



**HAYWARDS HEATH
TOWN COUNCIL**

Town Hall 40 Boltro Road, Haywards Heath West
Sussex, RH16 1BA
Tel: 01444 455694
Website: www.haywardsheath.gov.uk
Email: town.clerk@haywardsheath.gov.uk

11th September 2024

To all Councillors on the Policy and Finance Committee and others for information

Dear Councillor,

You are hereby requested to attend a meeting of the **Policy and Finance Committee** to be held on **Tuesday 17th September 2024** at **7.00pm** at the Town Hall in the Council Chamber when the following business will be transacted.

Yours Sincerely
Steven Trice
Town Clerk

AGENDA

1. To receive apologies for absence.
2. To confirm the minutes of the meeting of the meeting of the Policy and Finance Committee held on 24th June 2024. (Pages 3 - 6)
3. To note Substitutes.
4. 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.*
5. To receive Declarations of Interest from Members in respect of any matter on the agenda.
6. To receive and consider the lists of receipts and payments, and income and expenditure report for the period to 31st May 2024. (page 7 and separate documents)
7. To confirm bank balances and bank reconciliation statements as at 31st May 2024. (Page 8 and separate documents)
8. To consider the Town Councils Grants. (pages 9-24)
9. To undertake a review of the councils Financial Regulations. (pages 25-28) and separate documents)
10. To receive and note the External Audit Report and Certificate 2024 (Pages 29-32)

11. To consider the review of the Town Council's Equality and Diversity Policy (page 33 and separate document)

12. To consider any items that the Chairman agrees to take as urgent business.

Committee Members: Policy & Finance Committee: AM Cooke (Chair), S Walsh (Vice Chair), A. Bashar, AM. Lucraft, P. Lucraft, A. Murray A. Rees.

*'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

POLICY AND FINANCE COMMITTEE

Minutes of the meeting held on Monday, 24th June 2024

A.M Cooke (*Chairman*)
S. Walsh (*Vice Chairman*)
A. Bashar
P. Lucraft
A.M Lucraft
A. Murray
A. Rees

* Absent ** Apologies

Also present: Town Clerk, Responsible Financial Officer (RFO),
Committee Clerk. 2 members of the public.

1. Apologies

There were no apologies to note.

2. Minutes

The minutes of the meeting held on Monday 18th March 2024 were taken as read, confirmed as a true record and duly signed by the Chair.

3. Substitutes

None.

4. Public Forum

Representatives from the Simon Wellbeing Centre gave a presentation in relation to their grant application.

They outlined their proposal for a new men's wellbeing group to be held at the Simon Wellbeing Centre in Ardingly.

Members thanked the representatives for their presentation saying the grant would be discussed under Agenda item 13.

2 members of the public left the meeting at 07.23

5. Members' Declarations of Interest

There were no declarations of pecuniary or other interests.

6. To receive and consider the lists of receipts and payments for the period 1st January 2024 – 31st March 2024.

The Responsible Financial Officer (RFO) presented the Period 1st January 2024 – 31st March 2024, he reminded members that funds had been moved into the CCLA account and welcomed questions.

Without further comment:

Members **RESOLVED** to recommend to Full Council to approve the lists of payments and receipts, for the period 1st January 2024 – 31st March 2024.

7. To confirm bank balances and bank reconciliation statements as at 31st March 2024.

Members noted the documents presented. The Responsible Finance Officer (RFO) explained that the documents presented were for the year end and now included the new CCLA account.

Cllr P Lucraft questioned the variable rate of interest on the CCLA Account and asked if it were possible to move a sum of money into a fixed rate account which would yield more income. The RFO responded that as the 1st tranche of the precept had been received funds were available for transfer if the council so wished.

After a short discussion members agreed it was sensible to move funds into a higher interested account. The Clerk suggested the committee could delegate the decision to transfer the funds to the RFO and Clerk allowing funds to be moved quickly rather than waiting for the next Full Council meeting, with the Clerk confirming with this councils auditor.

The Clerk also advised members that the investment policy was due to be reviewed at the next Policy and Finance meeting.

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

Members **RESOLVED to move £250,000 into the CCLA Account.**

8. To receive and consider and approve the Town Councils Income and expenditure Account and Balance Sheet for the year ended 31st March 2024

The Responsible Financial Officer (RFO) presented the income and expenditure report for the year to date 31st March 2024 and welcomed questions.

Without comment:

Members **RESOLVED to recommend to Full Council to approve the income and expenditure report and Balance Sheet for the year to date 31st March 2024.**

9. Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024 – to receive, consider and note the Internal Audit Report 2023/2024.

The Responsible Finance Officer (RFO) gave an explanation of the internal audit process.

Cllr P Lucraft thanked the Clerk and RFO for their work on the end of year accounts. The RFO also thanked Administration Assistant for her work.

Members **RESOLVED to approve the Internal Audit Report 2023/2024.**

10. Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024 – to receive, consider and approve Section 1 – Annual Governance Statement 2023/2024.

The Responsible Finance Officer (RFO) explained that the series of questions posed to the Council in Section 1 as presented needed to be answered yes with any that could not be fully explained.

Without further comment.

Members **RESOLVED** to approve **Section 1 – Annual Governance Statement 2023/2024**

11. **Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2024 – to receive, consider and approve the Section 2 – Accounting Statements 2023/2024.**

The Responsible Finance Officer (RFO) presented Section 2 to members. Without further comment.

Members **RESOLVED** to approve the **Section 2 – Accounting Statements 2023/2024.**

12. **To receive the Town Councils Asset Register**

The Responsible Finance Officer (RFO) referred to the Asset Register shared in the agenda pack. He advised members that he intends to migrate the Asset Register which is currently on an excel spreadsheet to the Rialtas accounts package. Cllr P Lucraft inquired upon some items registered, the RFO answered the questions and with no further comment.

Members **RESOLVED** to adopt the Register as at 31st March 2024.

13. **To consider applications for Town Council Grants.**

Members noted the 2024/2025 budget of £10,000

Each grant application was discussed individually.

Members **RESOLVED** to award;

a) a grant of £1000 to Haywards Heath Scout Group to fund insulation of the building with the caveat that funds will only be released once the full cost of the project has been collected. The Clerk also advised he has recommended the group investigate if there are any S106 monies available.

b) a grant of £750 to Haywards Heath and Beech Hurst Bowling Club to fund the introduction of a set of bowling aids

c) a grant of £418 to 7th Haywards Heath Guide Unit set up a new Girl Guides unit.

d) Defer the grant application of £500 to Girl Guiding UK. Members had concerns over the sustainability and future funding of the temporary storage solution. The council are happy to discuss the idea of a capital grant to come to a more permanent storage solution.

d) Refuse the grant application of £1000 to the Simon Wellbeing Centre to set up a new wellbeing group. Members were still unclear on the scope of the project and there were concerns that there was no match funding which would benefit the wider community and surrounding areas. There were also concerns around the organisation's constitution and set up. Therefore, on this basis the Council have resolved to refuse the grant application.

e) a grant of £90.00 to the Windermere Road Residents Association to fund the purchase of Swift nesting boxes for a conservation project.

14. To consider a special award to Mid Sussex Voluntary Action

The Clerk referred to his report. A short discussion took place and with all in favour.

Members **RESOLVED** to

- a) **Members agreed to award Mid Sussex Voluntary Action £15,000 towards services and activities in Hayward Heaths over two years to be met from the Community Project Budget with £7,500 being awarded within the current financial year and further £7,500 be earmarked within the 2025/2026.**
- b) **That each annual payment be made two in tranches of £3,750 subject to monitoring through a Service Level Agreement.**
- c) **That the Town Clerk be given delegated authority to execute a Service Level Agreement with Mid Sussex Voluntary Action.**

15. To consider the adoption of a Social Media Policy.

The Clerk referred to the Social Media Policy shared in the agenda pack. He explained the importance of the Town Council having such a policy.

Members discussed the proposed policy. It was felt that an addition regarding the administration of social media groups should be added to sections 3 and 4 of the policy and more context be given to point one of Section 3.3.

Taking into consideration the above amendments.

Members **RESOLVED** to adopt the **Social media Policy**

16. To consider the adoption of a Training and Development Policy

Without comment.

Members **RESOLVED** to adopt the **Training and Development Policy**

19. Urgent Items

None.

The meeting closed at 08.29 pm.

ITEM 6

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 17th September 2024

Subject: Lists of payments and receipts, Income & Expenditure for the period 1st
31st May 2024.

Please see associated documents;

ITEM 6 - P and F 17/09/24 - FINANCIAL REPORTS PACK – 01 APRIL 2024 TO 31
MAY 24

ITEM 7

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 17th September 2024

Subject: To Confirm Bank Balances and the Bank Reconciliation Statements as at 31st May 2024

Please see financial pack for documents;

ITEM 7 - P and F 17/09/24 - FINANCIAL REPORTS PACK – 31st May 2024

Committee Meeting: Policy and Finance

Report of: Committee Clerk
Date: 17th September 2024
Subject: Grant Applications

Purpose of Report:

1. The purpose of this report is to present for consideration grant applications made by third party organisations.

Summary:

2. Members will find attached nine grant applications as laid out in Appendix 1-9 of this report.

Recommendation(s):

Members are asked to consider the recommendation for four grant applications, the summary of which is attached as Appendix 1-9 of this report and decide on the level of funding to allocate.

Background:

3. The Town Council allocates monies on an annual basis to enable the award of grants to third party organisations that endeavor to enhance the well-being of the local community.
4. The ethos of the grants provided by this Council is for 'pump priming' in the context of enabling the applicants to lever in monies from other organisations, grant-giving charities and national schemes.
5. The grant criteria provides for grants to be made for one off purchases and in some instances running costs. There is also funding for capital costs and new initiatives.
6. It is asked that Members note that grants are made using the free resource (S.137 Local Government Act 1972) which talks about benefitting the area or groups of individuals – not an individual. Therefore, there is no power to grant to an individual. The Clerk has noted that this has happened in the past and would suggest until another mechanism is found the Council do not grant to an individual in the future.

Financial Implications

7. The budget for Grants and Subsidies for the financial year 2024/25 is £10,000, of which £2258.00, has been allocated or spent, leaving a balance of £7742.00 to be allocated.

Legal Implications

8. Further to the section 137 legislation, the Town Council can make a grant under 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.

Grant Applications

Organisation	Grant Amount Requested	Reason
Family Support Work	£500	Running Costs
Kangaroos Mid Sussex	£750	One of costs
Air Ambulance Kent Surrey Sussex	£500	Running costs
Cuckfield Evening Flower Club	£500	Running Costs
Coro Novo	£250	Running Costs
Lindfield Bonfire Society	£500	Running Costs
Dame Vera Lynn Children's Charity	£500	Running Costs
4Sight Vision Support	£500	Running Costs
Mid Sussex Radio	£500	Running Costs

Grant Application

Appendix 1

Organisation: Family Support Work (FSW)

Total Project Cost: £2830

Funding Category: Running Costs

Grant Requested: £500

Purpose of Grant: To help fund running costs

Breakdown of costs:

Item	Total cost	Amount requested
Venue hire	£2830	£500
Total	£2830	£500 Running Costs

Information:

Family Support Network was formed in 1890 and currently has 2600 members. 900 of those members are adults and 1700 are children 10% of their membership live in Haywards Heath. The vision of Family Support Network is to build a strong family for every child in Sussex. They work in areas of high deprivation to support families who are facing significant challenges such as poor physical and mental health, poverty, social isolation, housing instability, bereavement and domestic violence. The team of 20 practitioners visit families weekly and offer long term support. Their home-visits and drop-in sessions help parents and children grow stronger, more resilient, improve their wellbeing and children's life chances. They make sure help is provided when its needed, not later on down the line before crisis point.

They are asking for a grant towards an informal drop in group for parents and carers of children at the Centenary Hall to tackle social isolation felt by families living in Haywards Heath. The drop in is run in partnership with Hope Chairty. The sessions are run every Wednesday form 9.15-12pm and are free to attend.

The drop in sessions have been running since July 2023 but h=they are in need of a more appropriate venue. Families reported that the previous venue at the Bentswood Hub was too far way for them to easily access. They have identified the new venue at the Centenary Hall which is more central to Haywards heath although rental costs are higher. The group feel the move is worth making to ensure they can better serve the families.

Website Link - www.familysupportwork.org

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
June 2022	£500	To purchase resources and materials to provide family support sessions

September 2023	£500	Running Costs
----------------	------	---------------

Other funding sought – Yes, applications will be made to other trusts and organisations to secure the full amount of salary costs for their practitioner and the cost of materials and resources.

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application**Appendix 2****Organisation:** Kangaroos Mid Sussex**Total Project Cost:** £1900**Funding Category:** One of costs**Grant Requested:** £750**Purpose of Grant:** Funding towards entertainment costs for the 'Kangaroos Festive Fair'.**Breakdown of costs:**

Item	Total cost	Amount requested
Snow globe soft play	£650	
Entertainer	£350	
Balloon modelling	£300	
Face painting	£200	
Santas Grotto	£200	
Elves Workshop	£200	
Total	£1900	£750

Information:

Kangaroos formed in 1994 and provides a range of fun, inclusive social and leisure activities in the local community for children and adults with learning difficulties. Currently, they have 80 adult members and 320 junior members, with 42% of their membership living in Haywards Heath. They run Saturday and Holiday Clubs, After School Clubs and an evening programme. They also offer a comprehensive family support programme which includes networking, 0-5 play and stay dates, family days and sibling only dates.

The Children and adults attending the clubs have a range of disabilities including autism, cerebral palsy, complex medical needs, visual and hearing impairments, limited mobility and profound communication difficulties. The club enables the members to have a social life with their peers, reducing isolation and giving them opportunities to enjoy a wide range of activities.

The club are asking for a grant of £750 towards the cost of entertainment for a 'Kangaroos Festive fair' in partnership with Woodlands Meed School. The ethos of the fair is to provide entertainment and 'have a go' stalls. The fair also gives parents and carers a chance to catch up and meet other families in a friendly and familiar environment.

The fair is primarily for members of kangaroos and students of Woodlands Meed but is open to the wider community.

Website Link – www.kangaroos.org.uk**Grants awarded since 2019/20 Financial Year:**

Year of application	Grant awarded	Purpose of grant

September 2023	£750	To purchase/hire equipment for an event.
----------------	------	--

Other funding sought – The club have applied to Burgess Hill Town Council for £1000 towards the entertainment.

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application

Appendix 3

Organisation: Air Ambulance Charity Kent Surrey Sussex

Total Project Cost: £18.8 million annually

Funding Category: Running Costs

Grant Requested: £500

Purpose of Grant: To contribute towards operating costs.

Breakdown of costs:

Item	Total cost	Amount requested
Ongoing running costs	£18.8 million annually	
Total		£500.00

Information: Formed in November 1989, Air Ambulance Charity Kent Surrey and Sussex has been providing live saving care since. The charity provides Helicopter Emergency Medical Services (HEMS) throughout communities in Kent, Surrey and Sussex. They bring the emergency room to the scene and deliver life-saving critical care. Their team of doctors and paramedics can deliver emergency anaesthetics and can administer blood transfusions to patients suffering from life-threatening loss of blood. This can all be done at the side of a road, on a beach, in a park- wherever it is needed.

AAKSS is a regional charity serving communities throughout Surrey, Sussex and Kent, delivering emergency services, when required, at a very local level. They are a part of the community, and every resident of Haywards Heath is a potential beneficiary.

Website Link - <https://aakss.org.uk/>

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
September 2023	£500	Running costs

Other funding sought – Grant applications are being submitted to other councils.

The AAKSS fundraising is ongoing throughout the year by way of grants, donations, lottery, raffles, legacy, events, sponsorship and business partnerships.

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application

Appendix 4

Organisation: Cuckfield Evening Flower Club

Total Project Cost: £2676

Funding Category: Running costs

Grant Requested: £500

Purpose of Grant: Funding towards the cost of demonstrators and speakers.

Breakdown of costs:

Item	Total cost	Amount requested
Rent of Church	£680	
Demonstrator Fees	£1800	
Affiliation Fees	£196	
Total	£2676	£500

Information: The Cuckfield Evening Flower Club was established in 1989 and has 28 adult members of which 25% live in Haywards Heath. In 2019 the club had to leave their venue in Cuckfield and move to Haywards Heath. The club are considering changing their name to Cuckfield and Haywards Heath Flower Club to prevent confusion and encourage locals to attend.

The club have demonstrations by NAFAS trained people and provide members the opportunity to become teachers or judges via NAFAS. Members learn basic flower arranging techniques.

The club are seeking a grant towards the cost of demonstrators and speakers. The price of flowers has also increased. The club try to keep memberships costs to a minimum, but income does not cover expenditure.

The club is beneficial to both older people who enjoy the company and younger members who benefit from learning a new skill.

Website Link – no website but the club is on Facebook

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
-	-	-

Other funding sought – None sought. The club raise funds throughout the year by sales at meetings, events such as Muster Green Fare, workshops and social events

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application

Appendix 5

Organisation: Coro Nuovo

Total Project Cost: £1100

Funding Category: Running costs

Grant Requested: £250

Purpose of Grant: To help towards funding a classical singing workshop.

Breakdown of costs:

Item	Total cost	Amount requested
Professional Fees	£750	
Venue Costs	£150	
Music Copies	£100	
Refreshments	£50	
Workshop Marketing	£50	
Total	£1100	£250

Information: Coro Nuovo is a Sussex Choir based in Haywards Heath inspiring people through music and the joy of singing. The organisation was formed in 2013 and has approximately 70 adult members of which 20% live in Haywards Heath.

The Choir are requesting a grant to help fund a classical singing workshop open to all residents. The workshop offers instruction from an expert local singer. The Choir have run similar workshops in the past which were attended by around 30 participants.

Website Link – <https://coronuovo.org.uk/>

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
-	-	-

Other funding sought – None

Coro Nuovo raise funds through their membership fees, donations, sponsorship and selling tickets to their concerts and events.

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application**Appendix 6****Organisation:** Lindfield Bonfire Society**Total Project Cost:** £17980.**Funding Category:** Running Costs**Grant Requested:** £500**Purpose of Grant:** To provide financial support towards the cost incurred running the event.**Breakdown of costs:**

Item	Total cost	Amount requested
Fireworks & pyrotechnics	5000	
Insurances	3500	
Medical cover	1750	
Traffic management	5000	
Radios/PA Hire	700	
Hire of Lindfield Common and Village Hall	300	
Bands	500	
Fire extinguishers	150	
Programme printing	600	
Torches for procession	230	
Sundry expenses	250	
Total	17980	£500

Information:

Lindfield Bonfire Society raise funds throughout the year to provide and safe and free to attend procession, firework display and bonfire for the local community.

The society, formed in 1894 have 231 adult members and 20 junior members of which 25% live in Haywards Heath. The event is free to attend and open to all.

On the night of the 5th November the society hold a street collection in aid of their chosen children's Charities which are Sussex Cleft Lip and Palate Association, Mid Sussex Group RDA, Orchard House and Finley's Touch. They also publish a bonfire night programme each year which provides advertising for local businesses

Website Link – www.lindfieldbonfiresociety.co.uk

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
-	-	-

Other funding sought – Unsuccessful grant application to MSDC.

The society hold a number of fundraising efforts during the year such as a Vintage and Antiques Fair in Lindfield, China Smash at HHTC Town Day and annual membership fees amongst others.

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Grant Application

Appendix 7

Organisation: Dame Vera Lynn Children's Charity

Total Project Cost: £96,814

Funding Category: Running Costs

Grant Requested: £500

Purpose of Grant: To provide financial support

Breakdown of costs:

Item	Total cost	Amount requested
Staff costs	£462.60	
Educational Supplies	£13.00	
Subsistence Supplies	£1.00	
Marketing and Training	£0.48	
Overheads	£20.00	
Total	£497.08	£500

Information:

The Dame Vera Lynn Children's Charity helps children from 0-5 years with Cerebral Palsy and similar motor learning impairments to make the best possible start in life, and also provides families with the support and skills to continue their development within the home. Since the charity was formed in 2001, they have helped over 800 families from across the South East who have children with Cerebral Palsy. Their Learning Together Project helps children with cerebral palsy and similar motor impairments in our community. The early intervention provided is a high-yielding social investment, delivering positive outcomes for children and families: physical and emotional health and wellbeing, lowering levels of stress and anxiety, improving social development and reducing the need for costly and complex interventions in later life. Cerebral palsy children are at risk of isolation and early intervention is crucial to give them the independence they need to develop.

They are seeking funding for their paediatric physiotherapy service. These are Intensive intervention sessions, which through carefully structured therapies give children Better control over their movement and improves their posture and mobility.

The grant would support the costs of paediatric therapy for two children with cerebral palsy who live in Haywards Heath. The grant would support the cost of 5 sessions for these Children.

Website Link – <https://dvlcc.org.uk/>

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
Nov 2019	£250	To fund educational sessions

Jan 2021	£250	Project work with a family
June 2022	£250	To help with the service and activities of the Charity
June 2023	£250	Running Costs

Other funding sought – For overall funding of the charity they have the following secured and pending:

BBC Children in Need £38000 secured

Chalk Cliff £3000 secured

James and Grace Anderson Trusts £4742 pending

Robert McApline Foundation £6109 pending

Friarsgate Trust £3000 pending

Schroder Charitable Trust £5000 pending

Isabell Blackman Foundation £2000 pending

W O Street Charitable Foundation £4000 pending

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Organisation: 4Sight Vision Support

Total Project Cost: £5655

Funding Category: Running Costs

Grant Requested: £500

Purpose of Grant: To provide financial support

Breakdown of costs:

Item	Total cost	Amount requested
87 clients x £65	£5655	
Total	£5655	£500

Information:

4Sight Vision Support was formed in 1921, they support blind and visually impaired children and adults in West Sussex. Their services provide the support their clients need to maintain their independence, access educations, stay in/ find employment and remain participants in family life and in the wider community.

They have 3241 adult members and 50 junior members across Sussex, 2.6% of their membership (87 individuals) live in Haywards Heath.

They currently support 87 Haywards Heath residents, and this support is available to anyone living with sight loss.

Specialist support provided includes-

- Hospital-based Support – including emotional and practical support at the eye unit, helping people to understand their diagnosis and registering people with a visual impairment. Also providing information on accessing NHS and local authority services.
- Vision Assessment and Equipment – undertaking dedicated assessments to identify magnification, lighting, techniques and products to help people to make best use of sight, remain safe and independent at home (support with everyday tasks such as reading, shopping, medication, preparing meals) and out in the community.
- Benefits and Concessions – providing support to access benefits and concessions, help completing forms, such as Personal Independence Payment, Attendance Allowance and travel and leisure concessions.
- Technology – helping people to use their existing or new technology (i.e. mobile phones, tablets, televisions and home speakers), by equipping them with the skills, knowledge and tools they need to navigate and access devices.
- Education and Employment – providing support with accessing and remaining in education and employment, including training and support for educators and employers. Supporting with transition from child to adult services. Helping people to maintain financial independence, provide for themselves and their families, increasing confidence and self-esteem.
- Leisure, Social, Health and Wellbeing – enabling people to access leisure, social, health and wellbeing activities within their community, so they can connect with others and support each other.
- Newsletter – a bi-monthly newsletter available in 5 formats, keeps clients updated with the latest developments across the sector, our services, our forthcoming social activities, changes in technology, advice around eye health, tips and other topical news.

On average its costs £65 to provide this specialist support.

Website Link – <https://www.4sight.org.uk/>

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
Nov 2029	£250	Help fund an outreach project
Jan 2022	£250	Training costs
Noc 2023	£350	Running Costs

Other funding sought – Rotary Club of Cuckfield, Lindfield & Haywards Heath, as well as the Lions Club of Haywards Heath all pending.

They raise funds by applying to geographical funders and make applications to trusts for unrestricted asks and raise other monies through fundraising income. They have a dedicated fundraising team and strategy who raise funds via donations, free will scheme, they encourage legacies, organise events and apply to town and district grant programmes. They are also actively working to increase their profile by increasing the number of people they support and gathering more support from the local community.

They used to receive funding from and are working with West Sussex County Council to reinstate funding for the services that they provide that are statutory (by the Royal College of Ophthalmologists). Their services are vital and go beyond the expectations of statutory support and therefore they rely on the generosity of our local community and local town councils to raise the funds it costs to deliver our services.

Recommendation: It is recommended that a grant award of this value would be in line with the council’s grant guidance notes and criteria.

Grant Application

Appendix 9

Organisation: Mid Sussex Radio

Total Project Cost: £30,000

Funding Category: Running Costs

Grant Requested: £500

Purpose of Grant: To assist with the running costs of the radio station.

Breakdown of costs:

Item	Total cost	Amount requested
Rent	£6600	
Licences	£4500	
Electricity/water	£4800	
Transmitter rent	£3600	
Software costs	£3000	
Loan repayments	£4500	
Admin (insurance, telephone, internet)	£3000	
Total	£30,000	£500

Information:

Mid Sussex Radio CIC, formed in 2016, is a community radio station regulated by OFCOM and licensed to broadcast in the Mid Sussex area. They broadcast original content for 160 hours a week, this includes music, interviews, local news and community events. They broadcast on 103.3fm as well as via the internet and apps. They have over 12,000 individual streams a month.

Mid Sussex Radio CIC raise their own funds by helping provide PA systems at local events, via advertising and fund raising. They have found advertising sales from local businesses is difficult at the moment due to the economy.

They have a growing local listenership. They know a large number of elderly people listen as they have local news and a music base from 1960 to today. As they broadcast 24/7, during the night and long evenings they provide company for many. They also keep people abreast of local events such as road closures and other emergency situations.

Website Link – <https://www.midsussexradio.co.uk/>

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
Nov 2023	£500	Running costs

Other funding sought – not at present. They fundraise by supporting local events with sound and their PA system and run fundraising events throughout the year.

Recommendation: It is recommended that a grant award of this value would be in line with the council's grant guidance notes and criteria.

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 17th September 2024
Subject: Review of Financial Regulations

Purpose of Report:

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

Summary:

2. As reported to the Annual Full Council Meeting the new National Association of Local Council (NALC) Model Financial Regulations were published in May 2024, which was too late to be presented to the Council. Therefore, it was noted that they would be presented to the Committee during the Council year. The following report presents the Model Financial Regulations set against the Council's existing set.

Recommendation(s):

Members are recommended to recommend to Full Council to note the National Association of Local Councils Model Financial Regulations and re-adopt the Town Council's existing Financial regulation 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 presented in Appendix 1 of this report.

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, what is presented by officers to the Policy and Finance Committee is a recommendation to note the new model regulations and formally re-adopt the existing financial regulations with the addition of the statutory clauses as presented in Appendix 1 be included/reworded in the document.
8. Full Council will be presented with the final definitive document on 23rd September 2024, 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. 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> .

Financial Implications

10. None.

Legal Requirements

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

Town Clerk

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

The council must not delegate any decision regarding:

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

In addition, the council shall:

- **determine and regularly review the bank mandate for all council bank accounts;**
- **authorise any grant or single commitment in excess of [£5,000]; and**

Risk management and internal control

The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

Accounts and audit

The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

Budget and precept

Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.

The RFO shall issue the precept to the billing authority no later than the end of February and supply each member with a copy of the agreed annual budget.

Procurement

Members and officers are responsible for obtaining value for money at all times.

For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.

For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

Contracts must not be split into smaller lots to avoid compliance with these rules.

Payment of salaries and allowances

As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 17th September 2024

Subject: External Auditor Certificate & Report for Year Ended 31 March 2024

Purpose of Report:

1. The purpose of this report is for Members to consider the report of the external auditor.

Summary:

2. Moore, the Council's external auditor, has completed the audit for the year ended 31 March 2024 and has returned the Annual Return, duly certified. Sections 1, 2 and 3 of the Annual Return is attached for Members' information. Any matters arising from the audit are summarised in the external auditor's report and the Council **must** consider these matters and decide what action is required.

Recommendation(s):

To note and formally minute the report of the external auditor for the year ended 31 March 2024.

Background:

3. Members will see from the auditor's report that no other matters have been raised during this year's external audit.
4. Members will note that as a matter of process and public record the findings of the external auditor must be formally noted by the Town Council.

Financial Implications

5. None

Town Clerk



Our ref: 979/1625317

9 September 2024

Mr S Trice
Haywards Heath Town Council
Town Hall
40 Boltro Road
Haywards Heath
West Sussex
RH16 1BA

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby
NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ
T 01733 397300

www.moore.co.uk

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2024

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2024.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

A template Notice of Conclusion of Audit form is available on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

This notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Encs.

Partners: Geoff Norman FCCA, Andy Hancock FCCA, Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, Nick Bairstow FCA, April Fosier FCCA, John Haney BPP ACA FCCA, Tim Woodgates CTA FCCA, Jen Nixon FCCA MAAT, Michelle Watson FCCA, Robert Pluck FCCA, Gemma Roger FCA Associates, Paul Nash FCCA, Amanda Ety FCA, Lorna Bloor FCCA, Hannah Sardeson FCCA. Registered to carry on audit work in the UK and regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.

Section 3 - External Auditor Report and Certificate 2023/24

In respect of **Haywards Heath Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

3 External auditor certificate 2023/24

We ~~certify~~ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

05/09/2024



Haywards Heath Town Council
Town Hall
40 Boltro Road
Haywards Heath
West Sussex
RH16 1BA

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ
T 01536 461900

Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ
T 01733 397300
www.moore.co.uk

Invoice No.: 326268
Date: 09 September 2024
Ref: 17892/979

Payment Terms: 30 Days
VAT Number: 120 4315 30

DESCRIPTION OF SERVICES	FEE
Fixed rate fee in relation to completing the 2023/24 External Auditor's limited assurance review.	1,680.00
Net Fee	1,680.00
VAT @ 20.0%	336.00
Total Fee	£2,016.00

PAYMENT DETAILS

BACS payments to Barclays Bank, account no. 83808459, sort code: 20-67-40.
Please make cheques payable to Moore and send to Oakley House, 3 Saxon Way West, Corby NN18 9EZ
We also accept all major debit and credit cards.

Partners: Geoff Norman FCCA, Andy Hancock FCCA, Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, Nick Bairstow FCA, April Foster FCCA, John Harvey BFP ACA FCCA, Jen Nixon FCCA MAAT, Tim Woodgates CTA FCCA, Michelle Watson FCCA, Robert Pluck FCCA, Gemma Roger FCA Associates, Paul Nash FCCA, Amanda Ely FCA, Lorna Bloor FCCA, Hannah Sargeon FCCA. Registered to carry on audit work in the UK; regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.

Committee Meeting: Policy & Finance Committee

Report of: Town Clerk
Date: 17th September 2024
Subject: Equality and Diversity Policy

Purpose of Report

- 1) The purpose of this report is for Members to consider a Town Council policy document.

Summary:

- 2) Haywards Heath Town Council is committed to promoting equality, diversity and equal opportunities, providing an inclusive and supportive environment for all. The following report provides a review of the Town Council's Equality and Diversity (2020 – 2024).

Recommendations;

Members are asked to review and make comment on the Town Council's Equality and Diversity Policy and resolve its adoption for the period 2024-2028.

Background

- 3) The Town Council's Equality and Diversity Policy was last reviewed and adopted on the 20th July 2020 at a Full Council meeting under minute 30, which coincided with representation by Black Lives Matter representatives
- 4) Please note the document in Appendix 1 presented has been reviewed by consultant advisers at West Sussex Association of Local Council through submission of the documents by the Events and Community Officer as part of her Certification in Local Council Administration portfolio with suggested changes being made.

Financial Implications

- 5) None

Legal Implications

- 6) Policy which is required by law.

Town Clerk