditure

Hospitality & Staff Recognition	800	593	1,000
Grants & Subsidies	8,500	8,500	8,500
Newsletters	6,000	2,790	4,500
Reserve for Election Expenses	10,000	15,500	8,000
Contingencies & Sundries	795	758	825
Bank Charges	905	827	875
Mayor's Allowance	985	985	1,015
Members' Allowances	16,512	16,038	17,008
Reserve for Community Facilities	2,075	2,548	3,059
Loan Capital Repayment	6,000	6,000	6,000
Loan Interest	4,134	4,134	3,822
Advisers' Fees	8,300	8,300	6,925
Community Warden	21,500	21,500	21,500
New Website	—	—	3,000
Visual Aids/Equipment (TV)	—	—	5,000
	86,506	88,473	91,029

CAPITAL

	20,000	20,000	20,000
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Ward Budgets

Ashenground	2,000	2,000	2,000
Bentswood	2,000	2,000	2,000
Franklands	2,000	2,000	2,000
Heath	2,000	2,000	2,000
Lucastes	2,000	2,000	2,000
	10,000	10,000	10,000

Total Revenue Expenditure

	691,875	678,334	759,478
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Revenue Surplus/(Deficit)

	1,348	19,319	1,078
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Notes

- ① Precept increased from £608,025 (2019/20) to £669,569 (2020/21), based on a tax base of 12,176.2 (up from 11,940.8 in 2019/20). This represents an 8% increase in the amount payable by Council Tax payers, i.e. £54.99 p.a. for a typical Band D household.
- ② 2020/21 budget represents a 3% increase on 2019/20 forecast, less a 7.5% contingency.
- ③ Sources of other income are broken down as follows:

		£	
Mid Sussex District Council		7,000	
Lindfield Parish Council		1,725	
		8,725	
Forecast General Reserve @ 31/3/20 is as follows:	b.f. 1/4/19	141,683.54	
add: Revenue Surplus		19,334.00	
less the following <u>recommended</u> end of year transfers from the General Reserve:			
To 'top up' Reserve for (Western Road) Cemetery		(5,000.00)	
To 'top up' Reserve for Muster Green (trees)		(3,500.00)	
To 'top up' Reserve for Maintenance of Building & Grounds		(1,000.00)	
		151,517.54	

HAYWARDS HEATH TOWN COUNCIL: REVIEW OF PRECEPTS 2015 – 2020

		Council Tax Band								
Year	Tax Base	Precept (£)	A	B	C	D	E	F	G	H
2015/16	10,970.7	471,410	28.65	33.42	38.20	42.97	52.52	62.07	71.62	85.94
2016/17	11,270.1	493,968	29.22	34.09	38.96	43.83	53.57	63.31	73.05	87.66
Overall Yr on Yr % increase (excluding Tax Base) →		4.8%	Yr on Yr % increase →							
2017/18	11,545.8	526,257	30.39	35.45	40.52	45.58	55.71	65.84	75.97	91.16
Overall Yr on Yr % increase (excluding Tax Base) →		6.5%	Yr on Yr % increase →							
2018/19	11,759.8	584,226	33.12	38.64	44.16	49.68	60.72	71.76	82.80	99.36
Overall Yr on Yr % increase (excluding Tax Base) →		11.0%	Yr on Yr % increase →							
CURRENT YEAR →	2019/20	11,940.8	33.95	39.60	45.26	50.92	62.24	73.55	84.87	101.84
Overall Yr on Yr % increase (excluding Tax Base) →		4.1%	Yr on Yr % increase →							
Tax Base ↑ 1.97%		2020/21	12,176.2	39.60	45.26	50.92	62.24	73.55	84.87	101.84
Overall Yr on Yr % increase (excluding Tax Base) →		2.0%	Yr on Yr % increase →							
EXAM	2020/21	12,176.2	34.96	40.79	46.61	52.44	64.09	75.75	87.40	104.88
Overall Yr on Yr % increase (excluding Tax Base) →		5.0%	Yr on Yr % increase →							
P	2020/21	12,176.2	35.98	41.98	47.97	53.97	65.96	77.96	89.95	107.94
Overall Yr on Yr % increase (excluding Tax Base) →		8.1%	Yr on Yr % increase →							
L	2020/21	12,176.2	36.66	42.77	48.88	54.99	67.21	79.43	91.65	109.98
Overall Yr on Yr % increase (excluding Tax Base) →		10.1%	Yr on Yr % increase →							
E	2020/21	12,176.2	36.83	42.96	49.10	55.24	67.52	79.79	92.07	110.48
Overall Yr on Yr % increase (excluding Tax Base) →		10.6%	Yr on Yr % increase →							
S	2020/21	12,176.2	37.31	43.52	49.74	55.96	68.40	80.83	93.27	111.92
Overall Yr on Yr % increase (excluding Tax Base) →		12.1%	Yr on Yr % increase →							

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 13th January 2020
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 one grant applications as laid out in Appendix .

Recommendation(s):

Members are asked to consider the recommendation for the grant application the summary, which is attached in Appendix 1 of this report.

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. The Town Council also has the Power of Competency to award such grants as it confirmed is eligibility at its Annual Council Meeting dated 13th May 2019 under minute 17.

Financial Implications

7. The budget for Grants and Subsidies for the financial year 2019/20 is £8,500, of which £2,330.00, has been allocated or spent, leaving a balance of £4,795 to be allocated.

Revised Grant Application

Deferred from 4th November 2019**Organisation:** St Peter and St James Hospice**Total Project Cost:** £4,960**Grant Requested:** £500.00**Objective:** The mission is to support people to live well at the end of their life and offer choice in where people receive their care.**Purpose of Grant:** The grant would go towards art materials for art therapy courses that are scheduled.**Breakdown of costs:**

Item or activity	Cost	Amount requested
Art Therapy	£900	
Art Therapy Materials	£880	
Conversation of images	£600	
Movement and gentle exercise	£1,500	
Choir	£600	
Sound Bath (relaxation and mindfulness)	£480	
Total	£4,960	£500

Comments: The organisation was formed as a hospice in 1996. It is not a membership organisation as it is open to everyone. The hospice is local for people living in the Haywards Heath area. Approximately 30%. There are 1,200 adults direct (patients and service users) 420 volunteers and at least 2,000 indirectly (family members, friends)

St Peter and St James offers a high quality, compassionate end of life care and support to people with a terminal illness. They support 700 patients a year and also offer support and bereavement care to their families, carers and friends. The hospice is currently running at 80% occupancy and 200 patients a month are being supported at home. An extensive wellbeing service is offered via the Beacon View centre. This is particularly helpful to patients living at home as they can go into Beacon View once week and take parts in activities, talk to nurses and meet new friends. Plans to expand the community services are underway as people increasingly want to remain at home at the end of their lives.

Beacon House is used on a regular basis by patients, carers and bereavement group for therapies and activities. For example, physio-therapy, aromatherapy, gentle exercise classes, breathing and meditation sessions as well as creative classes like art, music and writing. The centre holds regular 'Ask the Nurses' sessions. Patients can also be referred via the centre for

counselling and welfare advice and importantly, it provides a gentle introduction to the hospice, should the patients eventually become in patients.

Each month Beacon House is used by 30 patients, 12 carers and 50 bereaved people.

Grants Awarded since 2014/15 Financial Year:

Year of Application	Grant Awarded	Purpose of Grant
2016	£500	Equipment

Recommendation: St Peter and St James Hospice has explained in great detail the reasons for the application. It is an extremely important organisation to everyone in very many ways, some financial help would really benefit the hospice to be able to deliver these therapy courses for the people who need them, with this in mind, members are recommended to award a grant of £500 to St Peter and St James Hospice. 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 2014/15 Financial Year. Full details are available on request.

HAYWARDS HEATH TOWN COUNCIL

LONE WORKING POLICY

Adopted at Policy and Finance Meeting on xxxxxxxx.

1. INTRODUCTION

Haywards Heath Town Council recognises that employees are required to work alone. Working alone is not necessarily unsafe however there are circumstances where lone working can increase risk and this policy aims to raise awareness of safety issues relating to lone working.

There is no legal prohibition on working alone, however, the duties of the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety Regulations 1999 still apply. These require identifying hazards at work assessing the risks involved and putting measures in place to reduce those risks as far as is reasonably practical.

2. RESPONSIBILITIES

Haywards Heath Town Council is responsible for:

- Ensuring there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Ensuring they regularly review the effectiveness of this policy.
- Ensuring employees are aware of this policy.
- Ensuring risk assessments are carried out and reviewed regularly, having procedures and safe systems in place which are designed to eliminate or reduce risks associated with working alone.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support and equipment is given to staff involved in an incident.

Employees are responsible for:

- Taking reasonable care not to put themselves (or other persons who might be affected by their activities) at undue risk, by evaluating each situation and taking appropriate steps e.g. letting a colleague know you have arrived at a meeting safely
- Following guidance and safe-working procedures.
- Co-operating with their employer in meeting their legal obligations.
- Reporting danger or potential dangers they identify or any concerns they may have in respect of working alone.

3. SCOPE OF THE POLICY

- This policy applies to all situations involving lone working arising in connection with the duties and activities of Haywards Heath Town Council.

4. AIMS OF THE POLICY

- Increasing employee awareness of safety issues relating to lone working.
- Ensuring the risk of lone working is assessed in a systematic ongoing way and safe methods of working are put in place to reduce risk where practicable e.g. meeting in a public place
- Encouraging full reporting and recording of incidents relating to lone working.

5. GOOD PRACTICE FOR LONE WORKERS

Office Staff – Meetings off site with third parties.

- During working hours, employees going off site alone should leave details of where they are going, their estimated time of arrival back and whom they are meeting on the white board located in the corridor to the kitchen from reception.
- If plans change significantly, this should be communicated back to the office on 01444 455694 or to the Town Clerk on 07863154631 by phone or text if out of hours (that being before 9am or after 5pm Monday to Friday or on weekends/bank holidays).
- If an employee is going straight home, they should inform the office when their meeting has concluded and they have left the third party by phone on 01444 455694 or to the Town Clerk on 07863154631 by phone or text (if out of hours that being before 9am or after 5pm Monday to Friday or on weekends/bank holidays).
- When meeting contractors/residents alone, make arrangements to meet in a public place and/or take a Member of Groundstaff if relating to Allotments/Cemetery/Grounds matters.
- An employee can hold a meeting with a Councillor, Contractor or Member of the Public at his/her own discretion if he/she thinks it is appropriate.
- An employee when working in the Town Hall must report that they have left the building and are home safely on a daily basis, by message to the Town Clerk. In the case of the Town Clerk, by message to the Town Mayor/Leader of the Council.

Cleaner – Attendance at the Town Hall

- If on attendance at the Town Hall it is felt that there has been irregular activity or the buildings seems unsecure or breached do not enter the building. Remove yourself from the premises then call the Town Clerk. If serious call 999.
- In normal circumstances hirers should not arrive before office staff arrive at 8.30am. If the cleaner is asked/required to answer the front/side door before the hours of 8.30am they should check the CCTV camera located in the office area before opening the door and assess the person(s) standing by the door. If said persons cannot be seen they can be invited to stand in the camera range. If the Cleaner feels unsure, they should tell the persons to wait or call the Town Clerk. Any hire before 8.30am will be stated in the booking diary to enable cross reference.
- Do not when working alone go to the loft space nor use a ladder.
- When leaving the building before office staff arrive and in absence of any hirers, they must re-alarm the building.

Caretaker – Attendance at the Town Hall

- If on attendance at the Town Hall it is felt that there has been irregular activity or the buildings seems unsecure or breached do not enter the building. Remove yourself from the premises then call the Town Clerk. If serious call 999.

- Please make sure you make yourself aware of who should be in the building via the booking's diary.
- Do not when working alone go to the loft space, nor use a ladder.
- The Caretaker must report that they have left the building and are home safely on a daily basis, by message to the Town Clerk.
- When leaving the building when office staff and any hirers are not present, you must re-alarm the building.

6. GENERAL LONE WORKER GUIDANCE

Office staff: Always state where you are going and who you are meeting.

- Caretaker/Cleaner: Always be aware of who should be in the Town Hall.
- Caretaker/Cleaner: Please try and park as close as you can to the CCTV camera so your car can be seen arriving and leaving and you entering your car. Do not use disabled space.
- Carry a mobile phone with you and be aware of limited mobile signal in and around the Town Hall.
- Do not put yourself at undue risk.
- Discuss any concerns with the Town Clerk.
- Try to avoid confrontation.
- If a situation develops try to remain calm.
- If violence is threatened try to withdraw from the situation or call for help.
- Always report any incidences to the Town Clerk or Deputy Clerk.
- Office staff when arriving early or staying late should make sure the doors are locked if outside office hours.
- Please make sure you make yourself aware of who should be in the building via the bookings diary.
- Do not when working alone go to the loft space, nor use a ladder.

7. ALARM CALL OUTS

Those who are on the cascading call list should if contacted apply the following principles.

- In liaison with the call centre identify if it is intruder or fire alarm.
- If fire call 999, if intruder ring 999 or 101.
- The first point of contact (Town Clerk) can use CCTV application to review the building. If satisfied it is a false alarm the contact centre can stand the call down.
- Do not attend the building on your own. Wait for emergency services if called.
- If a response is not able to be actioned overnight inform the cleaner not to attend in the morning.
- Await support when entering the building in the morning if no police attendance. Groundstaff to assist.

Ends – 7th January 2020