



HAYWARDS HEATH TOWN COUNCIL

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25th January 2017

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 30th January 2017** in the Council Chamber, 40 Boltro Road, Haywards Heath at 7.30pm when the following business will be transacted.

Yours sincerely
Steve Trice
Town Clerk

A G E N D A

*****Before the meeting commences representatives of SWL Security will update the Council on the Haywards Heath Community Warden Pilot*****

1. Council Prayer.
2. Public Forum - *Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. Notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.*
3. To note any apologies for absence.
4. To make Declarations of Interest.
5. To confirm the Minutes of the Meeting of the Meeting of the Town Council held on Monday 28th November 2016.
6. Matters Arising.
7. To note the Mayor's List of Engagements and any announcements.
8. To receive and consider adoption of the Resolutions of the following Committees.
 - a) Planning Committee held on the 5th December 2016
MINS. 78 - 87
 - b) Planning Committee held on the 3rd January 2017
MINS. 88 - 95
 - c) Planning Committee held on the 23rd January 2017
MINS. 96 - 105

d) Environment & General Purposes Committee held on the 12th December 2016

MINS. 35 - 47

e) Policy & Finance Committee held on the 16th January 2017

MINS. 45 - 56

9. Update on Representation on Outside Bodies

Members are invited to report on any business relating to their attendance on outside bodies as an elected representative of the Council.

10. To consider and approve the Council's 2017/2018 budget.

11. To consider the Town Council Cemetery Fees Policy.

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

13. To consider the exclusion of Public and Press.

*'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.'*

HAYWARDS HEATH TOWN COUNCIL

MEETING OF HAYWARDS HEATH TOWN COUNCIL

Minutes of the meeting held on Monday 28th November 2016

Councillors: Christopher Ash-Edwards
Jonathan Ash-Edwards
Anne Boutrup
Rod Clarke
David Dorking
Sandy Ellis
Julie Hayden**
Stephen Hillier
Matthew Jeffers
James Knight
Clive Laband
Alastair McPherson
Howard Munding
Mike Pulfer
Sujan Wickremaratchi

Apologies Absent***

Also present: Mrs Sylvia Harris, Ms Sherly Anderson, Mr Eric Bassett, Mr Richard Goddard, Cllr Ruth de-Meirre and Mrs Nadeeka Wickremaratchi.

53. Council Prayer

Members stood for the Council prayer, which was read by the Town Mayor.

54. Public Forum

Mrs Sylvia Harris addressed the meeting on behalf of the Haywards Heath Horticultural Society to thank the Council for its grant award and legal assistance, which enabled them to place a floral tribute in the form of a steam train carriage on Commercial Square Roundabout to help celebrate the 175 Anniversary of the Railway. In addition to this, the Society was thanked for their help with the Council's In Bloom entries and received a certificate to recognise their work, which was presented by the Mayor to Ms Sherly Anderson who accompanied Mrs Harris.

55. Apologies

Julie Hayden – Ill Health

56. Declarations of Interest

None.

57. Minutes

The Minutes of the Council Meeting held on 26th September 2016 were taken as read, confirmed as a true record and duly signed by the Mayor.

58. Matters Arising

None

59. Mayor's Engagements and Announcements.

Town Mayor Cllr Sujan Wickremaratchi addressed the Council and gave a warm welcome to those present and then updated them on a few, during a very busy period of the year, of his activities since the last meeting.

Age UK Mid Sussex Annual General Meeting. The organisation outlined how difficult it was to fund raise coupled with the fact that people now live longer, which had resulted in more strain being put on their services. It was noted that West Sussex County Council highest spend budget was Adult Services and Safeguarding and the Redwood Centre, which houses Age UK at Clair Hall now has a new Manager.

Silver Sunday Event held at Clair Hall. The event that supported the national Silver Sunday campaign was instigated locally by Sir Nicholas Soames and organised by Mid Sussex District Council with the support of Cllr Sandy Ellis and the Town Council. The event celebrated the value and knowledge people of the age group and their contribution to the community whilst combating loneliness and isolation. The Mayor thanked Cllr Rod Clarke, a table host, and Cllr Sandy Ellis was invited to comment and duly informed Members that it was a wonderful and well supported event.

The AGM of the National Society for Preventing Cruelty to Children. The event sadly confirmed that the number of children abused keeps going up. The Mayor felt that everyone needed to do more to eradicate child abuse and urged those present to be vigilant and not be afraid to report any incidents that they witness.

The Community Liaison Officer, on the Mayor's behalf, attended the screening of "my beautiful broken brain" by the NHS in support of world stroke day. The Mayor thanked Fatima Mirza for attending and sated that his liaison with Dr Khalid Ali a consultant stroke specialist continues.

A visit to the Haywards Heath Rugby Football Club with Cllr Jonathan Ash Edwards to present trophies to the under 7's was a memorable day. The Mayor felt it was wonderful to see children interacting through sport. The Town Council grant awarded to the Club was also recognised at the event.

Haywards Heath Fire Station visit. The Mayor had a tour of the call centre and the fire control units, and was shown how responses were made to 999 requests for fire services. The Mayor stated that the fire service does a fantastic job and all should all be very grateful to them.

Haywards Heath Food Bank Volunteers Day. The Mayor attend the event with the Community Liaison Officer (CLO) and praised her presentation to the group with Fatima being a credit to the Council. The event highlighted that around 5500 families have been supported by the food bank so far, this year. At this point the Mayor asked fellow Councillors if it was possible to purchase cans of food/biscuits and hand this over to the people who need it the most, through a collection point at the Town Hall, over the coming weeks.

The mayor was extremely humbled to attend the remembrance service at Muster Green. It was well attended and thanks went to Rev Ray Smith, Councillors, and Town Council Staff who were at hand to help, especially Mrs Helen Hewett who organised the event.

The Town's Christmas lights were switched on the Saturday before, with a fantastic crowd enjoying a visit from Father Christmas whose Reindeer did behave themselves. The fireworks to support the event in Victoria park were brilliant, again well organised and well attended. A thank you to the Town Council Staff and Councillors who helped on the day was made. The Mayor's thanks went to the Orchards Management including Nicola Bird and Cllr Ruth DeMierre for their work and dedication.

Finally, the Mayor thanked all the Councillors and Officers for supporting him, Cllr Jim Knight (Deputy Mayor) for attending some events on his behalf at short notice and Maria Horne for organising his diary and events. Furthermore, ward colleagues Cllr Anne Boutrup and Cllr Howard Mundin were thanked you for their continued support, friendship and team work.

The Mayor then wished all a merry Christmas and wonderful New Year. At the end of the address Councillor Dorking thanked the Mayor for all his hard work,

60. To receive and consider the adoption of the Minutes of Council standing committees.

- (i) Planning Committee - **MINS. 53 - 77**
The reception and adoption of the resolutions of the Planning Committees, dated 3rd October 2016 - **Mins 53 – 60**, 24th October 2016 – **Mins 61 – 68** and 14th November 2016 - **Mins 69 – 77** were moved, seconded and agreed by Council.
- (ii) Environment & General Purposes Committee - **MINS. 24 - 34**
The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 10th October 2016 **Mins 24 - 34** were moved, seconded and agreed by Council. During this item, Cllr Hillier raised two matters
 - 1) An update on the request of Sussex Mosaic Housing Association for a communal Allotment Plot under resolution 30. The Clerk responded by saying he had met with representatives who were asked to provide further information. To date no response had been made.
 - 2) An update on the withdrawal from South and South East in Bloom under resolution 31. The Clerk responded by saying he had informed the organisers who had offered support if the Town decided to re-enter in the future.
- (iii) Policy & Finance Committee - **MINS. 31 - 45**
The reception and adoption of the resolutions of the Policy and Finance Committee dated 21st November 2016 **Mins 31 - 45** were moved, seconded and agreed by Council.

61. Update on Outside Bodies

Cllr Hillier updated on the Haywards Heath and District Business Association. It was noted that the recent question and answers panel was poorly attended even though there was a high calibre panel and the recent strong membership numbers were not sustaining themselves. Furthermore, the current Chairman, after many years of hard work, was looking to hand the reins over, but there was no willing taker at the present time.

Cllr Ellis updated on the Haywards Heath in Bloom initiative and informed Council that she has taken Sir Nicholas Soames to one of the nursing homes involved in last year's project. Cllr Jeffers updated on activities at the Woodside Pavilion, Bolnore Village and the recent carol concert. The Town Clerk advised that he with Cllr Clarke had updated the Northern Arc Advisory Group and District Plan, update both hosted by Mid Sussex District Council. It was noted that the inspection on the would start the next Tuesday and the District Council were working to deliver the Northern Arc and were lobbying at the highest level to secure much needed funding for infrastructure in advance of the development of the proposed land.

Members **NOTED** the updates.

62. Police and Crime Commissioner (PCC) Precept 2017/2018

Members noted the consultation and were in general agreement that the Police and Crime Commissioner (PCC) needed as much support as possible in a time where not all crime was visible to residents and there was an ongoing restructure within the Neighbourhood Policing Teams. Specific comment was made to encouraging the areas of policing being supported in the PCC rationale for increasing the precept, which would target specific crime. Members felt it was refreshing to see a consultation that presented tangible outcomes from the money

being raised from a rise in the precept. Furthermore, it was felt that a huge role for the police would centre around early intervention with young people so to foster good relationships with the Police, whilst focusing on child sex trafficking and exploitation. With this;

Members **RESOLVED** to;

Support the increase in the precept as suggested in the consultation on the Police and Crime Commissioner Precept 2017/2018

63. Emergency Works – Haywards Heath Town Hall

Members were minded to agree that the works to the Town Hall had to be undertaken as soon as practically possible to minimise the damage to the Town Hall. It was noted that an insurance claim would be pursued in the first instance, but if unsuccessful then monies should be readily available to enable a procurement of the four quotes pursued. As an aside it was also suggested the Town Clerk should pursue the builder of the Town Hall to see if the company was still operating and if any course of action could be taken with them to remedy the issue to the damp course as outlined in the report tabled.

Members **RESOLVED** to

Allocate £12,000 of unrestricted reserves to pay for emergency works to the Town Hall.

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

There was one item brought to the Town Council's attention by the Town Clerk, which was notification that the Haywards Heath War Memorial located on Muster Green was under consideration to become an addition to the List of Buildings of Special Architectural or Historic Interest ('The List'). This allocation if agreed by the Secretary of State along with numerous other Memorial will form part of Historic England's response to the centenary of the First World War. It was noted that a consultation would be issued, which would table at the meeting of the Environment and General Purposes Committee to be held on the 12th December 2016.

65. Exempt Business.

None

Meeting Closed at 8.20pm

Mayor's Engagements

28th November – 28th January 2016 (33 events)

DECEMBER

On Thursday 1st December, the Mayor and attended and opened the Redwood Centre AGE UK Christmas Fayre.

On Thursday 1st December, the Mayor attended and made a speech at the Bentswood Community Christmas Party.

On Friday 2nd December, the Mayor visited HH Fire Station to take part in its International Disabilities Day.

On Friday 2nd December, the Mayor attended the St Paul's Senior Citizens Christmas Lunch at the Town Hall.

On Saturday 3rd December, the Mayor and his wife attended the Mid Sussex Branch, Parkinson's UK Christmas Lunch.

On Sunday 4th December, the Deputy Mayor and his wife attended the Friends of Arundel Cathedral Advent Vespers service.

On Tuesday 6th December, the Mayor attended the Northlands Wood Community Primary School Nativity Play.

On Tuesday 6th December, the Mayor met with Nik Demetriades, Chief Executive of 4Sight regarding funding.

On Tuesday 6th December, the Mayor attended the Saint Hill Manor Christmas Charity Function.

On Wednesday 7th December, the Mayor attended the Chailey Heritage Foundation Christmas Service.

On Saturday 10th December, the Mayor attended the Mewes Christmas Calendar launch following his judging of the Pet Supermodel Competition.

On Saturday 10th December, the Mayor attended the Mid Sussex Older People's Council's (MSOPC) Christmas Party.

On Saturday 10th December, the Mayor attended the Perrymount District Brownies/Guides Christmas Carol Service.

Additionally on Saturday 10th December, the Mayor and his wife attended Poppa Roy Players show in aid of the Maternity Unit at the Princess Royal Hospital and Chestnut Tree House.

On Sunday 11th December, the Mayor attended the St John Ambulance County Carol Service, this year with the commissioning of the new Sussex Chaplain by the Priory Dean.

On Sunday 11th December, the Mayor also attended the Carols for the Community Service at the Ascension Church in Vale Road.

On Monday 12th December, the Mayor and his wife attended the HH Rotary Christmas Meeting and was made an Honorary Member of the Rotary Club on the evening.

On Tuesday 13th December, the Mayor attended the Redwood Centre Age UK Christmas Luncheon.

On Wednesday 14th December, the Mayor took part in the HH Lions Club Christmas Charity Collections.

On Wednesday 14th December, the Mayor met with Vicky Chalmers of Time4Children regarding funding.

On Friday 16th December, the Mayor attended the MSDC Christmas Dinner.

On Saturday 17th December, the Mayor attended the HH Rugby Football Club Christmas Lunch.

On Sunday 18th December, the Mayor attended the Carols at Kings Annual Service in Burgess Hill.

On Sunday 18th December, the Mayor and his wife attended a Christmas Carol Service at St Mary's Church Crawley by the Mayor and Mayoress of Crawley.

On Thursday 22nd December, the Mayor hosted the HHTC Christmas Carol with Carols sung by the Brownies and Girl Guides from Mid Sussex and introduced talks given by Katarina Wilmore of Sussex Autism Support and Alyson Smith, Manager of the Redwood Centre, Sussex Age UK.

On Friday 30th December, the Mayor and Mayoress attended Christmas drinks in support of the HH Lion's Club at the president's house.

JANUARY

On Wednesday 4th January, the Mayor was interviewed for the Mid Downs Radio at the Princess Royal Hospital.

On Sunday 8th January, the Mayor attended and gave a speech at the Prize Giving Ceremony for the Thames Buddhist Vihara School.

On Thursday 12th January, the Mayor attended the Weald Theatre Group's 74th Annual Charity Panto - Sleeping Beauty - in aid of local children's charities.

On Wednesday 18th January the Mayor attended the St Wilfrid's Court Residents' meeting regarding issues with Hyde Housing.

On Wednesday, 18th January, the Mayor greeted visitors from Bondues at the Town Hall and attended the AGM of HH Twinning Association.

On Thursday 19th January, the Mayor and his wife attended the Burgess Hill Mayor's Charity Event in aid of Signposts charity.

On Saturday 28th January, the Mayor and his wife attended a Dinner/Dance hosted by the Mayor and Mayoress of Crawley in aid of the Crawley Town Mayor's Charity.

Committee Meeting: Full Council

Report of: Town Clerk

Date: 30th January 2017

Subject: Minutes of Committee Meetings

Purpose of Report:

1. The purpose of this report is for Members to receive and adopt the resolutions of the Council's Planning Committee, Policy and Finance Committee and Environment and General Purposes Committee.

Summary:

2. The Committee Chairman will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committees held on the 5th December 2016 - **Minutes 78 - 87**, 3rd January 2017 - **Minutes 88 - 95** and 23rd January 2017 **Minutes 96 - 105**, Environment & General Purposes Committee held on the 12th December 2016 - **Minutes 35 - 47** and Policy & Finance Committee held on the 16th January 2017 - **Minutes 45 - 56**.

Recommendation(s):

Members are recommended to;

(a) Adopt the resolutions of the Council's standing Committees as laid out under points 3, 4, 5, 6 and 7 of this report

3. Planning Committee, 5th December 2016 - **Minutes 78 - 87** resolutions;

MIN. 86 – To RESOLVE the recommendation (Road Name residential development of 210 dwellings on land at Penland Farm) to inform Mid Sussex District Council of the following nine road names:

- i. Bluebird;
- ii. Bullnose;
- iii. Campbell;
- iv. Campion;
- v. Champions;
- vi. Coniston;
- vii. Mallard;
- viii. Norris;
- ix. Timbergate.

*It was further **RESOLVED** that if subsequently, any address management problems with any of the names selected were brought to light by MSDC's Street Naming and Numbering Officer, it would be delegated to the Chairman of the Committee to choose a replacement name. (It should be noted that because of the similarity of 'Campion' and 'Champions' in terms of pronunciation and spelling, the Chairman subsequently took the executive decision to replace 'Campion' with 'Aster'.)*

4. Planning Committee, 3rd January 2017 - **Minutes 88 - 95 resolutions;**

MIN. 93 – To RESOLVE the recommendation to invite MSDC's Senior Licensing Officer, Mr Paul Thornton to speak to Members of the Committee to give an overview of the District Council's Licensing Policy.

5. Planning Committee, 23rd January 2017 **Minutes 96 - 105 resolutions;**

MIN. 102 – To RESOLVE the recommendation to object to application number DM/16/5648, this being a resubmission of application number DM/16/1012. This was in support of the stance being taken by the Lindfield and Lindfield Rural Parish Councils. Although within the Lindfield Rural parish, Members had been given the opportunity to comment on this proposal because of its proximity to Haywards Heath and its likely impact on the facilities, services and infrastructure of the town. It was agreed to reiterate the comments made for application number DM/16/1012 but with the addition that if permission were to be granted, the Town Council would expect a substantial amount of Section 106 monies to be allocated to Haywards Heath for improvements to infrastructure.

MIN. 103 – To RESOLVE the recommendation to support the grant request of £1,120,000, made by the St. Francis Sports and Social Club, towards the development of a new community building at the St. Francis sports site. This was with the caveat that the new facility would be available as a public facility that all residents of the town would have access to. Members had very strong views and wished to emphasise that the facility should be run on a 'pay as you go' basis and should not be run as some sort of fee-paying private members' club.

MIN. 104 – To RESOLVE the recommendation to accept residents' proposal to re-address properties numbered 31A, 31B, 31C and 31D Franklynn Road in to a separate, newly named road of White Heather Drive.

6. Environment & General Purposes Committee, 12th December 2016 - **Minutes 35 - 47 resolutions;**

MIN. 40 – To RESOLVE the recommendation to approve the Council's 2017/2018 events programme as presented (Spring Festival, Marathon, Town Day, Christmas Festival and Remembrance Sunday) with amounts available for the Haywards Heath Dementia Alliance 'Virtual Dementia Tour' and Play Day.

MIN. 41 – To RESOLVE the recommendation to agree the Environment and General Purposes Committee Budget for 2017/2018 and to resolve that it be included in the Town Council's budget, which will be presented to the Policy and Finance Committee on the 16th January 2017.

MIN. 42 – Cemetery Policy - please see item 11 on this agenda.

MIN. 43 – To RESOLVE the recommendation to allocate up to £1,000 of Town Fund monies towards a fitting tribute to mark the 100-year anniversary of Western Road Cemetery.

MIN. 44 – To RESOLVE the recommendation to instruct the Clerk to inform Historic England of the Council's support for the listing of Haywards Heath War Memorial as a Buildings of Special Architectural Interest or Historic Interest.

7. Policy and Finance Committee, held on the 16th January 2017 - **Minutes 45 – 56** resolutions;

MIN. 50 – To RESOLVE the recommendation to appoint a new administrative Member of staff on a 24 hour per week contract with a starting salary of £10,697 (16,491) NJC scale point 13. That the Clerk be given delegated authority to agree the terms and condition of employment.

MIN. 51 – To RESOLVE the recommendation to adopt the Staff and Councillor Allowance and Expenses Policy as presented.

MIN. 52 – 2017/2018 budget - please see item 10 on this agenda.

MIN. 53 – To RESOLVE the recommendation not to progress the structural re-organisation of the Town Hall.

MIN. 54 – To RESOLVE the recommendation to award;

- a) A grant of £250 to St Catherine's Hospice towards running costs.
- b) A grant of £480 to St Francis Bowls Clubs for the cost of purchasing six scoring units.
- c) A grant of £250 to Cruse Bereavement Care towards running costs.

Committee Meeting: Full Council

Report of: RFO/Town Clerk
Date: 30th January 2017
Subject: Council Budget 2017 - 2018

Purpose of Report:

1. The purpose of this report is for Members to agree the Town Council's budget for the next financial year.

Summary:

2. The Policy and Finance Committee (16th January 2017) and the Environment and General Purposes Committee (12th December 2016) have considered and agreed their draft budgets for the 2017 - 2018 financial year. As a result, the attached budget heading breakdown lays out the recommended budget for the 2017 - 2018 financial, year, which Full Council is being asked to ratify.

Recommendation(s):

Members are recommended to ratify the recommendations of the Policy and Finance Committee dated 16th January 2017 and,

- (a) **approve the amended 2017 - 2018 budget, with a 6.5% increase in the precept and a 4% increase in the amount payable by Council Tax payers. This equates to a precept of £526,257 and an average Band D Council Tax of £45.58 p.a.**
- (b) **Move and earmark £7,280 (New Burial Ground) and £7,500 (Maintenance Building and Grounds) from the general reserves.**

Background:

Dispensation for setting the budget.

3. Please note that in previous years the Monitoring Officer at Mid Sussex District Council issued a dispensation for all Members to discuss and vote on allowances, the budget and fixing the precept. However, under paragraph 10 of the Members Code of Conduct these particular interests are said to be personal only (at 10 (2) C iv and vi) and not prejudicial and these are not in the list of disclosable pecuniary interests. The dispensation granted by the Monitoring Officer, as agreed by the Town Council on the 19th November 2012, was taken under advice from the National Association of Local Councils and the Society of Local Council Clerks, to ensure the Council is totally covered from any legal challenge on the Council's budget setting process.
4. However the latest advice from the Monitoring Officer is as follows; *There is advice from the DCLG that no dispensation is required to set the precept and allowances.'*

5. For information, Members will find attached a breakdown of the budget headings for the proposed 2017 – 2018 budget in Appendix 1 of this report. The detailed information to inform the budget as presented to Council can be found in the papers and minutes of the Environment and General Purposes Committee dated 16^h December 2016 (Items 6 and 7 and minutes 40 and 41) and the Policy and Finance Committee date 16th January 2017 (items 6, 7, 8, 9 and minutes 50, 51, 52, 53) both of which have been previously circulated.
6. Please note minor amendments were made to the proposed budget presented to the Policy and Finance Committee on the 11th January 2016 as follows.
 - **Budget heading (income).** It was agreed to raise the forecasted income for the Cemetery from £24,500 to £30,000.
 - **Budget heading.** It was agreed to reduce the Street Light improvement scheme budget by £2,000
 - **Budget heading 52.** It was agreed to reduce the election expenses budget to £5,900 from £10,965.
 - **Budget heading 61.** It was agreed to reduce advisor's fees by £2,600. *It should be noted that this will reduce the unrestricted amount available for advisor's fees to £5,650 at the 1st April 2017. This is because it was agreed to pay for any (unrestricted) overspend in the current financial year rather than carrying it forward into 2017/2018.*
 - **Budget heading 62.** It was agreed to reduce capital budget by £3,000 from £15,000 to £12,000

Financial Implications for the Council

7. For further information the following points should be noted:
 - The Tax Base has increased from 11,270.1 for 2016/17 to 11,545.8 for 2017/18. This would mean that for a 0% Council Tax increase the precept would be **£506,052**
 - The budget considered by Policy and Finance recommends a precept of **£526,257**, which will mean a **4% rise in Council Tax**, leaving the average Band D Council at **£45.58 p.a. in 2017/2018**.
 - In terms of the precept itself, this will ***increase in line with the Tax Base and Council Tax rise*** from **£493,988 this year to, £526,257 in 2017/2018, representing an increase of 6.5%.**
8. The budget in line with the rise in precept and forecasts for income to the Council, shows a small negative revenue budget and would leave current earmarked reserves intact but there is an overspend forecasted on the 2017/2016 budget.

RFO

HAYWARDS HEATH TOWN COUNCIL
MEETING OF THE COUNCIL — MONDAY, 30 JANUARY 2017
DRAFT BUDGET 2017/18

REVENUE

	Budget '16/17	Forecast to 31/03/2017	Draft Budget '17/18	Notes
	£	£	£	
Precept	493,968	493,968	526,257	①
Cemetery	22,000	31,619	30,000	②
Lettings	31,250	28,750	30,900	
Interest Earned	750	488	500	
Allotment Rents	2,858	2,884	3,337	
Roundabout/Flower Bed Sponsorship	10,250	10,250	10,250	
Other Income	10,593	10,593	10,617	③
	571,669	578,552	611,861	

EXPENDITURE

	Budget '16/17	Forecast to 31/03/2017	Draft Budget '17/18	
	£	£	£	
Environment & General Purposes				
Allotments	2,500	4,715	3,250	
Cemetery	4,300	3,895	4,300	
External Contract for Cemetery	9,325	10,637	10,975	
Hanging Baskets, Goblet Baskets & Tiered Planters	3,600	2,074	3,000	
Muster Green, Roundabouts & Other Flower Beds	14,750	14,703	14,750	
Public Clock (St Wilfrid's)	200	200	200	
Street Lighting — Power & Maintenance	14,950	14,624	15,050	
Street Lighting — Improvement/New Schemes	1,500	1,500	5,000	④
Severe Weather Contingency	500	500	500	
General Maintenance/Repairs	2,750	2,750	2,850	
Town Fund/Projects	2,500	2,500	2,000	
	56,875	58,098	61,875	
Leisure & Amenities				
Best Kept Garden/Allotment Competitions	550	499	550	
Christmas Lights	14,100	14,845	15,050	
Christmas Lights — Maintenance Reserve	750	750	750	
Haywards Heath/South & South East in Bloom	1,300	870	1,000	
Town Council Events	3,400	3,400	5,275	
	20,100	20,364	22,625	
Grounds Maintenance				
19. Salaries & National Insurance	104,850	103,896	106,750	
20. Pension	27,993	27,993	28,461	⑤
21. Clothing & Footwear	875	875	875	
22. Depot Rent	6,000	6,000	6,000	
23. Depot Rates	3,104	3,098	3,162	
24. Other Depot Expenses	1,150	1,310	1,350	
25. Vehicle Expenses	2,500	2,460	2,575	
26. Fuel	3,780	3,185	3,420	
27. Equipment Expenses	2,100	2,122	2,185	
28. Mobile Telephones	408	424	426	
29. Contingencies & Sundries	325	325	325	
	153,085	151,688	155,529	

EXPENDITURE (cont.)

				Notes
Accommodation				
30. Rent	1,150	1,150	1,150	
31. Rates, Water & Sewerage	31,500	31,602	32,088	
32. Cleaning	3,808	3,777	3,926	
32. Caretaking	6,302	6,315	6,435	
33. Maintenance Building & Grounds	4,800	16,955	4,975	
34. Electricity	2,050	1,940	2,050	
35. Gas	2,206	1,256	1,900	
36. Telephone, Fax & Internet	1,566	1,458	1,515	
37. Reserve for Cyclical Redecoration	1,250	1,250	1,250	
	54,632	65,703	55,289	
Office & Customer Service				
38. Salaries & National Insurance	157,056	155,938	168,854	
39. Pension	28,253	27,493	31,266	
40. Travelling Expenses	1,000	1,000	1,000	
41. Advertising, Stationery, Postage & Printing	6,050	4,961	6,000	
42. Office Equipment Maintenance	4,275	4,292	4,395	
43. Insurances	5,375	5,375	5,800	
44. Courses, Conferences & Publications	1,250	1,153	1,250	
45. Subscriptions	7,185	6,979	7,325	
46. Audit Fee	1,700	1,654	1,700	
47. Staff Training	1,000	1,000	1,000	
48. Reserve for Replacement of Fixtures & Fittings	3,750	3,750	3,750	
	216,894	213,595	232,340	
Other Expenditure				
49. Hospitality	400	334	400	
50. Grants & Subsidies	8,500	7,050	8,500	
51. Newsletters	5,250	3,430	5,295	
52. Reserve for Election Expenses	4,000	14,217	5,900	⑥
53. Contingencies & Sundries	750	750	750	
54. Bank Charges	630	275	332	
55. Mayor's Allowance	985	985	985	
56. Members' Allowances	10,320	10,320	12,384	
57. Reserve for Community Facilities	1,900	1,900	1,975	
58. Loan Capital Repayment	6,000	6,000	6,000	
59. Loan Interest	5,070	5,070	4,758	
60. Economic Development	0	0	0	
61. Advisers' Fees	2,000	4,695	6,150	⑦
64. Community Warden	—	10,000	10,000	
	45,805	65,026	63,429	
62. CAPITAL	15,000	15,000	12,000	⑧
63. Ward Budgets				
Ashenground	2,000	2,000	2,000	
Bentswood	2,000	2,000	2,000	
Franklands	2,000	2,000	2,000	
Heath	2,000	2,000	2,000	
Lucastes	2,000	2,000	2,000	
	10,000	10,000	10,000	
Total Revenue Expenditure	572,391	599,474	613,087	
Revenue Surplus/(Deficit)	(722)	(20,922)	(1,226)	

Notes

① Precept increased from £493,968 (2016/17) to £526,257 (2017/18), based on a tax base of 11,545.8 (up from 11,270.1 in 2016/17). This represents a 4% increase in the amount payable by Council Tax payers, i.e. £45.58 p.a. for a typical Band D household.

② Budgeted income '17/18 increased from £24,500 to £30,000 (refer Min. 52, P & F 16/1/17).

③ Sources of other income are broken down as follows:

	£
West Sussex County Council	2,000
Mid Sussex District Council	7,000
Lindfield Parish Council	1,617
	<u>10,617</u>

④ Budgeted expenditure '17/18 reduced from £7,000 to £5,000 (refer Min. 52, P & F 16/1/17).

⑤ Budgeted expenditure '17/18 inadvertently miscalculated – therefore increased by £600, from £27,861 to £28,461

⑥ Budgeted expenditure '17/18 reduced from £10,965 to £5,900 (refer Min. 52, P & F 16/1/17).

⑦ Budgeted expenditure '17/18 reduced from £8,750 to £6,150 (refer Min. 52, P & F 16/1/17).

⑧ Budgeted expenditure '17/18 reduced from £15,000 to £12,000 (refer Min. 52, P & F 16/1/17).

⑨ A one-off end of year transfer of £7,280 to be made from the General Reserve to the Reserve for New Burial Ground; this will increase the reserve to £82,500.

⑩ A one-off end of year transfer of £7,500 to be made from the General Reserve to a new Reserve for Maintenance of Building & Grounds.

Members should bear in mind that the forecasted deficit for '16/17 may increase if funds are needed to pay for unanticipated expenditure that may arise as the current financial year draws to a close.

		£	
Forecast General Reserve @ 31/3/17 is as follows:	b.f. 1/4/16	167,984.66	
less: Revenue Deficit		(20,922.00)	
Transfer excess income to Reserve for (Western Road) Cemetery, say		(8,300.00)	
One-off transfer to Reserve for New Burial Ground		(7,280.00)	⑨
One-off transfer to (new) Reserve for Maintenance of Building & Grounds		(7,500.00)	⑩
		<u>123,982.66</u>	

Committee Meeting: Full Council

Report of: Town Clerk

Date: 30th January 2017

Subject: Resident and Non-Resident Cemetery Fees Policy for Western Road Cemetery

Purpose of Report

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

Summary:

- 2) The following report presents the recommendations of the Environment and General Purposes Committee to adopt formal policy wording in relation to Resident and Non-Resident Cemetery Fees for Western Road Cemetery.

Recommendations;

Members are recommended to consider the recommendations of the Environment and General Purposes Committee and decide whether to,

- a) **Adopt a revised Resident and Non-Resident Cemetery Fees Policy for Western Road Cemetery as per points 4 and 5 of this report and Appendix 1.**
- b) **If agreeable to (a) consider the formation of a panel of three Members of the Environment and General Purposes Committee to assist in decisions relating to the new policy wording.**

Background

- 3) For background Members are asked to refer to the report under item 8 of the meeting of the Environment and General Purposes Committee dated 12th December 2016, the policy wording contained within the body of the report as presented in appendix 1 as recommended by the Assistant to the Clerk and the resulting minute number 42 of the Environment and General Purposes Committee dated 12th December 2016.
- 4) In considering the policy Members of the Environment and General Purposes Committee unanimously agreed to recommend to Full Council the wording presented and the following addition to the policy, which would change the existing criteria for the charging of non-residents fee,

“That discretion can be made by the Town Council if the deceased had lived in the Town for a twenty-year period, which could be proven by the applicant’s family, they would be buried at single rate fees.”

- 5) If the change/addition to the policy under point 4 is agreed, then it suggested the wording be added to (iv) under point 1 of the policy in appendix 1 and would come into effect on the 1st February 2017. In addition, the following sentence would be required to be added point 3 *‘unless they qualify under point (iv) above and provide the required supporting evidence’*.

- 6) Members are also asked to ratify the creation of a panel to deal with challenges to decision made. That being any three Members of the Environment and Purposes Committee, who are available at the time of the request, in liaison with the Town Clerk.

Financial Implications

- 7) None directly to the this report, but it could affect the forecasted income in the 2017/2018.

Town Clerk

Appendix 1 – As proposed by officer's date 12/12/16 with proposed addition as per points and 5 of this report.

RESIDENT DEFINITION:

- 8) Any person who, immediately before their death, was a resident within the boundary of Haywards Heath town, during the previous 12 Months.

Or any one of the following:

- i. A still-born child, where the parents (or one of them) are, or at the time of the internment resident in Haywards Heath.
 - ii. A person who lived in Haywards Heath immediately prior to moving into a Nursing Home or Residential Home outside of the town.
 - iii. A person who lived outside of Haywards Heath prior to moving to Nursing or Residential Homes within Haywards Heath should have been resident at the Nursing Home or Residential Home for a minimum period of 5 years.
 - iv. *That discretion can be made by the Town Council if the deceased had lived in the Town for a twenty-year period, which could be proven by the applicant's family, they would be buried at single rate fees."*
- 9) For burial plots already purchased Haywards Heath Town Council will honour the Terms and Conditions at time the burial plot was purchased, but internments and memorials are subject to present Rules and Regulations and charges.
- 10) If a Right of Burial owner or a transfer of the same results in them not being a resident of the Parish for more than 1 year, then non-resident fees will apply after 12 months, in all cases. *'unless they qualify under point (iv) above and provide the required supporting evidence'.*

In all other cases non-resident fees apply.