

HAYWARDS HEATH TOWN COUNCIL

POLICY AND FINANCE COMMITTEE

Minutes of the meeting held on Monday 24th March 2025

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

* Absent ** Apologies
Also present: Town Clerk, Committee Clerk, RFO

61. Apologies

Member	Reason
Cllr A M Cooke	Illness
Cllr R Cromie	Ill family

Cllr S Walsh Chaired the meeting. She nominated Cllr P Lucraft as Vice Chair for the meeting, this nomination was seconded by Cllr A Bashar.

62. Minutes

The minutes of the meeting held on Monday 20th January 2025 were taken as read, confirmed as a true record and duly signed by the Chair.

63. Substitutes

None.

64. Public Forum

There were no members of the public present.

65. Members' Declarations of Interest

There were no declarations of pecuniary or other interests.

66. To receive and consider the list of payments and receipts for the period 1st September 2024 – 31st December 2024.

The RFO presented the list for period to 31st December 2024. Without comment;

Members **RESOLVED** to recommend to Full Council to approve the list of payments and receipts for the period to 31st December 2024.

67. To receive and consider the income and expenditure report for the year to date 31st December 2024.

The Town RFO presented the list for period to 31st December 2024. Cllr P Lucraft asked how the figures were compared to the same time last year. The RFO stated that he did not currently have this information, but although the precept was different this year and budgets will have changed, he would run reports to provide figures from last year.

Action: RFO to provide reports from this year vs last year (Dec 2023 vs Dec 2024).

Members **RESOLVED** to **recommend to Full Council to approve the list of income and expenditure for the period to 31st December 2024.**

68. To confirm bank balances and bank reconciliation statements as of 31st December 2024.

The RFO presented the statements. Members discussed the interest accrued. The RFO stated that money had been withdrawn from the CCLA fund to pay bills, but when the 2025/2026 precept comes in, money would be moved back into the CCLA accounts.

Without further comment;

Members **RESOLVED** to **recommend to Full Council to approve the bank balances and reconciliation statement as at 31st December 2024.**

69. To consider applications for Town Council Grants.

The Council considered four grant applications.

Cllr S Walsh raised concerns about the level of funding sought by the Bolnore Community Partnership. Cllr P Lucraft stated that he, Cllr Bashar and Cllr Walsh had recently visited the Woodside Centre and had a discussion with the manager Alastair McPherson with regards to the required fire door. He stated that Mr McPherson had held discussions with experts, who stated that potentially a cheaper, lesser fire door would be sufficient. Cllr P Lucraft confirmed that although the Bolnore Village Community Partnership rent the Woodside Centre from Mid Sussex District Council, they are responsibility for maintenance and repairs.

Cllr P Lucraft asked the Town Clerk to liaise with Mr McPherson to clarify which door was required and the true costings of this. The Town Clerk asked for clarification on the amount of grant the Council would award. Members confirmed that they would award up to £1000, but would pro-rata this down in alignment with the actual cost of a new door if this had reduced since the grant application had been received, with the minimum grant awarded being £500.

While discussing grants, the Town Clerk stated that there was still a grant outstanding from the last Policy and Finance Committee meeting held on 20/01/2025, in regard to the Bentswood Community Partnership (BCP). He stated that he had been in touch with the BCP, but the requirements set by the Council for this grant had not been adequately met. He added that no accounts information had been received and the BCP had not held a recent AGM.

Members **RESOLVED** to award;

1. A grant of £500 to Haywards Heath Lions to help with running costs for the annual Swimarathon event.
2. A grant of £500 to St Catherines' Hospice to help with running costs.
3. A grant of £500 to The Grove Garden to help with running costs to pay a garden manager for three months.
4. A grant of up to £1000 to the Bolnore Village Community Partnership to help towards the cost of a replacement fire door at the Woodside Centre – DELEGATED to the Town Clerk to approve after further information sought.

- 70. To consider the Town Council's Financial Risk Assessment and Management Policy.**
Members discussed the Policy.

Cllr AM Lucraft asked the Town Clerk about Contingency Plans and a Cascade of Contact system.

The Town Clerk confirmed that there was a Contingency Plan for the Town Hall and Officers were able to work from home. He confirmed that there was a cascade of contact for the Town Hall alarms. Cllr P Lucraft asked about reviewing this Contingency Plan.

Cllr A Murray asked about damage to the war memorial and whether this cost was paid by the insurance. The RFO stated that this was still ongoing.

The Town Clerk stated that he would continue to develop a Business Continuity Plan and bring this to Members at the June Policy & Finance Committee meeting.

Action: Town Clerk to complete Business Continuity Plan to be presented in June.

Members **RESOLVED** to **adopt the Town Council's Financial Risk Assessment and Management Policy.**

- 71. To consider the Town Council's Investment Policy.**
Members discussed the Policy. Cllr P Lucraft requested an amendment to point 6.3, to state that the Policy will be reviewed every 6 months.

Members **RESOLVED** to **adopt the Town Council's Investment Policy with the amended wording to point 6.3.**

- 72. To note the Town Council's General Data Protection (GDPR) Policies.**
Without comment;

Members **RESOLVED** to **adopt the Town Council's General Data Protection (GDPR) Policies.**

73. To consider a response to a government consultation on a Mayoral Combined Authority in Sussex.

Members discussed the consultation response. Members requested an amendment to the response to Question 5, to change wording from; 'it is agreeable that services should improve' to 'in theory, services could improve'.

Members **RESOLVED** to **DEFER** providing the response to a Mayoral Combined Authority in Sussex consultation until the next Full Council meeting on **31st March 2024**.

74. Urgent business

There was none.

75. Exempt Business

Members **RESOLVED** to **enter into Exempt Business to discuss Town Hall staffing matters**. This Minute will be held as exempt due to the privacy nature of the item.

The meeting closed at 8.21pm.