



**HAYWARDS HEATH
TOWN COUNCIL**

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9th January 2024

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 **Monday 15th January 2024** at **7.30pm** at the Town Hall in the Council Chamber at **7.30pm** 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 meeting of the Policy and Finance Committee held on 13th November 2023. (Pages 3 – 6)
3. To note Substitutes.
4. Public Forum - *Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. Notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.*
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To consider Town Council Members Allowance and Staff/Members expenses. (Pages 7 – 9)
7. To consider the Council's draft budget for 2024 - 2025. (Pages 10 – 15)
8. To consider applications for Town Council Grants. (Pages 16 – 25)
9. To receive the 2024/2025 committee timetable. (Pages 26 – 29)
10. To consider the allocation and potential requests that could be made for the expenditure of Section 106 contributions in Haywards Heath. (Pages 30 – 32)
11. To consider the Town Council Community Award scheme 2024 onwards. (Pages 33 – 36)
12. To consider a motion under standing orders 7a and 7b to review the resolution made under minute 25 of the Policy and Finance Committee dated the 11th September 2023 in relation to an award of monies to Clarion Futures for youth services in Bentswood. (Pages 37 – 40)

13. To consider exclusion of Public and Press.

Committee Members: Policy & Finance Committee: AM Cooke (Chair), S Walsh (Vice Chair), A. Basher, R. Cromie, AM. Lucraft, P. Lucraft, A. Murray A. Rees.

*'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.'*

Town Mayor Cllr Stephanie Inglesfield

Town Clerk Mr Steven Trice

POLICY AND FINANCE COMMITTEE
Minutes of the meeting held on Monday, 13th November 2023

A.M Cooke (*Chairman*)
S. Walsh (*Vice Chairman*)
A. Bashar
R. Cromie **
P. Lucraft
A.M Lucraft
A. Murray
A. Rees

* Absent ** Apologies

Also present: Town Clerk, Responsible Financial Officer (RFO) and two representatives from Mid Sussex Radio (part of meeting).

36. Apologies

R. Cromie due to ill health.

37. Minutes

The minutes of the extra-ordinary meeting held Monday 16th October 2023 were taken as read, confirmed as a true record and duly signed by the Chair.

38. Substitutes

None.

39. Public Forum

None.

40. Members' Declarations of Interest

In relation to item 11 – Clair Hall. Cllr Cooke declared that she was the Cabinet Member responsible for Clair Hall at Mid Sussex District Council.

41. Lists of Payments and Receipts, and Income and Expenditure Report for the Period 1st June 2023 – 31st August 2023

The Responsible Financial Officer (RFO) presented the Lists of Payments and Receipts, and Income and Expenditure Report for the period 1st June 2023 – 31st August 2023. The RFO then welcomed questions. It was confirmed that the running budget totals were set against payments to the date of the payment lists provided. The amount of the gas expenditure was questioned as the budget had been spent. It was stated that the bill paid was an estimated bill and should come down. The expenditure on insurance was questioned as the budget had been also been spent. It was noted that the fee was paid annually at the beginning of the financial year with only changes to the Council's cover requirements potentially effecting the insurance cover budget within year. It was then suggested that the cost may rise as more staff were being employed. This was confirmed as the insurer asks for the number of staff and payroll total when quoting, this would be looked into in the new year. Obviously as the posts were not agreed or proposed when the insurance agreement was renewed it needed to reviewed. It was also asked what was happening regarding the resolution to invest monies with CCLA. It was noted that monies were being transferred across and the account was open but issues with Natwest and the complications they posed with the

mandate changes had delayed all of the money being transferred in one payment. With this;

Members **RESOLVED** the **lists of payments and receipts, and the income and expenditure report for the period 1st June 2023 – 31st August 2023.**

42. Bank Balances and Bank Reconciliation Statement as at 31st August 2023

Without comment.

Members **RESOLVED** the **bank balances and the reconciliation statement as at 31st August 2023.**

43. Grants

Members noted the pressure on the grants budget as highlighted in the covering report, which potentially, with what was to be considered, could result in little funding being left to award in the January and March meetings of the committee. Where this was not a reason to not make awards, the matter was just presented as an advisory. Members had six grant applications to consider. As representatives of Mid Sussex Radio were present the application was heard first. It was noted that the radio station had around 12,000 listeners and had expanded their operations, due to their rebrand from Burgess Hill Radio to Mid Sussex Radio, by broadcasting to Haywards Heath, Burgess Hill and surrounding Parishes. It was stated by the Town Clerk that the organisation supported the Town Council's Christmas Carol event and also attended the Greater Hayward Heath Bike Ride and the Mid Sussex Marathon. With this Members unanimously agreed to make the full award of £500. It was felt that on the grounds that Home Start Crawley, Horsham and Mid Sussex offered vital services that residents of the Town could access that the request for £500 was supported for running cost. Haywards Heath Division Guides' application for £500 running costs was supported due the excellent work they undertake with the community. Northlands Wood Primary School the grant was supported at the requested £500 level. With regards to The Yews Community Centre, noting that there was a considerable amount of Section 106 Community Building monies allocated to the Centre that an award of £250 towards the security lighting be made to show Town Council support for the project and that officers speak to the Centre manager to make her aware of the monies that were available and how to access them. As the 4Sight Vision request of £4.510 was outside of the grants criteria, Members awarded £350 to recognise the percentage of Haywards Heath residents who used the county wide services. At the conclusion of debate on the grants applications it was asked that where possible that officers present the other sources of funding that the applicants have secured or were seeking to enable them to gauge principal authority and parish support along with third party grant organisations to ensure that there was support across the District for projects that had large running costs and/or provide services across the District and County.

Members **RESOLVED** to award;

- a) a grant of £500 to Home Start Crawley, Horsham and Mid Sussex towards running costs.
- b) a grant of £500 to Mid-Sussex Radio CIC towards running costs.
- c) a grant of £500 to Haywards Heath Division Guides towards running costs.
- d) a grant of £500 to Northlands Wood Primary School towards funding a trip to the O2 arena for the school choir.
- e) a grant of £250 to The Yews Community Centre towards the installation of new security lights.

- f) a grant of £350 to 4Sight Vision towards providing support costs to residents in Haywards Heath.

44. Town Hall, Allotment Rents and Burial Charged

Members agreed to an inflationary rate to all Town Council services. During debate the matter of how the Town Council markets its hiring facilities and its wedding services at the Town Hall was discussed. It was felt that more could be done within this area of work. It was noted that the new website would be a good vehicle for such with updated pictures and descriptions and that with extra staffing resources the Town Council will have further opportunities and time for marketing the Town Hall as a wedding venue specifically. It was also felt that undertaking an analysis of the usage of the rooms at the Town Hall would be a useful exercise so that the quieter periods could be identified and be focused upon. With regards to wedding fees there was debate on the recommendation to freeze wedding fee. Those in favour of a rise saw that the Town Hall was a nice and reasonably priced venue with a number of Members feeling that there was scope to charge more. An initial suggestion was a rise from £400 to £450 with a compromise of a £25 rise being agreed to make such cost £425 for 2024/2025. With the Town Hall, Allotment and Cemetery fees being agreed as suggested and resolved by Members,

Members **RESOLVED** to

- (a) Increase the hire costs for the Town Hall, by 7% for community hirers and 7% for commercial hirers, for the 2024-2025 financial year.
- (b) Increase the annual percentage rise to Cemetery fees by 7%, for the 2024-2025 financial year.
- (c) Increase the annual percentage increase in allotment rental fees by 7%, for the 2024-2025 financial year.
- (d) To raise Wedding fees to £425.

45. Staff Recognition Budget

Members were supportive of the continuation of the staff recognition budget and that it be clearly presented in the Town Council budget moving forward. It was asked if the budget would need to be raised to allow for the two new members of staff that were in the process of being employed. The Town Clerk stated that the matter would be put forward for consideration in the budget setting process within the Member/staff allowances and payments report that precedes the consideration of the full Town Council budget.

Members **RESOLVED** to the continuation of an allocation of monies in the Town Council budget for staff recognition at £400, under a separate budget heading for 2024/2025. The amount of the allocation would be reviewed for 2024/2025 in January during the budget setting process under Member/staff allowances and payments.

46. Clair Hall Working Group

Members were minded to form the working group so that the Town Council would be well positioned to respond to any consultations or requests for the view of the Town Council, which were forthcoming from Mid Sussex District Council. It was stressed that the working group would respond to such requests not be a forum to develop policy or plans for Clair Hall. It was agreed that the Town Council would use the working group to work productively with Mid Sussex District Council in line with the Town Council policy on the matter resolved in the Town Council's Green Paper. In forming the group, it was felt, due to a number of Members being twinned with Mid Sussex District Council Members, that where possible those who were Town Councillors only

should be given the opportunity to sit on the working group. To this end it would have to be a cross Committee working group once Full Council has accepted the formulation of the working group. In setting the group, the Leader of the Town Council was placed on the working group with two others and the Town Clerk was asked to seek two further Councillors. It was agreed that the working group would be called only when required and would sit dormant until a request or consultation was forthcoming.

Members **RESOLVED** to **form a working party of five Councillors to consider matters relating to Clair Hall, which will report to the Policy and Finance Committee, and Full Council if required, made up of Cllrs Walsh, P. Lucraft, A. Bashar and two further Councillors to be advised by the Town Clerk.**

47. CCTV Costs For Haywards Heath

It was noted that the previous Town Council administration had been warned of the pending rise in costs for the transmission charges for the cameras in Haywards Heath, so the report presented simply provided the actual costs. Members aired their concerns regarding the rising costs of the CCTV contract and noted that unfortunately in this instance that there was no recourse for action or ability to challenge the matter as the costs had already been incurred. It was noted that Mid Sussex District Council and the District's other two Towns were also within the contract and facing the same substantial rise in costs to their charges so they were to be liaised with. The rise in costs were due to what was a failure of the Sussex Police to secure and renegotiate the contract for coverage costs before the end of the existing contract that the Councils were tied into by being the owner of CCTV cameras. The Leader of the Town Council also volunteered, as Mid Sussex District Councillor, to ask the Community Safety team about the issue and what the proposed way forward was to be regarding a new contract that the Sussex Police would have to procure. It was also requested that the matter be brought to the attention of Police and Crime Commissioner.

Members **RESOLVED** to **note the overspend for the provision of CCTV cameras in Haywards Heath as advised by Sussex Police from £3,745.31 to £5,571.65 (Maintenance (£215 per camera at £1,075 and transmission costs at £4,496.65) and that the monies be paid from the CCTV reserve budget.**

48. Community Award Scheme

Members were supportive of the proposal and thanked the Events and Community Officer for having the idea and presenting it to the Committee. Members looked forward to receiving the proposed categories and criteria at the next meeting of the Committee with a view to the awards being launched in advance of the 2024 Town Meeting on the 29th April 2024.

Members **RESOLVED** to **adopt the Community Awards Scheme.**

49. Items Agreed as Urgent by the Chairman

It was noted that there had been discussions between Members and the Haywards Heath Foodbank with regards to their need to purchase a new van to save on hire costs. It was suggested that and agreed the Town Clerk makes contact with the trustees to see where they were with the project and return any information and requests to Full Council on the 27th November 2023 for consideration,

The meeting closed at 21:09pm.

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 15th January 2024
Subject: Members Allowances and Members/Staff Expenses 2024/2025

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 2024/2025 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 re-imburement for the 2024/2025 financial year.

Recommendations;

Members are asked to consider and agree the expenses and allowances payable to Members and staff for the financial year 2024/2025 as presented in the tables (a) and (b) under point 4 of this report.

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 2024, for Member's agreement with a suggested rise in Members allowances in table (a) and generally in (b) apart from milage claims as this is set by the National Joint Council Green Book;

Table (a): Members Allowances.

Members Allowances	Rate for 23/24 against 2024/2025 suggest at 6% rise.	Budget Heading
Basic Allowance	£1,172 (24/25 = £1,242)	4242 – Members' Allowances.
Town Mayor's Allowance	£1,119 (24/25 = £1,186)	4240 – Mayor's Allowances.
The purchase of one economy (non-refundable) flight/train/ferry, intermediates travelling costs and bed and breakfast hotel accommodation to the maximum of 3 nights at £120 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>	£20 increase – travel and accommodation price fluctuation.	Budget 4005 – Travelling Expenses.

Table (b): General Expenses. Please note that the general and subsistence suggested rates are in line with those recommended by National Joint Council in line with annual pay scales reviews.

General	Rate for 2024/2025. (No change).	Budget Heading
Car Mileage	45p per mile (NA)	Budget 4005 – Travelling Expenses.
Additional Mileage Rate	3p per mile for 1 passenger 5p per mile for 2 or more passengers (NA)	Budget 4005 – as above.
Cycling Allowance	20p per mile (NA)	Budget 4005 – as above.
Full Train/Bus Fare between Home/Haywards Heath and destination of Course or Conference.	N/A (Cost set by travel provider)	Budget 4005 – as above.
Subsistence -	Rate for 23/24 against 2024/2025 suggest at 6% rise and round up nearest 50p/£1.	Budget Heading
Breakfast	£8.50 Overnight (24/25 = £9.00)	Budget 4027 – Courses Conferences and Training.
Lunch	£12.00 Overnight (24/25 = £13.00)	Budget 4027 – as above.
Tea	£5.00 Overnight (24/25 = £5.50)	Budget 4027 – as above.
Evening Meal	£16.00 Overnight (24/25 = £17.00)	Budget 4027 – as above.
Out of Pocket Expenses per night	£7.50 Overnight (24/25 = £8.00)	Budget 4027 – as above
Other Expenses that can be claimed.		
Training Courses - Staff	N/A (Cost set by provider)	Budget 4009 – Staff Training.
Conference Costs - Staff	N/A (Cost set by provider)	Budget 4027 – Courses Conferences and Training.
Training Courses Conference Costs - Cllrs	N/A (Cost set by provider)	Budget 4027 – Courses Conferences and Training.
Staff Recognition	£400.00 (24/25 = £450) Two new staff members at £30 per head.	Budget – 4200 Hospitality and Staff Recognition.

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 7.

Town Clerk

Committee Meeting: Policy and Finance

Report of: Town Clerk/RFO
Date: 15th January 2024
Subject: Budget 2024 – 2025

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 2024–2025 budget setting process, the Environment and General Purposes Committee considered its draft budget on 18th December 2023. 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 officer's projections for Council expenditure for 2024–2025, which includes suggested new purchases/initiatives/improvements to facilities and services and has been developed through the Chairman's Working Group, which has met to reach the recommended budget.

Recommendation(s):

Members are asked to RESOLVE;

- a) to recommend to Full Council, the draft budget for the 2024–2025 financial year as attached at Appendix 1, with a 12.5% rise in Council Tax and a 13.2% increase in the precept (including a 0.65% increase in the tax base) to £869,580, representing the average Band D cost of £69.26 per annum. (In monetary terms a £7.69 per annum rise from the band D cost for 2023/2024 of £61.57.

Background:

Dispensation for setting the budget.

3. *Advice from the DCLG (now MHCLG) is 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).*
4. Please note that in previous years the Monitoring Officer at Mid Sussex District Council advises a dispensation for all Members to discuss and vote on allowances, the budget and fixing the precept.
5. Where dispensation is not required Section 13 of the Council's Standing Orders, which sets out the dispensation process and is administered by the Town Clerk, as the Proper Officer to the Council, a policy exists, which dates back to the 19th November 2012 to

give certainty in the budget process annually. So, it can be proved that dispensation was given, if challenged even though none is required generally. This decision 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.

6. The proposed budget, its background and the implications included in each budget heading are outlined in Appendix 1 of this report. The draft budget 2024–20225 shows heading breakdown of we 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 2024.

2024 – 2025 Budget Financial Implications

7. **It is recommended that the Town Council considers increasing its precept to £869,580 from £768,024. This represents an 13.2% increase in the precept with the amount payable by Council Tax payers for a typical Band D household in 2024–2025 being ££69.26 per annum (Band D in 2023–2024 is £61.57).**
8. **This represents a rise in the amount payable by Council Tax Payers of 12.5% with the other 0.7% coming from the Tax Base rise and shows a balanced revenue budget for the 2024–25 year.**
9. To put the rise into context the precept rise per Band D property from the for 2024/2025 will be **64p per month, 15p a week or just over 2p a day).**
10. Members may wish to recommend a revised/amended budget to Full Council

Financial Implications

11. Covered in Appendix 1 of the report.

Town Clerk/RFO

HAYWARDS HEATH TOWN COUNCIL
POLICY & FINANCE COMMITTEE – MONDAY, 15 JANUARY 2024
DRAFT BUDGET 2024/25

		Budget '23/24	Forecast to	Draft	Notes
			31/03/2024	Budget 24/25	
		£	£	£	
	Precept	768,024	768,024	869,580	①
	Cemetery	31,000	37,011	35,000	
	Lettings	22,362	25,649	25,000	②
	Interest Earned	4,500	11,154	25,000	
	Allotment Rents	4,311	4,015	4,634	
	Roundabouts (WSCC)/Flower Bed Sponsorship	7,250	7,250	7,250	
	Other Income	7,534	7,534	2,026	③
		844,981	860,637	968,490	
EXPENDITURE					
		Budget '23/24	Forecast to	Draft	
			31/03/2024	Budget 24/25	
		£	£	£	
Environment & General Purposes					
	Allotments	11,275	11,256	8,000	
	Cemetery	7,050	6,586	7,050	
	External Contract for Cemetery	15,762	17,102	17,779	
	Hanging Baskets, Goblet Baskets & Tiered Planters	3,410	3,475	4,680	
	Litter Bins	0	0	0	
	Muster Green, Roundabouts & Other Flower Beds	17,220	13,655	21,752	
	Public Clock (St Wilfrid's)	200	200	200	
	Street Lighting — Power & Maintenance	14,350	14,142	17,750	
	Street Lighting — Improvement/New Schemes	2,500	2,500	4,000	
	Severe Weather Contingency	300	300	315	
	General Maintenance/Repairs	4,838	3,797	4,838	
	Town Initiatives	5,500	6,078	8,072	
	South Road Trees	2,000	2,000	2,000	
	Land off Hurstwood Lane — Management Costs	0	0	0	
	Environmental Projects	0	2,100	2,205	
		84,405	83,191	98,641	
Leisure & Amenities					
	Best Kept Garden/Allotment Competitions	925	925	971	
	Christmas Lights	15,625	15,550	14,900	
	Christmas Lights — Maintenance Reserve	750	750	1,500	
	Haywards Heath/South & South East in Bloom	1,025	1,025	1,076	
	Town Council Events	29,000	29,000	26,500	
	Leave No One Behind	0	2,000	2,000	
		47,325	49,250	46,947	
Grounds Maintenance					
	Salaries & National Insurance	137,309	132,244	150,950	④
	Pension	33,831	31,732	35,505	
	Clothing & Footwear	1,120	1,120	1,175	
	Depot Rent	11,323	11,323	11,323	
	Depot Rates	4,611	4,611	5,240	
	Other Depot Expenses	5,500	6,075	5,775	

	Vehicle Expenses	10,900	10,750	14,200	⑤
	Fuel	4,200	2,938	3,090	
	Equipment Expenses	4,924	4,924	4,924	
	Mobile Telephones	550	555	596	
	Contingencies & Sundries	325	150	325	
		214,593	206,422	233,103	
	EXPENDITURE (cont.)				
	Accommodation				
	Rent	2,507	2,507	2,507	
	Rates, Water & Sewerage	37,300	37,057	38,957	
	Cleaning	6,278	6,564	7,183	
	Caretaking	14,004	10,088	12,543	
	Pension	2,864	122	0	
	Maintenance Building & Grounds	5,750	4,900	5,750	
	Electricity	8,700	4,967	4,800	
	Gas	8,700	8,958	8,700	
	Telephone, Fax & Internet	2,036	2,033	2,141	
	Reserve for Cyclical Redecoration	1,250	1,250	1,250	
	COVID-19 Contingency	750	750	0	
		90,139	79,196	83,831	
	Office & Customer Service				
	Salaries & National Insurance	202,250	212,345	243,100	④
	Pension	50,750	36,781	58,636	
	Travelling Expenses	1,000	1,533	1,200	
	Printing & Stationery	3,365	2,893	3,365	
	Postage	275	254	275	
	Advertising	2,000	750	2,000	
	Office Equipment Maintenance	5,625	5,161	5,403	
	Insurances	11,325	11,325	11,325	
	Courses, Conferences & Publications	3,500	2,556	3,500	
	Subscriptions	11,866	11,477	13,774	
	Audit Fee	2,200	1,981	2,200	
	Staff Training	2,500	2,500	2,500	
	Reserve for Replacement of Fixtures & Fittings	3,750	3,750	3,750	
		300,406	293,306	351,028	
	Other Expenditure				
	Hospitality & Staff Recognition	1,250	1,005	1,250	
	Grants & Subsidies	8,500	10,000	10,000	
	Cost of Living Grants	0	0	0	
	Newsletters	6,700	6,492	7,070	
	Reserve for Election Expenses	7,500	7,500	10,000	
	Contingencies & Sundries	1,025	937	1,025	
	Bank Charges	1,315	1,280	1,344	
	Mayor's Allowance	1,119	1,119	1,186	
	Members' Allowances	18,752	17,689	19,872	
	Reserve for Community Facilities	1,780	1,780	1,869	
	Loan Capital Repayment	6,000	6,000	6,000	
	Loan Interest	2,886	2,886	2,574	
	Advisers' Fees	9,750	9,750	8,750	
	Community Warden	21,500	21,500	21,500	
		88,077	87,938	92,440	
	CAPITAL	10,000	10,000	10,000	

Ward Budgets					
	Ashenground (2x £312.50)		625.00		625.00
	Bentswood & Heath East (3x £312.50)		937.50		937.50
	Bentswood & Heath West		312.50		312.50
	Franklands (3x £312.50)		937.50		937.50
	Lucastes & Bolnore (3x £312.50)		937.50		937.50
	Lucastes Boltro		312.50		312.50
	North Central		312.50		312.50
	North East		312.50		312.50
	North West		312.50		312.50
		0	5,000		5,000
	Ashenground		1,500		1,500
	Bentswood & Heath East + Bentswood & Heath West		1,500		1,500
	Franklands		1,500		1,500
	Lucastes & Bolnore + Lucastes Boltro		1,500		1,500
	North Central + North East + North West		1,500		1,500
		0	7,500		7,500
	Ashenground	2,000			
	Bentswood	2,000			
	Franklands	2,000			
	Heath	2,000			
	Lucastes	2,000			
		10,000	0		0
New Expenditure Items					
	<i>Twining Event</i>				1,000
	<i>Town Council & Young Enterprise Awards</i>				1,500
	<i>New Website</i>				20,000
	<i>Days Out Project</i>				2,500
	<i>Community Projects</i>				15,000
					40,000
Total Revenue Expenditure		844,945	821,803		968,490
Revenue Surplus/(Deficit)		36	38,834		0
Notes					
①	Precept increased from £768,024 (2023/24) to £869,580 (2024/25), based on a tax base of 12,555.3				
	(up from 12,474.0 in 2023/24). This represents an 12.5% increase in the amount payable by Council				
	Tax payers, i.e. £69.26 p.a. for a typical Band D household (up from £61.57 in 2023/24).				
②	Given that meeting room bookings still have some way to go to get back to pre-pandemic levels (if that is even a realistic expectation?), and coupled with the fact that some long-standing hirers have given up or are thinking of doing so, the budget has been set at an arbitrary £25,000 (£2,083.33 per month).				
	Any income over and above the budget would be regarded as 'windfall', as will be the case for the current financial year (i.e. budget £22,362 vs forecast £25,649).				

③	Sources of other income are broken down as follows:					
				£		
	Lindfield Parish Council			2,026		
				2,026		
④	Draft budget assumes a 'cost of living' pay rise for 2024/25 of £1,925 (full-time) per employee. Should Members wish to change this assumption, the figures will obviously have to be recalculated.					
⑤	The grounds maintenance Tipper truck is approaching the end of its 'useful' life and funds to replace it have been set aside via the Capital Reserve. However, Members may feel that a lease agreement would be a better option, in which case lease repayment instalments + service contract charges (estimated at £6,300 p.a.) could be met by transfer from the Capital Reserve.					
	Forecast General Reserve @ 31/3/24 is as follows:	b.f. 1/4/23		231,403.18		
add:	Revenue Surplus			38,834.00		
less	the following recommended end of year transfer from the General Reserve:					
	to 'top up' Reserve for (Western Road) Cemetery			(6,000.00)		
				264,237.18		

Committee Meeting: Policy and Finance

Report of: Committee Clerk
Date: 15th January 2024
Subject: Grant Applications

Purpose of Report:

1. The purpose of this report is to present for consideration grant applications made by third party organisations.

Summary:

2. Members will find attached seven grant applications as laid out in Appendix 1-7 of this report.

Recommendation(s):

Members are asked to consider the recommendation for six grant applications, the summary of which is attached as Appendix 1-7 of this report and decide on the level of funding to allocate.

Background:

3. The Town Council allocates monies on an annual basis to enable the award of grants to third party organisations that endeavor 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. The grant criteria provides for grants to be made for one off purchases and in some instances running costs. There is also funding for capital costs and new initiatives.
6. It is asked that Members note that grants are 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.

Financial Implications

7. The budget for Grants and Subsidies for the financial year 2023/24 is £10,000, of which £7838.89, has been allocated or spent, leaving a balance of £2,161.11 to be allocated. **Please note that the amount request in Appendices 1-7 exceeds the budget available with a meeting March pending.**

Legal Implications

8. Further to the section 137 legislation, the Town Council can make a grant under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 13th May 2019 under minute 17.

Grant Applications

Organisation	Grant Requested	Amount	Reason
Age UK West Sussex Brighton and Hove	£1,000		To fund a new weekly Sunday Gathering
Bentswood Hub CIC	£1,000		Start up Costs- to fund 2 months rent
Haywards Heath Lions Club	£500		Running Costs for the Swimathon
Haywards Heath Tennis Club	£500		Running Costs
St Catherine's Hospice	£750		One off costs- towards funding a new bed
St Peter and St James Hospice	£500		Running Costs
Sussex Association for Spina Bifida and Hydrocephalus	£500		Running Costs

Grant Application

Appendix 1

Organisation: Age UK West Sussex Brighton and Hove

Total Project Cost: £1,000

Funding Category: Start- Up Grants

Grant Requested: £1,000

Purpose of Grant: To fund a new 'Sunday Gathering' group

Breakdown of costs:

Item	Total cost	Amount requested
Sessional Worker fees -1 hour per week for the year	£624	
Roast Dinner and Transport costs for worker	£176	
Admin and Staff time to organise the project (20% to above costs)	£200	
Total	£1,000	£1,000 Start-Up

Information:

Age UK West Sussex Brighton and Hove are a local charity working in the community to support older people, their families and carers. They want everyone to be able to love later life, they achieve this by helping older people to be more informed, connected, independent and healthy. Last year, they supported 13,311 adults, 1722 of those people live in Mid Sussex (13%). All of the beneficiaries for this project live in Haywards Heath.

They have identified an issue of social isolation among their service users during weekends, with many individuals expressing a desire for social interactions on Sundays. The project would support 10-20 older people weekly. The proposed project is to hold a weekly meetup at local pubs for a chat and a Sunday roast. It brings the benefits of combatting social isolation, building social connections and helps mental health and wellbeing. After conducting a survey and having discussions with service users regarding social isolation at weekends, it highlighted the need for more services at a weekend.

They have based the breakdown of costs on the hourly wage of the sessional worker, who will attend the groups, the costings of a roast dinner in the town and transport for the member of staff to facilitate the group. They have then added 20% to the figure to go towards ongoing admin and staff time to organise the project for the year. Age UK WSBH have not applied elsewhere for further funding of this project. The application is the first for this project but they are keen to establish the group. With this in mind, they will be working with their central fundraising team to secure funds to get the project started, should they be unsuccessful in this application.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2020	£750	Funds towards a new community garden and outside classroom.
2022	£750	To assist with the funding of a new 'Coffee and Company' group.

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application

Appendix 2

Organisation: Bentswood Hub CIC

Total Project Cost: £1,000/ Ongoing

Funding Category: Start- Up Grants

Grant Requested: £1,000

Purpose of Grant: To assist with the costs of the rent/lease for the Bentswood Hub CIC Premises.

Breakdown of costs:

Item	Total cost	Amount requested
2 months' rent	£1,000 (£500 per month)	
Total	£1,000	£1,000 Start-Up

Information:

Bentswood Hub CIC formed on 10th October 2023. They formed in response to Sussex Clubs for Young People (SCYP) going into liquidation, causing the Bentswood Hub to close. Although they are a new CIC, they are not new to delivering community services. They have been fundraising and have called on the community for skills and trades to develop 38 America Lane into the new Bentswood Hub, a warm and welcoming space where the community can feel safe to seek support. The funding will allow them to have a little bit of breathing space to get on their feet whilst they bring back vital services that the community have been missing. It would allow them to concentrate on getting services reinstated and look into other funding streams with longer lead times.

Bentswood Hub is a vital lifeline for many in the community for a variety of different reasons. Some depend on the community larder for ongoing food support, some volunteer to help with their mental health, some rely on it to stay connected with others to avoid social isolation. For young people, Bentswood Hub is a safe space with qualified youth workers where they can seek support from the pressures of home and school life. The services and support from Bentswood Hub help to reduce the strain in other external agency and service providers. Their services are open to anyone who can get to them.

Seeing Bentswood Hub close and hearing and feeling the community's pain further evidenced the need of the community space. They also know that referrals to the Youth Emotional Support team have increased significantly since the closure and the Bentswood Hub CIC have also been told the same applies to Linwood and the Haywards Heath Foodbank. The community tells them daily of their struggles and that they cannot wait for them to be properly open. The closure of Bentswood Hub has also impacted volunteers who need to volunteer for their own wellbeing and confidence.

Whilst the grant applied for is £1,000, the costs are ongoing. Bentswood Hub do not currently have the additional funds for the ongoing costs. With the ongoing costs of rent, they know the first 12 months will be the hardest as a lot of funders will not fund an organisation in their first year of operation. However, the Bentswood Hub CIC are constantly fundraising through different channels. They have been fundraising to bring money in to cover the costs of renovating the new building and towards the running of the Bentswood Hub (fundraising is ongoing). They have held small community events, with a plan to run larger summer events to fundraise. They have also created a JustGiving page.

They have received funding from Motor Data Solutions for £3,000 and Harbeth Audio LTD for £1,500. They have also made funding applications to Southern Water's Community Grants Scheme for £1,000/ They are also planning of applying to MSDC and Sussex Community Foundation.

They have also included a DRAFT business plan, which will be circulated to Councillors.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
N/A	N/A	N/A

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application**Appendix 3****Organisation:** Haywards Heath Lions Club**Total Project Cost:** £1,750/ Ongoing**Funding Category:** Running Costs**Grant Requested:** £500.00**Purpose of Grant:** To assist with the costs for the Haywards Heath Lions Club Good Friday Swimarathon.**Breakdown of costs:**

Item	Total cost	Amount requested
Running costs	500.00	
Total	£500.00	£500.00

Information:

On Good Friday each year the Lion Club has a Swimarathon Event held at the Dolphin Leisure Centre, Haywards Heath. This will be the 32nd event. The staging of the event incurs costs which detract from the funds available to the beneficiaries.

Teams from local schools, organisations, friends and families swim in relay format for 55 minutes.

Funds raised are split between the teams chosen charities and the beneficiary chosen by The Lions Club, which this year is Time4children.

Expected expenditures as follows:

Pool Hire £750.00

Medals/Certificates £400.00

Promotional Materials £300.00

Local Giving £300.00

These costs have been calculated from the previous year's events. Invoices can be produced when available.

They have also received sponsorship from Orchards Shopping Centre.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2023	£250.00	Running Costs

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application**Appendix 4****Organisation:** Haywards Heath Tennis Club**Total Project Cost:** £2205.00**Funding Category:** Running Costs**Grant Requested:** £500.00**Purpose of Grant:** To help finance on going running costs.**Breakdown of costs:**

Item	Total cost	Amount requested
Running Costs		£500
Total	£500.00	£500.00

Information:

Haywards Heath Tennis Club is based in Victoria Park and uses the council courts. The club offers the opportunity to anyone in the local community to play tennis, there are no playing requirements. For the first time in history they have teams in 3 divisions which give more members the opportunity to play.

The organisation was formed in 1898 and has been in the current site since 1910. The club has 104 adult members of which 95% are Haywards Heath Residents.

The club are asking for a grant to help with ongoing running costs. They have recently refurbished the club and costs have increased. The club now have to fund electricity costs for the first time, water costs have also increased due to the installation of new toilet facilities. The grant would also help with fire alarm servicing costs.

Expected expenditure as follows:

LTA Affiliation/Insurance £405.00

Utilities- water/electricity £550.00

League Fees/Ball/ Trophy's £935.00

Maintenance- Cleaning/fire alarm £130.00

Rent £100.00

DBS checks £45.00

Lottery Licence £40.00

Total £2205.00

The above running costs are based on historic costs and future expenditure.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2021 PAID IN 2023 DELAYED DUE TO COVED	£750.00	Refurbishment of clubhouse.

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application

Appendix 5

Organisation: St Catherines Hospice

Total Project Cost: £7539.00

Funding Category: One off cost

Grant Requested: £750.00

Purpose of Grant: Support towards providing a specialist Oska Evario bed.

Breakdown of costs:

Item	Total cost	Amount requested
Funding towards equipment	£750.00	£750.00
Total		£750.00

Information:

St Catherines Hospice is a charity formed in 1980, it provides expert palliative and end of life care for people with life limiting conditions whilst supporting their loved ones.

The hospice has recently relocated to a new, bigger state of the art hospice in Pease Pottage. Costing £19.5m to build, entirely funded by voluntary donations.

Last financial year the hospice cared for 2150 patients and families in the community. They provided 3902 days of inpatient care. 55.57% of people they cared for lived in Sussex, with 1.5% living in Haywards Heath.

They are asking for a grant to support the purchase of a Oska Evario bed for patients facing end of life. The specialist bed is adjustable for patients who are too ill or frail to get out of bed, allowing for them to move into an upright position. These beds enable patients to spend their final days as pain free, dignified and comfortable as possible.

The care the hospice provide is open to any resident of Haywards Heath requiring end of life care.

Each Oska Evario bed including mattress and pump costs £7539 and once funds have been received they will be replacing 3 beds.

They have also applied for funding from three other Trusts and Foundations for grant support totalling £13839 these grants are still pending.

St Catherines receive around one third of their income from the NHS, so rely on fund raising to raise around £7 million each year.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
N/A	N/A	N/A

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application**Appendix 6****Organisation:** St peter & St James Hospice**Total Project Cost:** £4711.26**Funding Category:** Running Costs**Grant Requested:** £500.00**Purpose of Grant:** To help finance ongoing running costs.**Breakdown of costs:**

Item	Total cost	Amount requested
Running costs	£500.00	£500.00
Total		£500.00

Information:

St Peters & St James Hospice was formed in 1996 and provides expert care to adults living with life limiting illnesses. There also offer support to friends and families.

The hospice is open to everyone.

In 2022/2023 around 1137 people used the hospices services, with approximately 30% living in Haywards Heath.

They would like to apply for a grant toward running costs. To provide care in the community at the hospice it costs £10,000 a day and with only 13% funding from central government they have to raise over £5 million through fund raising and retail each year.

The hospice do apply to other trusts, foundations, parish councils and corporate organisations for funding but none were named in the grant application.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2019	£500	One off cost
2020	£500	One off cost

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application

Appendix 7

Organisation: Sussex Association for Spina Bifida and Hydrocephalus

Total Project Cost: £4935.00

Funding Category: Running costs.

Grant Requested: £500.00

Purpose of Grant: To support the existing work already undertaken.

Breakdown of costs:

Item	Total cost	Amount requested
Running costs	£500.00	
Total	£500.00	£500.00

Information:

SASBAH is a small independent charity formed in 1965 providing lifelong support for over 1000 children and adults affected by spina bifida and hydrocephalus.

They have 466 service users of which 5% live in Haywards Heath.

People with complex physical and learning disabilities benefit from access to professional support with welfare claims and assessments. Their support group enables residents to meet and take part in activities outside the home.

Their services are open to all affected residents.

The grant application would support the existing work that is meeting the needs of people with complex disabilities in Haywards Heath, exacerbated by the cost of living crisis.

Expected Expenditure is as follows;

Advice and Advocacy £1976

Socially inclusive activities £1332

Local Support Group £167

Residential respite breaks £470

Core costs £355

Total £4935

The above costs are an apportionment of the SASBAH 2023 service expenditure, for Haywards Heath service users at 5%

They have secured £2130 from Sussex Community Foundation, Horsham Lottery, Woodroffe Benton, the Postcode Society Trust and Southern Gas Networks.

They are awaiting the outcome of a further £1000 from five trusts.

They rely on grants and a modest income generated from their own fundraising activities.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2020	£250.00	Running costs
2021	£250.00	Covid Support
2023	£250.00	Running costs

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 15th January 2024
Subject: Council Committee Timetable 2024 - 2025

Purpose of Report:

1. The purpose of this report is for Members to consider and agree the Council's committee timetable.

Summary:

2. Members will find attached the proposed calendar of meetings for the 2024-2025 Council year for approval and a suggested date for the 2025 Annual Town Meeting.

Recommendation(s):

Members are recommended to;

- (e) **Agree the timetable of Council meetings for the next Council year 2024 – 2025 including the date of the 2025 Annual Town Meeting.**
- (f) **Consider the start time of Standing Committee and Full Council meetings.**

Background:

3. The Council's meeting timetable is set on an annual basis, please note the following issues, which have directed the production of the timetable attached.
 - Six Full Council meetings have been programmed for the year. The Annual Town meeting be one and a further five will be serviced by one Policy and Finance meeting, one Environment and General Purposes meeting and three Planning meetings. Extra-ordinary meetings are of course available if required.
 - Planning meetings have been set on a three-weekly basis to ensure comments are made within the statutory timescale for response as required by Mid Sussex District Council. Please note that;
 - a) due to the 8th May 2024 being a Bank Holiday the Planning Committee will be held on Tuesday 9th May 2024
 - b) due to the 27th May 2024 bank holiday the Planning Committee will take place on Tuesday 28th May 2024.
 - c) due to the 21st April 2025 being a Bank Holiday the Planning Committee will be held on Tuesday 22nd April 2025
 - The annual meeting of the Council will be held on the 13th May 2024 which is the first available Monday after the local elections.
 - It is suggested that the 2024 Town Meeting be held on the 28th April 2025.

4. The normal start times for all meeting is 7.30pm. If Members wish to consider an earlier start time for some or all of meeting then this will need to be decided under this report and then recommended to Council.

See separate document for the Calendar and if viewing on the website please see additional documents.

Town Clerk

CALENDAR OF MEETINGS 2024 - 2025

Meeting of the Council Planning Committee

Environment & General Purposes Policy & Finance Committee

Town Meeting Bank Holidays

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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Committee Meeting Policy and Finance

Report of: Town Clerk
Date: 15th January 2023
Subject: Section 106 Monies Haywards Heath

Purpose of Report:

1. The following report seeks Member's views on expenditure of developer contributions in Haywards Heath.

Summary:

2. As Members are aware Mid Sussex District Council (MSDC) collects Section 106 (S106) contributions, which is planning gain received from housing developments in the Town to meet the increase in population and pressure on existing services. The following report presents the contributions collected in Haywards Heath to date. These are presented for review so to an enable a representation to be made to Mid Sussex District Council on such expenditure.

Recommendation(s):

Member's views are sought.

Background:

3. It been has brought to officers' attention by Members that there is large amount of money unspent S106 monies in the Town and MSDC have asked Town/Parish Councils to review such. Therefore, Members are requested to make comment on the monies available.
4. The following report presents the accumulated amounts of unspent Section 106 for each named project in the Town for ease of reference
5. There are various contributions collected by MSDC, on behalf of West Sussex County Council, themselves, the Police and Community Infrastructure monies, which normally Town/Parish would advise MSDC of the preference for the allocation for specific projects within the community.
6. The amount of the collection and the criteria for such is guided by a Supplementary Planning Document (SPD) that outlines the requirements and the calculations that the developer must pay. The payments, which are of interest to the Town Council, can only be spent on capital projects, which demonstrates a need arising for the increase in population through the development of housing.
7. Categories included most relevant to the Haywards Heath Town Council are presented in pools of monies available in Appendix 1 as follows.
 - a. Formal Sport
 - b. Playspace
 - c. Community Building
 - d. Local Community Infrastructure

8. The SPD is tied to the Mid Sussex District Plan and the projects that are named are documented in another document that is tied to the Mid Sussex District Plan namely the Infrastructure Delivery Plan (IDP). The Town/Parish is invited to put forward projects to be added to the IDP and when the list was produced through the adoption of the District Plan the Town Council is able to request other projects to be included through pro-forma. Examples of projects the Town included are Hurst Farm and St Francis Sport and Social Club facility.
9. Members will note the last category Local Community Infrastructure. It has been the policy of the Town Council to name the expenditure of Local Community Infrastructure payments in the Council's planning comments and also where appropriate make comment on allocations, which the Town Council has no control over.
10. Please note it is extremely difficult to amend the project that any monies are earmarked for as they form part of a legal agreement with the developer as named.
11. Members will find attached to their email summons the full database of Section 106 contributions for reference. This document is for members only and should not be shared.

Financial Implications

12. None all monies are held by MSDC.

Legal Implications

13. None as this a consultation. However, the Town Council can draw down and expend monies on identified projects under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Formal Sport		<u>Appendix 1</u>
Dolphin and HH Generally	132,619.04	
Bolnore Rec Running Track	31,774.23	
Beech Hurst	28,421.00	
Hanbury Park	12,239.24	
Cricket and HH Rec	118,931.72	
Beech Hurst Tennis Courts	19,559.90	
Franklands Village - Hardy Recreation Ground	27,942.47	
Victoria Park and Tennis Courts	2,072.31	
Playspace		
Heath Recreation Ground	2600	
Beech Hurst	45576.29	
Beech Hurst and Victoria Park	12757	
Heath Recreation Ground	10604.86	
Pinewood Play Area and Bolnore Rec	33859.32	
Barn Cottage	7536	

Heath Recreation Ground	8289		
Beech Hurst	8833.63		
Franklands Village	56075.87		
Haywards Heath Rec and	57465.39		
Haywards Heath Rec and Beech Hurst	29735.8		
Beech Hurst and Tim Farmer Rec	29735.8		
Victoria Park	2194.54		
Community Buildings			
Clair Hall or Alternative	120,203.75		
Yews	36760.92		
Woodside	13802.02		
St Francis	69494.37		
Ashenground	10,862.54		
Local Community Infrastructure			
Cemetery	544,394.93		
HH Bus Scheme and Commercial Square	141,357.53		
Lindfield Allotments	23,974.84		
Clair Hall	5,630.78		
Burrell Road resurfacing	3,000.00		
Cycle Routes HH	6,922.53		

Committee Meeting: Policy and Finance

Report of: ECO/Project Officer

Date: 15th January 2024

Subject: Community Awards

Purpose of Report:

1. The purpose of this report is to provide councillors with further information on the Haywards Heath Town Council Community Awards, taking place at the Annual Town Meeting.

Summary:

2. The following report asks for members to agree the Community Awards Policy, criteria and awards categories.

Recommendation(s):

Members are recommended to;

- a) Note this report.
- b) Comment as appropriate.
- c) Agree to the Community Awards Policy/ Process.

Background:

3. The Community Awards were agreed at Policy and Finance meeting on Monday 15th November 2023. This report provides further information on the awards scheme.
4. Members will find in Appendix 1 the main body of the report, the criteria which has been developed by the Projects Officer and Events and Community Officer.

Financial Implications:

5. Members have agreed a £500 budget for this project, which was concluded in the 2024/25 budget which was concluded under item 7 of this agenda.

Legal Implications:

6. The Town Council can provide the awards programme using the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Haywards Heath Town Council Community Awards

Premise

The Haywards Heath Community Awards recognise, celebrate and congratulate the unsung heroes of the town who work tirelessly to make a difference to our local community. We are looking for remarkable local community heroes. These may be individual residents or businesses who have made a significant contribution to our local community, either from a specific action or event, or as a cumulative effect, over a longer period of time. The awards will be presented at the Annual Town Meeting on Monday 29th April 2024.

Eligibility

To ensure that we acknowledge the diverse residential and working population of our town, there are six categories to nominate from. Both individuals and businesses from all sections of our community who have made a visible difference to our town are eligible to be nominated. In general, nominees must be over 18 years of age, please see the criteria for each award below. The awards are not for academic work and must be for unpaid service.

Nominees

Nominations can be made by any person or business which has links to Haywards Heath, providing they are not related to the nominee. The nomination can be submitted either online using the link (insert link here) or by paper copy, available from (insert where here). Nominees may only be nominated for one category and cannot be made posthumously. No serving Haywards Heath Town Councillors can be nominated.

During the nomination period the Campaign will be advertised on the Town Council website and noticeboard (outside the Town Hall), in addition to community venues. Social media such as Twitter, Facebook feeds and Instagram will also be utilised.

Award Categories

Mayor's Award

A person of the Mayors choosing, who the Mayor believes has made a significant contribution and difference to the town and local community. This can be a person of any age.

Business Award- Community Involvement

An award for businesses who have gone the extra mile to support and be involved with the local community. A business who enhances community life and makes a positive contribution. The business must be located and based in Haywards Heath.

Outstanding Young Person Award

This award is for a Young Person under the age of 18, who has made an outstanding contribution to their local community.

Criteria-

The nominee must be a resident of, or contribute within the Town Council area, they must also be under the age of 18.

Outstanding Adult Award

This award is for any adult, over the age of 18, who has made a significant contribution or service to their local community. This may be a single act or a cumulative effect over a longer period of time.

Criteria-

The nominee must be over the age of 18 and they must be a resident of or contribute within the Town Council area.

Sports Person of the Year, in association with Active Haywards Heath

An award for someone who has excelled in the Sports, Leisure, Fitness and Activity. This award is open to a person of any age. It could be a sportsperson, mentor, coach or instructor. The award could be for someone who has achieved something within their own sporting efforts, or who has helped others to achieve their goals.

Criteria-

Must reside in Haywards Heath, or regularly attend a sports club etc within the town.

Volunteer of the Year Award in association with MSVA/ Community People

Details of the nominees will be shared with Mid Sussex Voluntary Action.

The nominee must have completed or be undertaking unpaid work.

Voluntary Service for a national organisation or for a religious organisation will be considered if it is unpaid and benefits the community of Haywards Heath.

Criteria-

They must be a resident of, or contribute within the Town Council area.

Young Enterprise

Please note, a Young Enterprise Award has been resolved by E&GP Committee, with a budget made of £1000 to be used to award. Time scales, further research required etc means this is not something that can be presented at the Town Meeting this year. This is on hold pending further research, but this is currently in officers' minds as something to be worked on in due course.

Schedule of dates

Closing Date for nominations- Monday 4th March 2024

Winners Chosen- Monday 18th March 2024

Invites to be sent to winners- Monday 25th March 2024

Award Date- Annual Town Meeting Monday 29th April 2024

Awards Panel and decision making

It is recommended that the awards panel consists of the following: Mayor/Deputy and another independent from the Town Council.

Completed nominations received by close of play Monday 4th March 2024 will be reviewed by the awards panel on Monday 18th March 2024.

The Town Council reserves the right to make no award in the event of no suitable nominations being received.

Any decision made by Haywards Heath Town Council is full and final and, for data protection reasons, discussions will not be entered into regarding unsuccessful nominations.

Further Guidance

Town Councillors may make nominations, but will then be excluded from any involvement in the decision-making process.

Existing Councillors and Town Council employees are ineligible for nomination.

You cannot nominate yourself.

Ends

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 15th January 2024
Subject: Allocation of Monies Earmarked for Clarion Futures to Undertake Youth Work in Bentswood

Purpose of Report

- 1) To reconsider a decision previously made by the Committee.

Summary:

- 2) The following reports seeks reconsideration of the use of monies for youth activities/projects in Bentswood Ward in light of a revised proposal being tabled by Clarion Futures in partnership with Mid Sussex Voluntary Action.

Recommendations;

Members are asked to consider the reallocation of monies resolved under minute 25 of the meeting of the Policy and Finance Committee dated 11th September 2023.

Background:

- 3) As Members are aware, due to the implications of the failure of Sussex Clubs for Young People, the Bentswood Hub (Hub) ceased to operate last year. Since then, a considerable amount has happened in relation to the Hub. Clarion Futures have stepped into the Hub and are looking to provide services, Bentswood Hub CIC has been formed and is operating next door to the Hub building whilst the Bentswood Community Partnership remain an important and active organisation within the Bentswood Community.
- 4) During this transitional period the Town Council under the leadership of Cllr Pascoe and Cllr P. Lucraft along with the Town Clerk have been liaising with all parties with the aim of fostering partnership working for the good of the community. This has been challenging and at the forefront of the minds of those involved was the £12,000 allocated to Clarion Futures for the Bentswood Hub Junior programme by the Town Council with the following resolution being made by the Policy and Finance Committee on the 11th September 2023.

Members RESOLVED to ratify the earmarked allocation of £6,000 to part fund the Bentswood Hub Junior Programme from the Community Warden budget underspend and a further contribution of £6,000 to £12,000 to pay for the whole of the annual running costs from unrestricted reserves. The second payment be subject to satisfactory service level, which was delegated to the Town Clerk to review and agree.

- 5) As would be expected in a transitional period the aforementioned organisations have been organising themselves and position themselves with regards to the services they provide. Unfortunately, it has not been possible for the organisation to work directly together but there is still as wish for partnership working.

- 6) To this end, Clarion Futures has reviewed the use of the money allocated by the Town Council working with Mid Sussex Voluntary Action and have presented the proposal as outlined in Appendix 1 and have asked Members to consider changing the purpose of the grant/use of money. It must be noted that the request still focuses upon the youth of Bentswood but the scope has changed substantially. As a result, Members are asked to consider the request.
- 7) Members must note that this possibility of the amendment of the resolution as presented under point 4 (Min 25 11/09/23) of this report falls within the six-month period where decisions cannot be amended without a special motion.
- 8) Therefore, in line with Standing Orders and pursuant of Standing Orders 7a and 7b a request has been made, in relation to the allocation of £12,000 to Clarion Futures for the Bentswood Hub Juniors programme as resolved by the Policy and Finance Committee dated 11th September 2023, that it be called in for review and further consideration in light of a new proposal being tabled to the Town Council.

Financial Implications

- 9) None, the monies have been already been allocated for expenditure.

Legal Implications

- 10) The Town Council can draw down and expend monies on identified projects under the General Power of Competence, which the Town Council meets the criteria of as exercised and resolved at the Annual Meeting of the Town Council dated 15th May 2023 under minute 20.

Town Clerk

Summary:

MSVA have been approached by Clarion Futures to develop a sustainable community venue (previously known as the Bentswood Hub) that serves as a safe space for the benefit of the community of Bentswood and surrounding area. The venue will provide a range of opportunities, support for community activities and volunteering for all age groups in the area.

This will be on a 24-month lease basis, with a break clause at 12 months.

MSVA's approach to this vital work will be:

- January - CEO and MSVA Trustees meet with Bentswood Hub CIC staff and volunteers. It is vital to build positive working relationships with this organisation and ensure collaboration opportunities, a lack of duplication of services and resources, including funding; confirmation from Clarion Futures of funding available, its allocation and KPI/reporting requirements;
- February – formalise partnership agreement between MSVA and Clarion Futures; MSVA to recruit a Community Development/Centre Manager role (there is potential to appoint internally;)
- February – MSVA start to have a presence at centre – key focus on volunteering hub model including youth volunteering and volunteering as a pathway into employment;
- March – May Community Listening events; continue to support existing hires and local groups; potential to run some of MSVA's forums and networking events from the centre (health, older people, children and young people, eco, volunteering);
- June/July – confirm model of delivery for second half of year 1 based on community listening, relationship with Bentswood Hub CIC group, trends in hires etc;
- August – January 2025 – continued delivery;
- January 2025 review of first year activities, outcomes and impact and KPIs agreed for the remainder of the partnership.

Approach:

MSVA is trialling a Community Listening project in Burgess Hill, which will ask the local community What matters to you? This is an asset-based approach to community development, using social research techniques with a sample group, such as; [participatory action research](#) and focus groups. MSVA is a member of [The Social Research Association](#) and 2 members of staff have completed free training provided by Kings College London in [Research Methods: A Practical Guide - Research Methods Course - FutureLearn](#).

Clarion Futures research officer will support the analysis of community engagement processes.

MSVA has gained invaluable knowledge and expertise as the manager of The Cherry Tree Centre; from hiring and retaining cleaners to providing a hub for other VCSE organisations and running a warm space.

Outcomes:

- Development and growth of a robust and resilient local community (using MSVAs effective Monitoring and Evaluation framework);
- Increased local community skills and confidence;
- Community working together to identify and tackle shared local community strengths and challenges;
- Local community has a voice and opportunity to lead activities, programmes of work.

Funding mix:

Funder	Amount	Comment
Clarion Futures	£30,000	Core funding
Post Code Lottery Trust	£25,000	Community Support work
Haywards Heath TC	£12,000	Core funding
West Sussex County Council	£20,000	Household Support Fund
Mid Sussex District Council	Not yet known	MSVA need to apply for funds
Total	£87,000	
Clarion Futures	£17,000	Lease, utilities, and maintenance
Total project cost	£104,000	

Sustainability:

Various funding applications based on community development outcomes to identify needs.

LA would need to ringfence funds for future.

Added value (potential pots of funding) brought from Clarion Futures various teams: Communities, Community Assets, Digital Inclusion, Employment Support and Business Partnerships, Apprenticeships, Money and Age-Friendly and Clarion Housing Group Team that work in the local area.

Working with local community organisations (such as; Bentswood Community Partnership) and Clarion Futures, Haywards Heath Town Council, Mid Sussex District Council and West Sussex County Council.

Ends