

**HAYWARDS HEATH TOWN COUNCIL**  
**POLICY AND FINANCE COMMITTEE**

**Minutes of the meeting held on Monday, 13<sup>th</sup> March 2023**

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

\* Absent \*\* Apologies

Also present: Town Clerk, RFO (Deputy Clerk)

Before the meeting commenced in the absence of the Vice Chair, Cllr Pulfer was nominated and seconded to assume the role for the evening. The Chair wished Cllr Ash-Edwards, who was suffering from ill health well.

**47. Apologies**

C. Evans – personal commitment.  
C Ash-Edwards – ill health

**48. Minutes**

The minutes of the meeting held on Monday 16<sup>th</sup> January 2023 were taken as read, confirmed as a true record and duly signed by the Chair.

**49. Substitutes**

None.

**50. Members' Declarations of Interest**

There were none.

**51. Lists of Payments and Receipts, and Income and Expenditure Report for the Period 1<sup>st</sup> September 2022 – 31<sup>st</sup> December 2022.**

The was presented by the RFO with the following questions being raised.

- It was asked what the HoursBank payment to the to the Town Council's information technology provides was for and why there was an hours bank? The RFO explained the Town Council paid for hours of service up front and any extra were paid for over the top.
- It was questioned why St Wilfrids Church paid the Town Council for clock repairs when the Council paid them a sum every year? It was explained that major works to repair the clock were undertaken and the Town Council granted to help over the £200 allocated. The Town Council paid the whole bill directly and the payment was for the shortfall of the bill, which the church met from their own funds.
- It was questioned why Lindfield Parish Council paid the Town Council for grass cutting? The Town Clerk stated it was for a contract that the Town Council fulfils by cutting Lindfield High Street.

- It was asked why Pitch Black the Town Council's events stage provider had paid the Town Council? The RFO stated they paid back part of their fees as they did not fulfil their service because of the cancellation of Town Day due to the passing of Her Majesty the Queen.
- It was asked why the Town Council depot budget had been exceeded? It was noted that damage to fencing from strong winds had to be paid for.

Members **RESOLVED** to **approve the lists of payments and receipts, and the income and expenditure report for the period 1<sup>st</sup> September 2022 – 31<sup>st</sup> December 2022.**

**52. Bank Balances and Bank Reconciliation Statement as 31<sup>st</sup> December 2022**

Members noted the Bank Balances and Bank Reconciliation Statement as at 31<sup>st</sup> December 2023 and made no comment.

Members **RESOLVED** to **approve the bank balances and the reconciliation statement as at 31<sup>st</sup> December 2022.**

**53. Grants**

Members had before them three grant applications. Members were content that all of the applications met the Council's grant criteria so were happy to make the following awards.

Members **RESOLVED** to **award;**

- a) a grant of £750 to Bentswood Mental Wellbeing towards new Mental Health Workshops.
- b) a grant of £250 to Haywards Heath Lions Club towards running costs.
- c) a grant of £250 to Mid Downs Hospital Radio towards running costs.
- d) a grant of £500 to Mid Sussex Duke of Edinburgh Award Centre towards the purchase of new tents and trangias.
- e) a grant of £250 to Sussex Chorus towards running costs.

**54. Health and Safety Policies**

Without comment,

Members **RESOLVED** to **re-adopt the Town Council's health and safety policies.**

**55. General Data Protection Policies**

Without comment,

Members **RESOLVED** to adopt the **Town Councils General Data Protection Policies**

**56. Items Agreed as Urgent by the Chairman**

None

The meeting closed at 7:54pm