



## HAYWARDS HEATH TOWN COUNCIL

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7<sup>th</sup> May 2019

To all Councillors,

Dear Councillor,

You are hereby summoned to attend the **ANNUAL MEETING OF HAYWARDS HEATH TOWN COUNCIL** to be held on **Monday 13<sup>th</sup> May 2019** 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

### AGENDA

1. Town Council Prayer
2. To elect a Town Mayor for the Council year 2019/2020.  
(The Town Mayor to make Declaration of Acceptance of Office.)
3. To note any apologies for absence.
4. Public Forum - *Members of the public are invited to ask questions or raise issues which are relevant and are the concern of this Council. A period of 15 minutes is allocated for this purpose. Notice of intention to address Council should be given to the Clerk by noon of the day of the meeting.*
5. To appoint a Deputy to the Town Mayor for the Council year 2019/2020.  
(The Deputy Town Mayor to make Declaration of Acceptance of Office.)
6. To appoint the Town Council's Leader for the Council year 2019/2020.
7. To appoint the Town Council's Deputy Leader for the Council year 2019/2020.
8. To confirm Committee membership for the Council year 2019/2020. (To be tabled at the meeting)
  - (a) Environment & General Purposes Committee (8)
  - (b) Planning Committee (8)
  - (c) Policy & Finance Committee (8)

cont....

9. To confirm appointments of Committee Chairman and Vice Chairman for the Council year 2019/2020. (To be tabled at the meeting)

- (a) Environment & General Purposes Committee Chairman
- (b) Environment & General Purposes Committee Vice Chairman
- (c) Planning Committee Chairman
- (d) Planning Committee Vice Chairman
- (e) Policy & Finance Committee Chairman
- (f) Policy & Finance Committee Vice Chairman

10. To confirm membership of the following Working Groups/Party for 2019/2020. (To be tabled at the meeting)

- (a) Haywards Heath in Bloom (1)
- (b) Communications and IT Working Group (5)
- (c) Planning Working Group (5)
- (d) Staff Working Party (5)
- (e) Transport Partnership (2)
- (f) Chairman's Working Group (5)
- (g) 2019 Working Group (4)
- (h) Bluebell Railway Working Group (3)
- (i) Environment Working Group (5)

11. To confirm Council representatives on the following outside bodies for 2019/2020. (To be tabled at the meeting)

- (a) Mid Sussex Association of Local Councils (1)
- (b) Mid Sussex Association of Town Councils (4)
- (c) Haywards Heath Twinning Association (1)
- (d) Blunts/Paiges Meadow Reserve (2)
- (e) Scrase Valley Reserve (2)
- (f) Ashenground Park & Bolnore Open Spaces Steering Group (2)
- (g) Woodside Pavilion Management Committee (1)
- (h) Haywards Heath Business Association (1)
- (i) Haywards Heath Town Team (1)
- (j) Burgess Hill Northern Arc Liaison Group (1)
- (k) Mid Sussex Cycle Forum (2)

12. To make Declarations of Interest.

13. To confirm the Minutes of the Meeting of the Council held on 18<sup>th</sup> March 2019.

14. To dispose of any business outstanding from the last meeting

15. To note the Mayor's List of Engagements and any announcements.

16. To receive and consider and adopt the Resolutions of the following Committees.

- a) Planning Committee held on the 25<sup>th</sup> March 2019  
**MINS. 139 – 147**
- b) Planning Committee held on the 15<sup>th</sup> April 2019  
**MINS. 148 – 156**

cont...

- c) Environment and General Purposes Committee held on the 8<sup>th</sup> April 2019.  
**MINS. 65 – 74**
- d) Policy and Finance Committee  
**No meeting to report.**

- 17. To consider and confirm the Council's qualification for the General Power of Competency.
- 18. To undertake the annual review of the Council's Standing Orders and Financial Regulations.
- 19. To undertake the annual review of the Councillor's Code of Conduct.
- 20. To consider the adoption of a Staff and Councillor's Protocol. (report to follow).
- 21. To receive the diary of Town Council committee meetings for 2019/2020.
- 22. To consider a report relating to electronic banking and cheque signatories
- 23. Verbal Update from Town Council Working Groups.
  - a. 2019 Working Group.
  - b. Bluebell Railway Working Group
  - c. Environment Working Group
  - d. Planning Working Group
- 24. To consider any urgent items the Mayor has received under S.O 11.
- 25. To consider 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.'*

**Committee Meeting:** Annual Meeting of Haywards Heath Town Council

**Report of:** Town Clerk

**Date:** 13<sup>th</sup> May 2019

**Subject:** Appointment of Deputy Mayor, Leader, Deputy Leader and Committee Membership 2019 - 2020

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**Purpose of Report:**

1. The purpose of this report is to enable Members to consider nominations for the Membership of Council Committees and official individual appointments for the forthcoming Council year 2019 - 2020.

**Summary:**

2. Members are firstly asked to agree the appointment of the Deputy Mayor, Leader of the Council and Deputy Leader of the Council for the 2019 – 2020 Council year. Members will then be required to agree to the Council's committee membership, working party/group membership and representation on outside bodies as laid out in this report including new positions that have been developed. Members will also be asked to appoint a Chairman and Vice Chairman for the Council's Planning Committee, Policy and Finance Committee and the Environment and General Purposes Committee.

**Recommendation(s):**

**Members are recommended to nominate and agree the membership of the Council's Standing Committees, working groups/parties and make the individual appointments laid out in the background of this report;**

- (a) **Appoint the Deputy Mayor for 2019 - 2020;**
- (b) **Appoint the Leader of the Council for 2019 - 2020;**
- (c) **Appoint the Deputy Leader of the Council for 2019 - 2020;**
- (d) **Agree to the membership of the Council's Environment and General Purposes Committee, Planning Committee and Policy and Finance Committee and for 2019 - 2020;**
- (e) **Agree to each of the Committee's Chairman and Vice Chairman;**
- (f) **Agree the membership of the Council's working parties/groups;**
- (g) **Agree to the appointment of Members to represent the Council on outside bodies.**

**Background**

3. **Town Mayor 2019 – 2020** will have been appointed under **item 2 of the Agenda** and duly will have made their Declaration of Office.

4. **Deputy Mayor 2019 - 2020 (Agenda front sheet item 5)**

Nominations are sought for the position of Deputy Mayor. The duly elected Deputy Mayor will then make his/her declaration. *Both the Mayor and Deputy Mayor are ex-officio on all committees with full voting rights.*

5. **Leader of the Town Council 2019 - 2020 (Agenda front sheet item 6)**

Nominations are sought for the Leader of the Council.

6. **Deputy Leader of the Town Council 2019 - 2020 (Agenda front sheet item 7)**

Nominations are sought for the Deputy Leader of the Council.

7. **Committee Membership 2019 - 2020 (Agenda front sheet item 8)**

Nominations are sought for the following Committees,

- (a) Environment and General Purposes Committee (8 Members)
- (b) Planning Committee (8 Members)
- (c) Policy and Finance Committee (8 Members)

8. **Committee Chairman and Vice Chairman (Agenda front sheet item 9)**

Each Committee only will vote for its respective Chairman and Vice Chairman by show of hands (Chairman first then Vice Chairman).

- (a) Environment and General Purposes Committee  
Chairman Vice Chairman
- (b) Planning Committee  
Chairman Vice Chairman
- (c) Policy and Finance Committee  
Chairman Vice Chairman

9. **Working Groups (Agenda front sheet item 10)**

Nominations are sought for Members to serve on the following informal internal working groups.

- (a) Haywards Heath In Bloom.  
One nomination is sought.
- (b) Communications and IT Working Group.  
Five nominations are sought.
- (c) Planning Working Group.  
Five nominations are sought.
- (d) Staff Working Party.  
Five nominations are sought.
- (e) Transport Partnership.  
Two Nominations are sought.
- (f) Chairman's Working Group.  
Five places are agreed by virtue of prior appointments (Committee Chairman, the Leader and the Mayor).
- (g) 2019 Working Group.  
Four nominations are sought.
- (h) Bluebell Railway Working Group.  
Three nominations are sought.
- (i) Environment Working Group.  
Five nominations are sought.

**10. Representative(s) on Outside Bodies (Agenda front sheet item 11)**

Nominations are sought to represent the Council on the following outside bodies.

- (a) Mid Sussex Association of Local Councils (1)
- (b) Mid Sussex Association of Town Councils (4) (Mayor, Leader, Chair of P and F plus 1, which should be from the minority party).
- (c) Haywards Heath Twinning Association (1)
- (d) Blunts/Paiges Meadow Reserve (2)
- (e) Scrase Valley Reserve (2)
- (f) Ashenground Park & Bolnore Open Spaces Steering Group (2)
- (g) Woodside Pavilion Management Committee (1)
- (h) Haywards Heath Business Association (1)
- (i) Haywards Heath Town Team (1)
- (j) Burgess Hill Northern Arc Liaison Group (1)
- (k) Mid Sussex Cycle Forum (2)

11. Please note - If are more nominations for a committee, appointment or working group than is allowed by standing orders on the evening, Members will vote by a show of hands, which will be recorded by the Clerk.

Town Clerk

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

**Minutes of the meeting held on Monday 18<sup>th</sup> March 2019**

**Councillors:** Christopher Ash-Edwards  
Jonathan Ash-Edwards  
Anne Boutrup \*\*  
Clare Cheney  
Rod Clarke  
Emma Clayton\*\*  
Ruth de Mierre  
Sandy Ellis  
Stephen Hillier  
Matthew Jeffers  
James Knight  
Clive Laband  
Alastair McPherson  
Howard Muddin  
Mike Pulfer  
Sujan Wickremaratchi\*\*

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

**Also present: None**

**75. Council Prayer**

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

**76. Public Forum**

None.

**77. Apologies**

Emma Clayton – Work Commitments  
Sujan Wickremaratchi – Holiday.  
Anne Boutrup – Ill Health

**78. Declarations of Interest**

None.

**79. Minutes**

The Minutes of the Council meeting held on the 28<sup>th</sup> January 2019 were taken as read, confirmed as a true record and duly signed by the Town Mayor.

**80. Matters Arising**

It was asked if the Clear Channel contract for bus shelter management and advertising agreed by the Town Council at its last meeting had been progressed. The Town Clerk confirmed that it had been executed and renewals of the advertising boards was to commence in the near future. It was also confirmed that there would be an opportunity for community event advertising.

It was asked if SWL Security had agreed to adopt the Community Protection powers as per what had been offered by Mid Sussex District Council, as reported to the Policy and Finance Committee. The Town Clerk confirmed SWL had done and the Community Warden along with her supervisor had attended a training session on such as was in a position to start

issuing warning notices when advised and the tickets were ready to be issued via Sussex Police.

### **81. Mayor's Engagements and Announcements.**

The Town Mayor opened his address by stating that the Annual Town Meeting had been a success and conveyed his thanks to the Police and Crime Commissioner (PCC) Mrs Katy Bourne for attending and making an informative presentation supported by Inspector Pete Dommett. Members agreed, so it was then asked that the Town Clerk write formally to the PCC to thank her. The Town Mayor mentioned that it would be the last Full Council meeting for Cllrs J. Ash-Edwards, R. Clark, R. De-Mierre and S Hillier who were stepping down from the Town Council in the forthcoming local elections. He thanked them for their hard and diligent work as Town Councillors. The Mayor, on the basis that it was his last meeting in office, stated it had been a tremendous honour to serve as Town Mayor and he hoped that he had reached the expectations of the role. He then thanked the Deputy Mayor and Town Clerk for their support and then made special mention of his secretary Maria Horne for all her hard work to help discharge his duties and her support for his Mayoral events. All Councillors were also thanked for their unquestionable support during his two-year tenure. At this point a number of Councillors stood and expressed their thanks and commended the way in which the Town Mayor had represented the Council and thanked him for his hard work. Special mention was made of his twinning links and his support for his chosen charity The Dame Vera Lynn Children's Charity. Finally, a reminder was made of the Mayor's Charity Casino Night that was to be held on the 12<sup>th</sup> April 2019, at the Town Hall.

### **82. To receive and consider the adoption of the Minutes of Council standing committees.**

(i) **Planning Committee - MINS. 122 - 138**

The reception and adoption of the resolutions of the Planning Committees, dated 11<sup>th</sup> February 2019 - **Mins 122 – 130** and 4<sup>th</sup> March 2019 - **Mins 131 – 138** were moved, seconded and agreed by Council.

(ii) **Environment and General Purposes Committee - MINS. 52 - 64**

The reception and adoption of the resolutions of the Environment & General Purposes Committee dated 4<sup>th</sup> February 2019 **Mins 52 - 64** were moved, seconded and agreed by Council.

- Under resolution 58 it was resolved that the wording should be 'Mid Sussex Cycle Forum'. It was also confirmed that the Town Council where it supported the Forum could not be blindly beholden to their actions. Only consider them on a case by case scenario.

(iii) **Policy and Finance Committee - MINS. 51 - 61**

The reception and adoption of the resolutions of the Policy and Finance Committee dated 11<sup>th</sup> March 2019 **Mins 51 - 61** were moved, seconded and agreed by Council.

- The Town Council was thanked for its financial support for the STEM project, which had been a great success.

### **83. Town Council Priorities and Working Groups**

The following updates were given,

- Development of a Country Park on land located off Hurstwood Lane.

The Town Clerk reported that there had been no movement on the legal side of the project, but the Town Council had appointed legal representation and was looking at the site in terms of tree management and health and safety issues in Asylum Wood. There were also quotes being obtained to enable a definition of the boundary of the wood to the development of housing off Greenhill Way.



- Development of a Cemetery on land located off Hurstwood Lane.  
The Town Clerk reported that this project was in the same position legally as the Country park.
- Haywards Heath commercial offer document and business estates and office space protection.  
It was noted that the Business Improvement District specification was out to tender and that work was being undertaken to refresh the Art of the Possible, which potentially was to be re-presented to Full Council, after due process, once the May elections had been held.
- South Road shared space scheme.  
No update.
- Development of an integrated road network.  
It was reported that a project to improve routing of traffic to the Town Centre was near to completion and would be implemented via West Sussex County Council
- Working Groups.
  - Bluebell Railway Working Party.  
Cllr de Mierre reported that good progress was still being made and the Bluebell were in contact with Mid Sussex District Council Planning officers.
  - 2019 Working Group.  
Cllr Ellis stated that arrangements were going well for the Spring Festival and Town Day.
  - Environment Working Group  
Cllr Cheney stated that the group were pressing on with their objectives as previously reported and had gathered information on the statistics of children travelling to and from school, from those schools that have travel school plans. This information was being collated and it was felt worthy to try and encourage other schools to develop such plans.

Members **NOTED** the updates.

#### 84. Urgent Items

None

85. Members **RESOLVED** to enter into Exempt Business to receive a verbal update on staffing matters.

Meeting Closed at 8.25pm

**Mayor's Engagements**

**15<sup>th</sup> March 2019 to 5<sup>th</sup> May 2019**

On 22<sup>nd</sup> March, the Mayor opened the new children's adventure playground at Borde Hill Garden.

On 22<sup>nd</sup> March, the Mayor attended the Birthday Celebration Evening of Dame Vera Lynn at the Dame Vera Lynn Children's Charity.

On Saturday 23<sup>rd</sup> March, the Mayor attended the AGM of the Haywards Heath Twinning Association.

On 29<sup>th</sup> March, the Deputy Mayor and his wife attended a Music Evening at Clair Hall to celebrate the Centenary of the West Sussex Federation of WI.

On Saturday 6<sup>th</sup> April, the Mayor attended the Great British Spring Clean Litter Pick at Clair Park.

On Saturday 6<sup>th</sup> April, the Mayor attended the Spring Show of the Haywards Heath Horticultural Society at St Wilfrid's.

Additionally on Saturday 6<sup>th</sup> April, Cllr Wickremaratchi represented the Mayor at the Mid Sussex Choir concert – Around the World in 80 Minutes – at St Paul's College in Burgess Hill.

On Sunday 7<sup>th</sup> April, Cllr Sandy Ellis represented the Town Council in a sponsored walk at Beech Hurst Gardens to celebrate the 50<sup>th</sup> Anniversary of the Mid Sussex Branch of Parkinson's' UK.

On 12<sup>th</sup> April, the Mayor and his wife hosted the Mayor's Charity Fundraiser Casino Night at the Town Hall. This was attended by the Mayor of Burgess Hill and consort, the Deputy Mayor and Consort from East Grinstead and the daughter of Dame Vera Lynn representing the charity.

On 19<sup>th</sup> May, the Mayor attended the annual HH Lions Swimathon at the Dolphin Centre.

From Saturday 20<sup>th</sup> April to Tuesday 23<sup>rd</sup> April, the Mayor and his wife attended Traunstein for the annual Georgiritt festival.

On Saturday 28<sup>th</sup> April, the Mayor attended the Haywards Heath Town Council Spring Festival, presenting prizes and giving a speech.

On Sunday 5<sup>th</sup> May, the Mayor attended the Haywards Heath leg of the Mid Sussex Marathon, officially starting the race and handing out medals to the runners and winners.

**Committee Meeting: Annual Meeting of Full Council**

**Report of:** Town Clerk

**Date:** 13<sup>th</sup> May 2019

**Subject:** Minutes of Committee Meetings

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**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 Chairmen will each move 'the reception and adoption' of their relevant Committee meeting resolutions. These resolutions relate to the Planning Committees held on the 25<sup>th</sup> March 2019 - **Minutes 139 – 147** and 15<sup>th</sup> April 2019 - **Minutes 148 - 156**, Environment & General Purposes Committee – 8<sup>th</sup> April 2019 - **Minutes 65 - 74**.

**Recommendation(s):**

**Members are recommended to;**

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

3. Planning Committee, 25<sup>th</sup> March 2019 - **Minutes 139 – 147 resolutions;**

MIN. 146 – To RESOLVE the recommendation to ratify the recommendation of the Planning Working Group (4<sup>th</sup> March 2019) in relation to planning application number DM/19/0346, Rookery View, Rocky Lane (to vary the Section 106 Agreement Mortgagee in Possession clause). Haywards Heath Town Council is concerned that the risks are not fully understood or balanced. If the change jeopardises social and/or affordable housing for our community, then we object. If it doesn't, we defer to Mid Sussex District Council to determine.

Nothing else to report other than the planning application comments.

4. Planning Committee, 15<sup>th</sup> April 2019 – **Minutes 148 – 156 resolutions;**

Nothing to report other than the planning application comments.

5. Environment & General Purposes Committee, Environment and General Purposes Committee 8<sup>th</sup> April 2019 - **Minutes 65 - 74** resolutions;

MIN. 71 – To RESOLVE the recommendation to authorise the expenditure of £2,615 to upgrade 7 Town Council owned Footpath lights in Clair Park to 3000k warm white LED lights.

Cont....

MIN. 72 – To RESOLVE the recommendation to;

(a) Give Landlord's consent to Vale Road Allotment Society to enable the placement of a toilet on Vale Road Allotment site.

(b) Give delegated authority to the Town Clerk to assist with the submission of and pay for a planning application to Mid Sussex District Council in conjunction with Vale Road Allotment Society.

c) These recommendations are made with the following conditions, which will need to be met by Vale Road Allotment Society;

1) That planning permission is granted.

2) Full project funding is demonstrated before construction,

3) A method statement for construction is presented to the Town Clerk before construction.

4) That Vale Road Allotment Society within a re-issued licence to manage the land are totally responsible for the maintenance and emptying of the toilet and that they are responsible for its removal.

**Committee Meeting: Full Council**

**Report of:** Town Clerk  
**Date:** 13<sup>th</sup> May 2019  
**Subject:** General Power of Competence (GPC)

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**Purpose of Report:**

1. The purpose of this report is for Members to confirm the Town Council qualifies for a power available through the Localism Act 2011.

**Summary:**

2. The purpose of this report is for Members to confirm that the Town Council still qualifies to hold the General Power of Competence (GPC). The Town Council formally adhered to and adopted GPC at a meeting of Full Council on the 12/09/2012. GPC is a power available to local authorities in England, bestowed in the Localism Act 2011 that will allow them to do "anything that individuals generally may do". GPC replaced the power of well-being (Local Government Act 2000). The Parish Council's (General Power of Competence) (Prescribed Conditions) Order 2012 confirms that a body such as Haywards Heath Town Council is eligible to exercise the General Power of Competence. It also states that at the first Council meeting of any new term of the Town Council that Full Council must formally consider a report and resolve that it complies with the two legal tests under the aforementioned prescribed conditions.

**Recommendation(s):**

- 1) **Members confirm that the Town Council continues to meet the eligibility criteria to adopt the General Power of Competence.**
- 2) **Members resolve that Haywards Heath Town Council adopts and exercises the General Power of Competence for the term of the Council 2019 - 2023.**

**Background:**

3. Haywards Heath Town Council qualifies for the General Power of Competence because;
  - 1) It has a qualified Town Clerk – The Town Clerk completed and attained a Certificate in Local Council Administration (CiLCA) in August 2012 (including training on GPC at the Larger Council's Conference in Chepstow in May 2012).
  - 2) The Town Council had over two thirds of its seats contested at the last local election in 2015.
4. Members will find attached for further information, as Appendix 1, the Local Government Guide to *GPC*.
5. **Financial Implications** - None.
6. **Policy Context** - None

**Town Clerk**

**Committee Meeting: Annual Meeting of Full Council**

**Report of:** Town Clerk  
**Date:** 13<sup>th</sup> May 2019  
**Subject:** Review of Standing Orders

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**Purpose of Report:**

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

**Summary:**

2. The Town Council's Standing Orders and Financial Regulations regulate the actions of the Council as a corporate body, the Members of the Council and its staff. The document also governs the financial processes of the Council and its functions. The document is now due for its annual review.

**Recommendation(s):**

- 1) **Members are recommended to review the Council's Standing Orders, and Financial Regulations.**
- 2) **Agree the document with amendments if required, that are lawful, and adopt the Standing Orders and Financial Regulations for the period 2019 – 2020.**

**Background:**

3. The Town Council's Standing Orders and Financial Regulations, need to be reviewed annually on the advice of the Internal Auditor.
4. Members may wish to note the following points to help them in reviewing the document.
  - Review the level of authorised expenditure under point 49.
  - Review the Town Council's procurement processes.
  - Substitution Rules, the Town Clerk tabled a report to Members in 2011 suggesting that two named Councillors acted as substitutes for each meeting. Members were minded not to accept the recommendation and retained the policy of any Member of the Council being authorised to substitute.
  - Please note additions to the delegated authority of the Town Clerk (pages 22-23) and review points (i) and (j), which are simple additions to remove any avoidance of doubt when dealing with day to day operational matters.
5. Members may wish to note that the Town Clerk has looked at the National Association of Local Council (NALC) Model Standing Orders and feels that the Town Council's current document covers everything and is more user friendly. Please also note that the Council does not have to adopt the NALC Standing Orders. If Members are interested in looking at the NALC document please visit the Sussex Association of Local Council's website <http://www.sussexalc.org.uk> and refer to the reference documents page of the website.

**Town Clerk**

# **Standing Orders and Financial Regulations.**

Please refer to your  
Members Information  
Pack.

Under Section 2

**Committee Meeting: Annual Meeting of Full Council**

**Report of:** Town Clerk  
**Date:** 13<sup>th</sup> May 2019  
**Subject:** Councillors Code of Conduct

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**Purpose of Report**

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

**Summary:**

- 2) The following report asks for Councillors to review the Council's Code of Conduct, in line with Mid Sussex District Council, which sets out rules to govern the behaviour of Councillors.

**Recommendations;**

- 1) **Members are recommended to review the proposed Councillors Code of Conduct.**
- 2) **Adopt the Councillors Code of Conduct.**

**Background:**

- 3) Local Authorities are required to adopt a Councillors Code of Conduct which sets out rules governing the behaviour of their Councillors and satisfies the requirements of the Localism Act 2011. All elected, co-opted and independent Members of local authorities, including Town and Parish Councils, are required to abide by their own, formally adopted, Code of Conduct.
- 4) The Code of Conduct seeks to ensure that Members observe the highest standards of conduct in their civic role. The Code is intended to be consistent with the seven principles of public life:
  - a. **Selflessness** - Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
  - b. **Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
  - c. **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards or benefits, holders of public office should make choices on merit.
  - d. **Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
  - e. **Openness** - Holders of public office should be as open as possible about the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.



- f. **Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
  - g. **Leadership** - Holders of public office should promote and support these principles by leadership and by example, and should act in a way that secures or preserves public confidence.
- 5) The actions of a Town Councillor, if reported to have broken the adopted Code of Conduct, is firstly brought to the Town Clerk's attention and then passed on to the Monitoring Officer at Mid Sussex District Council who is the Solicitor to the Council, Mr Tom Clark under the name of the Town Mayor (as recommended by Committee of Standards in Public Life). This is on the grounds that The Committee of Standards in Public Life have undertaken a consultation on Councillors Code of Conduct. The consultation findings were published on and can be found at [www.gov.uk/government/publications/local-government-ethical-standards-report](http://www.gov.uk/government/publications/local-government-ethical-standards-report).
- 6) It is then discussed with one of the independent persons nominated by Mid Sussex District Council and if they think there is a potential breach of the Councillors Code of Conduct it goes to an assessment sub-committee. If they believe there is a potential breach of the Code of Conduct they will ask whether it is in the public interest for an independent report to be prepared at public expense. That report is prepared by an independent investigator. If the report discloses a breach of the code it goes to a Hearings Sub-Committee who decide whether or not there has been a breach and if so what penalty to impose. They no longer have power to suspend or disqualify. In limited circumstances there is the possibility of a prosecution with leave of the Director of Public Prosecutions (DPP) but there have only been three in the last six years. Someone aggrieved by this process can challenge by way of Judicial Review on a point of law in the High Court.
- 7) In November 2015, Mid Sussex District Council adopted a revised Code of Conduct that brought its format into line with West Sussex County Council's. Many Town and Parishes, including HHTC, followed this change in 2015 so that dual/triple hatted Councillors all have the same Code of Conduct at each level of local authority thus making Code of Conduct investigations and proceeding easier to administer.
- 8) The above was tested by the findings of the case of R (Harvey) v Ledbury Town Council and Hertfordshire County Council 2018. Subsequent advice from the monitoring officer at Mid Sussex District Council then ensured that Town/Parish Councils had fallen into line with the 2015 Code of Conduct which superseded the 2012 model.
- 9) As a result, the Code of Conduct as presented is recommended to be continued to be adopted.
- 10) **Financial Implications** - None

**Town Clerk**

# **Councillors Code of Conduct**

Please refer to your  
Members Information  
Pack.

Under Section 2

**Committee Meeting: Annual Meeting of Full Council**

**Report of:** Town Clerk

**Date:** 13<sup>th</sup> May 2019

**Subject:** Council Committee Timetable 2019 - 2020

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**Purpose of Report:**

1. The purpose of this report is for Members to consider and agree the Council's committee timetable.

**Summary:**

2. Members will find attached the proposed calendar of meetings for the 2019 - 2020 Council year for approval and a suggested date for the 2020 Annual Town Meeting.

**Recommendation(s):**

**Members are recommended to;**

- (a) **Agree the timetable of Council meetings for the next Council year 2019 - 2020.**
- (b) **Consider the start time of Standing Committee and Full Council meetings.**

**Background:**

3. This report is presented in line with the view of the Policy and Finance Committee in November 2019, which was 'where the Committee agreed meeting times and dates for 2019/2020 that it should be for the new Council after the 2<sup>nd</sup> May 2019 election to review and ratify the Town Council Committee time table for 2019/2021'.
4. This timetable is set on the basis that it may change as the Town Clerk shall be asking for a review of the Governance Structure of the Town Council post the elections to ensure it is fit for purpose for the Town Council moving forward.
5. The Council's meeting timetable is set on an annual basis, please note the following issues, which have directed the production of the timetable attached.
  - Six Full Council meetings have been programmed for the year. These meetings will be serviced by one Policy and Finance meeting, one Environment and General Purposes meeting and three Planning meetings. Extra-ordinary meetings are of course available if required.
  - Planning meetings have been set on a three-weekly basis to ensure comments are made within the statutory timescale for response as required by Mid Sussex District Council. Please note due to the New Year period a meeting has been proposed for 2<sup>nd</sup> January 2019.
  - It is suggested that the 2020 Town Meeting be held on the 27<sup>th</sup> April 2020.

- Please note the date of the Environment and General Purposes Committee in June, which is planned for Tuesday 25<sup>th</sup> June 2019. This is due to the availability of the Town Clerk is who is away on the 10<sup>th</sup> June 2019.
6. The normal start times for all meeting is 7.30pm. If Members wish to consider an earlier start time for some or all of meeting then this will need to be decided under this report and then recommended to Council.

**Town Clerk**

# CALENDAR OF MEETINGS 2019 - 2020

Meeting of the Council    
  Planning Committee    
  Environment & General Purposes    
  Policy & Finance Committee    
  Town Meeting    
  Bank Holidays

May						
S	M	T	W	T	F	S
			1	2	3	4
5		7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26		27	28	29	30	31

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Committee Meeting: Full Council**

**Report of:** Town Clerk

**Date:** 13<sup>th</sup> May 2019

**Subject:** Authorised Mandate/Cheque Signatories

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**Purpose of Report:**

1. The purpose of this report is for Councillors to agree the Councillors authorised to act on behalf of the Council in relation to financial matters.

**Summary:**

2. In line with financial regulations and Council standing orders each cheque or electronic financial transaction made payable to a third party has to be signed by two Councillors. In addition, Councillors have to be authorised to act on behalf of the Council in matters relating to the Council's banking, such as setting mandates and moving monies between Natwest Bank accounts. As a result, the following report seeks Council's agreement to the Councillors who will be signatories on all transactions and matters relating to the Council's financial dealings.

**Recommendation(s):**

**Members are recommended to;**

- 1) **Resolve that up to four Councillors be authorised to agree and sign any bank transactions/mandates and sign cheques on behalf of Haywards Heath Town Council.**

**Background:**

3. The Council requires four authorised Councillors to sign cheques and authorise bank transactions on behalf of the Town Council.
4. Each financial transaction whether it be the production of the cheque, electronic payment or movement of funds will be undertaken in conjunction with the Responsible Finance Officer and be open to scrutiny by the Council's internal auditor and external auditors.
5. It is recommended, so as to simplify the process for staff in terms of Councillors availability that four Councillors duly be authorised to sign cheques and authorise bank transactions.
6. Due to this report being written before the 2<sup>nd</sup> May 2019 local elections it is not known if any of the existing four signatories will be re-elected. Two existing signatories are not re-standing and will have to be removed. It is envisaged that the other two Councillors, if re-elected, will continue to be signatories.

**Town Clerk**