



**HAYWARDS HEATH
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West
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21st January 2025

To all Councillors,

Dear Councillor,

You are hereby summoned to attend a **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 27th January 2025** at the Town Hall in the Council Chamber. 40 Boltro Road commencing at **7.00pm** when the following business will be transacted. Please note that directly before the meeting, at **6.30pm**, Inspector David Derrick of Mid Sussex Police will be coming to present to the Council and answer any questions you may have.

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 25th November 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. (page 7)
8. To receive for noting the resolutions of the following Committees. (pages 8-9)
 - a) Planning Committee held on the 2nd December 2024
MINS. 89-97
 - b) Planning Committee held on the 23rd December 2024 (Meeting Cancelled)
MINS. 98

c) Planning Committee held on the 13th January 2025
MINS. 99-107

d) Environment and General Purposes Committee held on the 9th December 2024
MINS. 27-37

e) Policy and Finance Committee on the 20th January 2025
MINS. 48-60

9. To consider the Town Council's 2025/2026 Budget (pages 10-17).
10. To consider membership of Committees (page 18).
11. To consider a report relating to the application for a unitary authority for Sussex and a Sussex Mayor and subsequent potential for Devolution (pages 19-22).
12. To consider membership of the Co-Operative Council Innovative Committee (report to follow).
13. 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 25th November 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, Committee Clerk, Project Officer

43. Moment of Reflection

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

44. Apologies

Members	Reason
Cllr D Nicholson	Illness

45. Public Forum

None

46. Minutes

The Minutes of the Council Meeting held on 23rd September 2024, without comment, were taken as read, confirmed as true and duly signed by the Town Mayor.

47. Declarations of Interest.

None.

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

None

49. Mayor's Engagements and Announcements.

The Mayor presented her schedule of recent events, first highlighting the Quiz and Pizza night held on 20th November, with proceeds going to the Alzheimer's Society, and thanking Maria Horne and the Town Council team for organising an event that was so well-attended that it was sold out. She also thanked Cllr N Chapman for being an excellent Quizmaster.

The Mayor then discussed the Christmas Festival held on 23rd November, which took place in Centenary Hall and the United Reform Church after being replanned due to the adverse weather, and offered the following thanks; to ECO Imogen Wilson and the Town Hall team for being decisive, proactive and for working hard and fast to come up with a Plan B, and to St Wilfrid's Church and the United Reform Church who both offered up their halls with only 24 hours' notice. The Mayor highlighted the success of the event and brilliant feedback from the public, before reading a letter received by the Mayor and Imogen Wilson from Sharon-Jane Davis who works with the Guides and Brownies, which read:

'Dear Imogen,

Yet again another successful event. It truly was amazing the amount of footfall through the United Reform Church hall today. I truly believe if we had had better weather this would have been an event of the year. Please keep up all the hard work, you are a credit to the Town Council and Haywards Heath.'

The Mayor then thanked Deputy Mayor Cllr D Pascoe for covering for her during her annual leave and invited him to speak about the events he covered. Cllr D Pascoe spoke on; attending the Mid Sussex Older People's Council 20th anniversary party, attending the Rok Skool Networking Event with the Town Clerk where the Young People's Initiative was discussed and business interest was gathered, attending the Hayward's Heath in Bloom garden party and attending the Lindfield Bonfire Society's procession event, which he recommended others to attend each year.

The Mayor then commented on attending; the Town Council's Town Day on 14th September, the Remembrance Day parade on 10th November – where attendance was high once again, the High Sheriff of West Sussex Annual Judge's Service procession, the launch of Mid Sussex STEM Challenge 2025 and the Haywards Heath Mental Health Day at the Town Hall and also on distributing Silver Sunday parcels to local care homes with Cllr A Rees.

50. To receive resolutions of the following Committees:

- (i) Planning Committee - **MINS. 62-88**
The resolutions of the Planning Committee held on the 30th September 2024 - **Minutes 62-70**, Planning Committee held on the 21st October 2024 - **Minutes 71-79**, and Planning Committee held on the 11th November - **Minutes 80-88** were noted without discussion by the Council.
- (ii) Environment & General Purposes Committee – **MINS. 13-25**
The resolutions of the E&GP Committee held on 1st October were noted without discussion by the Council.
- (iii) Policy & Finance Committee **MINS. 32-47**
The resolutions of the Policy and Finance Committee meeting held 18th November 2024 were noted without discussion by the Council.

51. To consider a request from St Wilfrid's Church for the funding of repairs to the Town Clock.

Cllr Ellis requested if town residents could be informed of the history and significance of the clock and the partnership with the Council, and why the Council supports the Church. The Town Clerk responded stating that this can be included in: the annual report, newsletters and the Town History section on the new Council website.

Cllr S Walsh asked whether St Wilfrid's had first approached the Church of England for funding for the repair. The Town Clerk responded that the Town Council was the first port of call for funding and always will be given that St Wilfrid's pay for the maintenance of the clock, except for the £200 annual funding they receive from the Council.

Cllr D Pascoe enquired about the nature of the damage to the clock and when it occurred. The Town Clerk responded that the motor of the clock is broken and he was alerted of this at the Remembrance Service on 11th November.

Cllr P Lucraft stated that the clock is a community asset that the Council has agreed to fund jointly with the Church in the past and should continue to do so, which all Members agreed to, with this:

Members **RESOLVED** to expend £2,615 of the Council's Community Fund on the repair of the Town Clock located at St Wilfrid's Church.

52. To consider Haywards Heath Town Council being accredited as a White Ribbon organisation.

The Town Clerk introduced the White Ribbon Campaign and asked that the Town Council seek accreditation. The work of the National Association of Local Council and Society of Local Council Clerks was outlined and Members were asked to take time out to undertake training and become White Ribbon Champions and Ambassador.

The also Town Clerk presented the report and highlighted that in Councils, 70% of Clerks are female and 65% of Councillors are female. Members were supportive of obtaining accreditations and unanimously;

Members **RESOLVED** to **obtain White Ribbon Accreditation and that a working group be set up comprising of two Councillors and two Officers. b) Delegate the submission of an action plan to the Town Clerk in liaison with the working group.**

53. To receive the minutes of the 5th Haywards Heath Cubs meeting dated 3rd November.

The minutes were noted by the Council. The Mayor noted how enjoyable the event was and how the Cubs and Cub Leader Michael Maine fully engaged with the Council format and that the comments as presented in the report regarding Environment matter and Clair Hall were worthy and well thought through.

54. To celebrate the Town's success in South and South East in Bloom and Britain In Bloom 2024.

Cllr S Ellis thanked the groundstaff, committee and community in supporting the Britain in Bloom entry and its success, with the team achieving the maximum success possible this year. She stated how proud she was of the team and their success and that she had recently spoken on BBC Sussex about the achievement.

Thanks and certificates were then presented to staff involved and Bloom Committee members;

- Brenda Gulliver
- Andy Stempt
- Daniel Beard

- Sam Russell
- Darren Hubert
- Sylvia Harriss
- Murray Crump
- Alan Colgate
- Richard Goddard
- Michael Figg
- Andrew Lawes

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

The Town Clerk informed Members that the Christmas Lights on the Sussex Road roundabout were turned on on 22nd November, but were vandalised by 23rd November, making them unusable and costings for replacements, if necessary and possible, would be considered in due course. It was noted that CCTV would be sourced but he would have to contact Mid Sussex District Council not the Police as arrangements for monitoring CCTV has recently changed.

Cllr S Ellis requested an appointment to be made for Sussex Police to come to Full Council to discuss how CCTV is managed and reviewed now that it is not managed by Sussex Police. The Town Clerk confirmed that he will contact them.

Meeting Closed at 7.43pm

Mayor's Engagements
20 November – 21 January 2025

- **Wednesday 20th November**, the Mayor held a Charity Quiz & Pizza Night at the Town Hall.
- **Friday 22nd November**, the Mayor joined a Time for Dementia programme visit with a local family and medical student to learn more about this programme from the Alzheimer's Society. Additionally on 22nd November, the Mayor attended a meeting of the Mid Sussex Branch of Parkinson's UK to meet the members and learn about their regular therapy groups. Furthermore, on the 22nd November, the Deputy Mayor attended a meeting of the Club for Older Blind and Sight Impaired People at The Yews to meet the group and give a talk on his role as Deputy Mayor.
- **Saturday 23rd November**, the Mayor attended the weather scaled down Haywards Heath Christmas Festival.
- **Friday 29th November**, the Mayor attended a surprise party to celebrate the 100th birthday of a resident at Crossways Residential Home.
- **Saturday 30th November**, the Mayor attended My Choice Children's Christmas Market which raised funds for the Bentswood Hub and MacMillian Cancer charities, judging the Best Christmas Concert. Additionally on Saturday 30th November, the Mayor attended the Sussex Chorus first concert of the season at St Andrew's Church in Burgess Hill.
- **Saturday 7th December**, the Deputy Mayor attended the official opening of the new Dame Vera Lynn Children's Charity Centre at Chailey Heritage Foundation.
- **Sunday 8th December**, the Mayor attended the MSDC Chairman's Civic Service at St Edwards Church in Burgess Hill.
- **Monday 9th December**, the Mayor joined the Haywards Heath Lions for their annual Christmas dinner at Lindfield Golf Club.
- **Friday 13th December**, the Mayor attended the Charity Tribute to Christmas Show raising funds for the Mayor's Charity at the Haywards Heath Social Club
- **Sunday 15th December**, the Deputy Mayor attended the annual Bentswood Hub Family Christmas Party which was held in partnership with My Choice Children's Home. Additionally on Sunday 15th December, the Deputy Mayor attended the Ascension Church Community Carol Service and gave a reading.
- **Monday 16th December**, the Mayor and P.A. attended the Alzheimer's Society's Christmas Concert at St Richard's Church.
- **Wednesday 18th December**, the Mayor and the ECO visited the winners of the Haywards Heath 'Best Dressed Christmas Windows' competition to thank them and award their prizes.
- **Friday 20th December**, the Mayor attended a Christmas event for Caremark Mid Sussex & Crawley at the Ashenground Community Centre.
- **Tuesday 7th January**, the Deputy Mayor attended the AGM for the Ashenground Community Centre.

Committee Meeting: Full Council

Report of: Committee Clerk

Date: 27th January 2025

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 2nd December 2024 - **Minutes 89-97**, Planning Committee due to be held on the 23rd December 2024 – **Minutes 98**, and Planning Committee held on the 13th January 2024 - **Minutes 99-107**. Environment and General Purposes Committee held on the 9th December 2024 - **Minutes 27-37**. Policy and Finance Committee meeting held 20th January 2025 - **Minutes 48-60**.

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 – 2nd December 2024 - **Minutes 89-97 resolutions;**
Nothing to report other than the planning application comments.
4. Planning Committee – 23rd December 2024 - **Minutes 98 resolutions;**
This meeting was cancelled due to there being No Substantive Business. Planning application comments were delegated to Officers to record .
5. Planning Committee – 13th January 2025 – **Minutes 99-107 resolutions;**
Nothing to report other than the planning application comments.
6. Environment and General Purposes Committee – 9th December 2024 – **Minutes 27-37 resolutions;**

MIN 33. - Members **RESOLVED** to recommend a £32,850 Budget for inclusion in the Environment and General Purposes budget 2025/2026, with the 2025 Christmas Festival budget to be discussed with The Orchards and potentially re-considered and presented at an informal meeting before the next Environment and General Purposes committee meeting on February 10th 2025

MIN 34. - Members **RESOLVED** to recommend the draft Environmental and General Purposes Committee Budget to the Policy and Finance Committee for inclusion in the 2025/2026 budget.

MIN 35. - Members **RESOLVED** to DELEGATE to the TOWN CLERK to respond to the enquiry as suggested and invite Fairer World Lindfield and Greener 7 Lindfield to attend the In Bloom committee meetings to discuss planting.

7. Policy and Finance Committee – 20th January 2025 – **Minutes 48-60 resolutions;**

MIN 53. - Members **RESOLVED** to recommend to Full Council to approve the Town Council Members Allowance and Staff/Members expenses for 2025/2026..

MIN 54. – Members **RESOLVED and recommended to Full Council the 2025/2026 budget, showing a 6% rise in precept and a Council Tax increase of 5%**. This shows a budget of £922,344 with following budget headings being increased against that presented in the budget presented by officers as follows;

- Town Initiatives - £5,381 to £8,072
- Land off Hurstwood Lane - Management Costs - £0 to £2,500
- Subscriptions - £14,017 to £14,317
- Staff Training - £2,500 to £3,500
- Contingencies and Sundries - £1,025 to £2,025
- Community Projects - £10,000 to £15,000
- Advisors Fees - £7,750 to £10,750
- Addition of £2,500 for Community Transport projects.

In addition £28,221.35 was moved from restricted reserves to top up the capital budget totalling

- £14,000 from Haywards Heath Town CIC (Budget 9036) to leave reserve at £5,681.
- £5,649.15 from Town Development (Budget 9041) with reserve budget line deleted.
- £6,322.20 from CCTV (Budget 9042) with reserve budget line deleted.
- £2,250 from Roundabout Liabilities (Budget 9038) with reserve budget line deleted.

MIN 55. – Members **RESOLVED** to adopt the review of the Town Council's Health and Safety Policies

MIN 56. – Members **RESOLVED** the Mid-Year Internal Audit Report for 2024/2025.

MIN 57. – Members **RESOLVED** to award;

1. A grant of £500 to Spina Bifida and Hydrocephalus (SASBAH) to help with running costs
2. A grant of £500 to St Peter and St James Hospice to help with running costs.
3. Members **DEFERRED** to the Town Clerk to acquire further information regarding the grant application for Bentswood Community Partnership.

MIN 58. – Members **RESOLVED** to adopt the 2025/2026 committee timetable.

MIN 59. – Members **RESOLVED** to **DELEGATE** to the Town Clerk to provide the suggested responses to the Local Government Standards consultation.

Town Clerk

Committee Meeting: Full Council

Report of: Town Clerk
Date: 27th January 2025
Subject: Council Budget 2025 - 2026

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. Members have considered, and agreed the draft budgets for the 2025 - 2026 financial year at meetings of the Environments and General Purposes Committee date 9th December 2024 and Policy and Finance Committee dated 20th January 2025. As a result, the attached budget heading breakdown, as laid in out in Appendix 1, lays out the proposed budget for the 2025 - 2026 financial year, which Full Council is asked to ratify.

Recommendation(s):

Members are recommended to ratify the amended recommendations of the Policy and Finance Committee dated 20th January 2025 and,

- a) **resolve the 2025–2026 budget as presented in Appendix 1, with a 5% rise in Council Tax and 6% increase in the precept (including 1% in the tax base), representing a precept of £922,344 and an average Band D cost of £72.72 per annum.**
- b) **Resolve that the Capital Budget is topped up by £28,221.35 by moving the following from restricted reserves.**
 - **£14,000.00 from Haywards Heath Town CIC (Budget 9036) to leave reserve at £5,681.**
 - **£5,649.15 from Town Development (Budget 9041) with reserve budget line deleted.**
 - **£6,322.20 from CCTV (Budget 9042) with reserve budget line deleted.**
 - **£2,250.00 from Roundabout Liabilities (Budget 9038) with reserve budget line deleted.**

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 2025 – 2026 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 circa £330,000 as of 31st March 2025. There under recommendation b) is the suggestion of moving £28,221.35 to the Capital Budget from unused and dormant restricted reserves.
6. Members are also asked to review new expenditure heading presented in budget under Appendix 1 and the notes 1-5 contained set against the budget headings.

Financial Implications for the Council

7. For further information the following points should be noted:
 - The budget considered by Policy and Finance recommends a precept, which will mean a **5% rise in Council Tax**, leaving the average Band D Council at **£72.72 p.a. in 2025/2026**. This equates to a £3.46 rise per annum or 6.65p per week.
 - In terms of the precept itself, this will **increase in line with the Tax Base at 0.1% and Council Tax rise of 5% from £869,580 this year to, £922,344 in 2025/2026, representing an increase of 6%**.
8. The budget in line with the rise in precept and forecasts for income to the Council, shows a balanced budget and would leave required current earmarked reserves intact with an underspend forecasted on the 2025/2026 budget.

Town Clerk

Town Clerk/RFO

**HAYWARDS HEATH TOWN COUNCIL
MEETING OF THE COUNCIL – MONDAY, 27 JANUARY 2025
DRAFT BUDGET 2025/26**

REVENUE

	Budget '24/25	Forecast to 31/03/2025	Draft Budget '25/26	Notes
	£	£	£	
Precept	869,580	869,580	922,344	①
Cemetery	35,000	36,261	37,250	
Lettings	25,000	30,000	27,000	
Interest Earned	25,000	32,750	27,500	
Allotment Rents	4,634	4,627	4,766	
Roundabouts (WSCC)/Flower Bed Sponsorship	7,250	7,250	7,250	
Other Income	2,026	2,112	2,147	
	968,490	982,580	1,028,257	

EXPENDITURE

	Budget '23/24	Forecast to 31/03/2024	Draft Budget '24/25
	£	£	£
Environment & General Purposes			
Allotments	8,000	13,067	10,500
Cemetery	7,050	6,527	7,050
External Contract for Cemetery	17,779	16,345	17,162
Hanging Baskets, Goblet Baskets & Tiered Planters	4,680	4,614	5,085
Muster Green, Roundabouts & Other Flower Beds	21,752	19,800	20,750
Public Clock (St Wilfrid's)	200	200	200
Street Lighting — Power & Maintenance	17,750	17,477	16,750
Street Lighting — Improvement/New Schemes	4,000	4,000	4,000
Severe Weather Contingency	315	315	325

General Maintenance/Repairs	4,838	4,775	4,918
Town Initiatives	8,072	8,072	8,072
South Road Trees	2,000	2,000	2,000
Community/Young Enterprise Awards	1,500	1,500	1,500
Land off Hurstwood Lane — Management Costs	0	0	2,500
Environmental Projects	2,205	2,205	2,275
	100,141	100,897	103,087

Leisure & Amenities

Best Kept Garden/Allotment Competitions	971	710	971
Christmas Lights	14,900	14,898	17,500
Christmas Lights — Maintenance Reserve	1,500	1,500	3,000
Haywards Heath/South & South East in Bloom	1,076	2,138	1,076
Town Council Events	26,500	26,500	30,250
Leave No One Behind	2,000	2,003	2,000
Days Out Project	2,500	30	0
Community Events Grants	—	—	5,000
	49,447	47,779	59,797

Grounds Maintenance

Salaries & National Insurance	150,950	135,006	157,350	②
Pension	35,505	31,084	35,570	
Clothing & Footwear	1,175	1,175	1,210	
Depot Rent	11,323	11,417	12,455	
Depot Rates	5,240	5,072	5,240	
Other Depot Expenses	5,775	6,119	6,725	
Vehicle Expenses	14,200	26,550	18,000	
Fuel	3,090	3,341	4,920	
Equipment Expenses	4,924	6,074	6,250	
Mobile Telephones	596	600	600	
Contingencies & Sundries	325	391	375	
	233,103	226,829	248,695	

EXPENDITURE (cont.)

Accommodation

Rent	2,507	2,507	2,507	
Rates, Water & Sewerage	38,957	39,838	40,533	
Cleaning	7,183	6,981	7,420	②
Caretaking	12,543	9,559	12,953	②
Pension	0	0	0	
Maintenance Building & Grounds	5,750	5,826	6,000	
Electricity	4,800	3,771	3,960	
Gas	8,700	3,434	4,350	
Telephone, Fax & Internet	2,141	2,463	2,040	
Reserve for Cyclical Redecoration	1,250	1,250	1,250	
	83,831	75,629	81,013	
Office & Customer Service				
Salaries & National Insurance	243,100	241,716	255,545	②
Pension	58,636	41,833	59,811	
Travelling Expenses	1,200	1,603	1,750	
Printing & Stationery	3,365	3,483	3,840	
Postage	275	275	300	
Advertising	2,000	750	1,500	
Office Equipment Maintenance	5,403	5,383	6,185	
Insurances	11,325	11,325	14,850	
Courses, Conferences & Publications	3,500	3,064	3,500	
Subscriptions	13,774	12,582	14,317	
Audit Fee	2,200	2,009	2,625	
Staff Training	2,500	2,500	3,500	
Reserve for Replacement of Fixtures & Fittings	3,750	3,750	3,750	
	351,028	330,273	371,473	
Other Expenditure				
Hospitality & Staff Recognition	2,250	1,421	1,450	
Grants & Subsidies	10,000	10,000	17,000	
Bentswood Hub CIC/Community People SLAs	0	11,893	19,750	
Cost of Living Grants	0	0	0	
Newsletters	7,070	4,771	7,070	
Reserve for Election Expenses	10,000	10,000	10,000	

Contingencies & Sundries	1,025	471	2,025
Bank Charges	1,344	1,190	1,136
Mayor's Allowance	1,186	1,186	1,222
Members' Allowances	19,872	18,630	20,464
Reserve for Community Facilities	1,869	1,869	1,750
Community Projects	15,000	15,000	15,000
Community Warden	21,500	21,500	21,500
Loan Capital Repayment	6,000	6,000	6,000
Loan Interest	2,574	2,574	2,262
Advisers' Fees	8,750	8,750	10,750
New Website	20,000	20,000	1,800
Community Transport	–	–	2,500
	128,440	135,255	141,679
CAPITAL	10,000	10,000	10,000
Ward Budgets			
Ashenground (2x £312.50)	625.00	625.00	625.00
Bentswood & Heath East (3x £312.50)	937.50	937.50	937.50
Bentswood & Heath West	312.50	312.50	312.50
Franklands (3x £312.50)	937.50	937.50	937.50
Lucastes & Bolnore (3x £312.50)	937.50	937.50	937.50
Lucastes Boltro	312.50	312.50	312.50
North Central	312.50	312.50	312.50
North East	312.50	312.50	312.50
North West	312.50	312.50	312.50
	5,000	5,000	5,000
Ashenground	1,500	1,500	1,500
Bentswood & Heath East + Bentswood & Heath West	1,500	1,500	1,500
Franklands	1,500	1,500	1,500
Lucastes & Bolnore + Lucastes Boltro	1,500	1,500	1,500
North Central + North East + North West	1,500	1,500	1,500
	7,500	7,500	7,500

Total Revenue Expenditure	968,490	939,162	1,028,244
Revenue Surplus/(Deficit)	0	43,418	13

Notes

① Precept increased from £869,580 (2024/25) to £922,344 (2025/26), based on a tax base of 12,683.5 (up from 12,555.3 in 2024/25). This represents an **5% increase** in the amount payable by Council Tax payers, i.e. £72.72 p.a. for a typical Band D household (up from £69.26 in 2024/25).

② Draft budget assumes a 'cost of living' pay rise for 2025/26 of 3% per employee. Should Members wish to change this assumption, the figures will obviously have to be recalculated.

Forecast General Reserve @ 31/3/25 is as follows:	b.f. 1/4/24	289,396.36
add: Revenue Surplus		<u>43,418.00</u>
		<u>332,814.36</u>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>900 Reserve Movements</u>						
9002 Cemetery	3,128	30,064	26,936		26,936	10.4%
9004 Street Lighting Schemes	0	5,558	5,558		5,558	0.0%
9006 New Burial Ground	0	70,920	70,920		70,920	0.0%
9010 Christmas Lights - Maintenance	3,195	3,359	164		164	95.1%
9013 Town Council Events	0	14,838	14,838		14,838	0.0%
9016 Cyclical Redecoration	1,250	9,245	7,995		7,995	13.5%
9017 Insurances	2,072	3,041	969		969	68.1%
9018 Staff Training	0	4,189	4,189		4,189	0.0%
9019 Replacement Fixtures/Fittings	0	22,874	22,874		22,874	0.0%
9022 Election Expenses	0	9,509	9,509		9,509	0.0%
9023 Community Facilities	0	3,412	3,412		3,412	0.0%
9026 CAPITAL	263	54,215	53,953		53,953	0.5%
9028 Advisers' Fees	0	24,591	24,591		24,591	0.0%
9029 Graffiti/Street Scene Works	(640)	9,267	9,907		9,907	(6.9%)
9030 Severe Weather Contingency	0	3,186	3,186		3,186	0.0%
9034 Muster Green	2,100	11,039	8,939		8,939	19.0%
9036 Haywards Heath Town CIC	(2,306)	17,375	19,681		19,681	(13.3%)
9037 Community Warden	0	32,745	32,745		32,745	0.0%
9038 Roundabout Liabilities	0	2,250	2,250		2,250	0.0%
9039 Maintenance Building & Grounds	4,865	14,758	9,893		9,893	33.0%
9041 Town Development	0	5,649	5,649		5,649	0.0%
9042 CCTV	0	6,322	6,322		6,322	0.0%
9043 Fox Hill Village Sign	0	1,000	1,000		1,000	0.0%
9055 South Road Trees	2,160	7,564	5,404		5,404	28.6%
9058 Land Hurstwood Ln - Management	0	30,500	30,500		30,500	0.0%
9059 Speed Indicator Device (SID)	0	244	244		244	0.0%
Reserve Movements :- Indirect Expenditure	16,087	397,714	381,627	0	381,627	4.0%
Net Expenditure	(16,087)	(397,714)	(381,627)			
Grand Totals:- Income	0	0	0			0.0%
Expenditure	16,087	397,714	381,627	0	381,627	4.0%
Net Income over Expenditure	(16,087)	(397,714)	(381,627)			
Movement to/(from) Gen Reserve	(16,087)					

Committee: Full Council

Report of: Town Clerk

Date: 27th January 2025

Subject: Committee Membership

Purpose of Report:

1. The purpose of this report is for Members to consider appointments to Council roles.

Summary:

2. The following report requests the appointment of one Town Councillor to the Planning Committee and one Town Councillor to the Policy and Finance Committee.

Recommendation(s):

Appoint Councillor Rachel Cromie to the Planning Committee and Policy and Finance Committee with immediate effect.

Background

3. At the present time there are vacant positions on both the Planning Committee and Policy and Finance Committee. In line with political balance the vacant places should be offered to the minority parties on the Council.
4. As a result, the vacancies are recommended to be filled by Councillor Rachel Cromie who has confirmed to the Town Clerk that she is willing take the positions.

Financial Implications

5. None.

Legal Implications

6. The Town Council can make such appointments under standing orders as Full Council has sole responsibility for appointment made by the Town Council.
7. Please note - If there are more/any other nominations for a committee placements Members will vote by a show of hands, which will be recorded by the Town Clerk. All placements must be filled.

Committee Meeting: Full Council

Report of: Town Clerk
Date: 27th January 2025
Subject: Government White Paper - Devolution

Purpose of Report

- 1) The purpose of this report is for Members to consider a government white paper, which could directly affect the Town Council.

Summary:

- 2) The Government's White Paper published on 16th December 2024 sets out plans to create more unitary councils, combined authorities (CAs) and strategic mayoral authorities (SMAs) across England and devolve more local decision making from central government to a regional authority. Devolution is used to describe the transfer of powers from national to local government and in places with a regionally-elected mayor, this also means the transfer of significant investment to drive new infrastructure, jobs and growth. The following report outlines the proposals that have been made in Sussex and how the Town Council should position itself, whilst the Government considers a bid made by West Sussex County Council, East Sussex County Council and Brighton and Hove Borough Council to create unitary authorities in Sussex.

Recommendation: Members are asked to resolve the Town Council's position to the matter as outlined in point 15 of this report.

Background:

- 3) The publication of the white paper promotes both the ability for a time of change and opportunity for regions and the people and organisations within. The aim is to redistribute political, social and economic power across England and enable social and economic growth.
- 4) In line with the English Devolution White Paper, West Sussex County Council, East Sussex County Council and Brighton and Hove City Council have worked with a fast-paced timeline in responding to the Government's request for expressions of interest by making a request to the Government of the formation of a unitary authority with an elected Mayor for Sussex. The request was made on the 9th January 2025 and at the date of the writing of this report the three authorities are awaiting a decision from central government.
- 5) If the Government accepts the initial proposal for Sussex to join the devolution priority programme, the Government will run a consultation to obtain residents' views, therefore, a devolution consultation would be held before the end of March 2025.

What is the timeline?

10th January 2025: Submission of expression of interest by upper tier authorities to join the priority devolution programme to government.

January 2025: Government decides whether to issue a formal invitation to Sussex upper tier authorities to submit reorganisation proposals.

March 2025: Upper tier authorities to submit indicative reorganisation plans.

Spring 2025: Devolution consultation on the plans following which a Ministerial decision will be taken as to whether to proceed with a Combined Authority.

Autumn 2025: The Government Spending Review will then confirm future mayoral investment funds for new mayoral areas, which could include Sussex.

Autumn 2025: Areas to submit their reorganisation proposals. At this time relevant legislation will be laid before Parliament in relation to the creation of Combined Authorities.

End of 2025 to early 2026: Ministers will consider proposals for the unitary authorities and the phasing of implementation of these with statutory consultations being undertaken on the first tranche of proposals.

2026: Mayoral elections and decision to move to Mayoral Strategic Authority.

2027: Elections for a new unitary shadow authority.

2028: Reorganisation completed and unitary councils go live.

- 6) If agreed by the government, it would cover West Sussex, East Sussex and Brighton and Hove, with a population of 1.7 million, aligning with the Sussex Police and Integrated Care System (ICS) areas. How any re-organisation looks in currently unknown but it expected that if agreed the twelve District/ Borough Councils would be abolished with one strategic authority being formed. Beneath that three unitary councils with populations circa half a million residents each would be constituted. This will involve changes to the Brighton and Hove and West Sussex County Council boundaries to create two new unitary councils. The size of the current East Sussex County Council matches the white paper criteria.
- 7) In order to allow for consultation on the new mayoral combined authority, and to clear the path for elections to it in May 2026, the Government is highly likely to require the postponement of any elections due to take place in May 2025. This directly affects the two County Councils, each of whom will need to write to the Government requesting the postponement of their upcoming elections in May this year, in order to fulfil the requirements of the priority programme.
- 8) In the coming months the Government will also require proposals for local government reorganisation to be considered locally, across Sussex, to unlock the benefits of devolution. The Government has indicated that a letter with the detailed criteria for local government reorganisation will be sent to all councils across Sussex in January and there will be a consultation on reorganisation proposals that all stakeholders will be able to participate in.

How will this effect Haywards Heath Town Council

- 9) At the present time Town/Parish Council will not be included in the re-organisation. This may leave anomalies in places such as Crawley and Worthing for examples, which do not have three tiers of local authorities, hence no Town Councils. However, during any re-organisation there will be the opportunity for services and facilities to be passed down to Town and Parish Councils. This has been seen elsewhere in the Country and there are great examples of Town/Parish Council taking services and facilities and running them locally. The last notable creation of a Town Council was Taunton Town Council.
- 10) Town/Parish Councils are only mentioned three times in the white paper, once in reference to previous legislation bringing about the introduction of Quality Status Parish Councils which has now been replace in favour of the Local Council Award Scheme. The next mention is a bit disappointing as it does not recognise that Parish and Town Councils are Local Authorities, under Local Government Act 1972, Section

270. The section in question reads "We will also work with the town and parish council sector to improve engagement between them and local authorities."

- 11) The third and final mention of Parish and Town Councils and the important mention does not come until page 80. It reads "We know people value the role of governance at the community scale and that can be a concern when local government is reorganised. We will therefore want to see stronger community arrangements when reorganisation happens in the way councils engage at a neighbourhood or area level. We will also rewire the relationship between town and parish councils and principal Local Authorities, strengthening expectations on engagement and community voice."
- 12) It does not go quite as far as the current advice when submitting a bid for unitary status which requires a clear demonstration of how local democracy will be retained despite the requirement for Unitaries to cover much bigger populations. This could lead to a fear that democracy and officers will be further away from their electorates. This is where Town/Parish Councils can step in.
- 13) The new Unitaries are of course still going to have financial pressures for the foreseeable future delivering compulsory statutory services which lead inevitably to significant cuts to the "nice to have" discretionary services, such as recreation facilities, public toilets, play areas, youth provision and community buildings. The Parish and Town Councils can take these services on and be locally answerable to the local populace when imposing any increase in the Council tax to keep these services.
- 14) As a result of the white paper, the devolution bid that has been made and in line with the Town Councils Green Paper, the Town Council should be ready and waiting for any invitation from MSDC and WSCC to talk about the passing down of services and facilities in line with a 'yes' from the Government. The Town Council should also have funds available to commence the process along with the foresight to look at the potentially increase the precept to manage the services and facilities offered as part of any deal. Whereas Mid Sussex Clerks have a good relationship with West Sussex County Officers (with a highways services meeting held last week), it is not yet known how Mid Sussex District Council will respond and how/if they wish to enter into the negotiations if the unitary bid is successful.
- 15) ***So, at the present Haywards Heath Town Council has a watching brief but it is asked that the Town Council give the Town Clerk delegated authority to hold initial discussion if approached or make a formal request if matters progress. Then for the Chairmans Working Group to review any correspondence and proposals, which will be overseen by the Policy and Finance Committee and ultimately Full Council.***

Financial Implications

- 16) With regards to funding for any deals, these should be made with associated devolved payments. It should also be noted that the Town Council has enhanced its capital budget and holds healthy unrestricted reserves. Within reference to future costs both revenue and capital would have to be considered within the precept, substantive changes may need to go to public referendum.

Legal Implications

- 17) The Town Council can enter into discussion and ultimately take on new services by exercising 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 15th May 2023 under minute 20.

Town Clerk