



**HAYWARDS HEATH
TOWN COUNCIL**

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24th January 2023

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 30th January 2023** at the Town Hall in the Council Chamber. 40 Boltro Road commencing at **6.30pm** when the following business will be transacted.

Please note earlier start time.

Yours sincerely
Steve Trice
Town Clerk

A G E N D A

1. Town Council Prayer
2. To note any apologies for absence.
3. 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.*
4. To confirm the Minutes of the meeting of the Council held on 28th November 2022.
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To dispose of any business outstanding from the last meeting.
7. To note the Mayoral Engagements and any announcements.
8. To receive and consider and adopt the Resolutions of the following Committees,
 - a) Planning Committee held on the 5th December 2022
MINS. 85 – 93
 - b) Planning Committee held on the 3rd January 2023
MINS. 94 – 101
 - c) Planning Committee held on the 23rd January 2023
MINS. 102 – 108

d) Environment and General Purposes Committee on the 19th December 2022
MINS. 24 – 35

e) Policy and Finance Committee on the 16th January 2023
MINS. 37 – 47

9. To consider and approve the Council's 2023/24 budget.

10. To consider any urgent items the Mayor has received.

*'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 Munday

Town Clerk Mr Steven Trice

**HAYWARDS HEATH TOWN COUNCIL
MEETING OF THE TOWN COUNCIL**

Minutes of the meeting held on Monday, 28 November 2022

Howard Mundin (*Town Mayor*)
Alastair McPherson (*Deputy Mayor*)
Christopher Ash-Edwards
Richard Bates
Clare Cheney
Rachel Cromie **
Sandy Ellis
Christopher Evans **
Stephanie Inglesfield **
Matthew Jeffers **
James Knight *
Clive Laband
Jack Langley
Richard Nicholson **
Mike Pulfer
Sujan Wickremaratchi **

* Absent

** Apologies

51. Town Council Prayer

The Town Council prayer was read by the Town Mayor, Councillor Howard Mundin.

52. Apologies

The following apologies were received:

Member	Reason for Absence
Cllr Rachel Cromie	Unwell
Cllr Christopher Evans	Family commitments
Cllr Stephanie Inglesfield	Holiday
Cllr Matthew Jeffers	Unwell
Cllr Richard Nicholson	Work commitments
Cllr Sujan Wickremaratchi	Holiday

53. Public Forum

There were no members of the public present.

54. Minutes

The Minutes of the Meeting of the Council held on Monday, 10th October 2022 were taken as read, confirmed as a true record and duly signed by the Mayor.

55. Members' Declarations of Interest

There were none.

56. Business Outstanding from the last Meeting of the Council

There was none.

57. Mayoral Engagements

The Mayor presented his list of engagements and made special mention of the following: the unveiling of a new bench in the Sensory Garden at Beech Hurst, the Ensemble Reza concert, the hosting of Cubs and Scouts at the Town Hall for a 'Learn About the Council' session, the Sussex Chorus Remembrance Concert, the Remembrance Sunday Service at the War Memorial and the Haywards Heath in Bloom (HHiB) winners' tea party. The Mayor thanked Councillor Ellis for all her efforts in coordinating the activities of the HHiB team.

58. To Receive and Consider Adoption of the Minutes or Resolutions of the following Committees:

(i) Planning Committee **Minutes 60–83**

The reception and adoption of the resolutions of the Planning Committees dated 3rd October 2022 (**Minutes 60–67**), 24th October 2022 (**Minutes 68–76**) and 21st November 2022 (**Minutes 77–83**) were moved, seconded and **AGREED** by Council;

(ii) Environment and General Purposes Committee **Minutes 12–23**

The reception and adoption of the resolutions of the Environment and General Purposes Committee dated 17th October 2022 (**Minutes 12–23**) was moved, seconded and **AGREED** by Council;

(iii) Policy and Finance Committee **Minutes 26–36**

The reception and adoption of the resolutions of the Policy and Finance Committee dated 14th November 2022 (**Minutes 26–36**) was moved, seconded and **AGREED** by Council.

With regard to **Minute 32** – the Community Crisis Grants Fund – Councillor Pulfer stated that he was rather hoping that all Councillors would endorse what had been proposed and agreed by the Policy and Finance Committee to make the sum of £25,000 available to assist those groups and organisations that were providing support to those in need during the current cost-of-living crisis. He thought that this initiative was *exactly* what the Town Council was all about at this particular time and that it would help people in desperate need. The scheme would be properly supervised by officers.

59. Interim Internal Audit Report

Members **RESOLVED** to adopt the mid-year report of the Town Council's Internal Auditor, Mulberry and Co., including the recommendations contained therein. Councillor Laband commented that it was a very thorough report and he wanted to propose a word of thanks and commendation to both the Town

Clerk and the Responsible Financial Officer for a splendid job and a great report.

60. Town Council Representative on Bentswood Community Partnership

Councillor Ash-Edwards raised a slight issue with Councillor Cromie's nomination as the Town Council's representative on account of her already being a trustee of the Bentswood Community Partnership (BCP) and this could be construed as being a bit of a conflict. Councillor Mundin suggested that subject to Members' agreement, this was something that should be looked into more closely and then revisited at the next Meeting of the Council. Councillor Bates felt sure that the other Bentswood Ward Councillors could sort this one out. Councillor Pulfer thanked Councillor Ash-Edwards for bringing the matter to Members' attention and felt that Councillor Cromie should make a declaration of her interest in the BCP and that this should be recorded at the next Meeting of the Council. Councillor Laband then recommended that the matter be deferred pending clarification of Councillor Cromie's position – this was **AGREED**.

61. Subscriptions to West Sussex Associations of Local Councils and National Association of Local Councils for 2023/24

Councillor Laband pointed out a typographical error in the report that had been circulated to Members. For the record, the second bullet point of paragraph 12. should have read '*At the NALC AGM held in October 2022...*' rather than '*At the NALC AGM held in October 2018...*'

Nevertheless, Members **RESOLVED** to renew the Town Council's membership with:

- West Sussex Association of Local Councils – £1,750.00;
- National Association of Local Councils – £1,757.34;
- total cost £3,507.34 for the 2023/24 Council year.

62. Items Agreed as Urgent by the Mayor

There were none.

The meeting closed at 8:03pm.

Mayor's Engagements

24 November 2022 – 17 January 2022

On Thursday 24th November, the Mayor and consort attended the Induction of Fr David King as the new parish priest of St Richards Church Haywards Heath & St Mary's Church in Balcombe, led by the R Revd, The Lord Bishop of Chichester.

On Saturday 26th November, the Mayor attended the Orchard's Christmas Festival and performed the count down and official switch on of the town's Christmas Lights.

Additionally on Saturday 26th November, the Mayor attended and acted as a warden for the Town Council's Christmas Fireworks in Victoria Park.

On Sunday 27th November, the Mayor and consort attended the Friends of Arundel Cathedral Christmas Pontifical Sung Vespers at Arundel Cathedral, presided over by the Rt Revd Richard Moth, Bishop of Arundel & Brightons in the presence of the High Sheriffs of East Sussex, West Sussex and Surrey.

On Thursday 1st December, the Mayor and consort attended the Yews Partnership festive event at the Yews Community Centre.

On Saturday 3rd December, the Mayor and consort attended the annual Mewes Vets Christmas Party and announced the winners of their calendar competition.

Additionally on Saturday 3rd December, the Mayor and consort attended the Christmas Fayre for the Bluebell Vineyard Estate in aid of the St Peter's and St Jame's Hospice.

On Sunday 4th December, the Mayor and consort attended the Chairman of MSDC's Christmas Civic Service at St Swithun's Church.

On Monday 5th December, the Mayor and consort attended a volunteer and support event for the Haywards Heath Foodbank.

On Wednesday 7th December, the Mayor attended a ribbon cutting ceremony for Unibloc Hygienic Technologies in Bolney, together with the Vice Chair of Bolney Parish Council. The event celebrated significant investment and expansion for the UK operation of this large group.

Additionally on Wednesday 7th December, the Mayor and consort attended the West Sussex Fire & Rescue and County Council Carol Service at Chichester Cathedral.

On Thursday 8th December, the Mayor attended a meeting with Irene Balls from the HH Twinning Association, Guenter from the Traunstein Friendship Club and the Town Clerk to discuss the forthcoming twinning anniversaries.

On Friday 9th December, the Mayor attended the Open Community Christmas event at Walstead Place Residential Home.

On Saturday 10th December, the Mayor and consort attended the Perrymount District Guides Carol Service at St Richards Church.

Additionally on Saturday 10th December, the Mayor and consort attended the Very Victorian Christmas Concert from local choir Coro Nuovo, held at the Ascension Church.

On Sunday 11th December the Mayor attended the Mayor of East Grinstead's Christmas Message & Carols with the choir of the parish church of St Swithun's at Meridien Hall.

Also on Sunday 11th December, the Mayor and consort attended the Ascension Church Community Christmas Carol Service, with children performing from St Wilfrid's Primary School.

On Thursday 15th December, the Mayor and consort attended the Dame Vera Lynn Children's Charity Supporter's event in Cuckfield.

On Friday 16th December, the Mayor and consort attended the Town Council's Christmas Carols event at the Town Hall.

Additionally on Friday 16th December, the Mayor and consort attended the Christmas Carol Service at St Paul's Catholic Church.

Ends

Committee Meeting: Full Council

Report of: Town Clerk

Date: 30th January 2023

Subject: Minutes of Committee Meetings

Purpose of Report:

1. The purpose of this report is for Members to receive and adopt the resolutions of the Council's standing committees.

Summary:

2. The Committee Chairmen will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committee held on the 5th December 2022 - **Minutes 85 - 93**, Planning Committee held on the 3rd January 2023 - **Minutes 94 – 101** and Planning Committee held on the 23rd January 2023 - **Minutes 102 – 108**. Environment and General Purposes Committee held on 19th December 2022 - **Minutes 24 – 35**. Policy and Finance Committees held on 16th January 2023 - **Minutes 37 – 47**.

Members are recommended to;

(a) Adopt the resolutions of the Council's standing Committees as laid out under points 3, 4, 5, 6 and 7 of this report.

3. Planning Committee, 5th December 2022 – **Minutes 85 – 93 resolutions;**

MIN. 92 – To RESOLVE the response to the Draft Mid Sussex District Plan 2021–2039 Regulation 18 Consultation (specifically Policies DPH9, DPH10, DPH11 and DPH12). See attached in Appendix 1.

4. Planning Committee, 3rd January 2023– **Minutes 94 – 101 resolutions;**
Nothing to report other than the planning application comments.

5. Planning Committee, 23rd January 2023 – **Minutes 102 – 108 resolutions;**
Nothing to report other than the planning application comments.

6. Environment and General Purposes Committee 19th December 2022 – **Minutes 24 – 35;**

MIN. 28 – To RESOLVE the recommendation to;

- 1) recommend to support the events (both directly organised and run in partnership), as laid out in the report, including the following specific decisions;
 - a) The Spring Festival for 2023 will be moved into June and be renamed.
 - b) The continuation of the Christmas Firework event.
 - c) Support a twinning event as part of the Events programme in 2023.
- 2) approve the financial implications of the 2023/2024 events budget under point 4 and resolve a £29,000 budget to be included in the 2023/2024 Environment and General Purposes Budget.

MIN. 29 – To RESOLVE the recommendation to recommend the draft Environment and General Purposes Committee Budget to the Policy and Finance Committee for inclusion in the 2023/2024 budget.

MIN. 30 – To RESOLVE the recommendation to formally note and make comment upon the minutes and actions from the Allotment Holders Meeting held on the 5th December 2022.

MIN. 31 – To RESOLVE the recommendation to formally note the minutes of the inaugural meeting of the relaunched Active Haywards Heath held on the 6th December 2022.

MIN. 33 – To RESOLVE the recommendation that the Town Council would make two Operation Watershed applications to West Sussex County Council for projects to be undertaken at Barnmead and Bolnore Road.

7. Policy & Finance Committee 16th January 2023- Minutes 37 – 47 resolutions;

MIN. 41 — To RESOLVE the recommendation to agree the expenses and allowances payable to Members and staff for the financial year 2023/2024 with a 5% rise in Members' Allowances and Town Mayor's allowances and a 10% rise for subsistence allowances with a specific rise to £16.00 for evening meals.

MIN. 42 – Budget 2023/2024 – please see item 9 of this Full Council agenda.

MIN. 43 – TO RESOLVE, to award;

- a) A grant of £750 to Hope towards start-up costs for a Haywards Heath Sparkle Group.
- b) A grant of £500 to Northlands Wood Primary School towards Physical Education equipment and storage.
- c) A grant of £250 to Sussex Association for Spina Bifida and Hydrocephalus towards running costs.

MIN. 44 – To RESOLVE the recommendation to adopt the 2023/2024 Committee timetable.

MIN. 46 – To RESOLVE the recommendation to adopt the 2023 Financial Risk Assessment.

Town Clerk

ITEM 8 – Appendix 1

Planning Committee, 5th December 2022 – Min 92

Draft Mid Sussex District Plan 2021–2039 Regulation 18

Thank you for the opportunity to comment on the Mid Sussex District Plan (review) 2021 – 2039 Consultation Draft (Regulation 18). The Town Council's Planning Committee considered the document at its meeting held on the 5th December 2022 making the following comments.

HHTC recognises the importance of the review document and the need for a five-year land supply to protect Mid Sussex from speculative development. We have no comments or objections to the philosophy of the plan and the policies included. This representation focuses upon the housing site allocations, which affect Haywards Heath directly.

Site specific

There are four sites included in the Mid Sussex District Plan (review) 2021 – 2039 Consultation Draft (Regulation 18) that directly affect Haywards Heath, even though the designation of DPH11 is not within Haywards Heath Parish boundary and is in Ansty and Staplefield Parish.

DPH9 – Land at Hurstwood Lane (45) and DPH10 – Land at Junction of Hurstwood Lane and Colwell Lane (30)

The Town Council combines comment on these two sites together because the principles of the Town Council's concerns are the same, as the two sites are adjacent along Hurstwood Lane.

The Town Council objects to the inclusion of these two sites on Hurstwood Lane.

The junction from Hurstwood Lane into Fox Hill cannot cope safely with the significant increase in vehicular movements proposed. The development of another 75 homes in addition to those planned 375 homes and school included in the current Hurst Farm Application is simply unacceptable without compensating safety-based improvements. The road safety impact upon Fox Hill is already a significant concern for the Town Council. We have already made our position clear on that matter, and without significant infrastructure improvements to this junction, we do not believe further development can be safely considered. Evidence based submissions on published traffic data from WSCC and the applicant supports this conclusion. Traffic lights are required to address this relevant planning consideration to protect pedestrians, cyclists, and other vulnerable road users at this key commuter location.

There is further concern that adoption of either or both of these sites will support further speculative development within the fields bordering Lewes District, as there is no protection offered due a lack of housing plan or 5-year land supply. The adjoining field offers a connected, ready-to-go site for another 125 units. The Town Council does not wish to see further repeated development, such as the housing located off Greenhill Way on the Town's boundary. This would result in the loss of more of the green lung buffer between Haywards Heath and Wivelsfield, and moreover that would impose more housing upon Haywards Heath infrastructure and services, without the offsetting Council tax revenue or infrastructure contributions required to support them.

On these grounds it is required that this site be removed from the District Plan and replaced with an alternative, more sustainable site that provides housing in line with stated strategic policy objectives of the Regulation 18 District Plan.

DPH11 – Land east of Borde Hill Lane, Sugworth Lane (60) –

The Town Council objects to this allocation.

The site is not within the Town built area or boundary as it is located within the Parish of Ansty and Staplefield. It is accepted that the site is on the boundary of the Town, however development of this

greenfield site bordering the AONB would reduce the essential green lung buffer for the community and lead to further urban sprawl coalescence with Ansty and Staplefield.

Moreover, this site conflicts with key objectives of the Reg 18 District Plan. As a greenfield site, this is not an efficient land use in the terms of housing provision. There were other sites in the DPD that would deliver more sustainable development in land area/density terms numbers against the loss of greenfield. Critically, this site does not meet the sustainable 20 minutes ambitions of our future communities, due to the poor road and footway infrastructure in this area which significantly compromises highway safety, especially for key pedestrian, cycle, and vulnerable road users. This is a relevant planning consideration.

The site if brought forward will also depend entirely upon the infrastructure of Haywards Heath. This is not a truly sustainable site, as it is detached from services and the Town Centre and would require significant vehicle ownership and use thereof, to make it viable. The Town Council stresses that if the site comes forward, it expects all infrastructure payments and future Council tax revenues to be allocated to the Town to meet the added pressure on its service and facilities, and not remitted to a remote satellite village that is totally detached from this site or the responsibility to support it.

The location and land ownership in the vicinity of the site, coupled with access from a busy road intersection and roundabout, will present major challenges connecting the site to safe footpaths for residents' that are brave or foolhardy enough to walk the Balcombe Road into Haywards Heath. Councillors walk this route, only wearing Hi-Viz (High Visibility) jackets to enhance personal safety, with a frequent need to cross, due to the very narrow or non-existent public footway provisioning. It will also put more pressure on the strategic road network and the nearby roundabout, which serves Hanlye Lane, heading to Balcombe, Cuckfield, Gatwick and Crawley. Highways data indicates approx. 35% of commuter regular traffic heading north uses this route.

On these grounds, it is required that this site be removed from the District Plan and replaced with another site that is more sustainable and that can provide housing in line strategic objectives of the District Plan.

DPH 12 – Orchard Shopping Centre (100)

The Town Council supports the outline allocation and adoption of the Orchards site enhancements within the District Plan review. This development fits in with the aspirations of the Town Council's Destination Haywards Heath alongside the Town Centre Masterplan by bringing more people into the Town Centre, which supports the need for better shops and services.

Where the allocation talks about the re-organisation of car parking, the Town Council has concerns regarding the requirement for residential parking. We accept that the site is sustainable, however there will be a large number of residents with cars, who live in the development, despite having easy transport links and services right on the doorstep, this development will increase the pressure on parking. These concerns must be addressed when the application is brought forward for consideration.

We anticipate that an increase of parking density at the Orchards Shopping Centre would support potential further residential development of the smaller car parks as brownfield sites within the town in the future.

Additionally, the development should support intensive home working with gigabyte connectivity, which is a sustainability imperative within the Town Centre.

The Town Council looks forward to positive ongoing dialogue with Mid Sussex District Council to develop a sustainable, enduring future town for our community.

Ends

Committee Meeting: Full Council

Report of: Town Clerk
Date: 30th January 2023
Subject: Council Budget 2023 - 2024

Purpose of Report:

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

Summary:

2. On advice of the Chairman's Working Groups, the Policy and Finance Committee (16th January 2022) and the Environment and General Purposes Committee (19th December 2022) have considered, and agreed their draft budgets for the 2023 - 2024 financial year. As a result, the attached budget heading breakdown lays out the recommended budget for the 2023 - 2024 financial year, which Full Council is being asked to ratify. In addition, Members are asked to ratify the allocation of forecasted underspend for the 2022/2023 financial year.

Recommendation(s):

Members are recommended to ratify the recommendations of the Policy and Finance Committee dated 16th January 2023 and,

- a) **resolve the 2023–2024 budget as presented in Appendix 1, with a 6% rise in Council Tax and 7% increase in the precept (including 1% in the tax base), representing the average Band D cost of £61.57 per annum. (In monetary terms a £3.48 per annum rise from the band D cost for 2022/2023 (£58.09) or 29p per month 6p a week or a 1p a day).**
- b) **Resolve the recommendations made by the Responsible Financial Officer to top up the following reserves (as per note 5 in Appendix 1);**
 - i. **Capital Reserve - £10,000**
 - ii. **Western Road Cemetery - £10,000.**
 - iii. **Muster Green - £5,000.**
 - iv. **Maintenance of Buildings and Grounds - £5,000**

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. 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.
5. For information, Members will find attached a breakdown of the budget headings for the proposed 2023 – 2024 budget in Appendix 1 of this report. Appendix 2 is a breakdown of the Council's earmarked reserves which is in addition to the general reserves currently, which are forecasted to be £239,073 as of 31st March 2023. There under recommendation b) Member will note the suggested moves of money to top up reserves as stated (i-iv).

Financial Implications for the Council

6. For further information the following points should be noted:
 - The budget considered by Policy and Finance recommends a precept, which will mean a **6% rise in Council Tax**, leaving the average Band D Council at **£61.57 p.a. in 2023/2024**. This equates to a £3.48p rise per annum or 29p per month.
 - In terms of the precept itself, this will ***increase in line with the Tax Base at 1% and Council Tax rise of 6%*** from **£717.463 this year to, £768,024 in 2023/2024, representing an increase of 7%**.
7. The budget in line with the rise in precept and forecasts for income to the Council, shows a small positive revenue budget and would leave current earmarked reserves intact with an underspend forecasted on the 2022/2023 budget.

Town Clerk

HAYWARDS HEATH TOWN COUNCIL – ITEM 9 Appendix 1 – 30-Jan-23

MEETING OF THE COUNCIL – MONDAY, 30 JANUARY 2023

DRAFT BUDGET 2023/24

REVENUE					
	Budget '22/23	Forecast to	Draft		
		31/03/2023	Budget '23/24	Notes	
	£	£	£		
Precept	717,463	717,463	768,024	①	
Cemetery	29,000	33,587	31,000		
Lettings	13,200	31,524	22,362	②	
Interest Earned	75	3,151	4,500		
Allotment Rents	3,965	3,821	4,311		
Roundabouts (WSCC)/Flower Bed Sponsorship	7,250	7,250	7,250		
Other Income	7,388	7,534	7,534	③	
	778,341	804,330	844,981		
EXPENDITURE					
	Budget '22/23	Forecast to	Draft		
		31/03/2023	Budget '23/24		
	£	£	£		
Environment & General Purposes					
Allotments	11,275	11,232	11,275		
Cemetery	7,050	6,894	7,050		
External Contract for Cemetery	10,734	14,329	15,762		
Hanging Baskets, Goblet Baskets & Tiered Planters	3,101	3,101	3,410		
Litter Bins	0	777	0		
Muster Green, Roundabouts & Other Flower Beds	16,730	15,661	17,220		
Public Clock (St Wilfrid's)	200	200	200		
Street Lighting — Power & Maintenance	14,900	12,395	14,350		
Street Lighting — Improvement/New Schemes	2,500	2,500	2,500		
Severe Weather Contingency	300	300	300		
General Maintenance/Repairs	4,600	4,398	4,838		
Town Initiatives	3,246	3,246	5,500		
South Road Trees	2,000	2,000	2,000		
Land off Hurstwood Lane — Management Costs	0	0	0		
Environmental Projects	6,000	6,000	0		
	82,636	83,033	84,405		
Leisure & Amenities					
Best Kept Garden/Allotment Competitions	925	925	925		
Christmas Lights	15,000	14,703	15,625		
Christmas Lights — Maintenance Reserve	750	750	750		
Haywards Heath/South & South East in Bloom	1,025	1,025	1,025		
Town Council Events	25,000	25,000	29,000		
	42,700	42,403	47,325		
Grounds Maintenance					
Salaries & National Insurance	122,790	128,504	137,309	④	
Pension	31,298	32,985	33,831		
Clothing & Footwear	1,050	1,050	1,120		

Depot Rent	11,028	11,323	11,323	
Depot Rates	4,391	4,391	4,611	
Other Depot Expenses	9,300	14,296	5,500	
Vehicle Expenses	10,900	10,634	10,900	
Fuel	4,200	3,840	4,200	
Equipment Expenses	4,924	4,924	4,924	
Mobile Telephones	550	469	550	
Contingencies & Sundries	325	175	325	
	200,756	212,591	214,593	
EXPENDITURE (cont.)				
Accommodation				
Rent	2,507	2,507	2,507	
Rates, Water & Sewerage	32,593	32,482	37,300	
Cleaning	5,035	6,160	6,278	
Caretaking	12,868	11,468	14,004	
Pension	0	2,785	2,864	
Maintenance Building & Grounds	5,750	5,200	5,750	
Electricity	2,650	6,543	8,700	
Gas	3,000	5,444	8,700	
Telephone, Fax & Internet	2,289	1,970	2,036	
Reserve for Cyclical Redecoration	1,250	1,250	1,250	
COVID-19 Contingency	2,000	1,500	750	
	69,942	77,309	90,139	
Office & Customer Service				
Salaries & National Insurance	192,000	190,286	202,250	④
Pension	49,657	32,840	50,750	
Travelling Expenses	1,000	865	1,000	
Printing & Stationery	3,365	2,735	3,365	
Postage	525	231	275	
Advertising	2,000	1,967	2,000	
Office Equipment Maintenance	5,346	5,310	5,625	
Insurances	11,325	11,325	11,325	
Courses, Conferences & Publications	1,300	1,991	3,500	
Subscriptions	9,576	10,381	11,866	
Audit Fee	2,200	1,868	2,200	
Staff Training	1,000	1,000	2,500	
Reserve for Replacement of Fixtures & Fittings	3,750	3,750	3,750	
	283,044	264,549	300,406	
Other Expenditure				
Hospitality & Staff Recognition	1,000	709	1,250	
Grants & Subsidies	8,500	8,500	8,500	
Cost of Living Grants	0	25,000	0	
Newsletters	4,500	5,352	6,700	
Reserve for Election Expenses	3,000	3,000	7,500	
Contingencies & Sundries	825	958	1,025	
Bank Charges	1,045	1,194	1,315	
Mayor's Allowance	1,066	1,066	1,119	
Members' Allowances	17,856	17,856	18,752	
Reserve for Community Facilities	1,780	1,780	1,780	
Loan Capital Repayment	6,000	6,000	6,000	
Loan Interest	3,198	3,198	2,886	

Advisers' Fees	8,750	8,750	9,750
Community Warden	21,500	21,500	21,500
	79,020	104,863	88,077
CAPITAL	10,000	10,000	10,000
Ward Budgets			
Ashenground	2,000	2,000	2,000
Bentswood	2,000	2,000	2,000
Franklands	2,000	2,000	2,000
Heath	2,000	2,000	2,000
Lucastes	2,000	2,000	2,000
	10,000	10,000	10,000
Total Revenue Expenditure	778,098	804,748	844,945
Revenue Surplus/(Deficit)	243	(418)	36

Notes

①

Precept increased from £717,463 (2022/23) to £764,289 (2023/24), based on a tax base of 12,474.0 (up from 12,350.9 in 2022/23). This represents a 6% **increase** in the amount payable by Council Tax payers, i.e. £61.57 p.a. for a typical Band D household (up from £58.09 in 2022/23).

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 £22,362 (£1,863.50 per month). If this target were not met, the adverse impact on the overall budget would be relatively minor. 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 £13,200 vs forecast £31,524).

③

Sources of other income are broken down as follows:

MSDC (environmental services Agreement) (net)	£5,640
Lindfield Parish Council	£1,894
	£7,534

④

Draft budget assumes an arbitrary 'cost of living' pay rise of 4% for 2023/24. Should Members wish to change this assumption, the figures will obviously have to be recalculated.

Additionally

Forecast General Reserve @ 31/3/23 is as follows: b.f. 1/4/22 £239,073.10
less: Revenue Deficit £418.00
less the following recommended end of year transfers from the General Reserve:

to Capital Reserve	(£10,000.00)
to 'top up' Reserve for (Western Road) Cemetery	(£10,000.00)
to 'top up' Reserve for Muster Green	(£5,000.00)
to 'top up' Reserve for Maint. of Building & Grounds	(5,000.00)
	208,655.10

Town Clerk/RFO

Item 9 Reserves - Budget Report (End November 2022) - Appendix 2

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Haywards Heath Town Council

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Detailed Income & Expenditure by Budget Heading, year to date 31 AUGUST 2022

Month No: 5

ITEM 5: Policy & Finance Committee – Monday, 14 November 2022

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4406 Christmas Lights - Maintenance	0	750	750		750	0.0%
4430 Town Council Events	10,458	25,000	14,542		14,542	41.8%
4440 Haywards Heath in Bloom	589	1,025	436		436	57.4%
Leisure & Amenities :- Indirect Expenditure	17,940	42,700	24,760	0	24,760	42.0%
Net Expenditure	(17,940)	(42,700)	(24,760)			
<u>900 Reserve Movements</u>						
9002 Cemetery	1,850	39,329	37,479		37,479	4.7%
9004 Street Lighting Schemes	0	3,508	3,508		3,508	0.0%
9006 New Burial Ground	0	70,920	70,920		70,920	0.0%
9010 Christmas Lights - Maintenance	0	3,454	3,454		3,454	0.0%
9013 Town Council Events	0	3,150	3,150		3,150	0.0%
9016 Cyclical Redecoration	0	6,884	6,884		6,884	0.0%
9017 Insurances	0	187	187		187	0.0%
9018 Staff Training	0	5,595	5,595		5,595	0.0%
9019 Replacement Fixtures/Fittings	0	16,175	16,175		16,175	0.0%
9022 Election Expenses	0	28,116	28,116		28,116	0.0%
9023 Community Facilities	0	2,384	2,384		2,384	0.0%
9026 CAPITAL	0	60,026	60,026		60,026	0.0%
9028 Advisers' Fees	0	16,410	16,410		16,410	0.0%
9029 Graffiti/Street Scene Works	(500)	5,464	5,964		5,964	(9.2%)
9030 Severe Weather Contingency	0	2,616	2,616		2,616	0.0%
9032 Town Initiatives	0	7,932	7,932		7,932	0.0%
9034 Muster Green	0	8,302	8,302		8,302	0.0%
9036 Haywards Heath Town CIC	3,487	7,673	4,186		4,186	45.4%
9037 Community Warden	126	11,632	11,506		11,506	1.1%
9038 Roundabout Liabilities	0	2,250	2,250		2,250	0.0%
9039 Maintenance Building & Grounds	0	12,872	12,872		12,872	0.0%
9041 Town Development	0	5,649	5,649		5,649	0.0%
9042 CCTV	0	11,894	11,894		11,894	0.0%
9043 Fox Hill Village Sign	0	1,000	1,000		1,000	0.0%
9055 South Road Trees	0	4,677	4,677		4,677	0.0%
9058 Land Hurstwood Ln - Management	0	30,500	30,500		30,500	0.0%
9059 Speed Indicator Device (SID)	0	2,500	2,500		2,500	0.0%
Reserve Movements :- Indirect Expenditure	4,962	371,099	366,137	0	366,137	1.3%
Net Expenditure	(4,962)	(371,099)	(366,137)			

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