



**HAYWARDS HEATH
TOWN COUNCIL**

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17th September 2024

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 23rd September 2024** at the Town Hall in the Council Chamber. 40 Boltro Road commencing at **7.00pm** when the following business will be transacted.

Yours sincerely
Steve Trice
Town Clerk

A G E N D A

1. A moment of reflection.
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 Full Council meeting held on 15th July 2024. (pages 3 - 6)
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. (pages 7)
8. To receive for noting the resolutions of the following Committees. (pages 8-9)
 - a) Planning Committee held on the 29th July 2024
MINS. 32-41
 - b) Planning Committee held on the 19th August 2024
MINS. 42-51
 - c) Planning Committee held on the 9th September 2024
MINS. 52-61

d) Environment and General Purposes Committee
No meeting held

e) Policy and Finance Committee on the 17th September 2024
MINS. 20-31

9. To consider the Police and Crime Commissioners Safer in Sussex Survey (as circulated)
10. To review and adopt the Town Councils Financial Regulations (pages 10-11 and separate document)
11. 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 Stephanie Inglesfield

Town Clerk Mr Steven Trice

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

Minutes of the meeting held on Monday 15th July 2024

Councillors: Abdul Bashar
Nick Chapman
Anne-Marie Cooke
Rachel Cromie **
Sandy Ellis
Stephanie Inglesfield
Barbara King
Anne-Marie Lucraft
Paul Lucraft
Allan Murray **
Deanna Nicholson
Alison Rees
Duncan Pascoe
Anthony Platts
Sinead Walsh
Leila Wilson

Apologies Absent***

Also present: Town Clerk, 4 Members of the Public and Cllr Richard Bater (part of the meeting).

Before the meeting the Town Council received a presentation from representatives from Glendale Services and Mid Sussex District Council Head of Contracts and Services.

22 Moment of Reflection

The Town Mayor lead Members in a moment of reflection before the meeting commenced.

23. Apologies

Members	Reason
Cllr Murray	Personal commitment
Cllr Cromie	Work Commitment

24. Public Forum

Two questions were raised by Mrs Marion Wilcox in relation to the Future of Clair, which was to be discussed by the Town Council under minute 9.

- 1) The Report at Agenda Item 9 confirms the HHTC Neighbourhood Plan Policy L1 states that the existing Clair Hall should be retained unless there is the reprovion of an equivalent or better facility. Please advise what would be regarded as an equivalent facility and would this include 360 seat performance/community space; secondary hall; studio; full catering kitchen and a bar?

Cllr P. Lucraft responded on behalf of the Town Council.

Thank you for your question and for drawing the attention of the council to the Neighbourhood Plan policy regarding Clair Hall. Firstly, it must be noted that HHTC

is not the owner of Clair Hall nor is it in charge of the processes – these are matters for the MSDC. The motion at item 9 which the council will discuss later this evening expresses the intention that HHTC would like to discuss with MSDC the opportunity to get involved and potentially influence the processes for a better outcome with Clair Hall for the Haywards Heath community. This may include the council putting resources and investment into a scheme to help improve the outcome for the community – a better more community focused development with more community content and more involvement in the governance and operation of the community assets through and after the project.

We are all here aware that at present and for the past four years and more the hall hasn't been available to the community and that the Neighbourhood Plan policy has in this respect been rendered hollow.

Without disclosing our hand before discussions and negotiations take place with MSDC and any other agencies and potential developers who may become involved, and without treading into areas that aren't the responsibility of this council we can nevertheless agree that the present state of affairs is clearly not satisfactory to many local people. We at HHTC would like to see the best outcome that can be achieved for the benefit of the town community, and we would like to work with MSDC to try to achieve that goal.

- 2) It is noted that the report accepts that if the Town Council proposals are agreed by MSDC "long-term negotiations" will be required. Significant time will also be required for design and planning. The report also confirms that HHTC Neighbourhood Plan Policy L1 requires "continuity of provision". Haywards Heath has already been without community provision for four years. Would the Town Council support a meanwhile community use of the existing building whilst these activities are undertaken?

Cllr P. Lucraft responded on behalf of the Town Council.

As I said in my previous answer HHTC is not the owner nor is it in charge of the processes – these are matters for the MSDC. As also noted in my previous answer HHTC would like to discuss with MSDC the opportunity to get involved and potentially influence the processes for a better outcome at Clair Hall for the Haywards Heath community.

25. Minutes

The Minutes of the Annual Meeting of the Council held on 13th May 2024, without comment, were taken as read, confirmed as true and duly signed by the Mayor.

26. Declarations of Interest.

In relation to Item 9 Future of Clair Hall Cllrs P. Lucraft, D. Pascoe, A. Rees, A. Bashir, A. Platts, S. Ellis and A.M Cooke all declared a personal interest as Members of Mid Sussex District Council.

Furthermore, Cllr AM. Cooke stated that on the grounds that she was the Mid Sussex District Council Cabinet Member for Finance, Revenue and Benefits, which had responsibility of Clair Hall that she would not vote on the matter nor take part in and debate.

27. To Dispose of any Business Outstanding from the Last Meeting.

Nothing to update.

28. Mayor's Engagements and Announcements.

The Town Mayor introduce her list of engagements as presented in the agenda. She thanked the Deputy Mayor for his support and the Mayors Secretary for administration and support also.

29. To receive resolutions of the following Committees:

- (i) Planning Committee - **MINS. 1 - 31**
The resolutions of the Planning Committee held on the 28th May 2024 - **Minutes 1 - 13**, Planning Committee held on the 17th June 2024 - **Minutes 14-22**, and Planning Committee held on the 8th July 2024 - **Minutes 23-31** were noted without discussion by the Council.
- (ii) Environment & General Purposes Committee - **MINS. 1 - 12**
The resolutions of the Environment and General Purposes Committee held on 1st July 2024 - **Minutes 1 - 12**. were noted without discussion by the Council.
- (iii) Policy & Finance Committee **MINS. 1-19**
The resolutions of the Policy and Finance Committee meeting held 24th June - **Minutes 1 – 19** were noted without discussion by the Council.

30. To consider the Town Councils position on the future of Clair Hall

The Leader of the Town Council Cllr P. Lucraft presented the motion by stating that on the grounds that the Town Council is the champion of the interests of the town's residents, community organisations and businesses there is an opportunity for the Town Council to get involved with saving an important community asset for the Town. This would also aim to seek a better outcome in terms of a new facility for the Town than if the Council did not. It was noted that Town Council could access other forms of capital/revenue funding that Mid Sussex District Council may not be able to and there were other groups/organisation/agencies who would be able to feed into the Town Council proposals. Therefore, Members were urged to approve the motion and allow the Town Clerk to enter by delegation into discussions with Mid Sussex District Council. Members were then invited to make comment. Cllr Ellis understood the wish to see Clair Hall reopened but as per her views on the Town Council corporate plan, she was not supportive of agreeing to something when she did not know how much it would cost or in this instance how it could be managed.

Cllr Nicholson, where supportive of the long-term ambition of the motion, felt that a parallel conversation must be had about the existing buildings use while this discussion was taking place. Clair Hall had been lost for four years already and would be lost for considerably longer while discussions took place. It was felt that Clair Hall was fit for human use as the NHS had vulnerable people using the facility on a daily basis. This view was supported by other Councillors, namely Wilson and A M Lucraft.

Leader thanked Cllr Ellis for stating her position and stressed that there was not a blank cheque available as there needed to be a business case for consideration that would form part of the discussions with Mid Sussex District Council. This would be required to assess needs before any financial commitment could be agreed. With regards to comments about getting Clair Hall back into use it was felt that that this was an issue for Mid Sussex District Council as the landowners and he was sure that the Town Clerk had noted frustration that the asset was not currently delivering the aspirations of the community. Cllr Ellis understood this and stated that a consultation would be needed with residents as the matter moved forward. Cllr Pascoe supported the motion and reminded the Town Council it was to form an Arts and Culture board to show that the Town Council are listening to their general needs and could look at gauging views on the future requirement for a multi-use community facility in the Town

After the matter was formally recommended by the motion to the Town Council and seconded by Cllr D. Pascoe it was moved that a recorded vote be taken. The Town Mayor then asked for Members to vote by a show of hands.

Those for; P. Lucraft, D. Pascoe, A. Rees, D. Nicholson, AM. Lucraft, S. Walsh, S. Inglesfield, N. Chapman, A. Bashir, B. King and L. Wilson and A. Platts.

Those against; S. Ellis.

A.M Cooke in line with her declaration of interest did not vote on the matter.

With this;

Members **RESOLVED** to;

- a) **Members resolve that Town Council would be willing to make financial contributions towards the development of a new Clair Hall and future management costs based on a developed business plan.**
- b) **Members resolve to give the Town Clerk delegated authority to write to Mid Sussex District Council on behalf of the Town Council to request that negotiations are held regarding the future of Clair Hall and how the Town Council could fit into the future financial, governance and management arrangements for a new Clair Hall.**
- c) **If agreeable to the above and Mid Sussex District Council engage with the Town Council that the Town Clerk works with the Town Council's Clair Hall Working Group to develop any business plans, which would then be presented to Full Council if and when appropriate.**

31. To consider any urgent items, the Mayor has received.

Cllr Ellis reminded the Council about the Britain in Bloom judging on the 30th July 2024 and had promotional literature available for Members to use. She welcomed the offer of Glendale to support project in the Town but asked if there could be communication with the In Bloom committee so there was no duplication.

Meeting Closed at 7.58pm

Mayor's Engagements
3 July 2024 – 13 September 2024

ITEM7

On Sunday 7th July, the Mayor attended the launch of the Communal Edible Garden for Haywards Heath.

On the evening of 8th July, the Deputy Mayor attended the launch of the Hereward Kaye Scholarship at Rok Skool.

On 24th July, the Mayor met with the Town Council's Grounds Staff to congratulate them on the decade of winning Green Flag Awards for Muster Green.

On Saturday 27th July, the Deputy Mayor attended the Kangfest event celebrating 30 years of The Kangaroos in Woodlands Mead School in Burgess Hill.

On 30th July, the Mayor met with the judges from Britain In Bloom and accompanied them around the town to see the fantastic projects by local participants.

On the evening of 30th July, the Mayor attended the Rotary Club Charter Dinner and gave a speech.

On 2nd August, the Deputy Mayor joined the gardening activities at the SEND holiday club at Bentswood@34.

On 5th August, the Mayor attended a performance by the Spring Chickens Choir for the local Alzheimer's Society at St Richards Church.

On 6th August, the Deputy Mayor joined a team of volunteers from the Town Council staff to help decorate the new premises of the Dame Vera Lynn Children's Charity at Chailey Heritage to enable them to unpack and set up for the recommencement of their services to local families.

On 14th August, the Mayor and her PA attended a special Chelsea Pensioners Club visit and match at the Haywards Heath Beech Hurst Bowls Club.

On 16 August, the Deputy Mayor attended the Haywards Heath Foodbank's Tedy Bear's Picnic on Muster Green.

On 19th August, the Mayor and her PA attended the Mid Sussex Dementia Forum at AGE UK to meet members of the local forum.

On 23rd August, the Deputy Mayor attended the Summer BBQ at Ashton House Nursing Home.

From 25th August to 30th August, the Mayor was on annual leave.

Additionally on 7th September, the Mayor attended the Autumn Show for the Haywards Heath Horticultural Society and helped award prizes.

Furthermore, on 7th September, the Mayor attended the annual promotion event for the Pauline Quirke Academy Haywards Heath at Warden Park Academy.

On 13th September, the Mayor attended the Annual Members Meeting and exhibition for the South East Coast Ambulance Service NHS Foundation Trust, SECAMB, at the South of England Showground.

On 14th September, the Mayor attended Haywards Heath Town Day and gave an opening speech.

On 16th September, the Mayor attended the Battle of Britain parade where she delivered a reading.

Ends

Committee Meeting: Full Council

Report of: Committee Clerk

Date: 24th September 2024

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 Town Council is asked to note the decisions (resolutions) of the Council's standing committees as allowed under delegation from Full Council in line with Standing Orders. These resolutions relate to the Planning Committee held on the 29th July 2024 - **Minutes 32-41**, Planning Committee held on the 19th August 2024 - **Minutes 42-51**, and Planning Committee held on the 9th September 2024 - **Minutes 52-61**. Environment and General Purposes Committee – no meetings held. Policy and Finance Committee meeting held 17th September - **Minutes 20-31**.

Members are recommended to;

(a) Note 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, 29th July 2024 - **Minutes 32-41 resolutions;**
Nothing to report other than the planning application comments.
4. Planning Committee, 19th August 2024 - **Minutes 42-51 resolutions;**
Nothing to report other than the planning application comments.
5. Planning Committee, 9th September 2024 – **Minutes 52-61 resolutions;**
Nothing to report other than the planning application comments.
6. Environment and General Purposes Committee- no meetings held.
7. Policy and Finance Committee 17th September 2024 – **Minutes 20-31;**

MIN 25. - Members **RESOLVED** to approve the lists of payments and receipts, and Income and expenditure for the period to 31st May 2024.

MIN 26. – Members **RESOLVED** to approve the bank balances and the reconciliation statement as at 31st May 2024.

MIN 27. – Members **RESOLVED** to;

1. **A grant of £500 to Family support Work towards running costs.**
2. **A grant of 750 to Kangaroos Mid Sussex towards entertainment costs for the 'Kangaroos Festive Fair'**
3. **A grant of £500 to Air Ambulance Kent/Surrey/Sussex towards running costs.**

4. A grant of £100 to Cuckfield Evening Flower Club towards running costs.
5. A grant of £250 to Coro Nuovo towards running costs.
6. A grant of 500 to Lindfield Bonfire Society towards running costs.
7. A grant of £500 to Dame Vera Lynn Children's Charity towards running costs.
8. A grant of £500 to 4Sigjht Vision Support towards running costs.
9. A grant of £500 to Mid Sussex Radio towards running costs.

MIN 28. – Members **RESOLVED** to recommend to Full Council the readoption of the existing financial regulations with the addition of the statutory clauses as presented in Appendix 1.

MIN 29. – Members **RESOLVED** to note and formally agree the report of the **External Auditor for the year ended 31st May 2024**

MIN 30. Members **RESOLVED** to adopt the **Equality and Diversity Policy**.

Committee Meeting: Full Council

Report of: Town Clerk
Date: 23rd September 2024
Subject: Review of Financial Regulations

Purpose of Report:

1. The purpose of this report is for Members to review and re-adopt the Council's Financial Regulations.

Summary:

2. The Town Council's Financial Regulations regulate and govern the financial processes of the Council and its functions. The latest set of Model Financial Regulations document by NALC, published in May 2024 is now due for review.

Recommendation(s):

Members are recommended to, resolve the recommendation of the Policy and Finance Committee and re-adopt the Town Council's existing Financial Regulations for the rest of the Council year 2024 – 2025 with the addition/rewording of the statutory clauses in the National Association of Local Councils Model Financial Regulations as referenced under point 9 of this report and in bold in the revised document.

Background:

3. Financial Regulations regulate the financial processes of the Council and its functions as a corporate body and in relation to the actions of its officer. Adopting comprehensive financial regulations is essential for effective governance, transparency, and accountability in managing public funds.
4. The Town Council's Standing Orders and Financial Regulations, need to be reviewed annually as a requirement of the Internal Auditor normally at the Annual Meeting of the Town Council alongside standing orders. This year Financial Regulations part of this document was deferred due to the timing of publishing of the latest set of Model Financial Regulations by NALC which happened to be in May.
5. It is a requirement for officers to make sure that they make sure Members are aware of any new set of Model Financial Regulations and give them the opportunity to review them against the current financial regulations. Members will have noted, from the new Model Financial Regulations the only statutory requirement are the clauses marked in bold and the rest is discretionary set alongside the ability to set the levels authoritarian for spending in line with the size of the Council and its services.
6. The Town Council's existing Financial Regulations are in line with NALC Model Financial regulations, see pages 16- 8 and 21 onwards, but are not the formally set against them. This on the grounds that they are published with the need to cater for all Town/Parish Council from the smallest to the largest. The Model Financial

Regulations have been discussed by the larger Town Councils and if adopted as presented would be very onerous on a Town Council of Haywards Heath size.

7. As a result, the Policy and Finance Committee recommendation is to note the new model regulations and formally re-adopt the exiting financial regulations with the addition of the statutory clauses as presented in Appendix 1 be included/reworded in the document.
8. Full Council is now presented with the final definitive document, which is requirement. It is felt that the Town Council meets the requirements but after hearing from the Internal Auditor and conference this week and a discussion with the Chair of the Committee it was felt that they should be clearly stated verbatim so will be a rewording.
9. Statutory Inclusions as recommended can be found in the revised document as presented with this report in bold type.
 - Financial Controls and Procurement – Page 15 clauses 18A – 18E.
 - Handling of Staff Matters – Page 17 clause 9.1.
 - Financial Administration – Page 26 clauses 1.1 (i – vii).
 - Risk Management – Page 30 clauses 13.1 – 13.3.
 - Accounts and Auditing – Page 30 clauses 14.1 – 14.3
10. The Town Councils existing Financial Regulations have been circulated and can be found on the Town Council's website at https://www.haywardsheath.gov.uk/Council_Policies_30325.aspx and Model FR's also circulated at <https://www.nalc.gov.uk/news/entry/2905-nalc-publishes-updated-model-financial-regulations-for-local-councils> .
11. If you wish to view the new Financial Regulations please see the additional document tab on the website.

Financial Implications

12. None.

Legal Requirements

13. Statutory document to regulate the financial activities of the Town Council.

Town Clerk

