



**HAYWARDS HEATH
TOWN COUNCIL**

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Sussex, RH16 1BA
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Website: www.haywardsheath.gov.uk
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7th September 2021

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 13th September 2021 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 Policy and Finance Committee held on Monday 21st June 2021. (Pages 3 – 6)
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To receive and consider the lists of payments and receipts, and income and expenditure reports for the period 1st April 2021 – 30th June 2021. (Page 7 and associated documents)
6. To confirm bank balances and the bank reconciliation statements as of the 30th June 2021. (Pages 8 - 11)
7. To consider applications for Town Council Grant(s). (Pages 12 – 15)
8. To consider the financial implications of making a Definitive Map Modification Order Application for Land Off Wickham Lane. (Pages 16 – 19)
9. To consider the financial implications of the acquisition of an Electric Van. (Page 20 – 21)
10. To consider an amendment to Cemetery fees for under 18 year olds. (Pages 22 – 23)
11. To consider any items that the Chairman agrees to take as urgent business.
12. To consider exclusion of Public and Press to consider exempt minute 16 of the Policy and Finance Committee held on Monday 21st June 2021 regarding contractual Arrangements for Town Clerk

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.'*

Town Mayor Cllr Howard Mundi n

Town Clerk Mr Steven Trice

HAYWARDS HEATH TOWN COUNCIL

POLICY AND FINANCE COMMITTEE

Minutes of the meeting held on Monday, 21 June 2021

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

* Absent
** Apologies

Also present: Councillor Mrs S Ellis
Councillor M Jeffers

Regarding agenda item number 12 – applications for Definitive Map Modification Orders (land off Old Wickham Lane):

Mr Nigel Currah, who had registered to speak in order to reiterate the request that the Town Council make two applications for Definitive Map Modification Orders (DMMOs) in respect of land off Old Wickham Lane (*this matter was initially considered at the meeting of the Full Council held on 22 March 2021 (minute 93 refers)*);

one other member of the public.

1. Apologies

The following apologies were received:

| Member | Reason for Absence |
|---------------|---------------------------|
| Cllr J Knight | Holiday |
| Cllr C Laband | Personal matter |
| Cllr M Pulfer | Holiday |

2. Minutes

The minutes of the meeting held on Monday, 8 March 2021 were taken as read, confirmed as a true record and duly signed by the Chairman.

3. Substitutes

Councillor Mrs Ellis substituted for Councillor Knight. Councillor Jeffers substituted for Councillor Pulfer. With Councillor Ash-Edwards acting as Chairman in the absence of Councillor Knight, he nominated Councillor Jeffers to act as Vice Chairman for the meeting.

This was **AGREED** unanimously by the Committee.

4. Members' Declarations of Interest

There were none.

5. Lists of Payments and Receipts, and Income and Expenditure Report for the Period 1st February 2021 – 31st March 2021

Members **RESOLVED** to recommend to Full Council to approve the lists of payments and receipts, and the income and expenditure report for the period 1st February 2021 – 31st March 2021.

6. Bank Balances and Bank Reconciliation Statement as at 31st March 2021

The Responsible Financial Officer advised that this was a new item on the agenda and that a bank reconciliation would form a constituent part of all future agendas.

Members **RESOLVED** to recommend to Full Council to approve the bank balances and the reconciliation statement as at 31st March 2021.

7. Income and Expenditure Account, and Balance Sheet for the Year Ended 31st March 2021

Members **RESOLVED** to recommend to Full Council to approve the income and expenditure account and the balance sheet for the year ended 31st March 2021.

8. Annual Governance and Accountability Return (AGAR) Part 3 for the Year Ended 31st March 2021 – Annual Internal Audit Report 2020/21

The report from the Internal Auditor stated that a number of authorities were now running down and closing their Petty Cash accounts and using debit/credit cards for ad hoc purchases. Councillor Bates asked if this was the case for the Town Council. The Responsible Financial Officer advised that whilst the Town Council *did* have a credit card account that was used for the majority of incidental expenditure, a Petty Cash float of £150 was still retained in order to meet cash expenditure that was, on the whole, incurred by the grounds maintenance staff.

Members **RESOLVED** to note the Annual Internal Audit Report 2020/21.

9. Annual Governance and Accountability Return (AGAR) Part 3 for the Year Ended 31st March 2021: Section 1 – Annual Governance Statement 2020/21

Members **RESOLVED** to approve the Annual Governance Statement 2020/21.

10. Annual Governance and Accountability Return (AGAR) Part 3 for the year Ended 31st March 2021: Section 2 – Accounting Statements 2020/21

Members **RESOLVED** to approve the Accounting Statements 2020/21.

11. Asset Register for the Year Ended 31st March 2021

Councillor Jeffers remarked on the level of detail and number of low value items recorded in the asset register and questioned whether this was, perhaps, unnecessary and made the task of maintaining the register more onerous than it needed to be. The Responsible Financial Officer advised that when time permitted, the register would benefit from a review and that this would provide the opportunity to look at the procedure and the parameters for recording assets. It was suggested that going forward, only individual assets with a value of £500 and above need be recorded in the register. Members felt that this was an acceptable cut-off limit and **AGREED** to recommend to Full Council that this approach be adopted with immediate effect.

Members **RESOLVED** to approve the asset register as at 31st March 2021.

12. Applications for Definitive Map Modification Orders – Land off Old Wickham Lane

During the course of his representation, Mr Currah stated that the major reason for asking the Town Council to front the applications was to ensure that correct procedures would be followed, whereas if local residents were to front the applications themselves, they would possibly flounder due to a lack of expertise. The Chairman asked Mr Currah whether residents would bring in the applications themselves should the Town Council decide not to proceed. Mr Currah replied that he hoped they would but because of the restrictions imposed as a result of the coronavirus pandemic, it had not been possible to hold a meeting amongst residents to discuss the matter and possibly form a representative body that could take things forward.

Members then discussed the merits and potential pitfalls of taking on the applications on behalf of residents and the main points raised are summarised as follows:

- generally very supportive;
- whilst the land is purported to be well used by a lot of people, is there any evidence as to how many, where they come from and what they use it for? Could this be established by means of a consultation exercise?
- the Definitive Map Modification Orders (DMMOs) would **not** prevent the land from being granted planning permission;
- this is a greenfield site where the objective of the owners is to change its usage to residential. The local rural areas around Haywards Heath should be protected. Too much has already been lost and a stand needs to be taken now;
- where does the Town Council stand legally and how secure is it in the knowledge that there would not be any comeback?
- what might the risks be to the Town Council? How might they be quantified and better understood before moving forward? Members need to be sure that the consequences of taking this on have been adequately investigated and can be handled by the Town Council;
- the Town Council is not making a decision on the applications, it would simply be submitting them to West Sussex County Council for determination;
- neither the Town Council nor the Town Clerk have the expertise to front the applications;
- in the event of the DMMOs being made, the owners of the land would clearly object and the Town Council may have to employ a barrister to represent it before a Planning Inspector or at a Public Inquiry and that could prove quite expensive;
- in order to try to get an idea of what it would cost to employ a barrister, a decision on the matter would have to be deferred once again;
- the Town Council does not have the finances or resources to face this potential level of risk and should therefore restrict its role to that of facilitator;
- would it be possible to find another town or parish that has already gone through this process and would be able to share its experience of what was involved and what the outcome was;
- the Town Council would be abdicating its responsibilities if it does not lead on this.

With all Members having had the opportunity to express their views and concerns, Councillor Nicholson proposed that the decision on whether to apply to West Sussex County Council for two Definitive Map Modification Orders be deferred until the next meeting of the Policy and Finance Committee on 13th September 2021. The reason for this would be to allow the Town Clerk to collect further information, to be specified by Members, on the process and potential cost implications – notably the costs for a barrister – if the applications were to go to appeal. A final decision would be based on a review of that information.

Councillor Bates seconded this proposal, after which the Chairman initiated a vote and the motion was carried.

13. Grant

Members **RESOLVED** to award a grant of £485.00 to IMPACT Foundation to assist with the resumption of face-to-face sessions as COVID-19 restrictions begin to ease.

14. Items Agreed as Urgent by the Chairman

There were none.

15. Exclusion of Public and Press

Members **RESOLVED** to enter into exempt business in order to consider a change to the contractual arrangements of the Town Clerk.

The meeting closed at 8:20pm.

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 13th September 2021

Subject: Lists of payments and receipts, and income and expenditure reports for the period 1st April 2021 – 30th June 2021.

Please associated document entitled;

ITEM 5 - P and F 130921 - FINANCIAL REPORTS PACK - 01APR21 TO 30JUN21

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 13th September 2021

Subject: To Confirm Bank Balances and the Bank Reconciliation Statements as of the 30th June 2021.

ITEM 6 - P and F 130921 - TO CONFIRM BANK BALANCES AND THE BANK RECONCILIATION STATEMENTS AS OF THE 30TH JUNE 2021. **See next 3 pages.**

Date: 05/08/2021

Haywards Heath Town Council

Page 1

Time: 10:25

**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - Current/Reserve Account**

User: BG

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|------------------------------------|-------------------|
| Current Account | 30/06/2021 | | 2,500.00 |
| Reserve Account | 30/06/2021 | | 734,541.80 |
| | | | <u>737,041.80</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 737,041.80 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | 0:00 | |
| | | | <u>0.00</u> |
| | | | 737,041.80 |
| | | Balance per Cash Book is :- | 737,041.80 |
| | | Difference is :- | 0.00 |

Account name or alias HAYHTH TWN CNCLZZ7
 Account number [REDACTED] Sort code [REDACTED] Account currency GBP

Debit or credit Any
 Current cleared balance 623773.80

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

The interest rate is 0.01% gross 0.01% AER.
 This is based on the balance of 30th of June 2021.

| Date | Type | Transaction details | Debit | Credit | Balance |
|-------------|------|----------------------|-------------|---------------|-------------------|
| | | Closing balance | | | 734,541.80 |
| 30-Jun-2021 | | FROM [REDACTED] | | 476.20 | 734,541.80 |
| 30-Jun-2021 | INT | 30JUN GRS [REDACTED] | | 6.90 | 734,065.60 |
| | | Opening balance | | | 734,058.70 |
| | | Totals | 0.00 | 483.10 | |



Transactions from 30-JUN-2021 to 30-JUN-2021

Account name or alias HAYHTH Account number [REDACTED] Sort code [REDACTED] Account currency
TWN CNCLZZ7 GBP

Debit or credit Current cleared balance 2506.28
Any

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

| Date | Type | Transaction details | Debit | Credit | Balance |
|-------------|------|---|---------|--------|----------|
| | | Closing balance | | | 2,500.00 |
| 30-Jun-2021 | | TO [REDACTED] | -476.20 | | 2,500.00 |
| 30-Jun-2021 | D/D | ALLSTAR, 21660923-HO | -90.37 | | 2,976.20 |
| 30-Jun-2021 | D/D | FOCUS GROUP, CC1170A | -83.17 | | 3,066.57 |
| 30-Jun-2021 | BAC | EGGINTON DN+S, A38, FP 30/06/21 1405, RP4679960302285600 | | 42.74 | 3,149.74 |
| | | Opening balance | | | 3,107.00 |
| | | Totals | -649.74 | 42.74 | |

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Page 1 of 1

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 13th September 2021
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 one grant application as laid out in Appendix 1 of this report.

Recommendation(s):

Members are asked to consider the recommendation for one grant application, the summary of which is attached as Appendix 1 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 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. 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 2021/22 is £8,500, of which £485, has been allocated or spent, leaving a balance of £8,015, to be allocated.

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.

Town Clerk

Grant Application

Organisation: Sussex Association for Spina Bifida and hydrocephalus (Sasbah)

Total Project Cost: £3,014

Grant Requested: £250.00 Running costs

Objective: To continue delivering the best quality of service possible.

Purpose of Grant: To support people affected with this condition through an adviser service being offered and help to fund services starting again.

Breakdown of costs:

| Item or activity | Cost | Amount requested |
|----------------------------------|---------------|---------------------------|
| Staffing including expenses | £2,649 | |
| Management/ admin and core costs | 365 | |
| Total | £2,384 | £250 running costs |

Comments: The organisation was formed in 1965. There are 463 adult service users and 74 under 16 service users. 5% live in Haywards Heath.

Sasbah is a charity that provides lifelong support to people affected by this condition in Sussex. With over 50 years' experience, they enable people of all ages to meet their challenges and lead the lives they want to.

Due to the Pandemic and clinical vulnerability of service users, who faced increasing isolation, anxiety and loss of access to the community, they suspended in-person and developed online and remote services during 2020. Remote services have proven popular and enabling in many instances but service users also need in-person contact with services, staff and peers.

SASBAH are now, carefully resuming in-person work alongside our new, online services and need help to develop and deliver a responsive, hybrid service to support those service users that need to continue shielding, as well as those that need in-person contact. A balanced, hybrid approach will also improve service continuity, where social inclusion and adviser services delivery can adjust, according to any future changes that may arise due to Covid-19.

They intend to offer blended online and in-person socially inclusive activities including support groups, leisure and specialist speakers. Advisers will provide virtual and face-to-face, tailored, 1:1 practical and emotional support. Haywards Heath residents affected by spina bifida and hydrocephalus will be connected with peers and with professional support staff, so will be less isolated, keep up to date with changes in circumstances and support available, so better able to access opportunities and services.

This application is supporting new ways of delivering existing work that is meeting the needs of people with complex disabilities in Haywards Heath. Their services are developed in response to a well-established system of evaluative feedback from service users and partner organisations.

Haywards Heath residents affected by the condition will continue to benefit from free, one to one adviser support with regards to their welfare benefits, housing, employment, personal care, life choices, finances, relationships, equipment and aids. Advisors help with benefits assessments, especially the transition from Disability Living Allowance to Personal Independence Payments, the introduction of Universal Credit and now pandemic impacts, continue to be particularly challenging.

If the donation awarded did not cover the costs, Sasbah do not have the remaining balance at present.

They derive the majority of their annual income from a range of trusts and foundations and for social inclusion activities and adviser work with local people, **they have secured: £1,380** from, the Friarsgate Trust, Sheldon Trust, Sussex Community Foundation Covid Recovery, Edward Gostling Foundation, Neighbourly, B&L Leach Family Trust, the Sylvia Waddilove Foundation and one trust that prefers to remain anonymous.

They are awaiting the outcome of a further £828 from nine trusts, which if successful leaves a shortfall of £806, (Enjoolata, J Davy Foundation, the Association of Mental Health Providers, Chapman Charitable Trust, Gosling Foundation, Douglas Heath Eves Charitable Trust, Grocer's Charity, Anton Jurgens Charitable Trust and Kathleen Laurence Trust).

In line with their fundraising strategy, SASBAH continually apply to trust funds. SASBAH are also re-starting their community fundraising activities across Sussex, to support all services including those to residents in Haywards Heath.

Grants Awarded since 2014/15 Financial Year:

| Year of Application | Grant Awarded | Purpose of Grant |
|----------------------------|----------------------|-------------------------|
| 2019 | Declined | Running costs |
| 2020 | Agreed | Running costs |

Recommendation: SASBAH has explained in detail the reasons for the application. It is a very important organisation, some financial help would really benefit them to continue delivering this service to the best standards possible. This award was supported by the Town Council last year which helped greatly, with this in mind, members are recommended to award a grant of £250 to SASBAH. 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 d

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 13th September 2021

Subject: Definitive Map Modification Orders (DMMO) Wickham Way HH

Purpose of Report:

- 1) The purpose of this report is for Members to consider the request of a third party.

Summary:

- 2) As Members are aware a request was made to the Town Council to make two Definitive Map Modification Orders (DMMO) (one to reinstate a path and one to create a new path) on behalf of a number (32) residents in the area of Wickham Way. The matter was initially heard at the meeting of Full Council dated 22nd March 2021 and again on the 21st June 2021 by this committee, where it was resolved that the matter be deferred to the next Policy and Finance Committee so to seek further clarification on the potential costs to the Town Council and general risks in the process to make such applications.

Recommendations:

Members are recommended, as per the recommendation of the Policy Finance Committee dated 21st June 2021, to consider the process and potential cost implications of making Definitive Map Modification Orders (DMMO) on land off Wickham Way and resolve either,

- a) to continue make the two applications as requested.
- b) to take no further action.

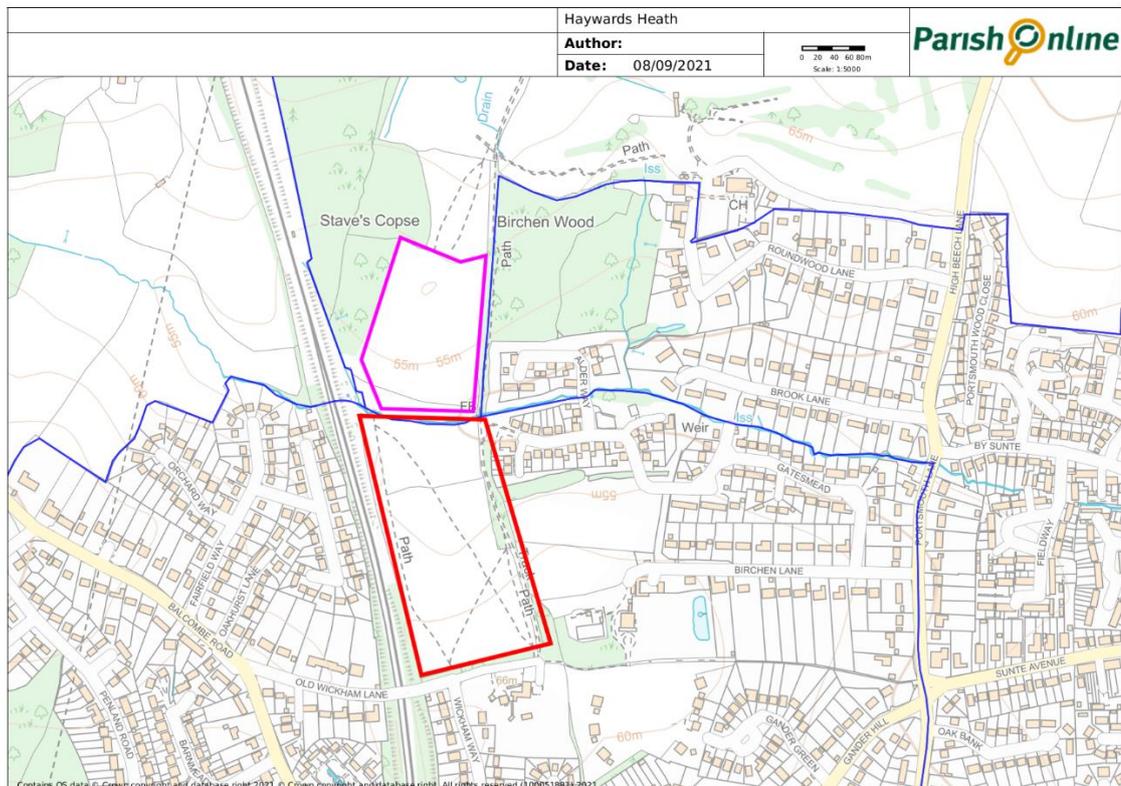
Background

- 3) Members will find attached, to this summons or if you are viewing this report on the Town Council's website under 'associated documents', the two reports previously tabled on this matter for background information.
 - Full Council dated – 22nd March 2021 which resolved;
Debate on the matter had come to a conclusion, so the Leader of the Town Council moved the following motion; Adopt considerations a) and b) with the additional wording 'subject to the Town Council undertaking an affordability and risk assessment that be delegated to the Policy and Finance Committee for consideration.' This was seconded and then it was unanimously agreed that; Members RESOLVED to; Make two applications to West Sussex County Council through Definitive Map Modification Orders for the following; a) Establishment of new Public Right of Way through Wickham Fields (as marked in red on the map in Appendix 1 of this report) b) Re-instatement of a Public Right of Way through Wickham Fields (as marked in blue on the map in Appendix 1 of this report) c) subject to the Town Council undertaking an affordability and risk assessment that be delegated to the Policy and Finance Committee
 - Policy and Finance dated – 21st June 2021.
- 4) This report specifically tables the findings of the process and financial implications as requested by the Policy and Finance Committee in its resolution dated 21st June 2021, which read.

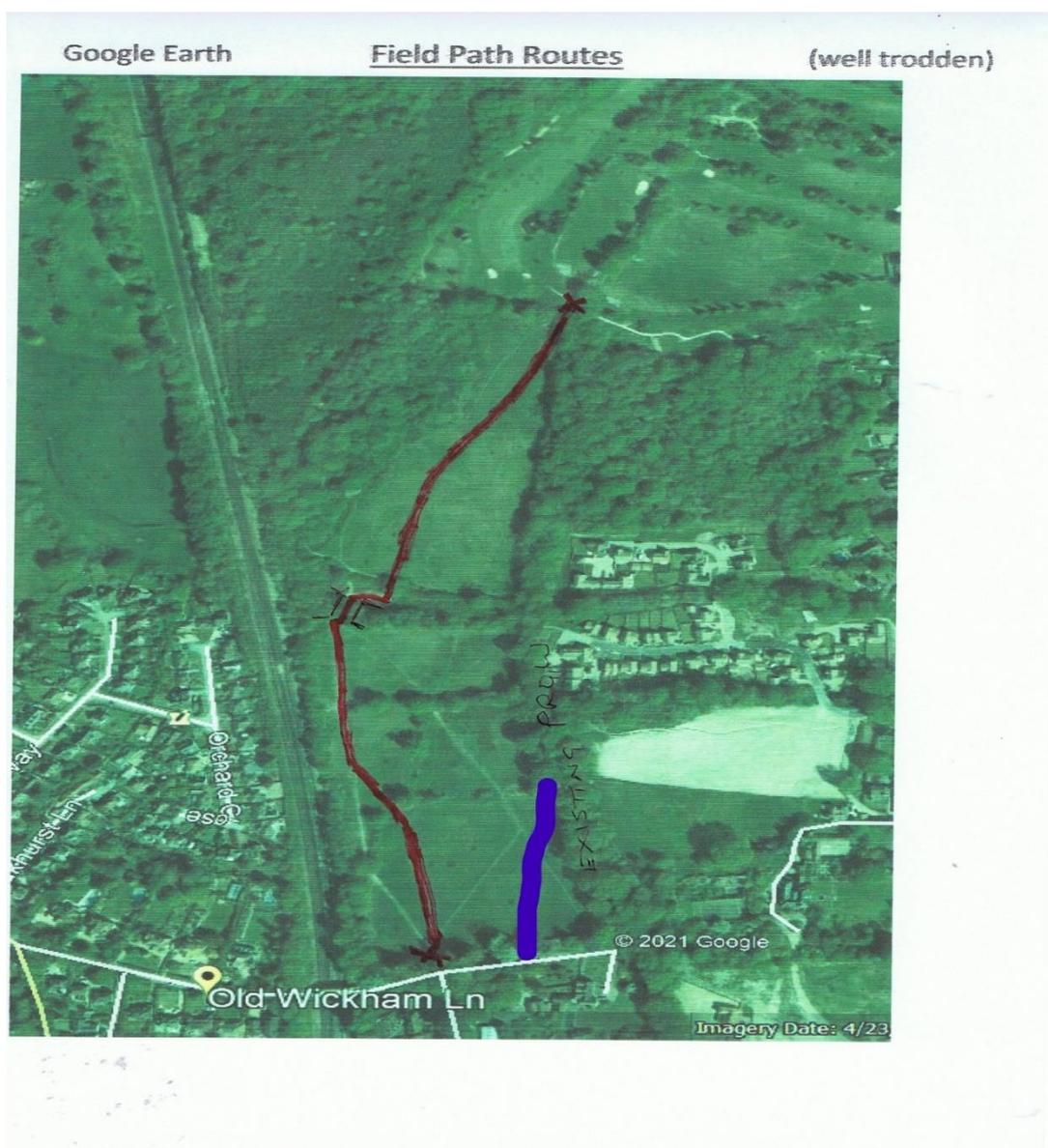
'With all Members having had the opportunity to express their views and concerns, Councillor Nicholson proposed that the decision on whether to apply to West Sussex County Council for two Definitive Map Modification Orders be deferred until the next meeting of the Policy and Finance Committee on 13th September 2021. The reason for this would be to allow the Town Clerk to collect further information, to be specified by Members, on the process and potential cost implications – notably the costs for a barrister – if the applications were to go to appeal. A final decision would be based on a review of that information.'

- 5) For information, a further implication to the matter has arisen since the last meeting of the committee, that being the realisation that Haywards Heath Golf Club's land also comes into the equation in relation to the route of the path to be created. A representation has been made on the Golf Club's behalf to the Town Clerk in opposition to the applications being requested, in addition to the objection tabled by the solicitors of the owner of the land off Wickham Way, as reported to the last meeting. These should be balanced against the representations in support of the request.
- 6) In addition, Members should note that the land owned by the Golf Club is outside of the Town and jurisdictional boundary of Haywards Heath so it is has been suggested to the residents that they make contact with Lindfield Rural Parish Council also. The map below shows the path line through the Wickham Field stops and the implications of the cross-boundary matters set against the second map showing in red the desired line of the path that the Town Council is being asked to make an application to make.

Parish On-line map of area.



Proposed Line of Paths in DMMO request.



Financial Implications

- 7) Members should limit their deliberations to the financial implications and process of making the application and the potential consequence of any successful application, which almost would certainly result in a legal challenge by the two aforementioned land owners.
- 8) As said, it is most likely that a legal challenge to the applications will be made if they are successful, as the owners of Wickham Field and the Golf Club have both stated they object to any application in their representations to the Town Clerk. This is where the only financial risk to the Town Council will be as WSCC administer the application and make the initial decision, but WSCC will not bear the costs of any planning inspection apart from hosting it.
- 9) The Town Clerk, as requested, has undertaken research into the matter and has had a lengthy discussion with WSCC solicitors who would deal with such applications. It

is their view the financial risk to the Town Council is minimal with regards to costs being pursued against the Town Council. This view is based on the fact there has never been a call for costs against the loser of a planning inspection or inquiry to date through the WSCC process. In the first instance, a hearing would be a paper exercise and a physical hearing would follow if required and the Town Council could represent itself. There is a very good guidance booklet at, in which, under Costs, it says: <https://www.gov.uk/government/publications/rights-of-way-guidance-booklet>

All the parties to a hearing or inquiry (local authorities, applicants, relevant persons and anyone else) normally pay their own expenses, no matter what the decision on the order is. But if the order is decided by way of a hearing or an inquiry, anyone can apply for an award of costs against another party. To be awarded costs, you need to show that you incurred unnecessary or wasted expense because another party acted unreasonably. The costs must be quantifiable and incurred in the hearing or inquiry process. (If the case is decided by written representations, no-one can apply for costs.)

- 10) Representation at the inspection or inquiry is where cost is a risk, but the Town Council has control over such as it can manage how it represents itself. WSCC were also asked on potential costs and length of any inspection. As stated before, WSCC could not put a cost on such as there is no way of telling how long an inspection would take. This is on the grounds that HHTC/WSCC have no idea on how many people would want to make representation. It could take a morning or days – there is simply no way of telling at this juncture.
- 11) So, in summary, the Town Clerk feels there is a minimal risk to HHTC with regards to the financial risk in regards to making the application and the decision-making process. If an inspection is required the Town Council would have to manage its resources and look at the costs if required, and could represent itself as it did with its Neighbourhood Plan inspection or have a mix of officer and legal representation. With costs unlikely to be awarded against the Town Council as it is a reasonable application on the face of it, the Town Council can control its expenditure.
- 12) As an aside WSCC re-stated that anyone can make a DMMO application, even an individual and an application by a Town Council would not be looked at more favourably than any other applicant. Also, the Town Council needs to be aware of its role in the planning process through its Neighbourhood Plan and being a consultee to every application made in the Town. Narrative on Wickham Field is silent in the Neighbourhood Plan but the land within Haywards Heath it not earmarked for development under the Plan's housing delivery policies.
- 13) Please note that the Town Clerk also engaged with the Sussex network of Clerks and the larger Council's network and could not find a Council who had undertaken a similar exercise on a third party's land, only their own.

Legal Implications

- 14) The Town Council can make the application 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.

Town Clerk

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 13th September 2021
Subject: Electric Van

Purpose of Report

- 1) The purpose of this report is for Members to consider the use of unrestricted reserves.

Summary:

- 2) The following report seeks permission for the use of a specified amount of unrestricted reserves to be made available for the 2021/2022 financial year so to enable the lease of an electric van.

Recommendations;

Members are recommended to release £7,500 of unrestricted reserves to pay the costs of acquiring an electric van for the remainder of the 2021/2022 financial year.

Background

- 3) As Members are aware Cllr J. Knight brought forward the motion of the immediate lease/purchase of an electric van to the attention of the Environment Working Group dated 28th June 2021 with the Environment and General Purposes Committee ratifying the principle of the acquisition on the 24th August 2021 via delegation to the Town Clerk.
- 4) The acquisition was not budgeted for within the 2021/2022 financial year as the Town Council's existing transit van is not at the end of its useful life yet and it was forecasted by officers that the next financial year 2022/2023 would be the year to acquire a new van. However, the move to an electric van is in line with the Town Council's Environmental Policies and a trade in of the existing van would just be brought forward. This move would also realise a reduction in the Town Council's carbon footprint.
- 5) The procurement of van, under standing orders, can be achieved by the Town Clerk and Chair and Vice chair of the committee through what would be a cumulative cost. The Town Clerk has undertaken extensive work to date to see what the best deal would be, taking into account what the van can offer in line with the fundamental needs of the Groundstaff for towing, safety and travel distance, in what is quite an embryonic field of development, which is moving so quickly.
- 6) It must be noted that there are issues with regards to meeting the Town Council needs as the vans researched have differing restrictions on towing capability and travel distance. This will be worked through during the final procurement.

Financial Implications

- 7) It has been decided that the preferred van, if the monies are agreed by the committee, would be acquired under a lease agreement so there would not be a one-off capital cost. This will allow for the van to be upgraded as technology allows and it has been noted that there may be a hydrogen option within two years.
- 8) Therefore, the cost of the van within the current financial year needs to be met from unrestricted reserves with ongoing costs year on year set within the Council's revenue budget when set in January 2022.
- 9) To this end, with circa eight months remaining in the current financial year and the expectation that a van with procurement, order and lead in for production and delivery will mean costs will not start until the end of the calendar year. As a result, the request for monies would be for four months of cost from December 2021 to end of March 2022.
- 10) During the procurement there has been a fairly wide range of quotes but it seems that the best forecast in relation to the lease costs would be circa £6,600 per annum so it is requested that £2,200 plus £5,000 for extras and deposit be released so the van can be acquired and budgeted for the rest of the current financial year. To be clear the total request is £7,500.
- 11) Please note the Town Council's unrestricted reserve stands at £195,341 at the writing of this report.

Generally

- 12) It needs to be remembered that;
 - a. there will be a need for a new transit van in 2022 as the current van will be 13 years old,
 - b. the Town Council must have a transit van for the Groundstaff,
 - c. the lease opportunity will remove a one-off capital cost,
 - d. moving forward any lease costs will set against the removal of diesel costs,
 - e. there will also be a reduction in maintenance costs,
 - f. furthermore, the purchase of a charging point, which is meetable within the Town Council's capital budget and the Town Clerks spending remit has also been ordered.

Town Clerk

Committee: Policy and Finance Committee
Report of: Assistant to Town Clerk
Date: 13th September 2021
Subject: Amendment to the Cemetery fees for under 18 year olds

Purpose of Report

- 1) The purpose of this report is for Members to consider a change to the fees currently charged for burials and interments of under 18 year olds.

Summary:

- 2) The current cemetery charges make provision for burials or ashes interment of children up to the age of 12 years at no cost to the family, over 12 years would be charged at usual fees, but current Government legislation from the Ministry of Justice states that there should be no fees charged for any burial or cremation of a child under the age of 18, or stillborn after 24 weeks of pregnancy

Recommendation(s)

Members are asked to approve the amendment to current cemetery fees to reflect the change in legislation of no fees to be charged for any burial or cremation of a child under the age of 18, or stillborn after 24 weeks of pregnancy. This should be with immediate effect and new fees list published

Background

- 3) Haywards Heath Town Council has a dedicated Children's Section within the Cemetery in Western Road. Sadly, there has been the need to bury children in recent years, but they have mainly been non-viable fetuses or still-born babies. These burials were undertaken at no cost to the family, although the Town Council has been charged by the grave digging contractors to prepare the graves. The last teenager, aged 15 years, to be buried was back in 2013 and his parents chose for him to be buried in the main part of the cemetery and fees were paid.
- 4) Current legislation from the Ministry of Justice states that that there should be no fees charged for any burial or cremation of a child under the age of 18 or stillborn after 24 weeks of pregnancy.
- 5) The Children's Funeral Fund for England (CFF) is a scheme to provide funding for the fees charged for any burial or cremation of a child under the age of 18 or stillborn after 24 weeks of pregnancy. The fund also covers certain associated expenses.
- 6) Claims can be made for child funerals taking place in England on or after 23 July 2019. All claims must be submitted within 6 months of the date of the funeral.
- 7) There are no nationality or residency requirements. Funding is available regardless of the income of the child's parents, guardian or carer.

- 8) Burial authorities can claim from the CFF for their fees charged for the burial of a child. This is so that the burial can be provided free to parents or the family of the child at the point of need.
- 9) Burial authorities can claim their fees for (whether for the burial of a body or cremated remains).
- 10) **Financial Implications**
None, as any reasonable costs can be claimed back from The Children's Funeral Fund for England.

Legal Implications

- 11) Amendment to the Social Security Contributions and Benefits Act 1992 to establish the Children's Funeral Fund for England (the "CFF") so that bereaved families will no longer have to meet the fees charged for a cremation or burial of a child under the age of 18.

Assistant to the Town Clerk