

HAYWARDS HEATH TOWN COUNCIL

Minutes: **Policy and Finance Committee** held on Monday 21st November 2016

Present Cllrs:

J Ash-Edwards (Chairman)
C Laband (Vice Chairman)
C Ash-Edwards
A Boutrup**
D Dorking
S Hillier
M Pulfer
S Wickremaratchi

Apologies ** Absent *

Also, present: Mr A Sturgeon (RFO)

31. Apologies

Ms A Boutrup – family emergency.

32. Minutes

The minutes of the Policy and Finance Committee held on 19th September 2016 were taken as read, confirmed as a true record and duly signed by the Chairman. It was noted that the minutes had been miss-numbered with 15 being 26 and 16 being 27. The Chairman made the appropriate amendments.

33. Substitutes

None

34. Matters Arising

Cllr Hillier asked if Members had visited the recipients of Town Council grants for publicity photos. The Town Clerk said he was not sure and would check with the Community Liaison Officer. At this point, Cllr Wickremaratchi and Cllr J Ash-Edwards both confirmed that they had recently visited Haywards Heath Rugby Club.

35. Declarations of Interest

Cllr J. Ash-Edwards declared a personal interest in Item 9 Appendix D, a grant application from Warden Park Primary Academy Association, as the Chairman of Governors to the Academy. Even though a personal declaration was made Cllr J. Ash-Edwards stated that he would leave the Chamber when the application was considered.

36. Payments and receipts and income and expenditure reports for the period 1st September 2016 – 31st October 2016.

Cllr C Ash-Edwards asked why the events budget was showing a substantial overspend. The RFO stated that The Orchards Shopping Centre were still to pay their contribution towards Town Day and that the Town Team had recently been invoiced for half the cost of the toilets and first aid which was shared over the Town Day/175 Anniversary Weekend.

Members **RESOLVED** to;

Recommend to Full Council the list of payments and receipts, and income and expenditure for the period 1st September 2016 – 31st October 2016.

37. Recommendations of the External Auditor

Without comment,

Members **RESOLVED** to

Full Council the formal minute noting the report of the external auditor for the year ended 31st March 2016.

38. 2017/2018 Committee Timetable

Members without comment approved the report as presented and the proposed timetable of meetings. It was also felt prudent to leave the start time of all meetings at 7.30pm.

Members **RESOLVED** to

Adopt the Committee Timetable for the Council year 2017 - 2018.

39. Grants

Members considered four grants, all of which were approved. The applications for Age UK, 172 Haywards Heath Squadron Air Training Corps and Warden Park Primary Academy Association were approved unanimously without question. With regards to Mid Sussex Choir for the cost of purchasing new music for the Choir, it was questioned whether the level of funding suggested was correct? In reviewing those who benefitted directly for the Town and the purpose of the grant it was moved that £250 be awarded. With this this,

Members **RESOLVED** to award;

- a) **A grant of £250 to Mid Sussex Choir for the cost of purchasing new music for the Choir.**
- b) **A grant of £500 to Age UK West Sussex for instructor's fees and equipment relating to Pilates classes.**
- c) **A grant of £500 to 172 (Haywards Heath) Squadron Air Training Corps for tents and event shelters.**

Cllr J Ash-Edwards left the chamber and Cllr Laband assumed the role of Chairman during the consideration of application d).

- d) **A grant of £250 to Warden Park Primary Academy Association to provide writing workshops for children in Year 5 classes.**

Cllr J Ash-Edwards returned to the Chamber and resumed as Chairman of the meeting.

40. Update of Grants Awards Made by the Town Council

Members welcomed and noted the report acknowledging that monies were to be returned to the Council as a result of the closure of The Nursery Playgroup based at the Yews Community Centre.

Members **NOTED** the report.

41. Town Hall, Allotment Rents and Cemetery Fees for 2017/2018

Members considered Cemetery fees first and discussed the merit of a larger increase to manage the number of burials at Western Road, which was quickly running out of space, especially those by non-residents. It was felt that when families consider the burial of loved ones they did not worry about price and wanted to respect the wishes of the deceased on where they wish to be buried. This had been demonstrated by the large number of non-residents fees being paid in the last year. The Clerk was asked how we compared to other local Town Councils (East Grinstead and Burgess Hill) with regards to fees. The Clerk reported that the Town Council was mid-range out of the three for single depth burials and the lowest for double depth burials. With this in mind Members agreed to increase the aforementioned burial fees to align the neighbouring Town Council higher fee for burials. In considering the Town Hall hiring charges and Allotment rents Members agreed to set the level of increases in line with that agreed for the 2016/2017. Wedding fees, were frozen so not to price the Town Hall out of the market in which the Town Hall sits, after five years of increases. With this,

Members **RESOLVED** that as of the 1st April 2017, the following price rises for Council Services are implemented,

(a) To increase cemetery fees for single burials by 10% and double depth by 15%.

(b) To increase hiring charges to users of the Town Hall by 7.5%.

(c) To increase allotment fees by 10%.

(d) To freeze wedding fees at £300.

It was also agreed that the pricing presented, in line with the percentage rises agreed, be rounded up to the nearest one pound.

42. Health and Safety Arrangements for the Town Hall

Members noted the Town Council's overarching Health and Safety documents as presented along with the feedback from *Complete Health and Safety* who had been commissioned by the Town Clerk to review the Town Council's Health and Safety procedures. Members were content that the documents, on the grounds that they had been ratified by an Independent professional company and in the case of the Fire Risk Assessment be created by the them, were fit for purpose. Discussion turned briefly to the matter to asbestos but, whilst the Clerk was sure, and he had been assured that was there no asbestos in the Town Hall, due to the building being built in 1990, he would double check that the aertex in the ceiling was not problematic at the present time, or as a result of any works being undertaken.

Members **RESOLVED** to note

And adopt the following health and safety documentation,

1) Health and Safety Policy,

2) Health and Safety Risk Assessment Form and

3) Fire Risk Assessment.

43. Urgent Business

None

44. Exempt Business

The committee resolved to enter into **Exempt Business** and approved the exempt Minutes of the Policy and Finance Committee held on the 26th September 2016.

Meeting closed at 8.34pm

