

HAYWARDS HEATH TOWN COUNCIL
ENVIRONMENT AND GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on 3rd December 2018

M Jeffers (*Chairman*)
S Ellis (*Vice Chairman*)
C Cheney
R Clarke
E. Clayton*
J Knight
A McPherson
H Mundin

* Absent ** Apologies

Also Present: Becky Stevens (Events and Community Officer) and
Andrew Sturgeon (Responsible Finance Officer (RFO)).

Before the meeting commenced the Chairman welcomed Becky Stevens the Council's new Events and Community Officer to her first meeting of the Committee.

41. Apologies

None.

42. Minutes

The Minutes of the meeting of the Environment and General Purposes Committee held on, Monday 22nd October 2018 were taken as read, confirmed as a true record and duly signed by the Chairman.

43. Substitutes

None

44. Members' Declarations of Interest

Cllr Ellis declared a personal interest in Item 11 in her role as the Chairman of Haywards Heath in Bloom Committee.

45. Matters Arising

None.

46. Community Events 2019/2020

Members considered the proposed 2019/2020 events programme and the associated proposed budget for the next Council year. It was noted that the proposal was quite understated, in comparison to previous years, but it was designed to give the new Events and Community Officer a chance to settle in and look at the events programme from a fresh perspective. Members felt that this was a sensible cause of action and noted that the 2019 working group would be there to support the officer. The Chair of the 2019 Working Group updated that plans were underway for Town Day 2019 with a theme for the day being developed and that sponsorship, grant funding and business support would underpin the event. Ideas for new events/initiatives, such as an ice rink at Christmas were discussed, which the Town Clerk said he and the Events and Community Officer, with this,

Members **RESOLVED** to,

- a) agree the basis of the events budget for 2019/2020.
- b) delegate to the Events and Community Officer, in liaison with the 2019 Working Group, a review of Town Council's Events Programme 2019/2020 and its details with the Spring Festival and Town Day proposed to be central to the programme.
- c) delegate to the Events and Community Officer in liaison with the 2019 Working Group, Town Council's involvement in events in partnership with third parties.

47. Budget 2019/2020

The RFO presented the 2019/2020 budget with the following comments and matters raised,

- Members were informed that £4,000 had been allocated to support Mid Sussex District Council with the scoping work for a Business Improvement District, which would be a simple budget allocation and payment transaction.
- It was noted that roundabout sponsorship was forecasted in the income section of the budget, to be circa £4,000, but it was hoped that the Town Clerk would be able to negotiate a higher figure.
- The Town Fund had a reserve that was being built up, which the Committee could allocate to projects that offered Town wide benefits.
- Severe Weather Budget – it was noted that due to no severe weather events in the last couple of years that the budget was being topped up modestly.
- Christmas Lighting – it was noted that the contract was to be re-procured in the next financial year and the Town Clerk would be looking at added value from the display, from the quotes, as the budget had already been set. The cost of the lights was questioned and it was asked if they were owned by the Town Council. The Town Clerk stated that the costs were for hire and installation and the Town Council did not own them. The Chairman stated that the costs were the costs but the lights were important to the Town in terms of supporting the Christmas activities in the Town Centre.
- It was asked if there had been an impact on income from new cemetery policy and fees. In response the RFO said a number of quadruple fees had been reduced to single fees, but in the norm people will pay the quadruple fee to have their loved ones buried in the Town.

At the end of discussions, the RFO was thanked for his working preparing the budget and then,

Members **RESOLVED** the,

Environment and General Purposes Committee Budget for 2019/2020 and to resolve that it be included in the Town Council's budget, presented to the Policy and Finance Committee on the 14th January 2019.

48. Mid Sussex Health and Wellbeing Task and Finish Group

Members welcomed the Town Council's involvement with the task and finish group and then,

Members **RESOLVED** that;

Town Council officers (Events and Community Officer primarily or the Town Clerk) formally sit on the Mid Sussex Health Task and Finish Group.

49. Muster Green Management Plan

The Town Clerk thanked Members who had taken the time to respond to the agenda summons and had pointed out a number of factual changes and typing errors. These had been rectified and without further comment.

Members **RESOLVED** to;

Adopt the Muster Green Management Plan for 2019.

50. Haywards Heath in Bloom Update

The Chairman, Cllr Ellis, opened by thanking all those volunteers who helped with the litter picks. Mention was then made of the Canvas project, which had been displayed at St Wilfrids Church thanks to the kindness of Reverend Ray Smith. The hard work of the groundstaff was acknowledged and praise was given to the Head Groundsman who is retiring in May. Cllr Ellis added that now that administrative support was in place it was envisaged that the In-Bloom Committee would re-enter South and South East in Bloom during the next Council year in the Large Town Category along with a separate entry for the Cemetery. The Town Clerk added that Muster Green would best be served being part of the main tour as the judging conflicts with that of the Green Flag.

Members **NOTED** the update.

51. Items Agreed as Urgent by the Chairman

None.

The meeting closed at 8.44pm