



**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

7th November 2023

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 **Monday 13th November 2023** at **7.30pm** at the Town Hall in the Council Chamber at **7.30pm** 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 extraordinary meeting of the Policy and Finance Committee held on 16th October 2023. (Pages 3 – 4)
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 payments and receipts, and income and expenditure reports for the period 1st June 2023 – 31st August 2023. (Page 5 and associated documents)
7. To confirm bank balances and the bank reconciliation statements as of the 31st August 2023. (Pages 6 - 9)
8. To consider applications for Town Council grants. (Pages 10 - 18)
9. To receive a To consider charges for the Town Hall, Allotment Rents and Burial Charges for the 2024/2025 financial year. (pages 19 - 24).
10. To consider formalising the staff recognition budget as separate budgeting heading. (Pages 25)
11. To receive and update on Clair Hall and formation of working group to consider the matter moving forward. (pages 26 - 27)

12. To note the budget implications for the CCTV camera coverage in Haywards Heath. (pages 28 - 29)
13. To receive a report regarding the proposed introduction of a Community Awards Scheme. (pages 30)
14. To consider any items that the Chairman agrees to take as urgent business.
15. To consider exclusion of Public and Press.

Committee Members: Policy & Finance Committee: AM Cooke (Chair), S Walsh (Vice Chair), A. Basher, R. Cromie, 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 extraordinary meeting held on 16th October 2023

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

* Absent ** Apologies

Also present: Town Clerk, Cllr D. Pascoe and Cllr S. Inglesfield

29. Apologies

AM. Lucraft – Ill Health.

30. Minutes

The minutes of the meeting held on Monday, 11th September 2023 were taken as read, confirmed as a true record and duly signed by the Chairman.

31. Substitutes

D. Pascoe for AM Lucraft.

32. Public Forum

None

33. Members' Declarations of Interest

There were none.

34. Creation of Committee Clerk and Project Officer Posts

The Town Clerk presented the report, which outlined the recommendation for the creation of two new posts in light of the existing workloads on the Town Council, and the aspirations of the Town Council to do more outward facing projects during the term of the new administration. Members appreciated the workload of the current staff and the need to have a more robust contingency for staff leave and illness. It was welcomed that a Project Officer would have responsibility working alongside the Events and Community Officer to increase events and activity in the community. Furthermore, that the Committee Clerk would relieve pressure on the Town Clerk and Deputy Town Clerk with support for the administration of the new website that was to be developed. The Leader of the Town Council felt that there was a lot of work ahead of the Town Council including a refresh of the Neighbourhood Plan and delivery of the Hurst Farm project so there was a need free up time of the Town Clerk. It was felt to be important to press on with recruitment so that the new officers could get up speed quickly. It was asked if the new appointment would add value to the Community. The Town Clerk stated that the Town Council was working at the same level as it peers, but relied heavily on extra hours and working on the weekend. It was also noted that the new posts would increase the outward facing work of the Town Council and allow for time to be spent on Environment priorities, working the community and adding value to the Town Council's events programme. With this in mind it was unanimously agreed that;

Members **RESOLVED** to create the following two posts, as outlined in the report in Appendices 1 and 2, employed on a National Joint Council terms and conditions contract of employment with the offer of a Local Government Pension Scheme.

- 1) **Committee Clerk (18.5hrs per week), NJC Spinal point (6-9) at £11,946.50 pro rata (full time equivalent £23.893 per annum).**
- 2) **Project Officer (18.5 hours per week), NJC Spinal point (6-9) at £11,946.50 pro rata (full time equivalent £23.893 per annum).**

And,

- 3) **That the total budgeting cost for both posts be £29,866 which will accommodate salaries and on costs at circa 25% for pensions and employers National Insurance contributions.**
- 4) **That the financial implication as outlined in points 13 – 17 are agreed.**
- 5) **The job description for the Committee Clerk in Appendix 1 and Project Officer in Appendix 2 are agreed.**

35. Items Agreed as Urgent by the Chairman

There were none.

The meeting closed at 6:58pm.

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 13th November 2023

Subject: Lists of payments and receipts, and income and expenditure reports for the period 1st June 2023 – 31st August 2023.

Please see associated document entitled;

ITEM 6 - P and F 13/11/23 – (FINANCIAL REPORTS PACK – 01JUNE 23 TO 31AUG 23)

Committee Meeting: Policy and Finance

Report of: Town Clerk

Date: 13th November 2023

Subject: To Confirm Bank Balances and the Bank Reconciliation Statements as of the 31st August 2023.

ITEM 7 - P and F 13/11/23 - TO CONFIRM BANK BALANCES AND THE BANK RECONCILIATION STATEMENTS AS OF THE 31st AUGUST 2023. **See next 3 pages.**

Date: 20/10/2023

Haywards Heath Town Council

Page 1

Time: 15:05

Bank Reconciliation Statement as at 31/08/2023
for Cashbook 1 - Current/Reserve Account

User: BRENDA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/08/2023	372600	2,500.00
Reserve Account	31/08/2023		754,111.65
			<hr/> 756,611.65
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			756,611.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			756,611.65
		Balance per Cash Book is :-	756,611.65
		Difference is :-	0.00



Transactions from 31-AUG-2023 to 31-AUG-2023

Account name or alias HAYHTH Account number [REDACTED] Sort code [REDACTED] Account currency
TWN CNCLZZ7 GBP

Debit or credit Current cleared balance
Any [REDACTED]

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

The interest rate is 1.45% gross 1.46% AER.
This is based on the balance of 31st of August 2023.

Date	Type	Transaction details	Debit	Credit	Balance
		Opening balance			755,931.21
31-Aug-2023	INT	31AUG GRS [REDACTED]		920.69	756,851.90
31-Aug-2023		TO [REDACTED]	-2,740.25		754,111.65
		Closing balance			754,111.65
		Totals	-2,740.25	920.69	



Transactions from 31-AUG-2023 to 31-AUG-2023

Account name or alias HAYHTH Account number [REDACTED] Sort code [REDACTED] Account currency GBP
TWN CNCLZZ7

Debit or credit Current cleared balance [REDACTED]

Any

Any eligible deposits you hold with us are protected by the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
		Opening balance			2,500.00
31-Aug-2023	BAC	PQA LTD, PQA LTD, FP 31/08/23 1609, 32155435607441000N, PQA LTD		35.00	2,535.00
31-Aug-2023	BAC	SUSSEX HEARI, [REDACTED] FP 30/08/23 2016, 249291916102038001		35.00	2,570.00
31-Aug-2023		FROM [REDACTED]		2,740.25	5,310.25
31-Aug-2023	CHG	04AUG A/C [REDACTED]	-29.19		5,281.06
31-Aug-2023	EBP	RNS CLARKE WILL, [REDACTED] FP 31/08/23 40, 47024006208777000N	-1,132.33		4,148.73
31-Aug-2023	EBP	SALARIES, HHTC SALARY, FP //	-951.29		3,197.44
31-Aug-2023	EBP	B9 FIRE PROTECTION, FIRE EXTINGUISHERS, FP 31/08/23 40, 05023958825888000N	-78.00		3,119.44
31-Aug-2023	D/D	GOCARDLESS, SEBSIT-7N7QG8ZNS5E2	-42.60		3,076.84
31-Aug-2023	D/D	GOCARDLESS, SEBSIT-7N7QG8ZNS5E2	-64.58		3,012.26
31-Aug-2023	D/D	GOCARDLESS, SEBSIT-7N7QG8ZNS5E2	-241.02		2,771.24
31-Aug-2023	D/D	GOCARDLESS, SEBSIT-7N7QG8ZNS5E2	-271.24		2,500.00
		Closing balance			2,500.00
		Totals	-2,810.25	2,810.25	

Committee Meeting Policy and Finance

Report of: Events and Community Officer

Date: 13th November 2023

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 six grant applications as laid out in Appendices 1-6 of this report.

Recommendation(s):

Members are asked to consider the recommendation for six grant applications, the summary of which is attached as Appendices 1-6 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 endeavour 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 Town 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.

Officers Comments

7. **Members will note that the committee is heading towards the unenviable position of having demand exceed the amount of monies available in the grants budget, with meetings still to be held in January and March 2023. In addition, the grant application from 4Sight Vision Support is substantially above the grant criteria for the award of running costs of £500. It is suggested that £500 be the limit awarded as it would set a dangerous precedent and break the agreed policy. Notwithstanding this, if all awards were made it would leave £1011.11 for the pending meetings next year. Therefore, it is suggested that Members take into account the benefit/membership of the organisation applying in terms of the percentage of residents who live in Haywards Heath when considering each grant.**

Financial Implications

8. The budget for Grants and Subsidies for the financial year 2023/24 is £10,000, of which £5,238.89, has been allocated or spent, leaving a balance of £4,761.11 to be allocated.

Legal Implications

9. 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
Home Start Crawley, Horsham and Mid Sussex	£500	Running Costs
Mid Sussex Radio CIC	£500	Running Costs
Haywards Heath Division Guides (Guides HQ)	£500	Running Costs
Northlands Wood Primary Academy	£750	One Off Costs
The Yews (Haywards Heath) Community Partnership	£1,000	Capital Costs
4Sight Vision Support	£4,510	Running Costs

Community and Events Officer

Grant Application**Appendix 1**

Organisation: Home Start Crawley, Horsham and Mid Sussex
Total Project Cost: £240,519
Funding Category: Running Costs
Grant Requested: £500
Purpose of Grant: To assist with the running costs of supporting families within Haywards Heath

Breakdown of costs:

Item	Total cost	Amount requested
Salaries	£165,741	
National Insurance and Pension	£20,954	
Staff Training, Development and Other Costs	£650	
Staff Travel	£3,800	
Volunteer Expenses, Training and Recruitment	£4,350	
Other Family Support Costs	£2,000	
Family Group Expenses	£11,005	
Offices and Premises Rent	£12,515	
Office Costs	£10,422	
Legal and Professional Fees	£5,005	
Fundraising and Marketing	£1,000	
Home-Start Membership Levy	£3,077	
Total	£240,519	£500 Running Costs

****It costs around £918 to support one family in their home.**

Information:

Home Start Crawley, Horsham and Mid Sussex (CHAMS) was formed in 1998. They are dedicated to giving vulnerable young children, under the age of 5, the best possible start in life. They provide emotional and practical support to disadvantaged families, within the family home and weekly groups dealing with issues such as isolation, new parents, toddlers and multiple births.

In Haywards Heath, Home Start CHAMS currently offer their Home Visiting/ One to One Support/ Peer to Peer Support Service which is provided by volunteers who have undertaken comprehensive training and are closely supervised by paid staff. The volunteers visit the families each week to offer non-judgemental, emotional, and practical support with the focus on the early development needs of young children to ensure that, regardless of their circumstances, they are given the best possible start in life. CHAMS work with parents who are facing issues such as isolation, neglect, financial hardship, illness, disability, bereavement, or multiple births. The volunteers provide friendship and support, helping families deal with their issues, so that parents can cope on their own and provide a secure start in life for their children. They are currently supporting 2 families in Haywards Heath, with an aim to support at least 5 families over the year. Last year, they supported 7 families (they had 9 referrals). In 2021-2022, they supported 4 families in Haywards Heath, in 2020-21 7 families were supported. During 2019-20, 9 Haywards Heath families received support.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2022	£250	To provide support to a family in Haywards Heath

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: Mid Sussex Radio CIC
Total Project Cost: £30,544
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	£5,747	
Insurance	£1,044	
Light and heat	£2,005	
Wages	£7,713	
Computer Supplies	£4,160	
Telephone	£616	
Post and stationery	£44	
Advertising	£736	
Travelling	£686	
Licences and insurance	£3,794	
Professional Subscriptions	£834	
Repairs and renewals	£2,951	
Sundry Expenses	£214	
Total	£30,544	£500 Running Costs

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.

They have not applied elsewhere for assistance with running costs. However, they have applied to Burgess Hill Town Council for a new gazebo and sound compressor, this application is currently pending. They have received grants for microphone compressors, chairs and monitors to be replaced from Hassocks, Hurstpierpoint and Sayers Common Councils. They also fundraise by selling advertising space on the radio, music showcases plus raffles, quiz nights and meals out.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
N/A	N/A	N/A

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: Haywards Heath Division Guides (Guide HQ)
Total Project Cost: £1,886
Funding Category: Running Costs
Grant Requested: £500
Purpose of Grant: To assist with the running costs of the Haywards Heath Headquarters.

Breakdown of costs:

Item	Total cost	Amount requested
Grass Cutting	£450	
Electricity	£450	
Gas	£286	
Water	£122	
Insurance	£388	
Boiler Service	£90	
Alarm	£100	
Total	£1,886	£500 Running Costs

Information:

Haywards Heath Division Guides (Guide HQ) has been in existence since at least 1931. Haywards Heath Division is a group within Girlguiding, a national (and international) youth organisation dedicated completely to girls. Haywards Heath Division Headquarters is the hall where meetings are held weekly for Rainbows, Brownies and Guides. Of their adult membership of 47 adults and 262 juniors, 72% live in Haywards Heath.

They are seeking funding towards the general running costs of the Haywards Heath Division Headquarters. It benefits girls within Haywards Heath to participate in unit meetings and activities unique to Girlguiding.

The Lions Club have offered to fundraise for them at their quiz night in November 2023. They currently have no fundraising efforts of their own, this is due to units raising money for others rather than themselves. They have the remaining funds available as they charge rent to individual units using the headquarters.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
N/A	N/A	N/A

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: Northlands Wood Primary Academy
Total Project Cost: £750
Funding Category: One Off Costs
Grant Requested: £750
Purpose of Grant: To assist with the funding of a trip to the O2 for the school choir.

Breakdown of costs:

Item	Total cost	Amount requested
Funding towards coach hire	£500	
Additional resources towards event	£250	
Total	£750	£750 One Off Costs

Information:

Northlands Wood Primary Academy is a 2 form entry primary school in Haywards Heath. In January 2024, a group of 24 pupils have been given the opportunity to go to the O2 in London as part of Young Voices 2024. This opportunity allows the participating students to sing alongside thousands of other children. The project is open to members of their school choir as well as their parents who wish to see their children perform.

They have arrived at the costs by obtaining three coach quotes and accepting the cheapest one. The additional resource costs are costs Northlands Wood know are attributed to the event, such as paying for the music and licenses and other related aspects.

They have not applied for funding elsewhere. They are approaching parents to fund the remainder of the coach travel and the school will subsidise any costs to parents who are not in a financial position to contribute.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2023	£500	To help fund the purchase of PE equipment and storage.

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: The Yews (Haywards Heath) Community Partnership
Total Project Cost: £1,345.40
Funding Category: Capital Costs
Grant Requested: £1,000
Purpose of Grant: To install new outside security lights.

Breakdown of costs:

Item	Total cost	Amount requested
Boiler Repairs	£590.40	
Security lights including fitting	£755	
Total	£1,345.40	£1,000 Capital Costs

Information:

The Yews is a spacious, multi-purpose community building situated in the middle of Haywards Heath at the junction of Boltro Road and Muster Green. It is run by a charitable social enterprise and offers a range of rooms and catering facilities to let. At present a range of organisations use the building including private companies, statutory bodies and social enterprises.

The upkeep of the Victorian Building is a constant drain on their resources. It has recently been necessary to upgrade their security by installing new fencing and needing security lights outside due to recent acts of vandalism around the exterior of the premises. They are also requiring works to be completed on their boiler in order to keep it operational.

All users of The Yews will benefit from the works being completed.

The Yews have the remaining funding available for the works. They fundraise through 2 Quiz Nights a year and the sale of merchandise.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
N/A	N/A	N/A

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: 4Sight Vision Support

Total Project Cost: £4,510

Funding Category: Running Costs

Grant Requested: £4,510

Purpose of Grant: To help with the costs of providing support.

Breakdown of costs:

Item	Total cost	Amount requested
Frontline Staff-		
Salaries, National Insurance and Pension	£3,705.11	
Staff travel, training and recruitment	£97.10	
Equipment	£64.74	
Communications-		
Salaries, National Insurance and Pension	£107.9	
Telephone	£38.84	
Printing, postage and stationery	£64.74	
IT, website, internet, software	£21.57	
Support-		
Management and administration	£161.84	
Building and estate costs	£248.16	
Total	£4,510	£4,510 Running Costs

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 education, stay in/ find employment and remain participants in family life and in the wider community.

They have 3,051 adult members and 56 junior members across Sussex, 2.7% of their membership (82 individuals) live in Haywards Heath.

Last year, they provided support to residents in Haywards Heath with 68 general contacts for advice, information and support, 13 new clients registered to access their services. 6 clients were supported with benefits/ concessions advice and access, including supporting an individual completing PIP forms after being rejected 3 times. They supported 4 clients with in-depth tech advice. They also supported with visits to the local group that connects clients in the area, updating them with benefits advice, support they provide, hearing their stories and general information and guidance about different sight loss conditions. Any funds they received allows them to provide their clients with specialist one-to-one support from childhood to adulthood and later life. Their service aims to provide specialist early intervention before people reach crisis point.

On average it costs £55 to provide this specialist support to each client, each year. They do not have the remaining balance available. 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.

Grants awarded since 2019/20 Financial Year:

Year of application	Grant awarded	Purpose of grant
2022	£250	Training face to face people to support individuals
2019	£250	To help fund an outreach project

Recommendation: It is recommended that a grant award of this value not would be in line with the council's grant guidance notes and criteria and therefore, the requested amount is not awarded. It is recommended that a grant of up to £500 is awarded in line with the council's grant guidance notes and criteria.

Committee Meeting: Policy and Finance

Report of: Town Clerk
Date: 13th November 2023
Subject: Town Council Charging Schedules 2024/2025

Purpose of Report:

1. The purpose of this report is for Members to consider price increases for services offered by the Town Council for the 2024/2025 financial year.

Summary:

2. In line with the budget setting process the Town Council reviews its charging schedules for Council services on an annual basis. These charges relate to the rooms available at the Town Hall, Weddings, Allotments and Burial fees. Current costings for services offered by the Town Council are outlined in this report in Appendix 1, Appendix 2 and points 9 (allotment fees) and 10 (wedding fees) set against a proposed percentage rise for Members to consider for implementation from the 1st April 2024 (2024/2025 financial year).

Recommendation(s):

Members are recommended to;

- (a) Increase the hire costs for the Town Hall, by 7% for community hirers and 7% for commercial hirers, for the 2024-2025 financial year as per Appendix 1.
- (b) Increase the annual percentage rise to Cemetery fees by 7%, for the 2024-2025 financial year as per Appendix 2.
- (c) Increase the annual percentage increase in allotment rental fees by 7%, for the 2024-2025 financial year as per point 9 of this report.
- (d) To hold Wedding fees to £400.

Background:

3. Members are asked to consider the recommendations for Town Council service charging as suggested in the recommendations of the report.

Town Hall

4. Generally, in the past justification for annual rises has been based on rate of inflation. At the present time the Country is facing an unprecedented cost of living crisis with the rate of inflation, where it is coming down, being 6.7% at the date of this report (August 2023 dated).
5. The aforementioned has already had an effect on the Town Hall and its utility bills alongside the increase in actual utilities costs, which was apportioned for in the 2023/2024 budget at nearly double that from the 2022/2023 financial year. Both of the aforementioned has also had an effect on general operation costs as service providers and purchasing of goods is rising at an astonishing rate. This could justify substantial rise in fees as recommended across all services to ensure that the services are not provided at a loss to the Town Council. However, the Town Council needs to be cognisance of the pressure on our community hirers and their members.
6. As a result, it recommended that with the rise of utility costs budget for and the reduction in the energy price cap that the rise in fees be set at 7%. There is also a

recommendation to hold wedding fees at the current rate, which is explained in point 9 below.

7. **Member's views are sought in line with the recommendation.** The Town Clerk will have the tools available to outline cost implications of a higher/lower rise than suggested if required. Please note that all new costs will be rounded up/down to the nearest 50p or £1 for accounting ease.

Town Hall Hiring Fees

8. Therefore, the recommendation makes a suggestion **of 7%, for both community hirers and commercial hirers.** See Appendix 1.

Cemetery Fees

9. With regards to Cemetery fees, a rise based on a predicted rate of inflation is suggested in line with the rise in Town Hiring charges. Where the Council does not have any direct utility costs to absorb apart from water on the site the costs are balanced against the services brought into the Town Council via KPS (interment digging and preparation), which are certain to rise as they set their charges in the present economic climate. **Therefore, the recommendation makes a suggestion of 7%, for cemetery fees.**

Allotments

10. One rod is equivalent to 25.29m², the current price for an allotment is £0.43p per m² which would be equivalent to £10.87 a rod. An increase of 7% on £0.43p per m² is £0.03p totalling £0.46 per m² (rounded up to the penny) per m² making £11.63 rod. This may seem minimal but some residents have up to 10 rods. **Therefore, the recommendation makes a suggestion of 7%, for allotment fees.**

Weddings

11. This year has seen a considerable rise in weddings going back to pre-lockdown levels. The Town Hall continues to offer good value for money in terms of a venue for a wedding so officers do not want to over price the service. So, in this instance it is recommended **to hold the cost at £400.** This on the grounds that Town Council does not wish to price itself out of the market and the fact that the costs of the registrars are an additional cost to that of the hire of the Town Hall.

Last Year's Agreed Rises For Information

12. **Room Hire** - Last year Members agreed to a rise of 10% increase for non-commercial hirers and 10% increase for commercial hirers.
13. **Cemetery** - Last year Members agreed a 10% increase for the Cemetery.
14. **Allotments** - Last year Members agreed a 10% increase for allotments fees.
15. **Weddings held at the Town Hall** – Last year Members agreed £25 pound rise in wedding fees.

Financial Implications

16. The new hiring charges schedule for the Town Hall, Weddings, Allotments and Cemetery will come into effect from 1st April 2024. Please note this will only affect bookings that have not been made for next year at the date of this meeting. Any bookings taking place before the 1st April 2024 (within the current financial year) will be charged at the 2023/2024 rates.

Legal Implications

17. It is a statutory requirement within the Town Council's internal audit that it demonstrates prudent financial planning with consideration of fees paid for Town Council services being considered.

Town Clerk

**HAYWARDS HEATH TOWN COUNCIL
PROPOSED MEETING ROOM CHARGES**

			2023/2024 £ per hr	7% Increase 2024/2025
Jubilee Room	Non-Commercial	Mon - Fri	18.00	19.26
		Sat	26.50	28.36
	Commercial	Mon - Fri	26.50	28.36
		Sat	39.00	41.73
Room 1	Non-Commercial	Mon - Fri	18.00	19.26
		Sat	26.50	28.36
	Commercial	Mon - Fri	26.50	28.36
		Sat	39.00	41.73
Room 2	Non-Commercial	Mon - Fri	21.50	23.01
		Sat	29.00	31.03
	Commercial	Mon - Fri	34.50	36.92
		Sat	44.00	47.08
Room 3	Non-Commercial	Mon - Fri	14.50	15.52
		Sat	21.50	23.01
	Commercial	Mon - Fri	20.50	21.94
		Sat	32.50	34.78
Rooms 1 & 2 jointly	Non-Commercial	Mon - Fri	33.50	35.85
		Sat	48.50	51.90
	Commercial	Mon - Fri	54.00	57.78
		Sat	76.50	81.86
Room 1 & Jubilee Room jointly	Non-Commercial	Mon - Fri	29.00	31.03
		Sat	45.00	48.15
	Commercial	Mon - Fri	46.00	49.22
		Sat	70.50	75.44
Rooms 1 & 2 & Jubilee jointly	Non-Commercial	Mon - Fri	46.00	49.22
		Sat	73.50	78.65

	Commercial	Mon - Fri	77.50	82.93
		Sat	112.00	119.84
Use of kitchen	For making tea& coffee		12.00	12.84
	Full use		18.00	19.26
Whole use of upstairs including use of kitchen	Non-Commercial	Mon - Fri	64.50	69.02
		Sat	83.00	88.81
	Commercial	Mon - Fri	93.00	99.51
		Sat	115.50	123.59
Wedding receptions/celebratory functions		Mon - Fri	89.50	95.77
		Sat	112.00	119.84

			£ per session	
Council Chamber		Mon - Sat	99.00	105.93
Mayor's Office		Mon - Sat	12.00	12.84

HAYWARDS HEATH TOWN COUNCIL

PROPOSED CEMETERY CHARGES 1st April 2024 onwards

	2023/2024	7% increase
Interments		
Adult single grave	610.00	652.70
Adult double grave	670.00	716.90
Child (1 month -12 years)	0.00	0.00
Still born	0.00	0.00
Single depth casket	115.50	123.59
Double depth casket	185.00	197.95
Shallow interment of ashes	66.00	70.62
Purchase		
Adult grave	585.00	625.95
Child's grave	0.00	0.00
Cremation plot	174.00	186.18
Memorials		
Headstone/kerbset	167.00	178.69
Flat stone	66.00	70.62
Vase	0.00	0.00
Hardwood cross	0.00	0.00
Additonal inscription	0.00	0.00
Garden of Remembrance		
Headstone	120.00	128.40
Lectern	101.00	108.07
Flat tablet	66.00	70.62
Other charges		
Non residents	Quadruple fee	
Copy of cemetery register A3	3.10	3.32
Copy of cemetery register A4	1.70	1.82
Memorial rose bush	20.25	21.67

Town Clerk

Meeting: Policy and Finance

Report of: Town Clerk

Date: 13th November 2023

Subject: Staff Recognition

Purpose of Report:

1. The purpose of this report is for Members to consider a budgetary consideration.

Summary:

2. At the present time there is a Town Council agreed allocation of monies for staff recognition within the 2023/2024 budget. The following report outline the details of this allocation and asks that the new administration consider its continuation.

Recommendation(s):

Members are asked to consider the continuation of an allocation of monies in the Town Council budget for staff recognition as per the financial implications of this report under point 5.

Background:

3. The introduction of an allocation of monies for staff recognition is a historic resolution of the Town Council, which consists of £400 earmarked within the hospitality budget. These monies are normally used pay towards the staff Christmas meal annually.
4. The matter is brought to Councillor's attention as there has been major change in the makeup of the Council with thirteen new Councillors who would not be aware of the monies being allocated. So, for openness and transparency the matter is brought before the Committee so there are no surprises in the New Year when any transactions that are brought to the Committee's attention under the income and expenditure reports.

Financial Implications

5. It is suggested, if continuation is agreed, that a separate budget heading be created for transparency and that the money be taken from its current position within the hospitality budget to the maximum of £400 and put into a separate budget heading.

Legal Implications

6. The Town Council can include the budget heading using 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

Meeting: Policy and Finance
Report of: Town Clerk
Date: 13th November 2023
Subject: Future of Clair – Working Group

Purpose of Report:

1. The purpose of this report is for Members to form a working party to consider a matter of community importance.

Summary:

2. As Members are aware, the future of Clair Hall is currently being considered and is a very important issue for residents in the Town. The following reports acts as an update and seeks agreement that a working party be formed to consider matters as Mid Sussex District Council develops options and proposals moving forward. This will enable the Town Council to be able to consider any future consultations or proposals quickly and efficiently.

Recommendation(s):

Members are recommended to form a working party of four Councillors to consider matters relating to Clair Hall, which will report to the Policy and Finance Committee, and Full Council if required.

Background:

3. The Town Council adopted it's Green Paper – A Plan for the Future of Haywards Heath at its meeting of Full Council 24th July 2023 in which it is stated that;
The existing policy of HHTC is to support recommissioning of Clair Hall as a new Arts and Cultural venue. This policy lacks a plan and there was no clarity from Mid Sussex District Council (MSDC) about how this would come about. As a result, the hall has been closed to public use for three years, and aside from the vital use as a Covid vaccination centre when there was no other suitable venue in the area, has no progress to show for that time. Many community groups have been deprived of a useful central community hall and this has had a detrimental impact on them and on the Town.
HHTC intends to pursue a policy of getting the hall back into use and then look to change its ownership to a Charitable Incorporated Organisation or similar, with the Town Council as the key custodian for the hall and sponsor for its use to the benefit of the Town community. HHTC proposes to work fast to get the hall back into use.
HHTC will work with MSDC and other stakeholders and partners to achieve these aims. We understand that there are grants and assistance available which would help in re-opening the hall and in increasing its use and utility.
In addition to the hall there are other related and neighbouring community assets which the Town Council intends to champion as part of the strategy, including:
 - The Redwood Centre
 - Clair Park and the sports pavilion
 - Clair Hall car park
 - Footpaths and cycleways
4. The latest development in the project was the consultation event held in July 2023 and most recently an invitation for groups with proposals to submit them, including all background financial and technical information, by the 13th November 2023. These proposals will then be considered by Mid Sussex District Council's Cabinet.

5. All the latest information and the presentations from the recent consultation held at Clair Hall can be found at;
[Developing community facility options for the Clair Hall site | Mid Sussex District Council Community Engagement Hub](#)
[Developing community facility options for the Clair Hall site | Mid Sussex District Council Community Engagement Hub](#).
6. With the aforementioned in mind, a working group is suggested to be formed to enable the Town Council to be expedient in considering any future communications or request from Mid Sussex District Council. These responses will then be recommended to the Policy and Finance Committee and/or Full Council for ratification in line with Standing Orders.

Financial Implications

7. None.

Legal Implications

8. The Town Council can make decision 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.

Town Clerk

Meeting: Policy and Finance
Report of: Town Clerk
Date: 13th November 2023
Subject: CCTV Charges for Haywards Heath

Purpose of Report:

1. The purpose of this report is for Members to consider a budgetary overspend.

Summary:

2. The Town Council contributes to the transmission and maintenance costs for the five CCTV cameras, linked to Sussex Police Control Centre in Lewes, located in the Town. These cameras are placed on South Road, Clair Park and in Victoria Park. The following report confirms the increased charges that have been presented to the Town Council for the 2023/2024 financial year.

Recommendation(s):

Members are recommended to note the overspend for the provision of CCTV cameras in Haywards Heath.

Background:

3. Members were informed at the meeting of the Environment and General Purposes Committee dated the 3rd April 2023 that costs were set to rise substantially due to the following.
 - a. Current contract with BT has ended along with previous discounts to Sussex Police, who passed those discounts on to us.
 - b. Contract temporarily extended while negotiations take place between BT and Sussex Police.
 - c. Previous discussions around a new 3-year contract and a 7% increase in costs are now null and void.
 - d. Sussex Police have stated to BT that a significant increase in transmission costs and loss of discounts is unacceptable.
 - e. Maintenance costs are unaffected.
 - f. Transmission charges will increase from this 2022 Q4 billing period as per the provided figures below.
 - g. Sussex Police will exhaust all options with BT before considering alternative transmission options i.e., 5G via a third-party mobile provider.
 - h. Collectively "we" **may** need to consider the number of cameras that we currently have "live" via discussion with Sussex Police as to current crime related Hot Spots and the camera locations.
 - i. Decommissioning some cameras may be an inevitable option.
 - j. Moving forward both Transmission and Maintenance will move to annual invoicing.
 - k. Quarterly invoicing from MSDC for TC's will remain in place for the time being.
 - l. MSDC will not take any further requests for new CCTV installations.
 - m. CCTV user group meetings will be reinstated by Sussex Police in due course.
 - n. Further updates will be provided on receipt of information from Sussex Police.
4. At that meeting Members resolved to pay the charges as the cameras as they were important for community safety. At that time the revised costs were not known so it was agreed they would be reported once confirmed.

Financial Implications

5. The current allocation of fundings in the Town Council budget is £3,745.31 from the Town Initiatives Budget. The costs and a request for payment via Mid Sussex District Council has been received totalling £5,571.65 (Maintenance (£215 per camera at £1,075 and transmission costs at £4,496.65).
6. This overspend is outside of the Town Clerk's delegated budget overspend of £1,000 as per Standing Orders and Financial Regulations. Taking into account the existing expenditure from the Town Initiatives Budget, the CCTV cost of £5,571.65 will result in a total overspend for this heading of £6,151.22.
7. To relieve the pressure on the Town Initiatives budget there is a budget heading for CCTV with £11893.85 in it which was set up for capital costs for new cameras, so it is suggested to use this budget for the maintenance costs as no new cameras are planned in the immediate future.

Legal Implications

8. The Town Council can make payment 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.

Town Clerk

Committee Meeting: Policy and Finance

Report of: Events and Community Officer

Date: 13th November 2023

Subject: Town Council Community Awards

Purpose of Report:

1. The purpose of this report is to consider a new Town Council initiative.

Summary:

2. The following report asks for Members to consider a Town Council Community Awards Scheme.

Recommendation(s):

Members are recommended to decide if they would like to support the introduction of a Town Council Community Awards Scheme supported by a budget of £500.

Project Outline:

3. The ECO would like to introduce Town Council Community Awards, to take place before the annual Town Meeting. There are so many people across the town who give up so much of their own time to make a difference for the community.
4. Mid Sussex District Council run the Mid Sussex Applauds, it would be great to run awards on a local level. The ECO believes there are so many people who give up their time to help others and go under the radar for doing so. It is important to recognise the people that make a huge impact on the town. This would also revitalise the annual Meeting and encourage more people to attend.
5. The ECO would like to purchase awards and certificates for the winners of awards.

Financial Implications:

6. If Members are agreeable to the proposal, it is suggested that a budget be set at £500.

Legal Implications:

7. The Town Council can agree the initiative 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.