

**HAYWARDS HEATH TOWN COUNCIL
ANNUAL MEETING OF HAYWARDS HEATH TOWN COUNCIL**

Minutes of the meeting held on Monday 13th May 2019

Councillors: Christopher Ash-Edwards
Richard Bates
Clare Cheney
Rachel Cromie
Sandy Ellis
Christopher Evans
Stephanie Inglesfield
Matthew Jeffers
James Knight
Clive Laband
Jack Langley**
Alastair McPherson
Richard Nicholson
Christian Pitt
Mike Pulfer
Sujan Wickremaratchi

Apologies Absent***

Before the meeting commenced the incumbent Mayor welcomed new Councillors to their first meeting of the Town Council and also returning Councillors to their first meeting of the new Town Council term.

1. Council Prayer

Members stood for the Council prayer, which was read by the departing Town Mayor Cllr James Knight.
At this point Cllr Bates and Cllr Nicholson left the room and returned at the end of the Prayer.

2. Election of Town Mayor for 2019/2020

The Town Clerk asked for nominations for the Town Mayor for the 2019/2020 Council year. There was one nomination for Town Mayor, which was duly seconded and without challenge;

Cllr Alastair McPherson was the duly declared Town Mayor for the Council year 2019/20. Cllr McPherson made his declaration of acceptance of office.

Cllr McPherson addressed Full Council, stated it was a great honor to become Mayor and confirmed that he would split his Mayoral Charity funds between Time 4 Children and Grove Garden. Cllr McPherson also highlighted his wish to drive the economic regeneration of the Town Centre and the Town generally by bringing forward the 'Destination Haywards Heath' priorities document.

3. Apologies

Cllr J. Langley – Conflicting Work Meeting

4. Public Forum

None

5. Appointment of Deputy Town Mayor for 2019/2020

There was one nomination for Deputy Town Mayor, which was duly seconded and without challenge;

Cllr Matthew Jeffers was duly declared Deputy Town Mayor for the Council year 2019/20. Cllr Jeffers made his declaration of acceptance of office.

6. Appointment of the Leader of the Council for 2019/2020

There was one nomination for the Leader of the Council, which was duly seconded and without challenge;

Cllr Michael Pulfer was duly declared as the Leader of the Council for the year 2019/20.

7. Appointment of the Deputy Leader of the Council for 2019/2020

There was one nomination for Deputy Leader of the Council, which was duly seconded and without challenge;

Cllr Clive Laband was duly declared as the Deputy Leader of the Council for the year 2019/20.

8. Committee membership for the 2019/2020

The Town Clerk Informed Members that he had received pre-prescribed nominations for 2019/2020 Committee Membership, working groups and outside appointments. As a result, to the best of his knowledge he would run through the appointments given to him and would offer the opportunity for others to be nominated. It was then stated that if there were more requests than positions available a vote, by a show hands would be taken.

The following names were put forward and agreed for the Committee membership for the Council year 2019/20

(ii) Environment & General Purposes Committee

C. Cheney
R. Cromie
S. Ellis
S. Inglesfield
M. Jeffers
J. Knight
J. Langley
A. McPherson
C. Pitt

(ii) Planning Committee

C. Cheney
C. Evans
S. Inglesfield
C. Laband
A. McPherson
R. Nicholson
M. Pulfer
C. Pitt

(iii) Policy & Finance Committee

C. Ash-Edwards
R. Bates
R. Cromie
C. Evans
J. Knight
C. Laband
R. Nicholson
M. Pulfer

9. To confirm appointments of Committee Chairmen and Vice Chairmen for the Council year 2019/2020.

It was **RESOLVED** that the following Members were appointed as Committee Chairman and Vice Chairman for the Council year 2019/20. None of the posts were contested.

(i) Environment & General Purposes Committee

Chairman: M. Jeffers
Vice Chairman: S. Ellis

(ii) Planning Committee

Chairman: C. Laband
Vice Chairman: M. Pulfer

(iii) Policy & Finance Committee

Chairman: J. Knight
Vice Chairman: C. Ash-Edwards

10. Membership of the Sub Committees/Working Groups:

It was **RESOLVED** that the following Members would serve on the following Sub Committee Working Groups for the Council year 2019/20.

- (i) Haywards Heath in Bloom
A. McPherson
- (ii) Communications and IT Working Group.
S. Ellis, C. Evans, C. Laband, R. Bates, J. Langley
- (iii) Planning Working Group
M. Pulfer, A. McPherson, C. Laband, R Cromie, S. Inglesfield
- (iv) Staff Working Party
A. McPherson J, Knight, C. Ash-Edwards, S. Ellis, M. Pulfer
- (v) Transport Partnership
M. Pulfer, R. Bates
- (vi) Chairman's Working Party
A. McPherson, J. Knight, C. Laband, M. Jeffers, M. Pulfer
- (vii) 2018 Working Group
A. McPherson, C. Pitt, J. Knight, S. Inglesfield
- (viii) Bluebell Railway Working Group – it was **resolved** that the working group be removed and that it became a Town Council liaison and representative position for one Councillor. At this point two nominations were put forward for the one position namely Councillor R. Bates and Councillor J. Knight. With this, the matter was put to a vote by show of hands. **Councillor J. Knight was duly elected by a vote of 12 to 3.**

11. To confirm Council representatives on the following outside bodies:

It was **RESOLVED** that the following Members would be the representatives on the following outside bodies. None of the posts were contested.

- (i) Mid Sussex Association of Local Councils
M. Jeffers

- (ii) Mid Sussex Association of Town Councils
A. McPherson, M. Pulfer, J. Knight and S. Inglesfield
- (iii) Haywards Heath Twinning Association
A McPherson
- (iv) Blunts/Paiges Meadow Reserve
M. Jeffers and S. Ellis
- (v) Scrase Valley Reserve
R. Cromie and C. Cheney
- (vi) Ashenground and Bolnore Woods Steering Group
A. McPherson and S. Inglesfield
- (vii) Woodside Pavilion Management Committee
M. Jeffers
- (viii) Haywards Heath Business Association
C. Laband
- (ix) Haywards Heath Town Team
C. Laband
- (x) Northern Arc Liaison Group
M. Pulfer
- (xi) Mid Sussex Cycle Forum
S. Ellis and R. Bates

12. Declarations of Interest.

None.

13. Minutes

The Minutes of the Meeting of the Council held on 18th March 2019, without comment, were taken as read, confirmed as true and duly signed by the Mayor.

14. Matters Arising

None.

15. Mayor's Engagements and Announcements.

The Town Mayor informed Members of the sad news of the passing of Mr David Bedding who had served as a Councillor for the Franklands Ward 2011 – 2015. Mr Bedding had served as Deputy Town Mayor and Planning Chairman during his service. The Town Mayor also invited the past Mayor to comment on his final list of engagements, but Cllr Knight did not have anything to add.

16. To receive and consider adoption of the Minutes of the following Committees:

- (i) Planning Committee - **MINS. 139 - 147**
The reception and adoption of the resolutions of the Planning Committees, dated 25th March 2019 - **Mins 139 – 147** and 15th April 2019 - **Mins 148 – 156** were moved, seconded and agreed without discussion by Council.
- (ii) Environment & General Purposes Committee – **MINS 65 - 74.**
The reception and adoption of the resolutions of the Policy and Finance Committee 8th April 2019 **Mins 65 - 74** were moved, seconded and agreed by Council.

- (ii) Policy & Finance Committee
No meeting held since the last meeting of Full Council

17. General Power of Competency

Members noted the presentation of the Town Clerk, which gave new Members the background to the Powers bestowed on the Town Council through the Localism Act 2011 as also outlined in the covering report and without comment.

Members **RESOLVED** to;

Confirm that the Town Council met the Criteria to enable the adoption of the General Power of Competency and that the Town Council would exercise the Power when required.

18. Standing Orders and Financial Regulations Annual Review.

Members noted the report asking for a review of the Town Council's standing orders and wished to make no fundamental changes. However, it was resolved to make the following factual amendment to the terms of reference for the Planning Working Group, which related to the removal of the wording '*when adopted*' in relation to the District Plan under clause a) on page 18. It was also suggested that clause 38 (f) relating the barring of video recording and photography at meetings '*without express permission*' be removed because it was deemed to be against legislation that allowed such. The Town Clerk disagreed on the removal of the clause as express permission was given by the statement published on every Full Council and Committee agenda to welcome recording.

Members **RESOLVED** to;

Adopt the Town Council's Standing Orders and Financial Regulations as presented with amended wording for the Terms of reference of the Planning Working Group.

19. Code of Conduct

Members noted the report of the Town Clerk and without comment.

Members **RESOLVED** to;

Adopt the Councillor Code of Conduct as presented.

20. Staff and Councillor Protocol

Without comment.

Members **RESOLVED** to;

Adopt the Councillor Code of Conduct as presented.

21. Diary of Council Meetings 2019/2020

Members were presented with a revised Committee timetable to that agreed by the Policy and Finance Committee on the 12th November 2018 and were content with the changes to the dates of the Environment and General Purposes Committee in June and August and then.

Members **RESOLVED** to;

**Adopt the revised Committee Timetable for the Council year 2019
- 2020.**

22. Mandate/BACS/Cheque Signatories

It was noted that two of the four existing cheque signatories had not stood for election, which meant they had to be removed from the Town Council's banking systems. It was agreed that Cllrs S. Ellis and S. Wickremaratchi remain a signatory as and then Cllr M. Pulfer and Cllr J. Knight were nominated and seconded, without challenge, to be added as Mandate/BACS/Cheque signatories.

Members **RESOLVED** that;

- a) Cllrs S Ellis and S. Wickremaratchi remain as authorised signatories.
- b) Cllr Michael Pulfer, and Cllr Clive Laband be authorised to sign cheques, authorise electronic payments and be authorised to agree and sign any bank transactions/mandates on behalf of Haywards Heath Town Council.

23. Update from Working Groups

2019 Working Group – Cllr Ellis updated on the success of the Spring Festival and praised the Events and Community Officer for her hard work. It was also noted that arrangements for Town Day were in good shape to be handed onto the new lead Member for the 2019 Working Group,

Bluebell Railway Working Group - Cllr Knight reported that the project had a designated officer who was helping to bring the project forward as the planning permission would be timed constrained. Further updates would come forward as and when they are received in light of the new arrangements resolved under minute 10 (13) of the meeting.

Environment Working Group – Cllr Cheney reported that there had not been a meeting since the last Full Council meeting so the agreed actions as reported previously were being progressed.

Planning Working Group – Cllr Laband updated Members on the activity of the last meeting of the group which included discussion about the mortgage exclusion policy of Mid Sussex District Council, the Town Council's response to the outline planning application for the Burgess Hill Northern Arc and the pathway to adopting the Destination Haywards Heath (Art of the Possible).

24. To consider any urgent items, the Mayor has received under S.O 11.

None.

25. Members RESOLVED to exclude the public and the press.

None

Meeting Closed at 8.29pm