



# HAYWARDS HEATH TOWN COUNCIL

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

**Tel:** 01444 455694    **Email:** [town.clerk@haywardsheath.gov.uk](mailto:town.clerk@haywardsheath.gov.uk)

**Website:** [haywardsheath.gov.uk](http://haywardsheath.gov.uk)

8<sup>th</sup> September 2026

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 14<sup>th</sup> September 2026 at 7:00pm** at the Town Hall in the Council Chamber when the following business will be transacted.

Yours Sincerely  
**Barry Gilham**  
Town Clerk

## AGENDA

1. To receive apologies for absence and note substitutes.
2. To receive Declarations of Interest from Members in respect of any matter on the agenda.
3. To confirm the minutes of the meeting of the Policy and Finance Committee held on Monday 22<sup>nd</sup> June 2026. (pages 3-7)
4. Public Participation. *The public are invited to attend the meeting to observe in person. They may ask questions under the council's remit or make representation on a matter that is on the agenda. Speaking is guided by the Council's Standing Order 1 (available on website). You should indicate that you wish to speak by raising your hand. There is no right of reply. Should you wish to circulate anything to the committee this should be sent to the Town Clerk no later than 12 noon on the day of the meeting.*
5. To receive and consider the list of receipts and payments for the period 1<sup>st</sup> June 2026 –31<sup>st</sup> July 2026. (page 8 and Financial Pack)
6. To confirm bank balances and bank reconciliation statements as at 31<sup>st</sup> July 2026. (page 9 and Financial Pack)



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7. To receive, confirm and approve the Town Council's income and expenditure report for the year to date 31<sup>st</sup> July 2026. (page 10 and Financial Pack)
8. To consider Service Level Agreements for the Bentswood Hub and Community People. (pages 11-13)
9. To consider Town Council grant applications. (pages 14-23)
10. To receive a report on Community Event Grant awards made under delegation by the Town Clerk and Community Engagement Manager. (pages 24-27)
11. To consider a report relating to the Haywards Heath Town Council voucher scheme. (report to follow)
12. To consider amendments to the Town Council's Financial Regulations, including 5.17. (pages 28-31)
13. To receive a report reviewing the Town Council's Freedom of Information Policy and Publication Scheme. (pages 32-45)
14. To receive a report notifying of the budget setting process for 2027/2028. (pages 46-48)
15. To consider any items that the Chair agrees to take as urgent business.

## Part Two

16. Members are asked to resolve to enter into exempt business to discuss a commercially sensitive matter.

**Committee Members: Policy and Finance Committee:** A.M Cooke (Chair), S Walsh (Vice Chair), A Bashar, M Billah, A.M 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 Duncan Pascoe**

**Town Clerk Mr Barry Gilham**

**HAYWARDS HEATH TOWN COUNCIL**  
**POLICY AND FINANCE COMMITTEE**

**Minutes of the Policy and Finance Committee meeting held Monday 22<sup>nd</sup> June 2026**

**Councillors: A.M Cooke (Chair)**

**S Walsh (Vice Chair)**

**A Bashar**

**M Billah**

**A.M Lucraft \*\***

**P Lucraft**

**A Murray \*\***

**A Rees**

**Apologies\*\* Absent\***

**Also present: Town Clerk and Responsible Finance Officer,  
Committee Clerk**

**1. Apologies and Substitutes**

| <b>Member</b> | <b>Reason</b>   |
|---------------|-----------------|
| A.M Lucraft   | Ill health      |
| A Murray      | Work commitment |

**Substitutes**

There were none.

**2. Minutes**

A small amendment to the minutes was requested, to clearly state why Members did not award a grant to Launch Learning and to state what further information was requested. The Town Clerk confirmed that this amendment would be completed.

With this agreed amendment, the minutes of the meeting held on Monday 16<sup>th</sup> March 2026 were taken as read, confirmed as a true record and duly signed by the Chair.

**3. Members' Declarations of Interest**

There were no declarations of pecuniary or other interests.

**4. Public Forum**

There were no members of the public present.

**5. To receive and consider the list of receipts and payments for the period 1<sup>st</sup> March 2026 – 31<sup>st</sup> May 2026.**

Members discussed the list of receipts and payments. Cllr Walsh asked the Town Clerk to clarify details of the Public Works Loan. The Town Clerk stated that this was in relation to Ashenground Community Centre. Cllr P Lucraft asked the Town Clerk to explore early repayment options of this loan.

**Action:** Town Clerk to explore early repayment options for the Town Council's Public Works Loan in regard to Ashenground Community Centre.

Members **RESOLVED** to **recommend to Full Council to approve the list of payments and receipts for the period to 31<sup>st</sup> May 2026.**

**6. To confirm bank balances and bank reconciliation statements as at 31<sup>st</sup> March 2026.**

Members considered the bank balances and bank reconciliation statements.

Cllr Walsh asked about outstanding legal costs. The Town Clerk responded with up to date information.

Members **RESOLVED** to **recommend to Full Council to approve bank balances and reconciliation statements as at 31<sup>st</sup> May 2026.**

**7. To receive, confirm and approve the Town Council's income and expenditure report for the year to date 31<sup>st</sup> May 2026.**

Members considered the Town Council's income and expenditure report.

Members **RESOLVED** to **recommend to Full Council to approve the income and expenditure report as at 28<sup>th</sup> February 2026.**

**8. To consider Town Council grants.**

The Town Clerk presented ten grant applications, which Members considered in turn.

Members acknowledged their previous support of Sussex Chorus but felt more information should be sought on how these activities benefit the residents of Haywards Heath, particularly as concerts usually take place in Burgess Hill, where the group is also based. Members also asked the Town Clerk to establish what other funding sources Sussex Chorus utilise.

Members felt an application from Haywards African Initiative Development was confusing and incomplete and asked the Town Clerk to establish more information regarding the group and the proposed Boccia programme and report this back to the Committee at a future meeting. Members specifically requested details regarding the potential venues for the Boccia games and the structure of the proposed Youth League. It was also requested that the Town Clerk seek independent references regarding the group's previous activities.

Members acknowledged the importance of supporting local arts and inclusion but felt confused by an application from Women in Development Enterprise (WIDE). It was requested that the Town Clerk find out more information about whether the proposed workshops and exhibitions had been confirmed before a grant could be awarded.

Members acknowledged the benefits of sport and social activity for older people. Regarding an application from Future Challenges Haywards Heath, it was felt that a grant for Boules equipment would be appropriate. However, Members asked the Town Clerk to seek more information on the requested Petanque sand and why this would be necessary given the existing Petanque court at Beech Hurst Gardens where the group's activities were proposed to take place.

**Action:** Town Clerk to seek more information from Haywards African Initiative Development regarding the group's previous activities, a venue and the proposed Boccia Youth League and report this back to the Committee. Independent references regarding the group's previous activities are also to be sought.

**Action:** Town Clerk to seek more information from Sussex Chorus regarding concerts in Haywards Heath and the benefits of the group to Haywards Heath residents and report this back to the Committee.

**Action:** Town Clerk to seek confirmation from Ashenground Community Centre, The Orchards, Presentation Church and Blackthorns Primary School about confirmed booking for WIDE's proposed exhibition and workshops.

**Action:** Town Clerk to seek more information from Future Challenges Haywards Heath regarding the necessity for the requested Petanque sand.

Members **RESOLVED** to award;

1. A grant of £500 to St Catherine's Hospice to assist with running costs.
2. A grant of £500 to Mid Sussex Duke of Edinburgh Open Centre (MSODEC) to assist with running costs.
3. A grant of £1,000 to MOVE Against Cancer Charity to assist with the start up costs of a new Haywards Heath 5K Your Way running group.
4. A grant of up to £400 to Friends of Embark to purchase a new laptop.
5. A grant of £750 to Youth Step-to-Success (Y S-T-S) to assist with the purchase new laptop screen magnifiers and lens.
6. A grant of £1,000 to Grove Garden to assist with the capital costs of a new gazebo.

Members **RESOLVED** to award a grant of £263.96 to Future Challenges Haywards Heath to purchase 4x Idle Banter Boule Games Sets and **DELEGATE** to the Town Clerk to award a further £515.05 for the purchase of Sable des Champions 0/8 mm Petanque sand once further information has been received regarding the necessity of this sand.

Members **RESOLVED** to **DELEGATE** to the Town Clerk to award a grant of £1,000 to Women in Development Enterprise (WIDE) once confirmation has been received that exhibition bookings are in place.

Members **RESOLVED** to **NOT** award a grant to Sussex Chorus until further information has been sought and received regarding performances in, and benefits to the residents of, Haywards Heath.

Members **RESOLVED** to **NOT** award a grant to Haywards African Initiative Development (HAID) until further information had been sought and received regarding; the group's previous activities, including independent references from working partners, venues for the proposed Boccia games and finer details regarding the proposed Boccia Youth League.

**9. To receive a report relating to the introduction of an IT policy.**

The Town Clerk presented the report regarding the Town Council's proposed inaugural IT Policy and stated that this was a new requirement of the Town Council's Annual Governance and Accountability Return.

Members discussed the policy. Cllr P Lucraft stated his concern regarding the implications of providing an IT policy without providing IT equipment. The Town Clerk stated that the provision of IT equipment may be reviewed at a later date.

Members **RESOLVED** to;

- I. DELEGATE to the Town Clerk to finalise the IT Policy**
- II. ADOPT the Town Council's IT Policy once finalised and to review the policy on an annual basis.**

**10. To receive a report relating to the provision of support to Ansty & Staplefield Parish Council.**

The Town Clerk presented the report. Cllr P Lucraft stated his support for the recommended provisions of support and acknowledged the need for Town and Parish Councils to work together, particularly in the face of future local government devolution in West Sussex.

Members discussed the report and felt the recommendations to be suitable.

Members **RESOLVED** to;

- a. APPROVE in principle the provision of non-financial support to Ansty & Staplefield Parish Council.**
- b. AGREE to the use of the Mayor's Office (subject to confirmation of lease restrictions) and access to meeting rooms, subject to operational availability.**
- c. AGREE that the provision of support be reviewed in line with the Town Council election cycle.**

**11. Annual Governance and Accountability Return (AGAR) – To receive, consider and note the Internal Audit Report 2025/26.**

The Town Clerk presented the audit, highlighting the Council's positive report and the recommendations listed.

Cllr AM Cooke extended her thanks to the Town Clerk and Town Hall officers for ensuring a positive Internal Audit was received.

Members **RESOLVED** to **DELEGATE to the Town Clerk to review and implement as appropriate any recommendations contained within the internal audit report.**

Members **NOTED** the Internal Audit report for the financial year ended 31<sup>st</sup> March 2026.

## **12. Urgent Items**

There were none.

## **13. Exempt business**

Members **RESOLVED** to **enter into exempt business to discuss Town Hall staffing matters.**

## Part Two

## **14. Exempt report**

The Town Clerk presented a report to Members relating to various staffing matters and related budget considerations.

Members **RECOMMENDED** to **Full Council** to:

- 1. advertise the position of Deputy Clerk and Finance Manager;**
- 2. approve the recruitment timetable and structure of the interview panel; and**
- 3. approve an additional staff payment accrued due to exceptional circumstances.**

The meeting closed at 9.07pm

**Committee:**           **Policy and Finance**

**Report of:**           Town Clerk/Responsible Finance Officer

**Date:**                14<sup>th</sup> September 2026

**Subject:**            Lists of payments and receipts for the period (1<sup>st</sup> June 2026 – 31<sup>st</sup> July 2026)

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Please see associated document:

P and F 14/09/2026 - FINANCIAL REPORTS PACK – 1<sup>st</sup> June 2026 – 31<sup>st</sup> July 2026

**Committee:** Policy and Finance Committee

**Report of:** Town Clerk/Responsible Finance Officer

**Date:** 14<sup>th</sup> September 2026

**Subject:** To confirm bank balances and the bank reconciliation statements as of 31<sup>st</sup> July 2026

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Please see associated document:

P and F 14/09/2026 - FINANCIAL REPORTS PACK – Bank balance and bank reconciliation statements – 31<sup>st</sup> July 2026.

**Committee:** Policy and Finance Committee

**Report of:** Town Clerk/Responsible Finance Officer

**Date:** 14<sup>th</sup> September 2026

**Subject:** To receive, consider and approve the Town Council's income and expenditure report as of 31<sup>st</sup> July 2026

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Please see associated document:

P and F 14/09/2026 - FINANCIAL REPORTS PACK – Income and expenditure – 31<sup>st</sup> July 2026.

**Committee: Policy and Finance****Report of:** Town Clerk/Responsible Finance Officer**Date:** 14th September 2026**Subject:** Service Level Agreements

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**Purpose of Report:**

1. The purpose of this report is to update Members on the implementation of the Service Level Agreement with Bentswood CIC following the Committee's previous consideration.
2. To present additional information received from Community People in response to the Committee's request for further information.
3. To enable Members to consider whether to enter into a new Service Level Agreement with Community People.

**Recommendation(s):****Members are recommended to:**

- a) Formally approve the Town Council entering into a Service Level Agreement with Bentswood CIC in the sum of £11,893 per annum, following the Committee's previous agreement in principle.
- b) Note the additional information provided by Community People regarding their activities, impact and future plans within Haywards Heath.
- c) Consider whether to enter into a Service Level Agreement with Community People for the period 2027/28 to 2029/30 at a value of £15,000 per annum.

**Background**

4. At its previous meeting, the Committee considered the future of the Town Council's Service Level Agreements with Bentswood CIC and Community People. Members agreed in principle to maintain the Service Level Agreement with Bentswood CIC, subject to further information being obtained regarding activity and usage at the Hub. Members deferred consideration of the Community People Service Level Agreement pending receipt of further information regarding the requested increase in funding and future plans.
5. Following the Committee's resolution, further information was obtained from Bentswood CIC and the Service Level Agreement has subsequently been entered into. Funding of £11,893 per annum has been awarded in accordance with the Committee's agreement in principle and the approved budget provision.
6. Community People has subsequently provided additional information detailing its activities, achievements and proposed priorities within Haywards Heath.

7. Community People advises that it supports residents, community groups, charities, volunteers, businesses and public sector organisations across Haywards Heath and Mid Sussex through community development, volunteering support, networking opportunities, training and capacity-building activity.
8. During 2024/25 and 2025/26, Community People delivered a range of activities within Haywards Heath including volunteer fairs, networking events, health forums, training sessions, youth engagement initiatives and support for local voluntary and community organisations. The organisation reports supporting more than 80 local VCSE organisations and facilitating volunteering opportunities across the town.
9. Community People has also highlighted its community engagement work within Bentswood, including neighbourhood outreach activity involving contact with approximately 330 households and direct engagement with 147 residents to identify local priorities and community needs.
10. Community People is seeking a three-year Service Level Agreement from the Town Council for the period 2027/28 to 2029/30 at a value of £15,000 per annum, an increase from the previous annual contribution of £7,500. The organisation advises that the increase reflects its expanded role within Haywards Heath and would support continued community development activity, volunteering support, youth engagement, digital inclusion services and voluntary sector capacity building.
11. No recommendation is made within this report regarding the proposed Community People Service Level Agreement. Members are invited to consider the information provided and determine whether they wish to enter the proposed arrangement.

### **Financial Implications**

12. Provision has been made within the Council's budget planning assumptions for a Community People Service Level Agreement of £15,000 per annum.
13. The Service Level Agreement with Bentswood CIC has been awarded at £11,893 per annum in accordance with existing budget provision.
14. Should Members approve the proposed Community People Service Level Agreement, the total commitment would be £45,000 over a three-year period.

### **Legal Implications**

15. The Town Council does not currently hold the General Power of Competence and must therefore rely upon specific statutory powers when providing support to external organisations.

- 16.** The activities described within the Community People submission include community development, support for voluntary organisations, volunteering, youth engagement, wellbeing initiatives, social inclusion and assistance to residents.
- 17.** The proposed activities are capable of being supported through a combination of powers including:
- Section 142 Local Government Act 1972 (information, advice and community engagement),
  - Section 145 Local Government Act 1972 (recreational and community wellbeing activities),
  - Section 19 Local Government (Miscellaneous Provisions) Act 1976 (support for community facilities and centres) and, where appropriate,
  - Section 137 Local Government Act 1972 (general expenditure for the benefit of the area and its inhabitants).
- 18.** Any Service Level Agreement approved by the Council should clearly define the services to be delivered, performance expectations, monitoring arrangements and reporting requirements.

**Town Clerk & RFO**

**Committee:** Policy and Finance Committee

**Report of:** Committee Clerk

**Date:** 14<sup>th</sup> September 2026

**Subject:** Grant Applications

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**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 four grant applications as laid out in Appendix 1-4 of this report.

**Recommendation(s):**

**Members are asked to consider the recommendation for four grant applications, the summary of which is attached as Appendix 1-4 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 2026/2027 is £17,000, of which £4,148.99, has been allocated or spent, leaving a balance of £12,851.01 be allocated.

## Legal Implications

8. The Grant Scheme, associated eligibility criteria and budget provision were approved by the Council during a period when the Council was eligible to exercise the General Power of Competence under the Localism Act 2011. The scheme was therefore established on a lawful basis at that time.
9. The Council is not currently eligible to exercise the General Power of Competence as the statutory eligibility criteria are no longer fully met. However, the grant scheme remains an approved Council scheme with an approved budget allocation, and the Committee is considering applications in accordance with the established scheme and delegated authority.
10. Should it be considered necessary to identify an alternative statutory power for individual grant awards, the Council may rely upon Section 137 of the Local Government Act 1972, provided it is satisfied that the expenditure is in the interests of, and will bring direct benefit to, the Council's area or its inhabitants, and that any statutory requirements and expenditure limits are observed.
11. Members should be satisfied that each grant awarded demonstrates a clear community benefit and aligns with the objectives of the approved Grant Scheme.

**Committee Clerk**

## Grant Applications

|   | Organisation                                | Grant Amount Requested | Reason        |
|---|---------------------------------------------|------------------------|---------------|
| 1 | Waves Music Therapy                         | £500                   | Running costs |
| 2 | Air Ambulance Charity Kent<br>Surrey Sussex | £500                   | Running costs |
| 3 | Mid Sussex Brass Band – First<br>Brass      | £500                   | Running costs |
| 4 | Sussex Chorus*                              | £500                   | Running costs |
|   | <b>Total cost</b>                           | <b>£2,000</b>          |               |

\* Reconsideration of an application viewed by the Policy and Finance Committee on 22<sup>nd</sup> June 2026.

**Grant Application**

|                            |                                                     |
|----------------------------|-----------------------------------------------------|
| <b>Organisation:</b>       | <b>Waves Music Therapy</b>                          |
| <b>Registered charity:</b> | Yes, became a charity in 2021 (charity no. 1194782) |
| <b>Funding Category:</b>   | Running costs                                       |
| <b>Total Project Cost:</b> | £6,300                                              |
| <b>Grant Requested:</b>    | £500                                                |
| <b>Purpose of Grant:</b>   | Provide music therapy lessons                       |

**Breakdown of costs:**

| <b>Item</b>                                                        | <b>Total cost</b> | <b>Amount requested</b> |
|--------------------------------------------------------------------|-------------------|-------------------------|
| Weekly half day therapy sessions - £300 per half day sessions x 21 | £6,300            |                         |
| <b>Total</b>                                                       | <b>£6,300</b>     | <b>£500</b>             |

**Information:**

Waves Music Therapy, a West Sussex music charity, was set up as a CIC in 2013 before becoming a registered charity in 2021. They reach and support more than 1,500 children and young people each year through music therapy, songwriting, spoken word and drumming. They work with children living with complex disabilities, trauma, bereavement, emotional and mental health needs and barriers to communication, including those who may not be able to engage with traditional talking therapies. Music therapy creates a safe, accessible space in which children can communicate, build a trusting relationship and explore difficult feelings through music and play. Their HCPC registered music therapists use music responsively, enabling each child to engage in their own way and at their own pace. They also deliver rap, songwriting, spoken word and accessible creative music projects in schools and community settings. They currently have 1,100 junior attendees, 8% (approx. 88) of which live in Haywards Heath. The charity is fast-growing and demand is increasing.

In the 2024 Waves Music Therapy was awarded a £1,000 start up grant from Haywards Heath Town Council to support marginalised and vulnerable children at Warden Park Primary Academy. With support from match funders, this enabled a full year of music therapy to take place for children with significant social, emotional and mental health needs. The project has made a profound difference. In 2026 Waves Music Therapy would like to continue working at Warden Park and are requesting grant assistance with the cost of this programme.

Need and impact have been assessed directly with Zoe Jones, SENCo at Warden

Park Primary Academy, whose submitted a supporting letter alongside the grant application. Warden Park has reported a significant rise in social, emotional and mental health needs alongside severe pressure on school budgets and external services. Children can face waits of up to three years for services such as CAMHS, leaving schools to support pupils who cannot afford to wait. Waves Music Therapy's first phase trial at the school has shown strong evidence of need and effectiveness: improved emotional regulation, no further classroom removals for a pupil previously at risk of permanent exclusion, improved engagement and attainment, and positive feedback from children and teaching staff. The programme takes referrals from the school team who have already identified children in crisis who need effective, meaningful support.

**Website:** [wavesmusictherapy.com](https://wavesmusictherapy.com)

**Grants awarded since 2019/20 financial year:**

| Year of application | Grant awarded | Purpose of grant                                                                |
|---------------------|---------------|---------------------------------------------------------------------------------|
| 2024/2025           | £1,000        | Start up costs – New music therapy project based at Warden Park Primary Academy |

**Other funding sought:**

Waves Music Therapy have secured multi-year support from the National Lottery Community Fund and Children In need. They have pending applications with Mid Sussex District Council and West Sussex County Council. They are continuously searching for charitable trusts, businesses and community supporters.

**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****Organisation:** Air Ambulance Charity Kent Surrey Sussex (AAKSS)**Registered charity status:** Yes (charity no. 1021367)**Funding Category:** Running costs**Total Project Cost:** £20.8 million p/a**Grant Requested:** £500**Purpose of Grant:** To provide helicopter emergency medical service**Breakdown of costs:**

| Item                 | Total cost    | Amount requested |
|----------------------|---------------|------------------|
| Annual running costs | £20.8m p/a    |                  |
| <b>Total</b>         | <b>£20.8m</b> | <b>£500</b>      |

**Information:**

A registered charity formed in 1989, Air Ambulance Charity Kent Surrey and Sussex (AAKSS) provides Helicopter Emergency Medical Services (HEMS) throughout communities in the south east. Their aim is an end to preventable loss of life from medical emergency and to ensure the best possible outcome for patients. HEMS brings A&E resources direct to the patient at the scene of emergency, including doctors and critical-care paramedics. Some complex surgical procedures may be undertaken at the scene, including heart and chest procedures and administration of anaesthetics and blood transfusions. HEMS allows rapid transfer to the most appropriate hospital trauma centre, saving lives and demand continues to grow for their services. They cover 7,390km<sup>2</sup> and attend over 3,000 incidents every year. In a serious medical or trauma emergency, every resident of Haywards Heath is a potential beneficiary of AAKSS's life saving emergency service.

AAKSS are seeking grant assistance with their running costs. These total £20.8 million p/a or £57,000 per day. They are a charity that does not receive any government funding and therefore are totally reliant on fund raising, donations, sponsorships and grants.

**Website:** [aakss.org.uk](http://aakss.org.uk)**Grants awarded since 2019/20 financial year:**

| Year of application | Grant awarded | Purpose of grant |
|---------------------|---------------|------------------|
| 2023/2024           | £500          | Running costs    |
| 2024/2025           | £500          | Running costs    |
| 2025/2026           | £500          | Running costs    |

**Other funding sought:**

AAKSS relies almost 100% on donations and grants.

**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****Organisation:** Mid Sussex Brass Band**Registered charity status:** No**Funding Category:** Running costs**Total Project Cost:** £8,500**Grant Requested:** £500**Purpose of Grant:** Contribute towards running costs of a brass band**Breakdown of costs:**

| Item                              | Total cost    | Amount requested |
|-----------------------------------|---------------|------------------|
| Hall rental and storage           | £3,100        |                  |
| Music                             | £900          |                  |
| Insurance                         | £700          |                  |
| MD expenses                       | £1,600        |                  |
| Uniforms                          | £750          |                  |
| Other expenses, subscriptions etc | £1,450        |                  |
| <b>Total</b>                      | <b>£8,500</b> | <b>£500</b>      |

**Information:**

Mid Sussex Brass Band were formed in 1986 following the mergers of Haywards Heath Town Band and Burgess Hill Town Band. Open to all in Mid Sussex, they rehearse weekly in Burgess Hill. They perform two main concerts per year and also attend fetes, fairs, bandstands and private functions. They have previously had a stall at Town Day and this year will also be performing. Other upcoming performances include sets at; Burgess Hill Football Club, Cuckfield Christmas Street Festival and Pyecombe Church Carol Service.

In January 2026, Mid Sussex Brass Band started a new section, First Brass. First Brass, run and assisted by the main band, is aimed at all those wanting to learn to play a brass instrument. The need for the new sector arose from concerns regarding lack of music affordable music provision for children across Mid Sussex, on top of reduced music provision in schools, as well as increased enquiries about learning an instrument. Playing with the band gives people the opportunity to further their musical careers, explore new instruments and join a fun, social group.

First Brass caters to all including children, adults and those with additional needs. Since January, demand has risen steadily and the growing band now has 30 adults and 8 children, 30% of which live in Haywards Heath. Subs for First Brass are £30 per term, much more affordable than private lessons. This covers uniform, venue hire, access to instruments and teaching.

The success of First Brass means an increase in expenses has occurred, particularly regarding music, uniform and hall hire. First Brass rehearse every week prior to the main band's rehearsal. As such, Mid Sussex Brass Band are seeking grant assistance with their increase running costs.

**Website:** <https://midsussexbrass.weebly.com/>

**Grants awarded since 2019/20 financial year:**

No previous grant applications.

**Other funding sought:**

Mid Sussex Brass Band raise funds through their performances, member subscriptions and donations. They have a grant application pending with Burgess Hill Town Council and are planning to approach Mid Sussex District Council for further funding.

**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**

|                            |                                      |
|----------------------------|--------------------------------------|
| <b>Organisation:</b>       | <b>Sussex Chorus</b>                 |
| <b>Registered charity:</b> | Yes, since 1976 (charity no. 271678) |
| <b>Funding Category:</b>   | Running costs                        |
| <b>Total Project Cost:</b> | £31,000                              |
| <b>Grant Requested:</b>    | £500                                 |
| <b>Purpose of Grant:</b>   | Running costs                        |

**Breakdown of costs:**

| <b>Item</b>                            | <b>Total cost</b> | <b>Amount requested</b> |
|----------------------------------------|-------------------|-------------------------|
| Concert expenses                       | £18,000           |                         |
| Salaries for conductor and accompanist | £5,700            |                         |
| Rehearsal room hire                    | £2,215            |                         |
| Publicity                              | £2,800            |                         |
| Music hire and/or purchase             | £300              |                         |
| Admin and sundries                     | £1,600            |                         |
| <b>Total</b>                           | <b>£31,000</b>    | <b>£500</b>             |

**Information:**

*This application was previously considered by the Policy and Finance Committee on 22<sup>nd</sup> June 2026 when it was requested that officers obtain further information regarding performances in and the benefits to, the residents of Haywards Heath.*

Sussex Chorus, originally Ditchling Choral Society, is a registered charity and amateur community choir currently based in Burgess Hill with members from across Mid Sussex and beyond. Formed in 1921 and registered as a charity in 1976, the Chorus now have 75 members, 75% of these live in and around Haywards Heath, with 21 members living in Haywards Heath itself. The Chorus is open to anyone, regardless of experience or ability, with no audition. Choir members benefit from the social interaction and wellbeing that comes from singing in a community choir, helping to fight issues relating to social isolation.

The choir states that although they are based in Burgess Hill, where the majority of their concerts currently take place, members and audiences have expressed no concerns about travelling to concerts in the town. They rehearse in both Burgess Hill and the United Reformed Church in Haywards Heath. Haywards Heath residents benefit from access to high quality, diverse concerts.

In 2026, Sussex Chorus' Family Carol Concert in December will take place at the Cuckfield Baptist Church for the first time and it is highly likely that this will be repeated

in future. The choir have also been in successful negotiations with the vicar of the Holy Trinity Anglican Church in Cuckfield to use Holy Trinity as their regular concert venue from December 2026 onwards. Officers have signposted the choir to Cuckfield Parish Council who do offer a grants scheme, although this has a small allocation of £1,000 p/a.

Sussex Chorus host four annual concerts through the year and also host several events, the next being a 'Come and Sing' afternoon at Arundel Cathedral on Sunday 1<sup>st</sup> November, where singers are invited to join an anniversary performance of Faure's Requiem.

Sussex Chorus are requesting grant assistance with their annual running costs which total approximately £31,000. These are shown above and include the concert fees, venue hire, marketing and general administrative costs.

**Website:** [www.sussexchorus.org](http://www.sussexchorus.org)

**Grants awarded since 2019/20 financial year:**

| Year of application | Grant awarded | Purpose of grant |
|---------------------|---------------|------------------|
| 2022/2023           | £250          | Running costs    |
| 2023/2024           | £500          | Running costs    |
| 2025/2026           | £500          | Running costs    |

**Other funding sought:**

Sussex Chorus raise fund themselves through ticket fees, book sales and refreshment sales at rehearsals, bring and by sales, an annual quiz evening etc. They have secured £200 funding from The Phillips Family Charitable Trust and are exploring further grant options through the Charities Commission.

**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:** Policy and Finance

**Report of:** Committee Clerk

**Date:** 14<sup>th</sup> September 2026

**Subject:** Community Event Grants

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**Purpose of Report:**

1. The purpose of this report is for Members to receive an update on the Town Council's Community Event Grants scheme.

**Summary**

2. In 2025-2026, the Town Council introduced a grant fund for third party Community Events. A budget of £5,000 was allocated for the Community Event Grants scheme for the year. This budget sits separately from the £17,000 budget allocated to the Town Council's main grant scheme. A budget of £5,000 was allocated for Community Event Grants for 2026-2027. The following report provides a brief update on applications received and awarded under this scheme.

**Recommendation:**

**Members are recommended to note the update.**

**Background:**

3. On 1<sup>st</sup> October 2024, the Environment and General Purposes Committee resolved to recommend to the Policy and Finance Committee that a third-party Community Event Grant scheme be introduced that would be managed by the Committee.
4. Following this, on 18<sup>th</sup> November 2024, the Policy & Finance Committee resolved to introduce a budget of £5,000 for Community Event Grants in 2025-2026. On 19<sup>th</sup> January 2026, Full Council agreed the continuation of this £5,000 annual budget for year 2026-2027.
5. The Town Clerk and Community Engagement Manager were given delegated authority to review each application and make a decision on whether to award a grant or not.
6. Organisations can apply for a one Community Event Grant per financial year, up to a maximum of £500. All events must be located in Haywards Heath and directly benefit the people of the town. Events must either be free to attend, or have a low entry cost with all proceeds being raised for charity or the host organisation, not for profit.
7. In the financial year 2026-2027, as of 8<sup>th</sup> September 2026, the Town Council has awarded five Community Event Grants, totalling a sum of £2,334.10, as shown in Appendix 1. A budget of £2,665.90 remains.

8. Two applications for a Community Event Grant have been rejected, as shown in Appendix 1.

**Financial implications:**

9. A budget of £5,000 was allocated to the Community Event Grant scheme in the Town Council's 2026/2027 budget.

**Legal implications:**

10. The Community Event Grant Scheme, associated eligibility criteria and budget provision were approved by the Council during a period when the Council was eligible to exercise the General Power of Competence under the Localism Act 2011. The scheme was therefore established on a lawful basis at that time.
11. The Council is not currently eligible to exercise the General Power of Competence as the statutory eligibility criteria are no longer fully met. However, the grant scheme remains an approved Council scheme with an approved budget allocation, and the Committee is considering applications in accordance with the established scheme and delegated authority.
12. Should it be considered necessary to identify an alternative statutory power for individual grant awards, the Council may rely upon Section 137 of the Local Government Act 1972, provided it is satisfied that the expenditure is in the interests of, and will bring direct benefit to, the Council's area or its inhabitants, and that any statutory requirements and expenditure limits are observed.
13. Members should be satisfied that each grant awarded demonstrates a clear community benefit and aligns with the objectives of the approved Community Event Grant Scheme.

**Committee Clerk**

## Approved Community Event Grants for 2026/2027 as at 08/09/2026

| Date awarded            | Organisation                 | Events                                                             | Event date | Grant awarded |
|-------------------------|------------------------------|--------------------------------------------------------------------|------------|---------------|
| 05/05/2026              | 172 Haywards Heath Squadron  | Battle of Britain remembrance parade 2026                          | 13/09/2026 | £500.00       |
| 29/06/2026              | Ashenground Community Centre | Annual Open Afternoon Application for £300. Authorised at £500.    | 19/07/2026 | £500.00       |
| 20/07/2026              | Kangaroos (Mayor's charity)  | Kanga art trail at Beech Hurst, starting 01/08                     | 01/08/2026 | £500.00       |
| 20/07/2026              | 10th Haywards Heath Guides   | Take Guide Unit (of 16) to Broadstone Warren Scout Activity Centre | 26/09/2026 | £386.00       |
| 28/07/2026              | 7th Haywards Heath Guides    | Take Guide Unit (of 19) to Broadstone Warren Scout Activity Centre | 26/09/2026 | £448.10       |
| <b>Total awarded</b>    |                              |                                                                    |            | £2,334.10     |
| <b>Budget remaining</b> |                              |                                                                    |            | £2,665.90     |

## Rejected Community Event Grant applications for 2026/2027 as at 08/09/2026

| Organisation                | Event                            | Event date                                          | Reason for rejection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------|----------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| St Peter & St James Hospice | Live on The Broadway music event | 24/05/2026                                          | This application was received retrospectively, four days after the event had occurred. As per protocol, no retrospective grant awards will be made.                                                                                                                                                                                                                                                                                                                                                                                                |
| Photographer 480            | Creative Skate Social            | Date changed – proposed late August but unconfirmed | <ul style="list-style-type: none"> <li>• The application does not provide sufficient evidence to demonstrate the extent to which the event will benefit the wider community of Haywards Heath.</li> <li>• The Council has not been provided with sufficient information to demonstrate that the event will be widely promoted and accessible to a broad section of the community.</li> <li>• Following requests for further information, the Council remains unable to fully assess the likely reach and community impact of the event.</li> </ul> |

**Committee: Policy and Finance****Report of:** Town Clerk/Responsible Finance Officer**Date:** 14<sup>th</sup> September 2026**Subject:** Amendment to the Town Council's Financial Regulations

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**Purpose of Report:**

1. To consider an amendment to Financial Regulation 5.17 following a recommendation from the Council's Internal Auditor.
2. To review comments received from a Member following Full Council's consideration of the matter on 27 July 2026.
3. To determine a recommendation to Full Council.

**Recommendation(s):**

**That the Policy & Finance Committee recommends to Full Council that Financial Regulation 5.17 be amended as set out in Appendix 1.**

**Background**

4. During the 2025/26 Internal Audit programme, the Council's Internal Auditor identified that Financial Regulation 5.17 permits the Town Clerk to authorise expenditure exceeding an approved budget by up to £1,000 but does not specify how expenditure exceeding that threshold should be approved.
5. The absence of a defined approval route creates uncertainty over decision-making authority and represents a gap within the Council's financial control framework.
6. To address this matter, Full Council considered a proposed amendment to Financial Regulation 5.17 on 27 July 2026. The proposed amendment introduced:
  - continued delegated authority for the Town Clerk to approve overspends of up to £1,000;
  - Policy & Finance Committee approval for overspends exceeding £1,000; and
  - a procedure where the Town Clerk, in consultation with the Chairman of the Policy & Finance Committee, may approve expenditure where it would be unreasonable to wait for the next committee meeting.
7. Following consideration by Full Council, a Member submitted an alternative paper raising several governance questions regarding urgent expenditure, budget overspends, virements and reserve usage.

## **Consideration of Member Comments**

8. The Member's comments raise valid questions regarding:
  - the treatment of any resulting budget adjustment;
  - the use of reserves;
  - the operation of the urgent approval process; and
  - the Committee's role in approving expenditure above budget.
9. Officers have reviewed these comments in conjunction with the Council's wider governance framework. It is considered that the majority of these matters are already addressed elsewhere within the Council's Financial Regulations and Standing Orders. In particular:
  - Budget monitoring is reported regularly to the Policy & Finance Committee.
  - Movements to earmarked reserves are already governed by Financial Regulation 4.11.
  - Urgent decision-making powers already exist within the Council's Scheme of Delegation and Standing Orders.
  - The Policy & Finance Committee is responsible for detailed consideration of the Council's financial affairs and monitoring revenue and capital budgets.
10. Officers therefore consider that the Financial Regulation should remain focused on addressing the specific governance gap identified by the Internal Auditor rather than attempting to restate wider financial governance arrangements.
11. However, to address the concern regarding the mechanism for dealing with any resulting budget adjustment, it is proposed that a short clarification be added confirming that any consequential virement or use of reserves must continue to be approved in accordance with the Council's existing Financial Regulations.

## **Officer Comments**

12. The Internal Auditor identified a specific omission within Financial Regulation 5.17 and recommended that it be addressed. The proposed amendment establishes a clear approval route whilst remaining concise and proportionate.
13. The Town Clerk considers that the suggested addition below addresses the principal concern raised by the Member without unnecessarily complicating the regulation or duplicating provisions already contained elsewhere within the Council's governance framework.
14. The proposed amendment therefore:
  - addresses the Internal Auditor's recommendation;
  - establishes a clear approval route for overspends above £1,000;
  - provides a practical mechanism for urgent expenditure;
  - maintains Member oversight; and

- clarifies how any consequential budget adjustment will be dealt with.

**15.** The Town Clerk therefore recommends adoption of the revised wording.

### **Financial Implications**

**16.** There are no direct financial implications arising from the proposed amendment.

**17.** The amendment strengthens the Council's financial governance arrangements and clarifies approval processes.

### **Legal Implications**

**18.** There are no direct legal implications arising from the proposed amendment.

**19.** The amendment strengthens the Council's internal control framework by establishing a clear approval route for expenditure exceeding approved budget provision.

**Town Clerk & RFO**

## **Appendix 1**

### **Proposed Financial Regulation 5.17**

**5.17** Expenditure may be incurred which cannot be met from the amount provided within the net revenue budget by authorisation of the Town Clerk by a maximum of £1,000 in writing to the RFO with the Committee Chairman copied in, with all authorisations being reported to the next meeting of the Policy and Finance Committee.

Where the additional expenditure required exceeds £1,000, approval shall be obtained from the Policy and Finance Committee prior to the commitment being entered into.

Where the matter cannot reasonably await the next meeting of the Policy and Finance Committee, the Town Clerk, in consultation with the Chairman of the Policy and Finance Committee, may authorise the expenditure, with the decision being reported to the next available meeting of the Policy & Finance Committee.

Any consequential virement or use of reserves shall be approved in accordance with the Council's Financial Regulations.

**Committee: Policy and Finance**

**Report of:** Town Clerk/Responsible Finance Officer

**Date:** 14<sup>th</sup> September 2026

**Subject:** Freedom of Information Policy and Publication Scheme Document

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**Purpose of Report:**

1. The purpose of this report is to review the Town Council's Freedom of Information Policy and Publication Scheme and ensure they remain compliant with current legislation, ICO guidance and best practice.

**Recommendation(s):**

**Members are recommended to:**

- a. Review the updated Freedom of Information Policy and Publication Scheme.
- b. Approve the amendments identified.
- c. Adopt the revised Freedom of Information Policy.
- d. Adopt the revised Publication Scheme.
- e. Delegate authority to the Town Clerk to make any minor administrative amendments required before publication.

**Background**

2. The Freedom of Information Act 2000 requires public authorities to maintain a Publication Scheme and respond appropriately to requests for information.
3. A review of the Council's Freedom of Information Policy and Publication Scheme has been undertaken.
4. A number of administrative, legislative and best-practice updates have been identified. The proposed amendments are intended to ensure the Council continues to operate transparently and in accordance with current information rights legislation.

**Freedom of Information Policy**

5. A copy of the amended Freedom of Information Policy is attached at Appendix 1. The review identified amendments including:
  - Replace references to the Data Protection Act 1998 with references to UK GDPR and the Data Protection Act 2018.
  - Update the responsible officer from "Office Administration Manager" to "Administration Officer".
  - Update references to the current Town Clerk and Responsible Financial Officer.
  - Clarify statutory response times for Freedom of Information requests.
  - Minor administrative and drafting improvements.

6. The ICO recommends that public authorities provide an internal review process where applicants are dissatisfied with a response. Internal reviews should normally be completed within 20 working days and, where possible, undertaken by an officer not involved in the original decision. The Policy now explains how requests for reconsideration will be handled. A formalised internal review procedure will be considered as part of the 2027 review. It should be noted that it is not a statutory requirement to have a formal review process.

### **Publication Scheme**

7. A copy of the amended Publication Scheme is attached at Appendix 2. The review identified amendments including:
- Update named officer and contact information.
  - Remove historic references which no longer accurately describe the Council's arrangements.
  - Increase references to information available via the Council website.
  - Retain the existing charging schedule.
8. The Information Commissioner's Office expects authorities to adopt the ICO Model Publication Scheme and proactively publish information wherever practical.

### **Financial Implications**

9. No financial implications are identified. Existing publication charges are proposed to remain unchanged.

### **Legal Implications**

10. The Freedom of Information Act 2000 requires the Council to maintain a publication scheme and provide access to information unless a statutory exemption applies.
11. The Environmental Information Regulations 2004 apply to environmental information held by the Council.
12. Personal data must continue to be processed in accordance with UK GDPR and the Data Protection Act 2018.

**Town Clerk & RFO**

**Haywards Heath Town Council**

**Freedom of Information**

**1. Introduction**

- 1.1 The Freedom of Information Act 2000 (the Act) provides the public with a general legal entitlement to view all recorded information held by the Town Council subject to certain exemptions. The public will have rights to view:
- all the information in the Council's Publication Scheme
  - to request all recorded information held by the Council, regardless of when it was created, by whom, or the form in which it is now held.
- 1.2 The Council wishes to show that it is an 'open' organisation committed to delivering the best possible public service. Openness helps the public to trust and have confidence in the Council's ability to deliver services.
- 1.3 Failure to comply with this policy could have serious consequences for the Council, in the release of inappropriate material or illegally withholding information with adverse publicity and possible legal censure.
- 1.4 The implementation and enforcement of this policy in association with the terms and conditions of employment is intended to protect the employee, colleagues, members of the public and the Council.

**2. Aims and Scope of the Policy**

- 2.1 This policy applies to all the recorded information that the Town Council holds, that is information created, received and maintained by members and officers in the course of their work.
- 2.2 The policy is intended to ensure everyone is aware of their responsibility under the Freedom of Information Act.

**3. Guidelines**

- 3.1 Non adherence or disregard to any points below will be seen as a breach of this policy and the disciplinary procedure will be invoked which could result in dismissal.
- 3.2 Haywards Heath Town Council will:
- i) Comply with the Freedom of Information Act (FOI) 2000 and the Environmental Information Regulations 2004.
  - ii) Maintain a comprehensive Publication Scheme that provides information which is readily accessible without the need for a formal FOI request.

- iii) Respond to requests for information promptly and in any event within 20 working days in accordance with the Freedom of Information Act 2000 and Environmental Information Regulations 2004. Where legislation permits an extension of time, the applicant will be informed of the reason for the extension and the anticipated response date.
- iv) Continue to protect the personal data entrusted to it, by disclosing that information only in accordance with the provisions of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.
- v) Keep on file a copy of the request and response.
- vi) Apply the exemptions provided in the FOI Act and, where qualified exemptions exist, disclose the information unless the balance of public interest lies in withholding it.
- vii) Pro-actively publish and make information readily available in accordance with the Publication Scheme.
- viii) Review complaints about the release or of the misuse of information by referring them to the Town Clerk and RFO and remind requestors that they can appeal such decisions to the Information Commissioner.
- ix) Ensure that all permanent and contract staff and elected members are aware of their obligations under FOI and will include FOI education in the induction of new staff and newly elected members.
- x) Charge for information requests in line with FOI Fees Regulations or other applicable regulations, including the Data Protection Act 2018.
- xi) Apply the “appropriate limit” in the regulations. Where the cost of complying with the request exceeds this, we will issue a refusal notice inviting the requestor to refine their request.
- xii) If an applicant is dissatisfied with the Council's response, they may write to the Town Clerk and RFO requesting that the matter be reconsidered. Following any reconsideration, applicants shall be advised of their right to raise a complaint with the Information Commissioner's Office.

#### **4. Responsibilities**

- 4.1 The Council has responsibility for ensuring that information is made available in accordance with the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
- 4.2 All employees and Members are responsible for ensuring that information created, received and maintained in the course of Council business is managed appropriately and retained in accordance with the Council's policies and legal obligations.

- 4.3 Staff and Members must ensure that information is handled securely and that personal data is processed in accordance with UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Council's Data Protection Policies.
- 4.4 Staff and Members shall familiarise themselves with this Policy and any guidance issued by the Information Commissioner's Office
- 4.5 The Town Clerk and RFO is responsible for ensuring that all staff are aware of the Freedom of Information Act and that they adhere to the guidelines in this Policy.
- 4.6 The Administration Officer will administer Freedom of Information requests on behalf of the Council. Overall responsibility for compliance with the Freedom of Information Act 2000 and Environmental Information Regulations 2004 rests with the Town Clerk and RFO.

## **5. Data Protection**

- 5.1 The Town Clerk and RFO shall act as the Council's Data Controller for the purposes of managing personal data held by the Council.
- 5.2 GDPR Info are appointed as the Council's independent Data Protection Officer (DPO).
- 5.3 The Council is committed to ensuring that personal data is processed lawfully, fairly and transparently in accordance with UK GDPR, the Data Protection Act 2018 and other relevant legislation.
- 5.4 Information requests received under the Freedom of Information Act 2000 and Environmental Information Regulations 2004 shall be assessed alongside the Council's data protection obligations before disclosure is made.
- 5.5 Personal information shall only be disclosed where there is a lawful basis to do so and where disclosure is consistent with the Council's statutory obligations.

### INTRODUCTION

#### The Freedom of Information Act

The Freedom of Information Act grants to members of the public rights of access to all kinds of recorded information held by a wide range of public authorities. Information about the Act is available from the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk) Publication Scheme.

The Act requires every public authority to adopt and maintain a generic model publication scheme which should be adopted and operated by all public authorities from 1 January 2009. Haywards Heath Town Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme and reviews its Guide to Information periodically to ensure that published information remains accurate, accessible and up to date. It is intended to provide everyone interested in the Council with a comprehensive guide to the information that the Council will automatically or routinely publish or otherwise makes available to the public.

#### Freedom of Information Requests and the Publication Scheme

Information not included within this publication scheme may be requested from the Council under the Freedom of Information Act 2000 or Environmental Information Regulations 2004, as applicable. The Council will respond promptly and in accordance with the statutory timescales prescribed by the relevant legislation.

#### The Council's Commitment to the Act

The Council is committed to openness and accountability and already makes large amounts of information available to the public, through its website, via the telephone, by post or by personal visits to the Town Hall where much of the information can be viewed free of charge. Occasionally it may be necessary to book an appointment.

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

### **Classes of Information**

#### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

#### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

April 2008 1 Model Publication Scheme V1.0

**How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

**Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

**The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Haywards Heath Town Council seeks to make information available through its website wherever reasonably practicable. Where information is not available online, it may be inspected at the Town Hall by prior appointment or supplied in hard copy upon request, subject to any applicable charges.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Information available from Haywards Heath Town Council under the model publication scheme

| Information to be published                                                                                                                                                                                           | How the information can be obtained | Cost         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------|
| <b>Class1 - Who we are and what we do</b><br>Organisational information, structure, location and contacts. This will be current information only                                                                      |                                     |              |
| Who's who on the Council and its Committees                                                                                                                                                                           | Hard copy and website.              | 8p per sheet |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address.                                                                                            | Hard copy and website.              | 8p per sheet |
| Location of main Council office and accessibility details                                                                                                                                                             | Hard copy and website.              | 8p per sheet |
| Staffing structure                                                                                                                                                                                                    | Hard copy and website               | 8p per sheet |
|                                                                                                                                                                                                                       |                                     |              |
| <b>Class 2 – What we spend and how we spend it</b><br>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year. |                                     |              |
| Annual return form and report by auditor                                                                                                                                                                              | Hard copy and website.              | 8p per sheet |
| Finalised budget                                                                                                                                                                                                      | Hard copy and website.              | 8p per sheet |
| Precept                                                                                                                                                                                                               | Hard copy and website.              | 8p per sheet |
| Borrowing Approval letter                                                                                                                                                                                             | N/A at the present time             |              |
| Financial Standing Orders and Regulations                                                                                                                                                                             | Hard copy and website.              | 8p per sheet |
| Grants given and received                                                                                                                                                                                             | Hard copy.                          | 8p per sheet |
| List of current contracts awarded and value of contract                                                                                                                                                               | Hard Copy                           | 8p per sheet |
| Members' allowances and expenses                                                                                                                                                                                      | Hard copy.                          | 8p per sheet |
| <b>General Data Protection Regulation Policies</b><br><br><b>Class 3 – What our priorities are and how we are doing</b><br>Strategies and plans, performance indicators, audits, inspections and reviews.             | Hard copy.                          | 8p per sheet |

|                                                                                                                                                                                                                                                               |                                   |                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------|
| Strategic Plans, Corporate Priorities and Policy Documents approved by the Council.                                                                                                                                                                           | Hard Copy and Website             | 8p per sheet           |
| Haywards Heath Neighbourhood Plan                                                                                                                                                                                                                             | Hard Copy and Website             | 8p per sheet           |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)                                                                                                                                                                         | Hard Copy and Website             | 8p per sheet           |
| Local charters drawn up in accordance with DCLG guidelines                                                                                                                                                                                                    | N/A                               | N/A                    |
| <b>Class 4 – How we make decisions</b>                                                                                                                                                                                                                        |                                   |                        |
| Decision making processes and records of decisions. Current and previous council year.                                                                                                                                                                        |                                   |                        |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)                                                                                                                                                                     | Hard copy and website             | 11p per sheet (Colour) |
| Agendas of meetings (as above)                                                                                                                                                                                                                                | Hard copy and website             | 8p per sheet           |
| Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.                                                                                                                                           | Hard copy and website             | 8p per sheet           |
| Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.                                                                                                                                    | Hard copy and website             | 8p per sheet           |
| Responses to consultation papers                                                                                                                                                                                                                              | Hard copy                         | 8p per sheet           |
| Responses to planning applications                                                                                                                                                                                                                            | Hard copy and website             | 8p per sheet           |
| Bye-laws                                                                                                                                                                                                                                                      | N/A                               | N/A                    |
| <b>Class 5 – Our policies and procedures</b>                                                                                                                                                                                                                  |                                   |                        |
| Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only                                                                                                                                 | Hard copy and website             | 8p per sheet           |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p> | Website and Hard copy on request. | 8p per sheet           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                           |              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | All Hard copy                                                                                                                                                             | 8p per sheet |
| Information security policy                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Hard copy                                                                                                                                                                 | 8p per sheet |
| Records management policies (records retention, destruction and archive)                                                                                                                                                                                                                                                                                                                                                                                                                | Hard copy                                                                                                                                                                 | 8p per sheet |
| Data protection policies                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Hard copy                                                                                                                                                                 | 8p per sheet |
| Schedule of charges (for the publication of information)                                                                                                                                                                                                                                                                                                                                                                                                                                | Hard copy                                                                                                                                                                 | 8p per sheet |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                           |              |
| <p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                           |              |
| Assets Register                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Website and Hard copy on request.                                                                                                                                         | 8p per sheet |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)                                                                                                                                                                                                                                                                                                                        | The Council maintains a disclosure log. At the date of publication of this Scheme, no Freedom of Information requests have resulted in entries within the disclosure log. | 8p per sheet |
| Register of members' interests                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Hard Copy                                                                                                                                                                 | 8p per sheet |
| Register of gifts and hospitality                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Hard Copy                                                                                                                                                                 | 8p per sheet |
| <p><b>Class 7 – The services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only</p>                                                                                                                                                                                                                                                                             |                                                                                                                                                                           |              |
| Allotments                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Website, where available, and Hard copy on request.                                                                                                                       | 8p per sheet |

|                                                                                                     |                                                     |                |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------|
| Burial grounds and closed churchyards                                                               | Website, where available, and Hard copy on request. | 8p per sheet   |
| Parks, playing fields and recreational facilities                                                   | N/A                                                 | N/A            |
| Seating, litter bins, clocks, memorials and lighting                                                | Website, where available, and Hard copy on request. | 8p per sheet   |
| Bus shelters                                                                                        | Website, where available, and Hard copy on request. | 8p per sheet   |
| Public conveniences                                                                                 | N/A                                                 | N/A            |
| Agency agreements                                                                                   | Hard copy on inspection                             | N/A            |
| A summary of services for which the council is entitled to recover a fee, together with those fees. | Hard copy on inspection                             | 8p per sheet   |
| Community Warden Service                                                                            | Website, where available, and Hard copy on request. | 8p per sheet   |
| Service Level Agreements with Bentswood CIC and Community People                                    | Hard copy                                           | 8p per sheet   |
| Grant Awards                                                                                        | Hard copy                                           | 8p per sheet   |
| Ward Budgets                                                                                        | Hard copy                                           | 8p per sheet   |
| <b>Environment Framework and Policies</b>                                                           | Hard copy and website                               | 8p per sheet   |
| <b>Muster Green Management Plan</b>                                                                 | Hard copy and website                               | 8p per sheet   |
| <b>Winter Management Plan</b>                                                                       | Hard copy and website                               | 8p per sheet   |
| <b>Additional Information</b>                                                                       |                                                     |                |
| Town Council Newsletter                                                                             | Hard copy and website                               | Free of Charge |
| Town Guide                                                                                          | Hard copy and website                               | Free of Charge |
|                                                                                                     |                                                     |                |

Contact details: Website [www.haywardsheath.gov.uk](http://www.haywardsheath.gov.uk) Email: [town.clerk@haywardsheath.gov.uk](mailto:town.clerk@haywardsheath.gov.uk)

**Barry Gilham - Town Clerk and RFO**

**Haywards Heath Town Council**

**Town Hall**

**Boltro Road**

**Haywards Heath**

**RH16 1BA**

**Tel: (01444) 455694**

#### **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                          | <b>BASIS OF CHARGE</b>                                    |
|--------------------------|---------------------------------------------|-----------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @ 8p per sheet (black & white) | Actual cost *                                             |
|                          | Photocopying @ 13p per sheet (colour)       | Actual cost*                                              |
|                          |                                             |                                                           |
|                          | Postage                                     | Actual cost of Royal Mail standard 2 <sup>nd</sup> class* |
|                          |                                             |                                                           |
| <b>Statutory Fee</b>     | None                                        |                                                           |
|                          |                                             |                                                           |
| <b>Other</b>             | None                                        |                                                           |
|                          |                                             |                                                           |

\* The actual cost incurred by the public authority.

**Reviewed – 14 September 2026 – Policy and Finance Committee under Min XX TBC XX**

**Committee: Policy and Finance****Report of:** Town Clerk/Responsible Finance Officer**Date:** 14<sup>th</sup> September 2026**Subject:** 2027/28 Budget Setting Process

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**Purpose of Report:**

1. The purpose of this report is to provide Members with an overview of the proposed process for the preparation of the Town Council's 2027/28 Budget and Precept.
2. To seek approval of the proposed timetable and Member engagement arrangements.

**Recommendation(s):****Members are recommended to:**

- a) **Approve the proposed budget-setting process and timetable for the preparation of the 2027/28 Budget and Precept.**
- b) **Note the opportunities for Members to provide feedback and suggestions during the budget development process.**

**Background**

3. The annual budget and precept setting process is one of the Town Council's most important statutory and financial responsibilities. The approved budget provides the financial framework through which Council services, projects and priorities are delivered during the forthcoming financial year.
4. Preparation of the 2027/28 Budget will be led by the Town Clerk & Responsible Financial Officer, who will undertake a detailed review of:
  - Current budget performance;
  - Anticipated year-end financial position;
  - Existing contractual commitments;
  - Staffing costs and associated employer obligations;
  - Inflationary and other cost pressures;
  - Earmarked and general reserve levels;
  - Known project commitments; and
  - Any emerging priorities identified by Members.
5. Whilst detailed budget preparation will be undertaken by officers, Members will have several opportunities throughout the process to provide comments, suggestions and feedback before formal recommendations are presented.

6. The intention is to develop a balanced and sustainable budget that maintains service delivery whilst supporting the Council's agreed priorities and financial objectives.

## **Proposed Process and Timetable**

7. The following timetable is proposed for the development and approval of the 2027/28 Budget and Precept:

### **September 2026**

- Policy & Finance Committee consideration of the proposed budget-setting process.
- Commencement of officer review of budget requirements, reserves and financial commitments.

### **October 2026**

- The Town Clerk & RFO will hold a series of informal Member budget engagement sessions to discuss priorities, emerging issues and potential budget pressures.
- The proposed sessions are:  
Friday 16 October 2026 at 10.00am  
Tuesday 20 October 2026 at 6.00pm  
Tuesday 27 October 2026 at 6.00pm
- These sessions are intended to provide flexibility for Members and may be amended subject to availability.

### **October to November 2026**

- Detailed officer review of all revenue and capital budgets.
- Consideration of inflationary pressures, contractual commitments and reserve requirements.
- Development of draft budget proposals.

### **December 2026**

- Environmental & General Purposes Committee - 7 December 2026
- Consideration of draft budgets relating to Committee services and projects.
- Review of proposed budget requirements for recommendation to the budget-setting process.

### **January 2027**

- Policy & Finance Committee - 11 January 2027
- Consideration of the draft overall budget, reserves position and proposed precept requirement.
- Recommendation to Full Council.
- Full Council - 18 January 2027

- Formal consideration and approval of the 2027/28 Budget.
- Formal consideration and approval of the 2027/28 Precept Requirement.
- Following approval by Full Council, the precept requirement will be submitted to Mid Sussex District Council by the deadline specified by the District Council.

### **Financial Implications**

8. This report has no direct financial implications.
9. The budget-setting process outlined above will lead to the preparation and presentation of detailed revenue and capital budget proposals, reserve forecasts and the proposed 2027/28 precept requirement for Member consideration.

### **Legal Implications**

10. The Town Council is required to prepare and approve an annual budget and determine its precept requirement in accordance with relevant local government legislation and financial regulations.
11. Approval of a clear budget-setting timetable supports sound financial management, transparency and effective governance.

**Town Clerk & RFO**